

2010-11 academic calendar



2010-11 academic calendar

DISTANCE EDUCATION

KOOTENAY SCHOOL OF THE ARTS

ADULT BASIC EDUCATION & TRANSITIONAL TRAINING

BUSINESS & AVIATION

DIGITAL MEDIA & MUSIC

HEALTH & HUMAN SERVICES

HOSPITALITY & TOURISM

INDUSTRY & TRADES TRAINING

RENEWABLE RESOURCES

UNIVERSITY ARTS & SCIENCES

TEACHER EDUCATION

SELKIRK INTERNATIONAL

1.888.953.1133

selkirk.ca

10/11

CONTENTS

Campus Information.....	6
Frequently Called Numbers.....	7
2010 - 2011 Academic Dates.....	8
Admissions.....	11
Fees.....	13
College Services.....	15
Academic Regulations.....	19
Programs.....	22
Glossary.....	224
Faculty.....	226
Administration.....	231
Bursaries and Awards.....	232
Index.....	235

PROGRAMS BY SCHOOL

DISTANCE/ONLINE LEARNING

Distance/Online learning..... 22

KOOTENAY SCHOOL OF THE ARTS

Nelson
 Clay..... 25
 Fibre..... 27
 Jewellery and Small Object Design..... 29
 Metal..... 31

SCHOOL OF ADULT BASIC EDUCATION

Castlegar, Grand Forks, Kaslo, Nakusp, Silver King and Trail
 Adult Basic Education 34
 Adult Special Education..... 44

SCHOOL OF BUSINESS AND AVIATION

Aviation-Professional Pilot Program..... 46
 Business Administration..... 50
 Business Administration - Accounting/Finance..... 53
 Business Administration - Professional Management..... 57
 International Business..... 60
 Office Management..... 62

SCHOOL OF DIGITAL MEDIA AND MUSIC

Tenth Street, Nelson
 Independent Digital Film..... 65
 Music and Technology, Contemporary..... 67
 Music and Technology, Contemporary (First Year)..... 68
 Music and Technology, Contemporary (Performance)..... 70
 Music and Technology, Contemporary (Production)..... 73
 Music and Technology, Contemporary (Composition)..... 76
 Music and Technology, Contemporary (Directed Studies)..... 79
 Music and Technology, Contemporary (General)..... 82
 Digital Arts and New Media..... 85

SCHOOL OF HEALTH AND HUMAN SERVICES

Castlegar
 Advanced Medical Transcription..... 90
 Gerontology..... 93
 Health Care Assistant..... 95
 Nursing..... 97
 Access to Practical Nursing..... 103
 Pharmacy Technician..... 106
 Nursing Unit Clerk..... 110
 Classroom and Community Support Worker..... 113
 Early Childhood Care and Education..... 116
 Human Services Diploma: Child and Youth Care (CYC) Specialty..... 119
 Human Services Diploma: Social Service Worker (SSW) Specialty..... 122
 Social Service Worker..... 125

SCHOOL OF HOSPITALITY AND TOURISM

Tenth Street, Nelson
 Cook Training, Professional..... 129
 Golf Club Operations Online Certificate..... 134
 Resort and Hotel Management..... 136
 Ski Resort Operations and Management..... 140

SELKIRK INTERNATIONAL EDUCATION

Castlegar and Tenth Street, Nelson
 English Language Program..... 146
 Teaching English to Speakers of Other Languages (TESOL)..... 151

SCHOOL OF INDUSTRY AND TRADES TRAINING

Silver King, Nelson
 BC Electrical Code..... 154
 Carpentry Apprenticeship..... 155
 Carpentry Foundation..... 156
 Electrical Apprenticeship..... 157
 Electrical Foundation..... 158
 Esthetics..... 160
 Fine Woodworking..... 163
 General Mechanics..... 165
 Hairdressing..... 166
 Millwright Apprenticeship..... 168
 Milwright/Machinist..... 169
 Refrigeration Plant Operator..... 170
 General Mechanics..... 171
 Skilled Exploratory Program (STEP) for Women..... 172
 Welding..... 173

SCHOOL OF RENEWABLE RESOURCES

Castlegar
 Forest Technology..... 176
 Geographic Information Systems..... 180
 Geographic Information Systems, Bachelor..... 183
 Integrated Environmental Planning..... 184
 Recreation, Fish and Wildlife..... 189
 Renewable Energy..... 193

SCHOOL OF UNIVERSITY ARTS AND SCIENCES

Castlegar
 College Preparatory (upgrading)..... 196
 General University Studies..... 197
 Arts — General Associate Degree..... 198
 Entry to Traditional Chinese Medicine — Associate of Arts Degree ... 199
 Elementary Education— Associate of Arts Degree..... 200
 English — Associate of Arts Degree..... 201
 Writing Studies — Associate of Arts Degree (English)..... 202
 Psychology — Associate of Arts Degree..... 203
 History — Associate of Arts Degree..... 204
 Science — General Associate Degree 205
 Biochemistry —Associate of Science Degree 206
 Biology — Associate of Science Degree 207
 Engineering — Two Year Applied Science Program..... 208
 Peace Studies — Associate of Arts Degree..... 209
 Peace Studies — Liberal Arts Diploma..... 210
 Writing Studies — University Transfer Diploma..... 211
 West Kootenay Teacher Education..... 223

TRANSITIONS

Transitions..... 23

PROGRAMS ALPHABETICALLY

Access to Practical Nursing.....	103	History — Associate of Arts Degree.....	204
Adult Basic Education	34	Human Services.....	112
Adult Special Education.....	44	Human Services Diploma: Child and Youth Care (CYC) Specialty.....	119
Advanced Medical Transcription.....	90	Human Services Diploma: Social Service Worker (SSW) Specialty.....	122
Arts — General Associate Degree.....	198	Independent Digital Film.....	65
Aviation-Professional Pilot Program.....	46	Integrated Environmental Planning.....	184
BC Electrical Code.....	154	International Business.....	60
Biochemistry —Associate of Science Degree	206	Jewellery and Small Object Design.....	29
Biology — Associate of Science Degree	207	Metal.....	31
Business Administration.....	50	Millwright Apprenticeship.....	168
Business Administration - Accounting/Finance.....	53	Milwright/Machinist.....	169
Business Administration - Professional Management.....	57	Music and Technology, Contemporary.....	67
Carpentry Apprenticeship.....	155	Music and Technology, Contemporary (First Year).....	68
Carpentry Foundation.....	156	Music and Technology, Contemporary (Performance).....	70
Classroom and Community Support Worker.....	113	Music and Technology, Contemporary (Production).....	73
Clay.....	25	Music and Technology, Contemporary (Composition).....	74
College Preparatory (upgrading).....	196	Music and Technology, Contemporary (Directed Studies).....	79
Cook Training, Professional.....	129	Music and Technology, Contemporary (General).....	82
Digital Arts and New Media.....	85	Nursing.....	97
Distance/Online learning.....	23	Nursing Unit Clerk.....	110
Early Childhood Care and Education.....	116	Office Management.....	62
Electrical Apprenticeship.....	157	Peace Studies — Associate of Arts Degree.....	209
Electrical Foundation.....	158	Peace Studies — Liberal Arts Diploma.....	210
Elementary Education— Associate of Arts Degree.....	200	Pharmacy Technician.....	106
Engineering — Two Year Applied Science Program.....	208	Psychology — Associate of Arts Degree.....	203
English — Associate of Arts Degree.....	201	Recreation, Fish and Wildlife.....	189
English Language Program.....	146	Refrigeration Plant Operator.....	170
Entry to Traditional Chinese Medicine — Associate of Arts Degree	199	Renewable Energy.....	193
Esthetics.....	160	Resort and Hotel Management.....	136
Fibre.....	27	Science — General Associate Degree	205
Fine Woodworking.....	163	Skilled Exploratory Program (STEP) for Women.....	172
Forest Technology.....	176	Ski Resort Operations and Management.....	140
General Mechanics.....	171	Social Service Worker.....	125
General University Studies.....	197	Teaching English to Speakers of Other Languages (TESOL).....	151
Geographic Information Systems.....	180	Transitions.....	23
Geographic Information Systems, Bachelor.....	183	Welding.....	173
Gerontology.....	93	West Kootenay Teacher Education.....	223
Golf Club Operations Online Certificate.....	134	Writing Studies — Associate of Arts Degree (English).....	202
Hairdressing.....	166	Writing Studies — University Transfer Diploma.....	211
Health Care Assistant.....	95		

CAMPUS INFORMATION

Selkirk College maintains campuses in Castlegar, Trail, Nelson and Grand Forks. There are two Learning Centres situated in Kaslo and Nakusp.

Castlegar

The Castlegar Campus is Selkirk College's main campus. Home to the Renewable Resources, University Arts and Sciences, Business Administration and Aviation, and Health and Human Services programs, the Castlegar Campus also houses the majority of the college's administrative departments.

CONTACT INFO

Selkirk College Castlegar Campus
301 Frank Beinder Way
Castlegar, BC V1N 4L3
Telephone: 1-888-953-1133 / 250-365-7292
Fax: 250-365-6568
Direct line from Nelson 250-352-3010
Direct line from Trail 250-368-5333

Grand Forks

CONTACT INFO

Selkirk College Grand Forks Campus
Box 968, 486 72nd Avenue
Grand Forks, BC V0H 1H0
Telephone: 250-442-2704
Fax: 250-442-2877

Kaslo

Selkirk College serves the community of Kaslo through its downtown learning centre. This centre serves as a resource centre and meeting place for current and potential students.

CONTACT INFO

Selkirk College Kaslo Centre
Box 1149, 421 Front Street
Kaslo, BC V0G 1M0
Telephone: 250-353-2618
Fax: 250-353-7121

Nakusp

On January 25, 2007, Selkirk College celebrated the grand opening of the Nakusp Learning Centre's new home.

Founded in 1978, the Nakusp Learning Centre and its dedicated staff offer Continuing Education (CE) and Adult Basic Education (ABE) courses

to almost 1,000 students each year. The new centre features two fully-equipped classrooms, a dedicated computer lab, a large ABE classroom with computer and science lab areas, and a student and staff lounge area.

CONTACT INFO

Selkirk College Nakusp Centre
Box 720, 311 Broadway Street
Nakusp, BC V0G 1R0
Continuing Education: 250-265-4077
Adult Basic Education: 250-265-3640
Fax (CE and ABE): 250-265-3195

Nelson

Nelson is home to three Selkirk College campuses; Kootenay School of the Arts (KSA), Silver King and Tenth Street. Each offers distinctly different programming and locations, but share the exciting atmosphere that Nelson offers.

KSA Campus

The KSA Campus enjoys a central location in downtown Nelson. The historical site has been recently renovated and upgraded to house the four studios needed to support KSA's diverse programming in Art, Craft and Design.

CONTACT INFO

Selkirk College KSA Campus
606 Victoria Street
Nelson, BC V1L 4K9
Telephone: 1-877-552-2821 / 250-352-2821
Fax: 250-352-1625

Silver King Campus

Silver King is the primary delivery point for the School of Industry Trades and Training and one of several locations for Adult Basic and Special Education programming. Located in a residential neighborhood (Rosemont), the campus enjoys an expansive campus, which provides ample room for various workshops. Campus services at Silver King include a cafeteria, learning centre, and bookshop.

CONTACT INFO

Selkirk College Silver King Campus
2001 Silver King Road
Nelson, BC V1L 1C8
Telephone: 1-866-301-6601 / 250-352-6601
Fax: 250-352-3180

Tenth Street Campus

Like the Silver King Campus, the Tenth Street Campus is also located in a residential neighborhood of Nelson (Fairview). Comprising two buildings and the famed "Studio 80", the Tenth Street Campus is home to students in the Digital Media and Music and Hospitality and Tourism programs. Campus services include a cafeteria, gymnasium, student lounge, bookshop and Mary Hall.

CONTACT INFO

Selkirk College Tenth Street Campus
820 Tenth Street
Nelson, BC V1L 3C7
Telephone: 1-866-301-6601 / 250-352-6601
Fax: 250-352-5716

Trail

The Trail Campus enjoys a convenient location in the downtown core. Its close proximity to the Kootenay Boundary Regional Hospital make it the ideal location to house the Advanced Medical Transcription and Nursing Unit Clerk programs. In addition, the Trail Campus offers Adult Basic Education programming and is the administrative headquarters for Distance Education.

CONTACT INFO

Selkirk College Trail Campus
900 Helena Street
Trail, BC V1R 4S6
Telephone: 250-368-5236
Fax: 250-368-4983

FREQUENTLY CALLED NUMBERS

AREA CODE 250

CASTLEGAR CAMPUS:

365-7292 / 1-888-953-1133 toll free

- Direct Line from Nelson 352-3010
- Direct Line from Trail 368-5333
- Aboriginal Advisor 365-1357
- Admissions
365-1233 / 365-1324 / 365-1425
- Bookshop 365-1281
- Campus Manager 365-1277
- Cashier 365-1297
- Computer Help Line 365-7292 ext. 428
- Continuing Education 365-1208
- Co-op Education and Employ. Services
365-1280
- Counselling and Advising 365-1273
- Disability Advisor 365-1380
- Director of Facilities 365-1212
- Finance - Accounting 365-1222 / 365-1342
- Financial Aid 365-1295 / 365-1290
- Gym - Court Bookings 365-1292
- Human Resources 365-1390 / 365-1221
- International Education
365-1395 / 365-1282
- International Student Coordinator 365-1291,
Secretary 365-1293
- Library 365-1229
- Maintenance 365-1212, Secretary 365-1217
- President 365-1214
- Purchasing 365-1209
- Records 365-1259
- Registrar 365-1257
- Residence 365-1227
- Student Services 365-1273
- Student Society 365-1262
- Transcripts 365-1259
- Vice President - Academic and Student
Development 365-1243
- West Kootenay Teacher Education 365-3364

KOOTENAY SCHOOL OF THE ARTS:

352-2821 / 1-877-552-2821 toll free

LEARNING CENTRES:

- Kaslo: 353-2618
- Nakusp: 265-4077

SILVER KING CAMPUS:

352-6601 / 1-866-301-6601 toll free

- Admissions 354-3204
- Bookstore 354-3249
- Continuing Education 354-3206
- Hairdressing Salon 354-3243
- Library 354-3249
- Maintenance 354-3285
- Trades Secretary 354-3221
- Counselling and Advising: 352-6601

TENTH STREET CAMPUS:

352-6601 / 1-866-301-6601 toll free

- Campus Manager 505-1368
- Digital Media, Music and Information
Technology, School Chair 505-1305
- Foundation 505-1384
- Mary Hall/Catering 505-1300
- Music Secretary 505-1357
- Switchboard 352-6601
- Hospitality and Tourism, School Chair
505-1317
- Counselling and Advising: 250-505-1300

TRAIL CAMPUS:

368-5236

- Adult Basic Education 364-5764
- Continuing Education 364-5770
- Maintenance 368-3713

2010-2011 ACADEMIC DATES

JANUARY 2010

4 - College campuses re-open
4 - Winter semester instruction begins
4 - Fees are due on the first day of classes
17 - Last day to withdraw from classes with a 75% refund
31 - Last day to withdraw from classes with a 50% refund and not have course/s shown on transcript. After this date refunds will not be granted.

FEBRUARY 2010

1 - Late penalty assessed for all unpaid fees
15-19 - Reading Break - Note the reading break may vary in length program by program

MARCH 2010

12 - Last day to withdraw from courses or change to audit

APRIL 2010

2 - Good Friday – College closed
5 - Easter Monday – College closed
9 - Winter semester instruction ends – most programs
12-21 - Winter semester examinations – most programs
23 - Graduation ceremonies – all Campuses

MAY 2010

3 - Spring/summer semester instructions begins
24 - Victoria Day - College closed
21 - Last day for most vocational programs

JUNE 2010

1 - Fall semester registration begins

JULY 2010

1 - Canada Day - College closed
23 - Spring/summer semester instruction ends

AUGUST 2010

2 - BC Day - College closed

SEPTEMBER 2010

6 - Labour Day - College closed
7 - Orientation for new and returning students
8 - Fall semester instruction begins
8 - Fees are due on the first day of classes
20 - Last day to withdraw from classes with a 75% refund

OCTOBER 2010

1 - Late penalty assessed for all unpaid fees
4 - Last day to withdraw from classes with a 50% refund and not have course/s shown on transcript. After this date refunds will not be granted.
11 - Thanksgiving Day - College closed

NOVEMBER 2010

11 - Remembrance Day - College closed
12 - Last day to withdraw from classes or change to audit
29 - Winter semester registration begins

DECEMBER 2010

10 - Fall semester instruction ends - most programs
13-22 - Fall semester examinations - most programs
24 - Christmas Holidays - College closed

JANUARY 2011

4 - College campuses re-open
4 - Winter semester instruction begins
4 - Fees are due on the first day of classes
17 - Last day to withdraw from classes with a 75% refund
31 - Last day to withdraw from classes with a 50% refund and not have courses shown on transcript. After this date refunds will not be granted.

FEBRUARY 2011

1 - Late penalty assessed for all unpaid fees
14-18 - Reading Break - Note the reading break may vary in length program by program

MARCH 2011

11 - Last day to withdraw from courses or change to audit

APRIL 2011

8 - Winter semester instruction ends - most programs
11-21 - Winter semester examinations - most programs
21 - Graduation ceremonies - all Campuses
22 - Good Friday - College closed
25 - Easter Monday - College closed

MAY 2011

2 - Spring/summer semester instruction begins
23 - Victoria Day - College closed
20 - Last day for most vocational programs

CALENDAR 2010

January 2010

S	M	T	W	TH	F	S
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February 2010

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28						

March 2010

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April 2010

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May 2010

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June 2010

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July 2010

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August 2010

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September 2010

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October 2010

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November 2010

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December 2010

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CALENDAR 2011

January 2011

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February 2011

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March 2011

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April 2011

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May 2011

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June 2011

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July 2011

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August 2011

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September 2011

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October 2011

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November 2011

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December 2011

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GENERAL ADMISSION REQUIREMENTS

Admission to Selkirk College is open to anyone who:

- has graduated from a British Columbia Senior Secondary School or equivalent, OR
- is 19 years of age or over at the time of registration, OR
- is under 19 years of age but has the written recommendation of their secondary school principal, OR
- is considered by the Admissions and Standards Committee to be capable of succeeding in college courses in view of the applicant's particular circumstances.

PROGRAM-SPECIFIC ADMISSION REQUIREMENTS

All programs offered at Selkirk College have established academic pre-requisites that must be satisfied by students seeking admission. These requirements are listed within each program section. If you are unsure about the requirements, please consult one of our Counsellors or Program contacts by phone at 1-888-953-1133.

NOTICE: New Math Admission Requirements

Selkirk College is reviewing its math requirements for program admission to align them with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/11 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard. If this does not apply to your program please disregard. If this does not apply to your program please disregard.

Admissions Procedure

Applications are accepted up to 12 months prior to the start date of any program. If you are an International Student, please consult International Student Admissions.

Applicants who were not accepted into a program of study must re-apply to gain consideration for a subsequent entry date.

Some programs outline a specific time schedule for the application procedure that includes a last date for submission of application and supporting documentation. Late applications to all programs will be considered, subject to availability of spaces. Please check your specific program area for further information in this regard.

Notification of Admission

All documents should accompany the completed application if possible. Applications will be processed as soon as possible and successful applicants will be notified by mail. Secondary and post secondary transcripts must be provided. Students currently enrolled in course/programs must provide interim transcripts.

Selection Procedure

Applicants are selected by the Admissions Officer, in consultation with the appropriate School Chair, based on the application and supporting documentation submitted for consideration. All applicants will be notified by mail once a decision has been made regarding their application.

Please note that provisional acceptance may be granted to candidates who are unable to provide official transcripts or supporting documentation by the selection date. An offer of provisional acceptance will include specific provisions that must be met for successful admission.

Offers of admission will go to candidates in the following sequence:

- fully qualified applicants with preference given to those with earlier completed applications;
- partially-qualified applicants with preference given to those considered best qualified;
- qualified applicants who completed applications after the specified selection date, with preference given to those with earlier application dates.

Admission to specific programs or courses may be restricted by space limitations or prerequisite requirements.

Since many college courses have mandatory prerequisites, students may be required to enrol in one or more upgrading or prerequisite courses.

Winter Admission

Students may begin academic studies and college preparatory studies in January. Students who enrol for the first time in January may find that their choice of courses is limited and may not be able to take a full course load. If you intend to enrol for a January start, please consult a counsellor for additional information.

Academic University Transfer

Students applying for admission to the Academic University Transfer program should forward a completed application form and all supporting documents as early as possible to ensure course selection. (Program application deadlines are outlined under specific program descriptions).

Pre-admission Assessment

All applicants must complete pre-admission assessment of language and mathematics skills unless specifically exempted. This assessment does not affect admissibility to a program, but is only for purposes of providing advisory information to applicants about their levels of academic skills in relation to the demands of the program to which they are applying. The results are intended to help applicants in their course planning; to allow them to make informed decisions regarding their readiness for enrolment; to improve student success in our courses and/or programs, and to reduce attrition due to lack of adequate skills. Registration will not be deemed to be complete until such assessment has been done.

Exemptions will be granted to students who have already completed relevant post-secondary courses in Mathematics and/or English. To obtain an exemption, please provide an appropriate transcript to the Admissions Office.

International Student Admissions

International students seeking admission to Selkirk College must be 18 years of age or over and have successfully completed the equivalent of British Columbia Grade 12. English as a Second Language and academic upgrading courses are available to prepare students for further studies.

ADMISSIONS

International students must demonstrate the ability to communicate in English before admission into university level courses or career programs by:

- satisfactorily completing BC English 12, or equivalent; or
- satisfactorily completing, with at least a “C” grade all level 5 core courses in the Selkirk College English Language Program and Provincial Level English 51; or
- submitting a TOEFL score of 213 (computer), or better, or
- submitting an IEKEN Grade Pre-1; or
- submitting an IELTS score of 6.0 or better depending on individual program requirements; or
- submitting an acceptable score on the Language Proficiency Index score of 4 or better.

Notes

- Students must send a completed Selkirk College Application form, with official copies of all records of grades, to the International Admissions office.
- For reporting TOEFL scores to Selkirk College, the number is 0838.
- A non-refundable processing fee of \$100 must accompany each completed application for admission.
- As enrollment is limited in some programs, international students can only be accepted when space is available.
- The International Admissions Office will send an acceptance letter when admission requirements are met.
- International students are advised to contact the nearest overseas Canadian diplomatic mission for current visa regulations.
- After receiving notification of acceptance to Selkirk College, first term fees must be sent to the College.
- International student fees must be paid in full before the first day of classes.
- International students tuition fees see <http://www.selkirk.ca/international/students/admissions/fees/>.

FEES (WWW.SELKIRK.CA/TUITION)

The Selkirk College fee schedule is based on the number of hours in a course. Refer to <http://selkirk.ca/tuition/> for each program of study. These are the fees in effect at the time of publication and do not constitute official course fees, but serve as a guide to aid in budgeting. The Selkirk College Board reserves the right to revise fees without notice.

All fees are due and payable by cash, cheque, debit card, money order, MasterCard, Visa or online payment through your financial institution on or before the first day of class. Cheques must be payable to Selkirk College. Post-dated cheques will not be accepted. The Selkirk College Board reserves the right to revise fees without notice.

Students are not permitted to re-register in any Selkirk College course until all outstanding obligations to the college have been met.

Students enrolled in Cooperative Education programs are assessed according to the college fee schedule during on-campus study terms.

International students pay tuition fees see <http://selkirk.ca/international/students/admissions/fees/> for most programs.

Tuition Fee Refunds

Refunds are based on the date of notification of withdrawal if received in writing by the Admissions Office. Refund of fees prior to or during the first ten days of instruction is 75 percent of the tuition fee plus 100 percent of the Activity Fee and Student Association Membership in the case of complete withdrawal.

Refund of fees during the 11th to 20th day of instruction is 50 percent of the tuition fee plus 100 percent of the Activity Fee and Student Association Membership in the case of complete withdrawal.

After the 20th day of instruction, no refunds will be granted.

Fees for individual courses dropped will be based on these same percentages. See **Dates to Remember**.

Refunds for Spring Semester courses will be made only if the course is cancelled.

Program deposits are NON-REFUNDABLE.

International Student Refund Policy

Students should familiarize themselves with the refund policy prior to submitting payment for their studies.

International students who:

- withdraw prior to the start of instruction will receive a 75 percent refund of tuition fees.
- withdraw in the first or second week of instruction will receive a 50 percent refund of tuition fees.
- withdraw after the second week of instruction will receive no refund of tuition fees.
- withdraw for medical reasons or due to a failure to obtain a student authorization prior to arrival at Selkirk College will be entitled to a refund of tuition fees less a \$100 administration fee. Students must notify Selkirk College in writing and provide documentation prior to the start of the term. Once instruction begins, the above refund policies apply.

Students who wish to defer their application to the next term must do so in writing prior to the start of the term.

Senior Citizens

Senior citizens (65+ years) may take courses and pay 50 percent of normal tuition subject to availability of seats. They are NOT required to pay other student fees.

Audit Fee

The normal course fee.

Program Deposit

Upon acceptance, all applicants are required to pay a minimum **non-refundable** tuition fee deposit of \$100 to reserve their space in their program. The deposit for some programs may be higher.

Activity Fee

Students are assessed fees for Campus Recreation and Student Activities.

Selkirk College Student Union

In addition to tuition fees, all students are required to pay a *Student Union Membership*. Fees are set by the Selkirk College Student Union and amount to 7.2 percent of a student's tuition where applicable.

The Student Union has implemented a Health and Dental Benefits Plan. As a member of the Selkirk College Student Union, students are required either to pay a premium (fee) for this plan or to complete an opt-out process available at http://selkirkstudents.ca.srv2.cfsadmin.org/index.php?section_id=145. Please contact the Student Union office for more information.

Special Fees

Programs may have additional fees to offset special program costs. Consult the program of your choice for details.

Official Transcript of Record

Five dollars (\$5) for each copy, payable in advance.

Associate Degree, Diploma or Certificate

Twenty dollars (\$20) for each duplicate copy of an Associate Degree, Diploma or Certificate.

Late Payment Fee

A sixty dollar (\$60) late fee is assessed on October 1st for the Fall semester and February 1st for the Winter semester. Programs that don't start in September or January will be assessed a late fee after two weeks.

Prior Learning Assessment and Recognition Fee

The normal course fee applies to credits granted as a result of Prior Learning Assessment and Recognition (PLAR). For more information refer to the program contact information for each program.

Learning Resource Fee

In order to support the ever-increasing use of technology in instruction, Selkirk College has introduced a technology fee. A fee of ten percent of course tuition is assessed to all students. The fees collected are allocated on an annual basis to upgrade computer labs, provide student access in the evening and weekends to computer labs and studios as well as on a project by project basis.

Miscellaneous Fees

TYPE	FEE	DESCRIPTION
\$35	Application	Non-refundable fee, must accompany each application for admission
Varies	Audit	Fee to audit a course equals the regular cost of the course
\$100	Program Deposit	Upon acceptance, all applicants must pay a non-refundable tuition fee deposit (deposit for some programs may be higher)
\$5	Transcript	Fee is per copy, payable in advance
\$20	Credential	Fee for each duplicate copy of an Associate Degree, Diploma or Certificate
\$5	Receipt	Fee levied for duplicate copies of tax receipts
\$60	Late	Levied against late tuition

Athletics

The Athletics Program at Selkirk College has sprung to life recently with the addition of volleyball, ice hockey, cross-country running and golf as official varsity sports. The Selkirk Saints compete under the BCCAA and BCIHL against other colleges and universities across BC.

Opportunities for scholarships, bursaries and athletic awards are being developed for student athletes involved in Saints Athletics. The Saints have a strong tradition based on work ethic, attitude and dedication.

Club Teams/Activities

Current club teams at the college include indoor soccer, badminton and nordic skiing. These teams compete in local recreation leagues and against similar teams from other colleges and recreational organizations in Washington, BC and Alberta. Interest levels help determine which club teams are run each year. Numerous other clubs exist including the Climbing Club, Outdoors Club and Archery Club.

Intramurals and Recreation

Selkirk College takes pride in providing opportunities for students to stay active with fun, recreational activities throughout the year. The Castlegar Campus gymnasium is host to several intramural units (including road hockey, volleyball, indoor soccer, basketball and more) which run weekly.

Numerous other activities such as the Ski Night, Bowling Night, Curling Night, Annual Trail Run and Bench Press Competition are held at various times throughout the semester. The Athletics and Recreation Department also organizes inter-campus events/tournaments several times throughout the year.

Nelson Campuses

At the Silver King, Tenth Street, and KSA Campuses, recreational activities for students are organized by a Student Activity Coordinator throughout the week. The Mary Hall Gym on the Tenth Street Campus has a weight room and full size gymnasium floor, complete with equipment for activities such as volleyball, badminton, basketball, indoor soccer and floor hockey. There

are various drop-in sports and monthly tournaments. Indoor soccer and volleyball leagues meet weekly. Various classes such as yoga, dance and Tai Chi are organized for staff and students to take part in. Students are encouraged to drop by for more information.

Bookshop

The bookshop carries all required textbooks, general reading titles, required technical supplies for courses, office and school supplies, crested backpacks, clothing and gift items.

Textbook lists are posted outside the Bookshop at the beginning of August. Every effort is made to have these lists and prices as accurate as possible. However, please be aware that we are still ordering and receiving texts throughout the summer months. If your course is not listed on your booklist, you may have to check back later. We recommend that you do not purchase any books until you have actually registered. You should know your course and section number that you have registered for.

The Bookshop staff are available to explain the booklist and how to read it so you will be able to locate the correct books for your courses.

Each time you purchase goods in the Bookshop, you will receive a cash register receipt with our refund policy. PLEASE READ IT as there are restrictions on the length of time you have to return goods. You MUST have this receipt to return any goods, and they must be in new, unused condition.

For your convenience, the Bookshop accepts payment in cash, Interac, Visa, and Mastercard. We DO NOT accept personal cheques. Students who wish to utilize their parents' credit card number may do so by bringing the card number and expiry date along with the signature of the cardholder; or the cardholder may phone the store with the information. Parents - please indicate if there is a dollar limit on the purchase, and whether it can be utilized for texts, supplies, and/or backpacks and clothing.

Students in possession of scholarships, bursaries, or education passports should redeem them through Cashier Services.

Library Services

The Selkirk College Library has a wide range of services and resources for students, employees and residents of the college region. Librarians provide research instruction and assistance, and help with reference questions in person, by phone or online. Collections include books, videos, magazines, journals and newspapers. Online access is available to reference and journal databases, as well as to other college/university and public libraries. The library also provides computers with internet access and word processing software.

The main collection is at the Castlegar Campus, with smaller collections at the Silver King and Tenth Street Campuses, Nelson.

The Library catalogue is on the web along with online databases, weblinks and contact information at <http://selkirk.ca/services/library>.

The Castlegar Campus Library also houses a comprehensive local collection of archival and current material relating to the West Kootenay region. For further information, please contact the Library:

Castlegar: 250-365-1229 or toll free 1-888-953-1133, ext. 229

Silver King, Nelson: 250-354-3249

Tenth Street, Nelson: 250-505-1359

Student Activities

An important part of the college experience is campus life and student activities. Student activity coordinators on each campus organize activities to enrich the Selkirk College experience.

The Castlegar Campus Student Activities department offers noon hour intramurals, activity nights, fitness classes, and sports clubs. Our well outfitted fitness and weightlifting room, squash and racquetball courts, tennis courts, outdoor playing field, climbing wall, equipment room and 11,000 square foot gym floor provide ample opportunities for action and the maintenance of a healthy lifestyle. Some of the past activities have included a canoe trip, bowling, skiing, curling, or broom-ball. Our sports clubs have included volleyball, basketball, ice hockey, badminton, archery, indoor soccer, swimming, golf, boxing and cross country running.

Student Union

The Selkirk College Student Union operates on the Castlegar Campus and in Nelson at the Silver King, Tenth Street and Kootenay School of the Arts Campuses.

Student Housing

KEKULI HOUSE RESIDENCE

Live on campus at Kekuli House Residence – Castlegar Campus

At Kekuli House our goal is to help you feel right at home in a relaxed, comfortable setting close to college facilities and services. Trained staff and advisors offer peer support plus social and educational activities designed to enhance your on-campus experience.

The residence can accommodate 100 students with a shared washroom between two rooms.

Each room includes:

- a single bed
- full desk with chair
- shelves/wardrobe
- window with a view
- temperature control (heat & A/C)
- private kitchen unit with F/S & sink
- private options available such as: cable TV, telephone and internet
- Amenities: pool tables, foosball, tennis, computers, laundry, storage

Applications are processed on the basis of application date. Residence allocations, for the academic term beginning in September, commence in June. Residence housing is also available during the summer months (May - August).

For more information contact Pat Rodrick at prodrick@selkirk.ca, Phone 250-365-1227 or Fax 250-365-1316 or go to <http://selkirk.ca/students/kootenaylife/housing/>.

Off-Campus Accommodation

A housing list for off-campus accommodation in the Nelson, Trail and Castlegar areas usually includes room and board, suites, apartments and houses. For more information about off-campus student housing, contact Student Services, on either the Castlegar, Trail or Nelson Campuses.

WorkSafeBC

Provincial WorkSafeBC coverage extends only to students on college practicums and events.

Co-operative Education and Employment Services (CEES)

Co-operative Education and Employment Services is the formal integration of studies with paid work experience. Students are provided the skills, knowledge, and attitudes necessary to become competent and competitive in the job market-place. Work experience provides students with the opportunity to develop skills in communication, decision-making, motivation and interpersonal relationships. The Co-operative Education staff attempt to secure employment opportunities for the number of qualified co-op students enrolled, however, employers follow normal hiring practices when selecting co-op students for paid work positions. Selkirk College cannot guarantee that a student will be selected for an employment situation.

Co-operative Education and Employment Services Programs

At Selkirk College, the following programs are offered in a co-operative education format:

- Business Administration, Accounting and Finance
- Business Administration, Professional Management
- Integrated Environmental Planning
- Forestry
- Recreation, Fish and Wildlife
- Engineering
- Geographic Information Systems
- Renewable Energy

Work Terms

Co-operative work terms are normally of four months duration (12 week minimum) and may begin in January, May and September. Relocation outside the college region should be anticipated as local student employment opportunities can be limited.

Transferable Work Terms

Co-operative Education work terms successfully completed at a British Columbia post-secondary institution will be eligible for transfer credit if they meet the following requirements:

- the student must be accepted into the (host institution) Co-op program;
- the program in which the work term(s) was undertaken is provincially approved under the Co-operative Education Fund of British Columbia;
- the work term is officially recognized, i.e., noted on the transcript, by the institution where the work term originated;
- the work term(s) was granted for experience in the same discipline into which the student is transferring;

Regardless of the number of work terms accepted, students will be required to complete at least fifty percent of the required work terms in the new program into which they are transferring. Acceptance into a co-op program at one institution does not guarantee acceptance into the host institution's co-op program. Application for transfer of work terms must be made to the Director of Co-operative Education prior to undertaking any additional work terms at that institution.

Remuneration

Rates of pay for co-operative education students are determined by employers within their own wage or salary structure.

Co-operative Education and Employment Services Program Requirements

To participate in the Co-operative Education program students are required to:

- remain enrolled full-time in their program of study.
- maintain a cumulative grade point average of 2.33 with passing grades in all courses.
- receive satisfactory evaluation for work term performance from both the employer and the College.

Graduation

Students successfully fulfilling the co-operative education requirements will receive a Co-operative Education citation on their diplomas.

Financial Aid

The Financial Aid office, located on the Castlegar campus, provides information and assistance to students on the following:

- planning and budgeting for the school year
- applying for government-sponsored funding programs
- applying for support from Selkirk College, including bursaries and scholarships

Government Assistance Programs

Adult Basic Education Student Assistance (ABESAP) - Students who are upgrading through Adult Basic Education may be eligible for financial assistance for their fees and textbooks through this program. Application forms are available from the Financial Aid Office or can be downloaded from the Ministry's website www.studentaidbc.ca

Part-Time Studies Assistance - Students who are studying on a part-time basis may apply for the following programs:

- Canada Student Grant for students with permanent disabilities,
- Supplemental Bursary for students with disabilities,
- Canada Student Grant for part-time students,
- Canada Student Grant for part-time students with dependants, and
- Canada Student Loan for part-time students.

To obtain more information or to download an application, visit the following website www.studentaidbc.ca

Federal and Provincial Student Loans - Students with BC residence status can apply for government student loans online at www.studentaidbc.ca. Students from other provinces or territories should contact the student loan ministry in their home province or territory or visit the Federal Government website at www.canlearn.ca

If you did not receive maximum funding from your government student loan, we can assist you with:

- appealing student aid decisions
- requesting reassessments

Awards and Support

Entrance Scholarships and Awards - A monetary award to eligible, full-time students entering Selkirk College for the *first time* who have demonstrated outstanding academic achievement. Applications are available in the Financial Aid Office or may be downloaded from our website from Mid-February until the last Friday in March.

Scholarships - A monetary award to students enrolled in a minimum of 80 percent course load who have demonstrated outstanding academic achievement *while attending* Selkirk College. Applications are available in the Financial Aid Office or may be downloaded from our website from Mid-February until the third Friday in April.

Bursaries - A monetary award to eligible students enrolled in a minimum 60 percent course load who have demonstrated financial need and who have a minimum grade point average of 2.0. Applications are available on our website from the end of September until the last Friday in October.

Work Study - Work on campus during the school year. Selkirk College offers a student employment program for full-time students. Check out the job postings at the Financial Aid Office in early September.

External Awards

For scholarships, bursaries and other awards that are not exclusive to Selkirk College, visit the following websites:

- www.scholarshipscanada.com
- www.studentawards.com

Student Access and Support

The Department of Student Access and Support provides a wide range of services and resources for all current and prospective students. We're here to help students succeed by facilitating access to post-secondary education as well as supporting students while they are studying at Selkirk College.

In this context, our services encompass five key areas: Aboriginal Services, Assessment and Invigilation Services, Counselling, Disability Services, and Learning Success Centers.

Information about our services is available online at selkirk.ca/sas/ or contact Department Head, Claire Davison-Williams at 250 365-1231.

Aboriginal Student Services

Marilyn James - Aboriginal Services Coordinator
250 365-7292 Ext. 357 - Castlegar Campus

The Aboriginal Services Coordinator provides support to all prospective and current aboriginal students and works closely with staff, students and communities to enhance aboriginal learner's participation and success rate in Selkirk College programs. Services can include such things as assistance with the application process, help with funding, information on programs, First Nations and Metis scholarship and bursary forms and information, and advocacy and support during the semester.

Appointments can be scheduled with the Aboriginal Services Coordinator by phoning any Selkirk College campus. A travel schedule and other relevant information are available on the website.

Assessment and Invigilation Services

Paris Voykin - Assessment and Invigilation Services Coordinator
Phone: 250 365-1313 - Castlegar Campus

The Computerized Placement Test (CPT) is required of all students applying to Selkirk College. It provides a basis for advising students on appropriate program or course choices, thereby increasing their chances of future success.

Contact the campus at which your program is offered (or the one closest to your home) to register for a session. If you live outside the college region, phone 1-888-953-1133 or email cpt@selkirk.ca to arrange for a distance option.

For questions regarding the purpose of CPTs or to further discuss your results email Paris Voykin at pvoykin@selkirk.ca.

Selkirk also offers Centralized Exam Invigilation Services for distance education courses as well as exams from other institutions. Contact by calling 250-365-1313 or by email to pvoykin@selkirk.ca to schedule an exam sitting.

Exam services are available at each of the Nelson, Castlegar and Trail Campuses. Please see the website for more information.

Counselling

Tami O'Meara

250 365-1273 - Castlegar Campus

Laurie Read

250 365-1273 - Castlegar Campus

Robin Higgins

250 352-6601 Ext. 225 - Silver King Campus, Nelson

Robin Higgins

250 352-6601 Ext. 368 - Tenth Street Campus, Nelson

The counsellors at Selkirk College are professionals trained to provide a variety of counselling services. Appointments and short drop-in sessions are available at all campuses. Please phone your nearest campus or centre to make an appointment or phone 1-888-953-1133 and ask for counselling. All services are free and confidential.

Students see a counsellor for a variety of concerns regarding career, educational planning, and personal issues. The counsellor's role is to assist students to gather information, make plans and decisions, put plans and decisions into action, generate options, cope with crisis, and understand themselves and others. Short-term personal counselling is available for students at all campuses. When appropriate, referrals are made to community agencies and services. Students in crisis or emergency situations are encouraged to contact counselling services for assistance.

Counsellors are also sources of information for programs at Selkirk and other colleges, universities, technical schools, and the university transfer system. Further information and useful links to counselling are available on the website.

Disability Services

Disability Service Coordinators

Glynn Woodburn

250 352-6601 Ext. 205 - Silver King and Tenth Street Campuses, and Kootenay School of the Arts (Nelson)

Trish Foy/Myriam Spencer

250 365-1380 - Castlegar Campus

Nadya Sofonoff - Disability Services Assistant

250 365-1429 - Castlegar Campus

Our goal is to maximize success and reduce barriers to post-secondary education. We work to eliminate physical, instructional and attitudinal barriers by providing reasonable accommodations and fostering awareness within the college community.

Disability Services provides a variety of services to support the educational goals of students with documented disabilities. We assist eligible students to access funding for equipment, adaptive software, and other programs and services. We provide transition information for prospective students and offer assistance with admissions and registration procedures. It is recommended that prospective students contact a Coordinator well before their program start date to begin planning appropriate accommodations.

Disability Service Coordinators play a key role in "access" by assisting students who have a documented disability. If you are a person with a documented disability (find examples below), please contact a Disability Service Coordinator, so the college can provide appropriate accommodations.

- Learning Disabilities
- Mental Health/Psychological Issues
- Deaf, Hard of Hearing
- Blind or Partially Sighted
- Mobility Issues or Physical Disability
- Brain Injury
- Attention Deficit/Hyperactive Disorder (AD/HD)
- Temporary Disabilities
- Other Health Concerns

Disability Service Coordinators offer support on all campuses. There is no charge for any of the services provided by Disability Services. Please see the website for more information.

Learning Success Centres

Learning Skills Coordinators

Felicity Blaiklock

250-352-6601 Ext. 247 - Silver King Campus (Nelson)

Randall Cannon

250-352-6601 Ext. 347 - Tenth Street Campus (Nelson)

Todd Solarik

250-365-7292 Ext. 338 - Castlegar Campus

Learning Skills Coordinators provide support to students in three major areas: one-on-one tutoring, workshops, and through the recruitment, training, and supervision of peer tutors to support student success. One-on-one tutoring and workshops focus on effective learning and study skills and include topics such as:

- time and stress management
- organizational skills
- reading comprehension
- note-taking
- memory techniques
- review
- test taking strategies
- exam anxiety

Learning Skills Coordinators provide support to students on most campuses. For more detailed information on learning and student skills please visit the Learning and Study Skills website.

All academic matters at Selkirk College are governed by the college's Academic Regulations. Any questions or concerns regarding these regulations should be directed to the Registrar's office at 250-365-1257

Student Responsibilities

- Students are advised to seek academic counselling prior to selecting a program or course.
- Students are responsible for ensuring that program requirements and transferability requirements are met.
- Students are responsible for the completion and accuracy of their registration.
- When registering, if a student chooses to be placed on a wait list for a course, the onus is on the student to check with the Records Office as to his/her status on the wait list. If space becomes available, that seat is automatically given to the student at the top of the waiting list. **THE RECORDS OFFICE DOES NOT CONTACT A STUDENT IF A SEAT BECOMES AVAILABLE.**
- Students will receive credit only for courses in which they are officially registered. Students must notify the Admissions and Records office in writing of any course changes, section changes, course deletions, course additions, program withdrawals, and change of name or address.
- Students are responsible for meeting deadlines for tuition and fee payment.
- Students are responsible for attending lectures, laboratories, field trips, seminars, tutorials and examinations. Poor attendance, compromising safety, disruption of the learning opportunities of others, and the destruction of property are causes for compulsory withdrawal.

Transfer Credit

Students who have attended a post-secondary institution may apply for transfer credit for courses completed. Depending on the nature of these courses, transfer credit may be used to satisfy Selkirk College program requirements, to provide prerequisites for College courses, or to count as electives toward a certificate or diploma. Up to 75 percent of a Selkirk College Certificate, Diploma or Associate Degree may consist of credit obtained from studies completed at another accredited post-secondary institution. Information about the procedures for obtaining transfer credit is available from the Registrar's office. When transfer credit is to be used as a prerequisite, students should attempt to apply for credit well before the semester in which the prerequisite must be met.

Transfer credit accepted by Selkirk College may not be accepted by another institution, nor for the purpose of Canada Student Loans or BC Provincial Loans. Such credit is not considered part of the student's course load. A "P" or better is required to obtain transfer credit. Students who pass the College Board Advance Placement Test may be considered for advanced placement.

COURSELOAD

Normal Course Load - Full Time Status

A normal college course load is equivalent to enrolment in 15 semester credit hours in a University Arts and Sciences program. In a career or college preparatory program, it is the enrolment in the complete curriculum specified. Students applying for a Canada Student Loan/BC Provincial Loan must maintain full-time student status as defined by the provincial student assistance program (minimum 60% course load).

Part-Time Status

Students are considered part-time if they enrol in three or fewer courses, or if their total number of semester hours or units in any semester, term or session, are fewer than those specified for full-time status.

Part-time students are encouraged to enrol in Selkirk College programs. Some programs are open only to full-time students. Check with a counsellor for details.

Audit

A student who is interested in participating in a credit course but who does not wish to complete assignments, write examinations, or receive credit may enrol as an audit student provided space is available. Not all courses may be audited. Written permission to audit must be given by the instructor and School Chair.

Withdrawing from a Course/Program

Students wishing to withdraw from a program or course, **MUST COMPLETE A 'COURSE REGISTRATION CHANGE FORM'** and return it to the Admissions and Records office by the deadline dates. College Policy limits the time for official withdrawal. See College Policy re: Admissions and Standards. See Dates to Remember.

Non-attendance by itself does not constitute withdrawal from a course/program. A student is considered registered until a Course Registration Change Form has been submitted. It is the student's responsibility, not the instructor's, to ensure an official withdrawal has been completed.

If a student withdraws within the first 20 days of classes, it will not show on the official transcript. However, it is permissible to withdraw from a course up to two-thirds percent of the way through the course, and in this case, the transcript will show a "W".

Students must submit a 'Course Registration Change Form' by the advertised deadline to receive a "W". Otherwise a "DNW" is awarded. A DNW carries a grade point value of 0.00.

Cheating and Plagiarism

(Taken from the College's Admission and Standards Policy - 8610)

15.1 CHEATING AND PLAGIARISM

Honesty is expected and required of all students. The purpose of this section of the policy is to deal with honesty in the conduct of all examinations, essays, reports, and other assignments prepared or completed by students pursuant to the requirements of a Selkirk College program or course.

15.2 CHEATING

Cheating is defined as dishonest or deceptive conduct or attempted conduct by which individuals or groups of individuals use or attempt to use unauthorized aids, assistance, materials and methods to represent others academic work, training and standards as their own.

15.3 PLAGIARISM

Plagiarism is defined as the presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work i.e., a group project, book, journal, electronic media, etc.

15.4 MULTIPLE USE OF TERM PAPERS

The submission of one's own work for credit in more than one course without the express knowledge of the instructors involved is forbidden.

15.5 SELKIRK COLLEGE WILL NOT CONDONE NOR WILL IT ACCEPT WORK SUBMITTED TO OBTAIN CREDIT WHICH WAS PRODUCED THROUGH CHEATING OR PLAGIARISM.

- (a) For a first offense the assignment, test, exam, paper, project or other work involved will be awarded a grade of zero to be incorporated into the calculation of the final grade.
- (b) For a second offense, the student will be required to withdraw from the course.
- (c) For any further offense, the student will be required to withdraw from the college.
- (d) A record of the foregoing will be kept in the student's official record.
- (e) Depending on the nature of the offense, steps (a) and/or (b) above may be by-passed, following consultation of instructor, School Chair, Dean and/or Registrar.

Prior Learning Assessment

Prior Learning Assessment and Recognition (PLAR) is assessment by valid and reliable means, and by qualified specialists, of what has been learned through non-formal education/training or experience. Such learning may be eligible for advanced standing or credit in a course or program offered by Selkirk College.

The assessment of individuals' knowledge, skills and experience enables individuals to gain recognition and credit for what they already know and can do. The goal is to improve access to post secondary education and to recognize non-traditional ways of learning.

It is important to recognize that the key to PLAR is the learning which has occurred: not the experience itself. Applicants are guided and assisted through the process. There is a requirement to produce documentation of evidence of learning that meets the criteria for the course or program. Normal course fees apply.

Contact the appropriate School Chair for more information about Prior Learning Assessment and Recognition.

Grading Systems

Student evaluation is based on the following letter grade and grade point values:

Letter Grade	Grade Point Value
A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
P	1.00
F	0.00
DNW	Did not withdraw 0.00
W	Withdrawal
AU	Audit
I	Incomplete
CRG	Credit Granted (CR)
CIP	Course in Progress
NCG	No Credit Granted(NC)
AAV	Outstanding or Above Average
COM	Complete

AAV, COM, I, W, CRG, and AU are not awarded a grade point value. An "I" grade requires additional work by the student. "W" indicates voluntary withdrawal from a course. The grade point average (GPA) is derived from the sum of the grade points earned multiplied by the number of credits and divided by the number of credit hours taken. Grades will be mailed by special request only. Official transcript request forms are available from the Admissions and Records office.

Student Appeals

A student who is dissatisfied with the final grade awarded in any course may appeal within **five working days** of receiving the grade. (See Student Appeals Policy B3007)

The following sequence should be followed:

- contact the course instructor in writing within five working days.
- contact the School Chair in writing within five working days.
- contact the Dean in writing within five working days.

If the issue has not been resolved, the student may then choose to:

- appeal to the Student Appeals Committee by contacting the College Registrar within two working days.
- from the date of official notification regarding probation, dismissal or exclusion from college course(s) or programs, a student has five working days to notify the Registrar, in writing, of intent to appeal the colleges decision.

A student ombudsperson may be available to help in the appeal process.

Promotion and Probation

Promotion

To be eligible to continue studies in subsequent semesters, students must obtain minimum GPA's defined in program policies approved by the Admissions and Standards Committee.

"P" grade is the minimum pass standing for credit and is not normally sufficient standing to serve as prerequisite for subsequent courses in the same subject area.

Probation

A student may be placed on probation for academic or behavioural reasons as outlined in specific departmental policies. Students may appeal a grade or other decisions by following the student appeals procedure.

Transcripts of Marks

Upon receipt of a written request by the student, the Admissions and Records office will mail an official transcript directly to an institution, agency, or employer named in the request. The transcript will show the student's complete academic record (including GPA) at Selkirk College. **Transcripts may take up to one week to process.** A fee of \$5.00 is charged for this service. Fees must be paid in advance of mailing. Transcript Request Forms are available from the Admissions and Records office or on-line at <http://selkirk.ca/students/transcript-requests/>.

All obligations relating to fees, library books, rentals or borrowed equipment must be met before any official transcripts or credentials will be released.

Course Challenge

See section on Prior Learning Assessment and Recognition.

10/11

program listings

**FOR LATEST INFORMATION
VISIT SELKIRK.CA**

DISTANCE/ONLINE LEARNING

MULTIPLE MODES OF DELIVERY

Do you live too far away from a Selkirk College campus to take advantage of our many courses and programs? Are you already working and simply don't have time to take that course to help you in your job or provide you with additional skills and knowledge to get another you would enjoy more? Why not think about an alternative method of meeting your educational goals. Selkirk College offers flexible learning opportunities via distance. A number of our programs and courses are delivered via the Internet, by traditional, paper-based distance education or a combination of both.

Courses delivered via the Internet help meet the needs of busy people by providing flexibility and control of the learning situation. Timelines are important; students have the opportunity to schedule their time for learning around work demands, raising a family and other priorities. An internet connection and email are essential for meaningful interaction with the instructor and classmates. Choose to learn where you're at.

Online learning is unlike the traditional classroom setting. With the freedom and flexibility of the online environment comes responsibility. The online process takes a real commitment and discipline to remain engaged in your learning. To find out if online learning might be a fit for you, we encourage you to visit the following resource sites:

- Is online learning for you? from OnlineLearning.net
- What makes a successful online student from the Illinois Online Network

Curious? Interested? Visit eCampus for additional information about studying online at Selkirk College at
<http://selkirk.ca/programs/distancelearning/>



What does **YOUR** future look like?

Transitions provides opportunities for high school students in the West Kootenay/Boundary region to participate in specialized programs and courses offered collaboratively between the regional school districts and Selkirk College. Students can earn high school and college-level credits simultaneously from a variety of programs.

Programs and Courses

Availability and scheduling varies by school district. Consult the Selkirk College website for the most current list of participating programs and eligibility requirements. Current offerings are included from the following:

- **Business Administration**
- **Digital Arts and New Media**
- **Hospitality and Tourism**
- **Health and Human Services**
- **Industry and Trades Training**
- **Kootenay School of the Arts**
- **University Arts and Sciences**

How to Participate

Transitions programs or courses are typically completed during the grade 12 year. Advance planning is essential to ensure coordination with a student's high school schedule. Interested students should contact their high school counsellor as soon as possible for course planning and registration assistance.

Contacts

Leah Wack,
Regional Student Transitions Coordinator
Tel: 250-365-1440
toll-free: 1-888-953-1133 ext. 440
transitions@selkirk.ca



kootenay school of the arts

AT SELKIRK COLLEGE

Kootenay School of the Arts at Selkirk College (KSA) is dedicated to graduating students who have the skills to make a living through their professions in art, craft and design. The practical application of creativity, skill and business sense prepares our students for the competitive cultural marketplace. Small class sizes, instructors who are working artists, and after-hours studio access contribute to KSA's goal of attaining excellence as a leader in craft and design education.

CLAY STUDIO

2-year diploma program

Students will be introduced to a wide variety of technical, critical, aesthetic and historical topics with the emphasis of the program being on skill development.



FIBRE STUDIO

2-year diploma program

Traditional and contemporary textile practices co-exist with strong emphasis placed on developing innovative technical skills. The studio is moving towards better ecological choices with the increasing usage of natural dyes and pigments.



JEWELLERY & SMALL OBJECT DESIGN STUDIO

2-year diploma program

Students develop a high level of design and fabrication skills necessary for jewellery and small-scale metalsmithing while being supported to explore their own concepts and artistic expression.



METAL STUDIO

1-year certificate program

Through studio, foundry and forge demonstrations, discussions and exercises, students learn to conceptualize and produce work in both ferrous and non-ferrous metals.



*Ceramic art: Caroline Dance, Julie MacKinnon, Timothy Niebergall.
Fibre art: Anna Heywood Jones, Geraldine Finch, Meghan Dauphinee.
Jewellery & Small Object Design art: Jessie Senecal, Karen Bullaro, Laura Parr.
Metal art: Simon Martel, Lacia Vogel, Chris Shannon.*

Program Calendar

2010

- January 4 - Winter semester begins
- April 16 - Winter semester ends

2010

- September 7 - Fall semester begins
- December 17 - Fall semester ends

2011

- January 4 - Winter semester begins
- April 16 - Winter semester ends
- April 21 - Graduation ceremonies

Clay work exemplifies the human ability to be creative, even with such a basic earthen material. Knowledge of this art form, progressing from the earliest recorded history to current high tech analysis, offers the modern clay worker access to a wealth of skills and information. Full time students can expect 27-30 hours per week in lecture and studio.

Program Objectives

Throughout the clay program, students will be encouraged to explore traditional and contemporary approaches to working with clay. To address the visual experiences and to develop the physical requirements, students of Clay will be introduced to a wide variety of technical, critical, aesthetic and historical issues.

Career Potential

During the introductory studio year, students will be engaged in establishing a strong basis in the processes of clay. The second studio year is composed of specific study areas to be applied to designing and producing a professional body of work.

Throughout the Clay program, instructors will place particular emphasis on preparing students to work as independent artists and craftspeople.

Admission Requirements

Applicants must meet the following requirements:

- Graduation from Grade 12 or equivalent, or
- Permission of the High School Principal, or
- Meet the criteria of a mature student
- A portfolio
- An essay
- A conversation with the School Chair

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

Course	Name	Lec	Lab
	Term 1		
KSA 099	Orientation	27	0
Second Studio Course	Second Studio Course	3	3
CL 101	Clay Studio	3	3
CL 105	Surface Treatment I	3	3
CL 107	Wheel Thrown Production I	3	3
CH 103	Craft and Design History	3	0
DE 105	Design: Basic Visual Language I	3	3
DR 101	Introduction to Drawing I	3	3
	Total:	48	18

Course	Name	Lec	Lab
	Term 2		
CL 106	Studio Craft History	3	0
CL 108	Wheel Thrown Production II	3	3
CL 110	Handbuilt Production I	3	3
DE 106	Design: Basic Visual Language II	3	3
DR 102	Introduction to Drawing II	3	3
	Total:	15	12

Course	Name	Lec	Lab
	Term 3		
CL 209	Glaze Technology	3	3
CL 211	Wheel Thrown Production III	3	3
CL 213	2nd Year Clay Studio I	3	3
CL 217	Surface Treatment II	3	3
PP 201	Professional Practices I	3	0
	Total:	15	12

Course	Name	Lec	Lab
	Term 4		
CL 210	Kiln Technology	3	3
CL 212	Handbuilt Production II	3	3
CL 218	2nd Year Clay Studio II	3	3
CL 220	Clay Issues and Ideas	3	3
PP 204	Professional Practices II	3	0
	Total:	15	12

Course Descriptions

KSA 099 ORIENTATION

An introduction to the KSA campus, health and safety policies, and the three studios in the Diploma program (Clay, Fibre, and Jewellery and Small Object Design).

CL 101 CLAY STUDIO

An introduction to Ceramic processes, with the main activity being an introduction to wheel work.

CL 105 SURFACE TREATMENT I

This course will introduce ceramic materials and methods to enhance the surface design. The student will develop skills in formulating and applying glazes and slips, and learn kiln operations and firing techniques for diverse decorative results.

CL 107 WHEEL THROWN PRODUCTION I

The emphasis of this course is on expanding wheel throwing skills in the refinement of the techniques, the standards and the design elements that are essential in producing high quality handcrafted pottery.

CH 103 CRAFT AND DESIGN HISTORY

The Craft and Design History course is a survey of human culture, expression and object making. It explores the concepts, materials, processes and theories which give students an historical context for their work in craft.

DE 105 DESIGN: BASIC VISUAL LANGUAGE I

Students will engage in a series of projects that address the fundamental principles and elements of design and explore a variety of materials and approaches. There will be an emphasis on creative problem solving and critical analysis skills that encompass formal design concerns, while students develop individual ideas and aesthetics. Concepts and skills addressed in this course are applicable to all studio areas.

DR 101 INTRODUCTION TO DRAWING I

This is a basic drawing course designed to give the student a solid background and experience in the fundamentals of drawing as visual communication and to establish drawing technique. Through exercises and assignments, the student will learn to record a concept and use drawing as a tool to manipulate, develop, illustrate and refine those concepts.

CL 106 STUDIO CRAFT HISTORY

This course consists of a series of seminars and lectures designed to expand the student's knowledge of ceramic history, philosophy and values as they concern the present day craftsman.

CL 108 WHEEL THROWN PRODUCTION II

The emphasis of this course will be on expanding wheel throwing skills in the refinement of the techniques, the standards and the design elements that are essential in producing high quality handcrafted pottery.

CL 110 HANDBUILT PRODUCTION I

The focus of this course is on developing clay hand building skills. Traditional and contemporary techniques will be applied to develop creative product design.

DE 106 DESIGN: BASIC VISUAL LANGUAGE II

This course expands upon the visual communication skills covered in DE 105 with an added emphasis on three-dimensional form. Students will continue to explore ideas and materials and, where applicable, will include techniques and processes learned in their studio areas. With some projects, a collaborative approach will be encouraged, as this is commonplace in the art, craft, and design world. Critiques will continue to be an important part of the design process.

DR 102 INTRODUCTION TO DRAWING II

This is a continuation of DR 101. In addition to continued work on fundamental drawing skills, students will learn to communicate a concept or finished product idea. Students will be introduced to color application and basic illustration.

CL 209 GLAZE TECHNOLOGY

Broad introduction to working with glaze, practical hands on use of all materials in the glaze room with weekly reading and discussions of basic glaze theory.

CL 211 WHEEL THROWN PRODUCTION III

Presentation of techniques, values, philosophies and aesthetics related to studio production.

CL 213 2ND YEAR CLAY STUDIO I

Students work on projects in series that assist students in developing technical skills, with weekly critiques that help students develop the ability to talk about their work.

CL 217 SURFACE TREATMENT II

Exploration of different methods and materials used to enhance ceramic surface.

PP 201 PROFESSIONAL PRACTICES I

This course provides information to assist the emerging artist, craftsman, or designer to develop a career as a professional practitioner. A variety of approaches will cover three broad areas of study: management, business, and marketing.

CL 210 KILN TECHNOLOGY

This course will extend the students' kiln knowledge into kiln science, history, design and construction through experience in firing principles, safe kiln operation and kiln maintenance projects.

CL 212 HANDBUILT PRODUCTION II

The skills and techniques emphasized in the course will be concentrated on establishing individual, innovative and marketable hand built products for both limited and volume studio specific production.

CL 218 2ND YEAR CLAY STUDIO II

Students will explore principles of form and develop a personal vocabulary in clay while fulfilling projects contracted with instructors. Emphasis will be placed on achieving high quality and creativity through a process of critique.

CL 220 CLAY ISSUES AND IDEAS

Through lectures, slides and discussions, this course emphasizes the identification of concepts, movements, technologies and directions related to articulating an aesthetic motive in clay practice.

PP 204 PROFESSIONAL PRACTICES II

Is designed to augment the ideas introduced in PP 201 Professional Practices I by providing students with practical applications of marketing skills.

Contacts

Laura White
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FOR LATEST INFORMATION VISIT SELKIRK.CA

Program Calendar

2010

- January 4 - Winter semester begins
- April 16 - Winter semester ends

2010

- September 7 - Fall semester begins
- December 17 - Fall semester ends

2011

- January 4 - Winter semester begins
- April 16 - Winter semester ends
- April 21 - Graduation ceremonies

The two-year diploma program is designed to provide a high quality learning environment to prepare graduates for their pursuit of a career as studio practitioners. The first year serves as the foundation, giving students a strong grounding in hands-on processes. The students will work with diverse materials building a tactile as well as a visual language. The second year program offers students exposure to a deeper level of study and understanding of contemporary design for fibre/textile processes. Through advanced techniques and theories and personally directed work, students begin to develop a signature and start to put into practice professional marketing strategies.

Full time students can expect 27-30 hours per week in lecture and studio.

Program Objectives

In the Fibre studio, traditional and contemporary practices co-exist with explorations in a diverse variety of techniques and materials in both two and three-dimensional contexts. This technical hands-on education is balanced with a thorough exposure to contemporary philosophy and ideas.

Career Potential

The two-year diploma program is designed to provide a high quality learning environment to prepare graduates for their pursuit of a career as studio practitioners. The first year serves as the foundation, giving students a strong grounding in hands-on processes. The students will work with diverse materials building a tactile as well as a visual language. The second year program offers students exposure to a deeper level of study and understanding of contemporary design for fibre/textile processes. Through advanced techniques and theories and personally directed work, students begin to develop a signature and start to put into practice professional marketing strategies.

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 1			
KSA 099	Orientation	27	0
Second Studio Course	Second Studio Course	3	3
FI 103	Introduction to Surface Design	3	3
FI 105	Dye Technology	3	3
FI 125	Fabric Construction and Design	3	3
CH 103	Craft and Design History	3	0
DE 105	Design: Basic Visual Language I	3	3
DR 101	Introduction to Drawing I	3	3
	Total:	48	18

Course	Name	Lec	Lab
Term 2			
FI 106	Studio Craft History	3	0
FI 108	Loom Weaving	3	3
FI 124	Felt: Textile Pattern and Design	3	3
DR 102	Introduction to Drawing II	3	3
DE 106	Design: Basic VL 11	3	3
	Total:	15	12

Course	Name	Lec	Lab
Term 3			
FI 205	Pattern Drafting and Clothing Design	3	3
FI 207	Cloth Processes	3	3
FI 211	Design for Production	3	3
FI 217	Advanced Fibre Construction I	3	1.5
FI 219	Advanced Weaving	3	1.5
PP 201	Professional Practices I	3	0
	Total:	18	12

Course	Name	Lec	Lab
Term 4			
FI 204	Contemporary Fibre	3	3
FI 206	Second Year Studio	4.5	2.25
FI 208	Professional Development	3	3
FI 218	Advanced Fibre Construction II	3	1.5
PP 204	Professional Practices II	3	0
	Total:	16.5	9.75

Admission Requirements

- Applicants must meet the following requirements:
- Graduation from Grade 12 or equivalent, or
- Permission of the High School Principal, or
- Meet the criteria of a mature student
- A portfolio
- An essay
- A conversation with the School Chair

Course Descriptions

KSA 099 ORIENTATION

An introduction to the KSA campus, health and safety policies, and the three studios in the Diploma program (Clay, Fibre, and Jewellery and Small Object Design).

DR 101 INTRODUCTION TO DRAWING I

This is a basic drawing course designed to give the student a solid background and experience in the fundamentals of drawing as visual communication

and to establish drawing technique. Through exercises and assignments, the student will learn to record a concept and use drawing as a tool to manipulate, develop, illustrate and refine those concepts.

DE 105 DESIGN: BASIC VISUAL LANGUAGE I

Students will engage in a series of projects that address the fundamental principles and elements of design and explore a variety of materials and approaches. There will be an emphasis on creative problem solving and critical analysis skills that encompass formal design concerns, while students develop individual ideas and aesthetics. Concepts and skills addressed in this course are applicable to all studio areas.

DE 106 DESIGN: BASIC VISUAL LANGUAGE II

This course expands upon the visual communication skills covered in DE 105 with an added emphasis on three-dimensional form. Students will continue to explore ideas and materials and, where applicable, will include techniques and processes learned in their studio areas. With some projects, a collaborative approach will be encouraged, as this is commonplace in the art, craft, and design world. Critiques will continue to be an important part of the design process.

FI 103 INTRODUCTION TO SURFACE DESIGN

This course is an introductory study of the principles and application of colour and imagery on cloth utilizing resist techniques, block printing and silk screen printing with dyes and pigments.

FI 105 DYE TECHNOLOGY

This course is an exploration of the application of colour on fibre through immersion dye processes. Utilizing a variety of fibres, three dye classes will be explored. These are the weak acid dyes, plant or natural dyes and vat dyes. A sample book will be created from class exercises and assignments to serve as a reference and a springboard for future exploration.

DR 102 INTRODUCTION TO DRAWING II

This is a continuation of DR 101. In addition to continued work on fundamental drawing skills, students will learn to communicate a concept or finished product idea. Students will be introduced to color application and basic illustration.

FI 125 FABRIC CONSTRUCTION AND DESIGN

This course is an introduction to two- and three-dimensional fibre manipulation, design and construction. The student will learn to plan a project, construct maquettes and prototypes, and make patterns for three-dimensional objects. Fibre manipulation techniques include piecing, applique, embellishments, and machine and hand stitching for clothing and interiors.

FI 106 STUDIO CRAFT HISTORY

This course consists of a series of seminars and lectures designed to expand the student's knowledge of textile/fibre history and philosophy and their influences on the contemporary crafts person.

FI 108 LOOM WEAVING

This course is an introduction to the language of colour, pattern and design in the construction of cloth through the study of weave structures, utilizing multiple shaft looms. Students will learn how to produce cloth on the loom, in the progression from concept to finished textile, including various finishing techniques. Computer assisted design of woven fabric will aid in the exploration of more complex weave structures

FI 124 FELT: TEXTILE PATTERN AND DESIGN

Two- and three-dimensional explorations of the non-woven surface in matted fibres will be the beginnings for this class. They will occur in the context of the study of pattern and design for textiles.

CH 103 CRAFT AND DESIGN HISTORY

The Craft and Design History course is a survey of human culture, expression and object making. It explores the concepts, materials, processes and theories which give students an historical context for their work in craft.

FI 205 PATTERN DRAFTING AND CLOTHING DESIGN

Pattern drafting, draping and design, and styling on the mannequin for ready-to-wear and wearable art clothing and accessories will be undertaken. Emphasis will be on the design and construction of patterns for costume, fashion and wearable art.

FI 207 CLOTH PROCESSES

This class will focus upon silkscreen printing on cellulose fibres with various stencils including photo emulsion. Several printing techniques will be introduced such as: discharge dyeing, registration repeat printing, printing with mordants and devore.

FI 211 DESIGN FOR PRODUCTION

Students will choose a medium or media and techniques learned during the two-year program to date. Each student will then relate chosen media and techniques to their method of production. They will develop a limited product line, which will be designed and produced with the Toronto One of a Kind Show in mind. Emphasis is on design, function contemporary application, craftsmanship, feasibility and professional practices.

FI 219 ADVANCED WEAVING

This course will extend the student's knowledge and experience through advanced weaving techniques and processes.

PP 201 PROFESSIONAL PRACTICES I

This course provides information to assist the emerging artist, crafts person, or designer to develop a career as a professional practitioner. A variety of approaches will cover three broad areas of study: management, business, and marketing.

PP 201 PROFESSIONAL PRACTICES I

This course provides information to assist the emerging artist, crafts person, or designer to develop a career as a professional practitioner. A variety of approaches will cover three broad areas of study: management, business, and marketing.

FI 204 CONTEMPORARY FIBRE

Contemporary fibre and mixed media applications will be explored in two- and three-dimensional works. Contemporary applications and constructions in fibre are investigated through the use of new and familiar materials.

FI 206 SECOND YEAR STUDIO

The student will meet contract commitments in the development of a body of work consisting of limited production lines and one-of-a-kind contemporary fibre objects. Individual growth in the creative process and in the continued development of a personal vocabulary and signature will be fostered.

FI 208 PROFESSIONAL DEVELOPMENT

This course will employ practical applications for production, autonomous commissions, the client relationship, studio economics and marketing specific to fibre. Professional research, creative problem solving and addressing contemporary craft and design issues will ready the student for a career in fibre/textiles.

FI 218 ADVANCED FIBRE CONSTRUCTION II

This course will extend the student's knowledge and experience through exposure to advanced detailing and finishing techniques.

PP 204 PROFESSIONAL PRACTICES II

Is designed to augment the ideas introduced in PP 201 Professional Practices I by providing students with practical applications of marketing skills.

Contacts

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Program Calendar

2010

- January 4 - Winter semester begins
- April 16 - Winter semester ends
- September 7 - Fall semester begins
- December 17 - Fall semester ends

2011

- January 4 - Winter semester begins
- April 16 - Winter semester ends
- April 21 - Graduation ceremonies

The desire to decorate ourselves, our utensils and our living spaces has been common to all cultures since prehistoric times. In this program, students will examine this concept through discussions, demonstrations and projects which will include the use of both traditional and non-traditional processes and materials.

Full time students can expect 27-30 hours per week in lecture and studio.

Admission Requirements

Applicants must meet the following requirements:

- Graduation from Grade 12 or equivalent, or
- Permission of the High School Principal, or
- Meet the criteria of a mature student
- A portfolio
- An essay
- A conversation with the School Chair

Course Descriptions

KSA 099 ORIENTATION

An introduction to the KSA campus, health and safety policies, and the three studios in the Diploma program (Clay, Fibre, and Jewellery and Small Object Design).

JE 103 INTRODUCTION TO JEWELLERY I

In this course students will be introduced to contemporary trends in jewellery and small-scale metalwork through lectures, demonstrations, samples, projects and group discussions. Assignments will introduce basic hand and construction skills to students with an emphasis placed on personal health and safety in the studio.

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

Course	Name	Lec	Lab
	Term 1		
KSA 099	Orientation	0	0
	Second Studio Course	3	3
JE 103	Introduction to Jewellery I	3	3
JE 105	Introduction to Jewellery I	6	6
CH 103	Craft and Design History	3	0
DE 105	Design: Basic Visual Language I	3	3
DR 101	Introduction to Drawing I	3	3
	Total:	21	18

Course	Name	Lec	Lab
	Term 2		
JE 106	Studio Craft History	3	0
JE 108	Introduction to Casting	3	3
JE 110	Jewellery Construction	3	3
DE 106	Design: Basic Visual Language II	3	3
DR 102	Introduction to Drawing II	3	3
	Total:	15	12

Course	Name	Lec	Lab
	Term 3		
JE 215	Jewellery Design Process	3	3
JE 217	Findings	3	3
JE 219	Production Line	3	3
JE 221	Gemology	3	3
JE 223	Gem Setting	3	3
JE 225	Raising	3	3
JE 227	Forming	3	3
PP 201	Professional Practices I	3	0
	Total:	24	21

Course	Name	Lec	Lab
	Term 4		
JE 208	Design Process	3	3
JE 210	Professional Development	3	3
JE 212	Second Year Studio	6	3
PP 204	Professional Practices II	3	0
	Total:	15	9

JE 105 INTRODUCTION TO JEWELLERY I

In this course, students will further develop introductory jewellery skills through lectures, demonstrations, samples, projects and group discussions. Assignments will continue to develop basic jewellery construction skills with emphasis placed on personal health and safety and safe use of studio tools and equipment. Emphasis will be placed on design exploration, the quality of the finished projects, and class participation.

CH 103 CRAFT AND DESIGN HISTORY

The Craft and Design History course is a survey of human culture, expression and object making. It explores the concepts, materials, processes and theories which give students an historical context for their work in craft.

DE 105 DESIGN: BASIC VISUAL LANGUAGE I

Students will engage in a series of projects that address the fundamental principles and elements of design and explore a variety of materials

and approaches. There will be an emphasis on creative problem solving and critical analysis skills that encompass formal design concerns, while students develop individual ideas and aesthetics. Concepts and skills addressed in this course are applicable to all studio areas.

DR 101 INTRODUCTION TO DRAWING I

This is a basic drawing course designed to give the student a solid background and experience in the fundamentals of drawing as visual communication and to establish drawing technique. Through exercises and assignments, the student will learn to record a concept and use drawing as a tool to manipulate, develop, illustrate and refine those concepts.

JE 106 STUDIO CRAFT HISTORY

This course consists of a series of seminars and lectures designed to expand the student's knowledge of jewellery history, and contemporary ideas and philosophy as they concern the present day crafts person.

JE 108 INTRODUCTION TO CASTING

Students will be introduced to casting techniques which will include direct mould and lost wax investment mould casting.

JE 110 JEWELLERY CONSTRUCTION

This course introduces basic and intermediate gemstone setting and hollow construction. Emphasis will be placed on design exploration, the quality of the finished projects, and class participation.

DE 106 DESIGN: BASIC VISUAL LANGUAGE II

This course expands upon the visual communication skills covered in DE 105 with an added emphasis on three-dimensional form. Students will continue to explore ideas and materials and, where applicable, will include techniques and processes learned in their studio areas. With some projects, a collaborative approach will be encouraged, as this is commonplace in the art, craft, and design world. Critiques will continue to be an important part of the design process.

DR 102 INTRODUCTION TO DRAWING II

This is a continuation of DR 101. In addition to continued work on fundamental drawing skills, students will learn to communicate a concept or finished product idea. Students will be introduced to color application and basic illustration.

JE 215 JEWELLERY DESIGN PROCESS

In this course, design elements will be reviewed and related directly to the design of jewellery through a series of exercises.

JE 217 FINDINGS

This course introduces technical components to the students which have specific functions in jewellery design. Emphasis will be placed on the incorporation of findings into the design of jewellery and solving mechanism challenges.

JE 219 PRODUCTION LINE

This course introduces concepts associated with the design, development and creation of an introductory jewellery production line appropriate for a small scale studio.

JE 221 GEMOLOGY

This course introduces concepts associated with the practical use of gemstones in the designing and fabricating of jewellery. Practical considerations such as the visual and physical properties of gemstones will be discussed.

JE 223 GEM SETTING

Through a series of demonstrations and projects, the Gem Setting course introduces concepts associated with the practical use of faceted gemstones in the design and fabrication of jewellery.

JE 225 RAISING

Through lectures, demonstrations and assigned projects, the Raising course introduces concepts associated with the forming of metal utilizing introductory silversmithing techniques such as sinking, raising, planishing, repoussé and chasing.

JE 227 FORMING

The purpose of Anticlastic and Synclastic Forming is to introduce the students to the fundamentals behind a very dynamic method of metal forming. Anticlastic and Synclastic forming finds applications in jewellery, small and large scale sculptures.

PP 201 PROFESSIONAL PRACTICES I

This course provides information to assist the emerging artist, crafts person, or designer to develop a career as a professional practitioner. A variety of approaches will cover three broad areas of study: management, business, and marketing.

JE 208 DESIGN PROCESS

This course will complement the technical skills being learned and refined in other second year Jewellery and Small Object Design courses by researching, presenting and discussing issues and theories surrounding jewellery design, including designing in series.

JE 210 PROFESSIONAL DEVELOPMENT

Students will be introduced to procedures for application to jewellery competitions, exhibitions and trade shows through lectures, group discussions and completion of application materials as required for two competitions/juries.

JE 212 SECOND YEAR STUDIO

Students develop their design, time management and fabrication skills through the production of a body of work that will be used as the basis for the graduation exhibition. Emphasis will be on creativity and the demonstration of the students'.

PP 204 PROFESSIONAL PRACTICES II

Is designed to augment the ideas introduced in PP 201 Professional Practices I by providing students with practical applications of marketing skills.

Contacts

Laura White
Tel: 250-352-2821, Ext. 24
lwhite@selkirk.ca

Program Calendar

2010

- January 4 - Winter semester begins
- April 16 - Winter semester ends

2010

- September 7 - Fall semester begins
- December 17 - Fall semester ends

2011

- January 4 - Winter semester begins
- April 16 - Winter semester ends
- April 21 - Graduation ceremonies

This long-standing program has been re-designed for September 2006 to a one-year, intensive certificate program. It is designed to give students the opportunity to explore personal expression in metal while gaining the discipline necessary to succeed in the metal marketplace.

Full time students can expect 27-30 hours per week in lecture and studio.

Program Objectives

The Metal studio introduces students to welded forms, forge work and metal casting. Through studio, forge and foundry demonstrations, discussions and exercises, students learn to design, draw and produce work in both ferrous and non-ferrous metals.

Emphasis is on developing techniques and using appropriate tools safely. With the use MIG, TIG, arc, and oxy-acetylene welders and plasma cutting, students will learn how to create functional and non-functional welded forms. At the forge and anvil, students use repetitive practice to master age-old techniques and to gain control and confidence as they move toward production of traditional and contemporary ironwork. Foundry projects lead students through the design and development of molds and patterns for cast, both for sculptural forms and studio production, and the pouring of molten metal.

Career Potential

The program is organized in two distinct components: blacksmithing, offered September through December; and metal casting, offered January through April. Students who are unable to attend school for a full eight-month period, or students whose interest is limited to either blacksmithing or metal casting, may register for a four-month term only, subject to seat availability.

Course of Studies

Translation Key:

- * Lec = Lecture Hours per week;
- * Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 1			
ME 121	Introduction to Metal Studio	12	12
ME 123	Introduction to Welded Forms	12	12
ME 125	Design for Fab/Blacksmithing	3	3
ME 127	Blacksmithing Fundamentals	12	12
ME 129	Advanced Techniques	12	12
ME 131	Production Processes	12	12
Total:		63	63

Course	Name	Lec	Lab
Term 2			
ME 120	Pattern Casting	12	12
ME 122	Design for Casting	2	4
ME 124	Introduction to Bronze Casting	12	12
ME 126	Advanced Bronze Casting	12	12
Total:		38	40

Admission Requirements

Applicants must meet the following requirements:

- Graduation from Grade 12 or equivalent, or
- Permission of the High School Principal, or
- Meet the criteria of a mature student
- A portfolio
- An essay
- A conversation with the School Chair

Course Descriptions

ME 121 INTRODUCTION TO METAL STUDIO

This course will introduce students to shop culture and to safe operating practices for all tools in the shop. They will be given an overview of the Metal studio program and will start to develop the skills necessary to proceed into Blacksmithing Fundamentals.

ME 123 INTRODUCTION TO WELDED FORMS

This one-week component of the metal program will introduce students to the basic and safe use of each type of welders at this stage, including the MIG and the oxygen and acetylene welders. Students will also be introduced to the basic and safe use of the plasma cutter. Safe set-up and shut down will be emphasized. Samples of each procedure will be made to initiate the practice cycle necessary to master each technique.

ME 125 DESIGN FOR FAB/BLACKSMITHING

This course provides students with knowledge, skills, and experience in four areas: drawing, design, professional practices, and metal craft history. The course complements student's studio skills by providing technique and practice in their drawing and design work. The craft history component offers perspective and inspiration from both historical and contemporary sources, and the opportunity to incorporate this knowledge in practical studio practice.

ME 127 BLACKSMITHING FUNDAMENTALS

The Blacksmithing Fundamentals course develops students' ability to manipulate hot steel with hammer and anvil. Following instructor demonstration and discussion, students will practice a variety of basic smithing techniques. Emphasis is on hammer control, proper tool use and how to apply knowledge gained to simple projects safely and effectively.

ME 129 ADVANCED TECHNIQUES

A four-week course which introduces students to a broader range of Blacksmithing skills and techniques. Built on a strong foundation of blacksmithing fundamentals, students' ability to conceptualize and create advanced forms will be increased through tool making and creative problem solving.

ME 131 **PRODUCTION PROCESSES**

This three-week component of the metal program will introduce students to jig and die making. Combined with previous advanced skills already honed, students will design and execute a short production run of ornamental metal art.

ME 120 **PATTERN CASTING**

Is an eight-week component of a one-year intensive metal studio certificate program. This course will teach students design, foundry pattern making and foundry sand casting.

ME 122 **DESIGN FOR CASTING**

Students will create drawings and clay positives for applications towards bronze casting ideas that they will finish in the studio. They will be assigned projects that will be guided by the instructor along the way, i.e. Practicality, ease of moulding and casting, marketability etc.

ME 124 **INTRODUCTION TO BRONZE CASTING**

For three in a half weeks, students will be introduced to the various processes involved in bronze casting. They will learn how to realize their projects from the conception stage to finished bronzes.

ME 126 **ADVANCED BRONZE CASTING**

For the last three in a half weeks of the seven weeks total of bronze casting, students will learn more advanced methods of sculpting, mould making and metal finishing. They will also learn the professional side of the bronze casting world from the perspective of an artist such as using foundries, galleries and marketing their work.

**FOR LATEST INFORMATION
VISIT SELKIRK.CA**

Contacts

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adult basic education

AT SELKIRK COLLEGE

Our Adult Basic Education (ABE) program is designed with the adult learner in mind. Our faculty will help you reach your personal goals in a friendly, supportive and relaxed atmosphere. Whether you are interested in upgrading your current skills, looking beyond to post-secondary studies, or starting your new business, Selkirk's ABE faculty will help you succeed. Books are supplied and tuition is FREE.

AREAS OF STUDY AND SUPPORT

- Improving or upgrading reading, writing, spelling, math, science, computer skills and more
- Completing specific courses including algebra, physics, biology, chemistry and English for entry into post-secondary programs
- Completing Grades 10 - 12 to earn an Adult Dogwood Diploma or GED equivalency
- Arranging for a literacy tutor
- Preparing for a trade or career program
- Preparing to enter the work force or start a business
- Assessing your present skills and aptitudes
- Receiving support with difficult concepts and receiving feedback on your work
- Receiving support with online or Distance Education courses
- Preparing for the LPI or GED exam
- Improving study, communication, interpersonal and team working skills

We also offer special programs in Adult Special Education (Transitional Training), English as a Second Language (ESL) and Adult Literacy.



PERSONAL CHOICES

- Take a course led by an instructor or study at your own pace with one-on-one support
- Take one course at a time or take several at once
- Choose when you want to begin (many courses can be started anytime throughout the semester) and choose the hours that suit your schedule (day and evening classes available)

GETTING STARTED

For more information, or to arrange for a meeting to discuss your goals and timelines, contact any of the following campuses at a convenient location near you:

- Castlegar 250.365.7292 | 888.953.1133
- Grand Forks 250.442.2704
- Kaslo 250.353.2618
- Nakusp 250.265.3640
- Nelson 250.352.6601 | 866.301.6601
- Trail 250.368.5236

SCHOOL OF ADULT BASIC EDUCATION

THE BC ADULT GRADUATION DIPLOMA AT CASTLEGAR, GRAND FORKS, KASLO, NAKUSP, SILVER KING, NELSON, TRAIL

Program Summary

Many of our Adult Basic Education (ABE) courses are college upgrading courses equivalent to those of the Grade 10, 11 or 12 levels in the K-12 system. Students may take the specific courses they need as prerequisites for entry to post-secondary studies or they may take all the courses necessary for a level completion up to and including the BC Adult Graduation Diploma (Adult Dogwood, see below).

English as a Second Language (EASL) courses can help individuals who do not speak English become fluent in both written and conversational English, and are available on an individualized basis on most campuses.

Adult Special Education (Transitional Training or TT) is for adults with special needs or disabilities so that they may move to independent living or prepare for the world of work. It is available at Nelson, Trail, Grand Forks and Castlegar.

Selkirk College also works with a community partner, the Columbia Basin Alliance for Literacy to deliver Adult Literacy Programs in all six communities.

Program Objectives

Adult Basic Education at Selkirk College is designed to allow mature students to develop academic skills, personal management skills and teamwork skills for use in the labour force, in further academic training and in their communities. Offerings range from fundamental skill levels to the equivalent of Grade 12 completion. Students may also prepare to write the General Education Diploma (GED) examinations or the Language Proficiency Index (LPI) exam. Adult Basic Education classes are held on Grand Forks, Trail, Castlegar and Silver King (Nelson) campuses as well as in the College's Adult Learning Centres in Nakusp and Kaslo.

Adult Basic Education is student-centred and makes every effort to accommodate students' individual learning needs. When learners require specific skills development rather than complete course credit, ABE staff are able to design an individual learning plan that builds these specific skills in reading, writing, math, or computer literacy.

In the Adult Learning Centres, courses are offered from September to April. These courses are individualized, allowing students to work at their own speed. Flexible timetabling allows most students to choose their class times. On the

Course of Studies

Courses marked as (D) are available via Distance Education.

Fundamental Courses (Under Grade 10)

Course	Name
CPST 02	Computer Studies - Fundamental
EASL 018	English as a second language - Fundamental
EASL 028	English as a second language - Fundamental/Intermediate
EASL 038	English as a second language - Fundamental/Advanced
EDCP 02	College Success - Fundamental Level
LASK 01	Learning and Study Skills (English) - Fundamental
LASK 02	Learning and Study Skills (English) - Fundamental
LASK 03	Learning and Study Skills (English) - Fundamental
LSK 01	Language and Writing Skills Level 1
LSK 02	Language and Writing Skills Level 2
LSK 03	Language and Writing Skills Level 3
LSK 04	Language and Writing Skills Level 4
LSK 05	Language and Writing Skills Level 5
LSK 06	Language and Writing Skills Level 6
MATH 01	Mathematics - Fundamental Level
MATH 02	Mathematics - Fundamental Level
MATH 03	Mathematics - Fundamental Level
MSK 01	Fundamental Math€"Number Sense, Addition and Subtraction
MSK 02	Math - Multiplication and Division - Fundamental Level
MSK 03	Math - Decimals - Fundamental Level
MSK 04	Math - Fractions - Fundamental Level
MSK 05	Math - Percent - Fundamental Level
MSK 06	Math - Measurement, Geometry, Statistics and Data Analysis - Fundamental Level
RSK 01	Reading Skills Level 1
RSS 01	Reading and Study Skills (English) - Fundamental
RSS 02	Reading and Study Skills (English) - Fundamental
RSS 03	Reading and Study Skills (English) - Fundamental
SSK 01	Skills and Strategies for Learning Level 1

Intermediate Courses (Grade 10)

CHEM 49	Chemistry - Intermediate Level
CPST 10	Computer Studies - Intermediate Level
EASL 049	English as a second language - Intermediate Level
ENGL 10	English - Intermediate Level
MATH 105 (D)	Mathematics - Intermediate Level
MATH 49	Introductory Algebra - Intermediate Level
RSS 27	Reading and Study Skills - Intermediate Level
SCIE 10	Science - Intermediate Level
SOST 10	Social Studies - Intermediate Level

larger campuses, courses generally run for a longer period of time with many courses at regularly scheduled times. The Silver King Campus in Nelson has a summer semester beginning in early May and ending in August. On the Castlegar Campus, ABE provides upgrading to the Intermediate Level (Grade 10 equivalency) only and Grade 11 and 12 equivalent level courses are offered through University Arts and Sciences College Preparatory program.

Note: Not all courses or programs are available at all centres or on all campuses.

Counselling is available to help you make the best course choices based on your individual needs.

These courses are tuition free. Books are provided on a loan basis. Nelson and Castlegar students also pay student union fees.

Additional Information

- Castlegar Campus
- Silver King Campus
- Trail Campus
- Grand Forks
- Kaslo Learning Centre
- Nakusp Learning Centre

Admission Requirements

Admission to Adult Basic Education courses is open to anyone who meets the following requirements:

- **Fully Qualified Students** must be 19 years of age or over at the time of registration and must be considered by the instructor to be capable of succeeding in college courses.
- **Partially Qualified Students** under 19 years of age must have the written recommendation of a secondary school principal and the instructor must be satisfied that students can perform in an adult environment.

Notes:

- All applicants will file a Selkirk College application form.
- Be interviewed and given placement tests before being registered.
- Admission may be restricted by space limitations. Please check with the instructors at each ABE Centre to determine availability.

Evening Upgrading

Most centres provide some evening class hours.

Course of Studies (Continued)

Courses marked as (D) are available via Distance Education.

Advanced Courses (Grade 11)

BIOL 50	Introduction to Biology - Advanced Level
BIOL 52	Introduction to Biology Part 1 - Advanced Level
BIOL 53	Introduction to Biology Part 2 - Advanced Level
CHEM 50	Basic Principles of Chemistry - Advanced Level
CHEM 52	Basic Principles of Chemistry Part 1 - Advanced Level
CHEM 53	Basic Principles of Chemistry Part 2 - Advanced Level
CPST 50	Computer Studies - Advanced Level
EASL 50	English as a second language - Advanced Level
ENGL 50	English - Advanced Level
ENGL 52	English Part 1 - Advanced Level
ENGL 53	English Part 2 - Advanced Level
MATH 50	Algebra and Trigonometry - Advanced Level
MATH 52	Algebra and Trigonometry Part 1 - Advanced Level
MATH 53	Algebra and Trigonometry Part 2 - Advanced Level
MATH 54	Applied Mathematics - Advanced Level
PHYS 50	Basic Principles of Physics - Advanced Level
PHYS 52	Basic Principles of Physics Part 1 - Advanced Level
PHYS 53	Basic Principles of Physics Part 2 - Advanced Level
SOSC 50	Social Studies: Global Issues of Culture and Geography - Advanced Level

Provincial Courses (Grade 12)

BIOL 60	Biology - Provincial Level
BIOL 62	Biology Part 1 - Provincial Level
BIOL 63	Biology Part 2 - Provincial Level
CHEM 60	Chemistry - Provincial Level
CHEM 62	Chemistry Part 1 - Provincial Level
CHEM 63	Chemistry Part 2 - Provincial Level
CPST 60	Computer Studies - Provincial Level
EDCP 60	Education Planning and Career Development - Provincial Level
ENGL 60	Canadian Literature - Provincial Level
ENGL 62	Canadian Literature Part 1 - Provincial Level
ENGL 63	Canadian Literature Part 2 - Provincial Level
ENGL 64	British Literature - Provincial Level
ENGL 65	English: Business and Technical Communication - Provincial Level
HIST 60	History - Provincial Level
HIST 62	History Part 1 - Provincial Level
HIST 63	History Part 2 - Provincial Level
MATH 60	Algebra and Trigonometry - Provincial Level
MATH 62	Algebra and Trigonometry Part 1 - Provincial Level
MATH 63	Algebra and Trigonometry Part 2 - Provincial Level
PHYS 60	Physics - Provincial Level
PHYS 62	Physics Part 1 - Provincial Level
PHYS 63	Physics Part 2 - Provincial Level
SOSC 60	Social Sciences - Provincial Level

Course Levels

ABE Fundamental

These courses are designed to help adults with upgrading to the end of Grade 9. Students work on independent programs and may choose the subject area and hours per week of class. Instruction is available in reading, writing, spelling, science, computer skills and mathematics.

ABE Intermediate

The courses at this level help adults upgrade to Grade 10 equivalence. Instruction is available in English, Mathematics, sciences, computer studies and social studies. Students may choose to take some or all of the subjects.

ABE Advanced

At this level, the courses are roughly equivalent to the Grade 11 level. Completing this level fulfils the requirements for entry to many trades and other college programs. Mathematics, sciences, computer studies and English courses are available in most centres.

ABE Provincial

At this level, the Ministry of Advanced Education, grants a formal, provincially recognized certificate which is the equivalent, for adults, of high school graduation. Courses at this level in mathematics, sciences, social studies, and English are available in most centres. Students may elect to take one or more courses, or work toward certification.

The BC Adult Graduation Diploma: “The Adult Dogwood”

To be eligible to graduate from this program, adult students (19 years of age or over) must earn at least 20 credits in the secondary system or complete five courses in the post-secondary system. Courses and credits can be counted from either or both of the following areas:

BC SCHOOL SYSTEM SECONDARY-QUALIFYING COURSES		COLLEGE ABE PROGRAM-QUALIFYING COURSES	
Language Arts 12	4 Credits	OR	A Provincial Level English or higher
Mathematics 11 or 12	4 Credits	OR	An Advanced or Provincial Level or higher Mathematics
Three Grade 12 Ministry-authorized Courses (4 credits each)	12 Credits	OR	Three additional courses at the Provincial Level or higher
Social Studies 11 (4 credits) and two Grade 12 Ministry-authorized Courses (4 credits each)	12 Credits	OR	Advanced Social Sciences and two Provincial Level courses or higher
TOTAL: 20 CREDITS			TOTAL: 5 COURSES

Notes:

- To be eligible for the Adult Graduation Diploma, a person must be 19 years or older. An 18-year-old who has been out of school for at least a year may be admitted to an adult program with approval from the enrolling institution.
- Three courses must be completed through enrollment in a course or Prior Learning Assessment after enrolling in an adult program. Prior Learning Assessment may be used to meet any of the requirements for the Adult Diploma. Prior Learning Assessment involves a variety of techniques including equivalency reviews, challenges processes and in-depth interviews.
- In the secondary system, provincial exams are optional for students in an adult program. If the student chooses not to write a provincial exam, the grade will be reported with a “Q” code. It should be noted that some post-secondary institutions may not accept examinable courses for admission purposes unless the secondary system provincial exam has been written. Any course that is authorized by either the Ministry of Education (4 credits) or the Ministry of Advanced Education as

Course Descriptions

CPST 02 COMPUTER STUDIES - FUNDAMENTAL

Computer skills are introduced at the Fundamental level to help students gain the confidence to perform basic computer operations.

EASL 01 ENGLISH AS A SECOND LANGUAGE - FUNDAMENTAL

A beginning course for students who would like to speak English. Emphasis is placed on recognizing key structures in English grammar and developing listening, speaking and writing skills

EASL 01 FUNDAMENTAL LEVEL

A beginning course for students who would like to speak English. Emphasis is placed on recognizing key structures in English grammar and developing listening, speaking and writing skills.

EASL 015 LEVEL 01 - HIGH BEGINNING GRAMMAR

Students identify and practice basic grammatical structures in both written and oral form, including the simple present, past, and future verb tenses; question forms; plural and singular nouns; and time/number concepts.

EASL 016 LEVEL 01 - HIGH BEGINNING WRITING

Students begin to use the writing process, including generating ideas, outlining, drafting, and revising. They produce basic simple and compound sentences, standard punctuation, and identify elements of a paragraph.

EASL 017 LEVEL 01 - HIGH BEGINNING READING

Students develop basic vocabulary building with prefixes, suffixes and root words; use skimming and scanning techniques; and practice using a dictionary.

EASL 018 LEVEL 01 - HIGH BEGINNING COMMUNICATIONS

Communications is a high beginning course. Students form simple phrases and questions, report personal and factual information, use common functional words and phrases, and practice high frequency grammatical structures.

EASL 02 ENGLISH AS A SECOND LANGUAGE - FUNDAMENTAL/INTERMEDIATE

Emphasis in this course is placed on recognizing grammatical structure, using vocabulary and further developing speaking, listening, reading and writing skills.

EASL 02 FUNDAMENTAL/ INTERMEDIATE LEVEL

Emphasis in this course is placed on recognizing grammatical structure, using vocabulary and further developing speaking, listening, reading and writing skills.

EASL 025 LEVEL 02 - INTERMEDIATE GRAMMAR

Students identify and use the following structures: verb tenses such as simple present, present progressive, simple past, past progressive, and future; parts of speech such as nouns, pronouns, modals, prepositions, adjectives and adverbs; simple and complex questions; count and non-count nouns and articles.

Prerequisites EASL 015 with a grade of "C" or better, or equivalent.

EASL 026 LEVEL 02 - INTERMEDIATE WRITING

Students develop their skills using the writing process, including generating ideas, outlining, drafting and revising. They produce simple, compound and complex sentences; use connectors; practice punctuation and capitalization techniques; and develop descriptive and narrative paragraphs.

Prerequisites EASL 016 with a grade of "C" or better, or equivalent.

EASL 027 LEVEL 02 - INTERMEDIATE READING

Students continue to develop their vocabulary, use skimming and scanning techniques, identify main ideas in a text, and understand meaning from context.

Prerequisites EASL 017 with a grade of "C" or better, or equivalent.

EASL 028 LEVEL 02 - INTERMEDIATE COMMUNICATIONS

Students communicate basic needs related to personal and factual topics; develop vocabulary for everyday, informal conversation; demonstrate control of simple grammar; use some connectors in discourse; practice rhythm and stress patterns; and communicate in some authentic situations.

Prerequisites EASL 018 with a "C" or better, or equivalent.

EASL 03 ENGLISH AS A SECOND LANGUAGE - FUNDAMENTAL/ADVANCED

Emphasis in this course is placed on recognizing grammatical structure, using vocabulary and further developing speaking, listening, reading and writing skills.

EASL 03 FUNDAMENTAL/ADVANCED LEVEL

A grammar based course emphasizing the correct use of a variety of sentence structures in both oral and written work. Vocabulary development is continued.

EASL 032 COMPUTERS WITH ENGLISH I

Students become familiar with word processing and the internet. They develop proficiency with Windows 2000 and XP, Microsoft Word and Microsoft PowerPoint.

EASL 035 LEVEL 03 - UPPER INTERMEDIATE GRAMMAR

Students identify and use a variety of grammatical structures, including verb tenses; compound sentences with connectors; gerunds and infinitives; adjective and noun clauses; comparative and superlative forms; quoted and reported speech; and conditional sentences.

Prerequisites EASL 025 with a grade of "C" or better, or equivalent.

EASL 036 LEVEL 03 - UPPER INTERMEDIATE WRITING

Students apply components of the writing process, including generating ideas, outlining, drafting and revising; produce accurate simple, compound and complex sentences; use connectors and transition devices; use standard punctuation and capitalization techniques; and produce well-structured descriptive and narrative paragraphs.

Prerequisites EASL 026 with a grade of "C" or better, or equivalent.

EASL 037 LEVEL 03 - UPPER INTERMEDIATE READING

Students continue to develop reading strategies such as skimming and scanning; identify the main idea of paragraphs and longer passages; make predictions of content; separate fact from fiction; and develop an expanded reading vocabulary.

Prerequisites EASL 027 with a grade of "C" or better, or equivalent.

EASL 038 LEVEL 03 - UPPER INTERMEDIATE COMMUNICATIONS

Students take an active role in initiating, sustaining and closing social conversations; practice using vocabulary and idioms relevant to discussions and presentations on familiar topics; produce and comprehend a range of communicate functions; demonstrate correct usage of a range of grammatical structures; demonstrate understanding of appropriate body language, formal and informal language and nuance in familiar contexts; and practice projection, pitch, intonation and stress patterns.

Prerequisites EASL 028 with a "C" or better, or equivalent.

EDCP 02 COLLEGE SUCCESS - FUNDAMENTAL LEVEL

Success in life is an ongoing process that demands a variety of core skills. This course integrates a holistic approach to develop a set of "tools" that help the student work towards personal success. Students are prepared to pursue individual, occupational and/or educational goals within a changing and diverse world. The Core Skills are Communication, Career Exploration, Study Skills, Time & Stress Management, Interpersonal/Personal Skills, Living Skills, Job Preparation, Educational Planning, Diversity and Critical Thinking. This course is discussion based. We encourage experiential learning through ongoing group dynamics that strengthen personal support systems. This course challenges the assumption that learning is just a brain activity. The adult learner needs to create a balance between the intellectual, spiritual, physical and emotional aspects. This course is an opportunity to objectively practice effective learning styles.

LASK 01 LEARNING AND STUDY SKILLS (ENGLISH) - FUNDAMENTAL

These courses are for adults who have had very little practice with the printed word. They are designed to meet the basic reading, writing and speaking skills of learners and to help them gain the skills to cope well in personal, work and educational situations. These courses include practice in spelling, grammar and writing skills.

LASK 02 LEARNING AND STUDY SKILLS (ENGLISH) - FUNDAMENTAL

These courses are for adults who have had very little practice with the printed word. They are designed to meet the basic reading, writing and speaking skills of learners and to help them gain the skills to cope well in personal, work and educational situations. These courses include practice in spelling, grammar and writing skills.

LASK 03 LEARNING AND STUDY SKILLS (ENGLISH) - FUNDAMENTAL

These courses are for adults who have had very little practice with the printed word. They are designed to meet the basic reading, writing and speaking skills of learners and to help them gain the skills to cope well in personal, work and educational situations. These courses include practice in spelling, grammar and writing skills.

LSK 01 LANGUAGE AND WRITING SKILLS LEVEL

This course is for adults who have had some practice with the printed word. It is designed to meet the basic language and writing skills of learners and to help students gain the skills to cope well in personal, work and education situations

Prerequisites Speak and understand English.

LSK 02 LANGUAGE AND WRITING SKILLS LEVEL

This course is for adults who have had very little practice with the printed word. It is designed to meet the basic language and writing skills of learners and to help students gain the skills to cope well in personal, work and education situations. It involves writing in complete sentences, brainstorming, short messages and paragraphs, writing sentences to questions on reading such as who, what, when, where and why, using assigned vocabulary in sentence writing. Student will learn to write about 150 sight words, use end punctuation, use capitals for proper nouns, write some CVC words with basic suffixes, and write some CVC and e words

Prerequisites Completion of LSK 01 or equivalent and RSK 01 or equivalent reading level.

LSK 03 LANGUAGE AND WRITING SKILLS LEVEL

This course is for adults who have had some practice with the printed word. It is designed to meet the basic language and writing skills of learners and to help students gain the skills to cope well in personal, work and education situations.

Prerequisites Completion of LSK 02 or equivalent and RSK 02 or equivalent reading level.

LSK 04 LANGUAGE AND WRITING SKILLS LEVEL

This course is for adults who have had very little practice with the printed word. It is designed to meet the basic language and writing skills of learners and to help students gain the skills to cope well in personal, work and education situations.

Prerequisites Completion of LSK 03 or equivalent and RSK 03 or equivalent reading level.

LSK 05 LANGUAGE AND WRITING SKILLS LEVEL

This course is for adults who have had very little practice with the printed word. It is designed to meet the basic language and writing skills of learners and to help students gain the skills to cope well in personal, work and education situations.

Prerequisites Completion of LSK 04 or equivalent and RSK 04 or equivalent reading level.

LSK 06 LANGUAGE AND WRITING SKILLS LEVEL

This course is for adults who have had some practice with the printed word. It is designed to meet the basic skills and strategies for learning and to help students gain the skills to cope well in personal, work and education situations.

Prerequisites Completion of SSK 05 or equivalent and RSK 05 or equivalent reading level.

MATH 01 MATHEMATICS - FUNDAMENTAL LEVEL

This course is for learners who need skills in basic arithmetic operations and problem solving.

MATH 02 MATHEMATICS - FUNDAMENTAL LEVEL

This course is for learners who need skills in the basic operations using decimals and fractions and problem solving.

MATH 03 MATHEMATICS - FUNDAMENTAL LEVEL

Mathematics - Fundamental Level (MATH 03)

This course is for learners who need skills in percents, metric measurement, geometry and graphs.

MSK 01 FUNDAMENTAL MATH—NUMBER SENSE, ADDITION AND SUBTRACTION

This course is for adults who need to learn about the number system, adding and subtracting numbers.

Prerequisites Ability to speak and understand English.

MSK 02 MATH - MULTIPLICATION AND DIVISION - FUNDAMENTAL LEVEL

This course is for adults who need to learn to multiply and divide numbers.

Prerequisites Ability to speak and understand English.

MSK 03 MATH - DECIMALS - FUNDAMENTAL LEVEL

This course is for adults who need to learn about decimals and how to add, subtract, multiply and divide decimals.

Prerequisites Ability to speak and understand English.

MSK 04 MATH - FRACTIONS - FUNDAMENTAL LEVEL

This course is for adults who need to learn about fractions and how to add, subtract, multiply and divide with fractions.

Prerequisites Ability to speak and understand English.

MSK 05 MATH - PERCENT - FUNDAMENTAL LEVEL

This course is for adults who need to learn about percent.

Prerequisites Ability to speak and understand English.

MSK 06 MATH: MEASUREMENT, GEOMETRY, STATISTICS AND DATA ANALYSIS - FUNDAMENTAL LEVEL

This course is for adults who need to learn about the metric system, geometry, and graphs

Prerequisites Ability to speak and understand English.

RSK 01 READING SKILLS LEVEL

This course is for adults who have had some practice with the printed word. It is designed to meet the basic reading skills of learners and to help students gain the skills to cope well in personal, work and education situations.

Prerequisites Speak and understand English.

RSS 01 READING AND STUDY SKILLS (ENGLISH) - FUNDAMENTAL

These courses are for adults who have had very little practice with the printed word. They are designed to meet the basic reading, writing and speaking skills of learners and to help them gain the skills to cope well in personal, work and educational situations. These courses include practice in reading comprehension and strategies for reading.

RSS 02 READING AND STUDY SKILLS (ENGLISH) - FUNDAMENTAL

These courses are for adults who have had very little practice with the printed word. They are designed to meet the basic reading, writing and speaking skills of learners and to help them gain the skills to cope well in personal, work and educational situations. These courses include practice in reading comprehension and strategies for reading.

RSS 03 READING AND STUDY SKILLS (ENGLISH) - FUNDAMENTAL

These courses are for adults who have had very little practice with the printed word. They are designed to meet the basic reading, writing and speaking skills of learners and to help them gain the skills to cope well in personal, work and educational situations. These courses include practice in reading comprehension and strategies for reading.

SSK 01 SKILLS AND STRATEGIES FOR LEARNING LEVEL

This course is for adults who have had some practice with the printed word. It is designed to meet the basic skills and strategies for learning and to help students gain the skills to cope well in personal, work and education situations.

Prerequisites Speak and understand English.

CHEM 49 CHEMISTRY - INTERMEDIATE LEVEL

A great preparation for Chemistry 50, this course covers matter and energy, the Periodic Table, naming compounds, balancing molecular formulas and basic chemical reactions. Organic chemistry, biochemistry and nuclear chemistry are introduced. Chemistry 49 also covers measurements and calculations, topics very helpful for those continuing on to Chemistry 50. Only available on the Grand Forks Campus at this time.

Corequisites: Math 49.

CPST 10 COMPUTER STUDIES - INTERMEDIATE LEVEL

The goal of an Intermediate level computer course is to introduce adult learners to the use of the computer as a tool so that they will become more self-confident and therefore able to function more efficiently with a computer.

EASL 049 ENGLISH AS A SECOND LANGUAGE - INTERMEDIATE LEVEL

Students at this level continue to expand their vocabulary and improve reading skill and comprehension. Discussion groups help develop listening and conversation skills, while practice in composition help develop grammar.

ENGL 10 ENGLISH - INTERMEDIATE LEVEL

ABE Intermediate English is designed to provide students with the necessary skills to undertake basic reading and writing tasks. The course focuses on all the skills necessary to communicate effectively, with a special focus on the writing tasks.

MATH 10 MATHEMATICS - INTERMEDIATE LEVEL

This course begins with a review of whole number operations and moves on to explore primes and multiples, fractions and mixed numbers, decimals, ratio and proportion, percent, measurement, geometry, signed number applications and exponents.

MATH 49 INTRODUCTORY ALGEBRA - INTERMEDIATE LEVEL

This course is aimed at students who have not recently taken a math course or need to review and refresh their knowledge of algebra before taking Math 50. Topics include a review of number functions, followed by an introduction to real numbers, equations and inequalities, polynomials, rational expressions, graphing linear equations and inequalities and systems of equations.

Prerequisites Math 10 or sufficient Computerized Placement Test (CPT) score.

RSS 27 READING AND STUDY SKILLS- INTERMEDIATE LEVEL**SCIE 10 SCIENCE - INTERMEDIATE LEVEL**

Science 10 is an intermediate level survey course. Students are introduced to various topics in Biology, Chemistry and Physics.

SOST 10 SOCIAL STUDIES - INTERMEDIATE LEVEL

This course deals with social studies in a Canadian context. Its topics include history, cultural diversity, the role of First Nations, and Canadian government, law, and citizenship.

BIOL 50 INTRODUCTION TO BIOLOGY - ADVANCED LEVEL

This course is an appropriate introduction to biology for students lacking high school prerequisites who wish to enter a course or program requiring Grade 11 biology, or who simply want to refresh their knowledge of the subject. Biology 50 provides a basic introduction to the characteristics of living things: biologically important principles of chemistry and physics, cell structure in plants and animals, bioenergetics, diversity, ecology, and evolution.

Prerequisites ENGL 10.

Corequisites: ENGL 051.

Equivalents: Biology 52 and 53 together are equivalent to Biology 50.

BIOL 52 INTRODUCTION TO BIOLOGY PART 1 - ADVANCED LEVEL

Advanced Level Biology in two parts, is an option for students primarily following a self-paced format and who lack the high school prerequisites to enter a course or program requiring Grade 11 biology, or who simply want to refresh their knowledge of the subject. Biology 52 provides a basic introduction to the characteristics of living things: biologically important principles of chemistry and physics, cell structure in plants and animals, bioenergetics, and genetics.

Prerequisites ENGL 10, SCIE 10

Corequisites: ENGL 051. **Equivalents:** Biology 52 and 53 together are equivalent to Biology 50.

BIOL 53 INTRODUCTION TO BIOLOGY PART 2 - ADVANCED LEVEL

Advanced Level Biology in two parts, is an option for students primarily following a self-paced format and who lack the high school prerequisites to enter a course or program requiring Grade 11 biology, or who simply want to refresh their knowledge of the subject. Biology 53 provides

a basic introduction to the characteristics of living things: biologically important principles of diversity, ecology, and evolution.

Prerequisites Biol 52

Equivalents: Biology 52 and 53 together are equivalent to Biology 50.

CHEM 50 BASIC PRINCIPLES OF CHEMISTRY - ADVANCED LEVEL

This introductory course is designed to be equivalent to Chemistry 11 at the high-school level. Chemistry is introduced as an experimental science. Chemical symbols, nomenclature and the quantitative aspects of chemical reactions are emphasized. The fundamentals of classical atomic and molecular structure are presented. The field of organic chemistry is briefly introduced. The laboratory experiments provide opportunities to work with standard labware and apparatus, to observe a variety of chemical reactions and to carry out some quantitative measurements.

Prerequisites MATH 49

Corequisites: MATH 50 should be taken concurrently.

Equivalents: Chemistry 52 and 53 together are equivalent to Chemistry 50.

CHEM 52 BASIC PRINCIPLES OF CHEMISTRY PART 1 - ADVANCED LEVEL

Advanced Level Chemistry in two parts, is an option for students primarily following a self-paced format and is equivalent to the first half of Chemistry 11 at the high-school level. Chemistry is introduced as an experimental science. Chemical symbols, nomenclature and the quantitative aspects of chemical reactions are emphasized. The fundamentals of classical atomic and molecular structure are presented. The laboratory experiments provide opportunities to work with standard labware and apparatus, to observe a variety of chemical reactions and to carry out some quantitative measurements.

Prerequisites Math 49

Corequisites: Math 50 should be taken concurrently.

Equivalents: Chemistry 52 and 53 together are equivalent to Chemistry 50.

CHEM 53 BASIC PRINCIPLES OF CHEMISTRY PART 2 - ADVANCED LEVEL

Advanced Level Chemistry in two parts, is an option for students primarily following a self-paced format and is equivalent to the second half of Chemistry 11 at the high-school level. Chemistry is introduced as an experimental science. Chemical symbols, nomenclature and the quantitative aspects of chemical reactions are emphasized. The fundamentals of classical atomic and molecular structure are presented. The field

of organic chemistry is briefly introduced. The laboratory experiments provide opportunities to work with standard labware and apparatus, to observe a variety of chemical reactions and to carry out some quantitative measurements.

Prerequisites Chem 52 **Corequisites:** Math 50 should be taken concurrently.

Equivalents: Chemistry 52 and 53 together are equivalent to Chemistry 50.

CPST 50 COMPUTER STUDIES - ADVANCED LEVEL

This course is an introduction to the basic applications such as word processing, spreadsheets and databases. Students will also learn about computer security (viruses, and other malware) and critical thinking as applied to computers.

Prerequisites CPST 10 or equivalent skill level.

EASL 50 ENGLISH AS A SECOND LANGUAGE - ADVANCED LEVEL

This course introduces basic essay writing. Emphasis is also placed on reading and study skills, vocabulary development, oral participation and listening and note-taking skills.

ENGL 50 ENGLISH - ADVANCED LEVEL

A course designed mainly for students who have not completed English 12 or whose writing skills require improvement in order to succeed in academic and technical programs. This course concentrates on sentences, paragraphs, punctuation, and vocabulary expansion. Oral presentations may be required.

Equivalents: English 52 and 53 together are equivalent to English 50.

ENGL 52 ENGLISH PART 1 - ADVANCED LEVEL

Advanced Level English in two parts, is an option for students primarily following a self-paced format and is equivalent to the first half of English 11 at the high-school level. English 52 is designed mainly for students who have not completed English 12 or whose writing skills require improvement in order to succeed in academic and technical programs. This course concentrates on sentences, paragraphs, punctuation, and vocabulary expansion. Oral presentations may be required.

Equivalents: English 52 and 53 together are equivalent to English 50.

ENGL 53 ENGLISH PART 2 - ADVANCED LEVEL

Advanced Level English in two parts, is an option for students primarily following a self-paced format and is equivalent to the second half of

English 11 at the high-school level. English 53 is designed mainly for students who have not completed English 12 or whose writing skills require improvement in order to succeed in academic and technical programs. This course concentrates on sentences, paragraphs, punctuation, and vocabulary expansion. Oral presentations may be required.

Prerequisites English 52 **Equivalents:** English 52 and 53 together are equivalent to English 50.

MATH 50 ALGEBRA AND TRIGONOMETRY - ADVANCED LEVEL

This course is equivalent to Principles of Math 11. It is also useful for those wishing to upgrade mathematics skills for career program and trades training. The course includes: graphs, linear equations, functions, systems of equations, inequalities, polynomials and factoring, rational equations, exponents and radicals, quadratic equations, and trigonometry.

Prerequisites MATH 49 or sufficient Computerized Placement Test (CPT) score.

MATH 52 ALGEBRA AND TRIGONOMETRY PART 1 - ADVANCED LEVEL

Advanced Level Algebra in two parts, is an option for students primarily following a self-paced format and is equivalent to the first half of Principles of Math 11. It is also useful for those wishing to upgrade mathematics skills for career program and trades training. The topics covered in Math 52 include: basic algebra review, solving linear equations and inequalities, graphing, relations, functions, systems of linear equations and inequalities, and polynomials.

Prerequisites MATH 49 or sufficient Computerized Placement Test (CPT) score.

Equivalents: Math 52 and 53 together are equivalent to Math 50.

MATH 53 ALGEBRA AND TRIGONOMETRY PART 2 - ADVANCED LEVEL

Advanced Level Algebra in two parts, is an option for students primarily following a self-paced format and is equivalent to the second half of Principles of Math 11. It is also useful for those wishing to upgrade mathematics skills for career program and trades training. The topics covered in Math 53 include: rational expressions and equations, variation, radical expressions and equations, quadratic equations and quadratic functions, trigonometry.

Prerequisites Math 52

Equivalents: Math 52 and 53 together are equivalent to Math 50.

MATH 54 APPLIED MATHEMATICS - ADVANCED LEVEL

This is a math course with an applied focus designed for those planning to take vocational or technical training in the future. It is equivalent to Math 11 Applied. An initial review of equations, inequalities and graphing is followed by selected topics covering both consumer and technical math. Four of seven listed topics must be completed to receive credit in this course.

Prerequisites Math 10 or sufficient Computerized Placement Test (CPT) score.

PHYS 50 BASIC PRINCIPLES OF PHYSICS - ADVANCED LEVEL

This course consists of a survey of linear motion, Newton's laws, heat, electricity and light and sound.

Prerequisites Math 49 or sufficient Computerized Placement Test (CPT) score with basic algebra skills (mostly solving equations and rearranging equations).

Corequisites: Math 50.

Equivalents: Physics 52 and 53 together are equivalent to Physics 50.

PHYS 52 BASIC PRINCIPLES OF PHYSICS PART 1 - ADVANCED LEVEL

Advanced Level Physics in two parts, is an option for students primarily following a self-paced format. Physics 52 is equivalent to the first half of Physics 11. This course consists of a survey of linear motion, Newton's laws, heat, electricity and light and sound.

Prerequisites Math 49 or sufficient Computerized Placement Test (CPT) score with basic algebra skills (mostly solving equations and rearranging equations).

Corequisites: Math 50.

Equivalents: Physics 52 and 53 together are equivalent to Physics 50.

PHYS 53 BASIC PRINCIPLES OF PHYSICS PART 2 - ADVANCED LEVEL

Advanced Level Physics in two parts, is an option for students primarily following a self-paced format. Physics 53 is equivalent to the second half of Physics 11. This course consists of a survey of linear motion, Newton's laws, heat, electricity and light and sound.

Prerequisites Physics 52

Equivalents: Physics 52 and 53 together are equivalent to Physics 50.

**SOSC 50 SOCIAL STUDIES:
GLOBAL ISSUES OF CULTURE AND
GEOGRAPHY - ADVANCED LEVEL**

Social Science 50 will examine some of the major issues of our time. These issues range from population pressures and food shortages to rapid urbanization and environmental damage and technological changes. These issues will be examined in light of current events in newspapers and news broadcasts; and they will also be discussed in class with other students and instructors. Further, students will learn to see how personal opinions and biases affect delivery and perception of events. Students will use their academic skills to derive and organize information for presentation.

BIOL 60 BIOLOGY - PROVINCIAL LEVEL

This course provides an introduction to human anatomy and physiology. Topics covered include mitosis and asexual reproduction, meiosis and sexual reproduction, genetics, circulation, respiration, excretion, bones and muscles, nerves, endocrinology and immunity. A fundamental understanding of homeostatic mechanisms is stressed. The instructor may choose to include selected topics on the structure and function of plants as part of the course. The course is appropriate for students requiring an equivalent to Grade 12 biology.

Prerequisites BIOL 50, BIOL 11, or equivalent, or permission of the School Chair.

Equivalents: Biology 62 and 63 together are the equivalent of Biology 60. Biology 60 is equivalent to Biology 51.

**BIOL 62 BIOLOGY
PART 1 - PROVINCIAL LEVEL**

Provincial Level Biology in two parts, is an option for students primarily following a self-paced format and is equivalent to the first half of Biology 12 at the high-school level. Biology 62 provides an introduction to human anatomy and physiology. Topics covered include mitosis and asexual reproduction, meiosis and sexual reproduction, and genetics. A fundamental understanding of homeostatic mechanisms is stressed.

Prerequisites Engl 10, Scie 10 or equivalent, or permission of the School Chair.

Equivalents: Biology 62 and 63 together are equivalent to Biology 60. Biology 60 is equivalent to Biology 51.

**BIOL 63 BIOLOGY
PART 2 - PROVINCIAL LEVEL**

Provincial Level Biology in two parts, is an option for students primarily following a self-paced format and is equivalent to the second half of Biology 12 at the high-school level. Biology 63 provides an introduction to human anatomy and physiology. Topics covered include circulation,

respiration, excretion, bones and muscles, nerves, endocrinology and immunity. A fundamental understanding of homeostatic mechanisms is stressed.

Prerequisites Biol 62

Equivalents: Biology 62 and 63 together are equivalent to Biology 60. Biology 60 is equivalent to Biology 51.

CHEM 60 CHEMISTRY - PROVINCIAL LEVEL

This course covers topics similar to those in Chemistry 50 but in greater detail. Included topics are reaction kinetics, equilibrium, acid-base reactions, oxidation-reduction, gas laws and organic chemistry. The lab portion of this course demonstrates the listed topics as well as provides the student with a chance to work with a variety of chemicals in a safe and effective manner.

Prerequisites CHEM 50, MATH 50.

Equivalents: Chem 62 and Chem 63 together are equivalent to Chem 60. Chem 60 is equivalent to Chem 51.

**CHEM 62 CHEMISTRY
PART 1 - PROVINCIAL LEVEL**

Provincial Level Chemistry in two parts, is an option for students primarily following a self-paced format. Chem 62 is equivalent to the first half of Chemistry 12 at the high-school level. This course covers topics similar to those in Chemistry 50 but in greater detail. Included topics are reaction kinetics, equilibrium and acid-base reactions. The lab portion of this course demonstrates the listed topics as well as provides the student with a chance to work with a variety of chemicals in a safe and effective manner.

Prerequisites CHEM 50 or CHEM 52 & 53, MATH 50. or MATH 52 & 53

Equivalents: Chemistry 62 and 63 together are equivalent to Chemistry 60. Chemistry 60 is equivalent to Chemistry 51.

**CHEM 63 CHEMISTRY
PART 2 - PROVINCIAL LEVEL**

Provincial Level Chemistry in two parts, is an option for students primarily following a self-paced format. Chem 63 is equivalent to the second half of Chemistry 12 at the high-school level. This course covers topics similar to those in Chemistry 50 but in greater detail. Included topics are oxidation-reduction, gas laws and organic chemistry. The lab portion of this course demonstrates the listed topics as well as provides the student with a chance to work with a variety of chemicals in a safe and effective manner.

Prerequisites CHEM 62

Equivalents: Chemistry 62 and 63 together are equivalent to Chemistry 60. Chemistry 60 is equivalent to Chemistry 51.

**CPST 60 COMPUTER STUDIES
- PROVINCIAL LEVEL**

This is a course about communications, using multimedia and internet skills. Students will search for information, select for relevance, and then publish this information using desktop publishing and WEB page authoring. Graphical design principles are emphasized throughout. Multimedia publishing involving video capture and streaming audio/video are also included. Not available at all campuses.

Prerequisites CPST 50 or equivalent skill level.

Equivalents: Cpst 60 is equivalent to Cpst 51.

**EDCP 60 EDUCATION PLANNING
AND CAREER DEVELOPMENT
- PROVINCIAL LEVEL**

Education and Career Planning involves the development of a broad range of foundation skills to enhance the life, employment and study skills. Success in life is an ongoing process that demands a variety of core skills. This course integrates a holistic approach to develop a set of "tools" that help the student work towards personal success. Students are prepared to pursue individual, occupational and/or educational goals within a changing and diverse world. The Core Skills are Communication, Career Exploration, Study Skills, Time & Stress Management, Interpersonal/Personal Skills, Living Skills, Job Preparation, Educational Planning, Diversity and Critical Thinking. This course is discussion based. We encourage experiential learning through ongoing group dynamics that strengthen personal support systems. This course challenges the assumption that learning is just a brain activity. The adult learner needs to create a balance between the intellectual, spiritual, physical and emotional aspects. This course is an opportunity to objectively practice effective learning styles. It builds on the skills learned in EDCP 50

Prerequisites EDCP 50

Equivalents: EDCP 60 is equivalent to EDCP 51.

**ENGL 60 CANADIAN LITERATURE
- PROVINCIAL LEVEL**

This course is designed to provide English 12 equivalency or improve students' writing skills to help them succeed in academic or technical programs. Normally, students with credit for Communications 12 must take ENGL 51 to prepare for college studies. This course concentrates on writing paragraphs and essays and the study of literature.

Equivalents: English 62 and 63 together are equivalent to English 60. English 60 is equivalent to English 51.

**ENGL 62 CANADIAN LITERATURE
PART 1 - PROVINCIAL LEVEL**

Provincial Level English in two parts, is an option for students primarily following a self-paced format. Engl 62 is equivalent to the first half of English 12 at the high-school level. This course is designed to provide English 12 equivalency or improve students' writing skills to help them succeed in academic or technical programs. Normally, students with credit for Communications 12 must take ENGL 60 to prepare for college studies. This course concentrates on writing paragraphs and essays and the study of literature.

Equivalents: English 62 and 63 together are equivalent to English 60. English 60 is equivalent to English 51.

**ENGL 63 CANADIAN LITERATURE
PART 2 - PROVINCIAL LEVEL**

Provincial Level English in two parts, is an option for students primarily following a self-paced format. Engl 63 is equivalent to the second half of English 12 at the high-school level. This course is designed to provide English 12 equivalency or improve students' writing skills to help them succeed in academic or technical programs. Normally, students with credit for Communications 12 must take ENGL 60 to prepare for college studies. This course concentrates on writing paragraphs and essays and the study of literature.

Prerequisites ENGL 62

Equivalents: English 62 and 63 together are equivalent to English 60. English 60 is equivalent to English 51.

**ENGL 64 BRITISH LITERATURE
- PROVINCIAL LEVEL**

The aim of this course is to survey British Literature from earliest writings into the twentieth century. Students will learn to discuss literature, authors and prevailing social conditioning using literary terms and referring to historical conditions.

Equivalents: Engl 64 is equivalent to Engl 54.

**ENGL 64 BRITISH LITERATURE
- PROVINCIAL LEVEL**

The aim of this course is to survey British Literature from earliest writings into the twentieth century. Students will learn to discuss literature, authors and prevailing social conditioning using literary terms and referring to historical conditions.

Equivalents: Engl 64 is equivalent to Engl 54.

**ENGL 65 ENGLISH: BUSINESS AND
TECHNICAL COMMUNICATION
- PROVINCIAL LEVEL**

This course is designed to provide English 12 equivalency or improve students' writing skills

to help them succeed in academic or technical programs. It is often recommended for students entering technical career fields. This course concentrates on reading, evaluating, and writing a variety of business and technical documents and include a grammar review essential for successful business writing.

Equivalents: Engl 65 is equivalent to Engl 55.

HIST 60 HISTORY - PROVINCIAL LEVEL

Twentieth Century History examines the major social, economic and political movements from the late 1900's into the 21st century. The student will develop an understanding of global events, from war to social movements to economic crises. These issues will be presented through text, video and lecture/discussion. Students will learn how global issues are interconnected geographically and politically. Students will develop skills to analyze events and to write brief synopses for presentations. Not available at all campuses.

Equivalents: History 62 and 63 together are equivalent to History 60. History 60 is equivalent to History 51.

**HIST 62 HISTORY PART
1 - PROVINCIAL LEVEL**

Provincial Level History in two parts, is an option for students primarily following a self-paced format. Hist 62 is equivalent to the first half of History 12 at the high-school level. Twentieth Century History examines the major social, economic and political movements from the late 1900's into the 21st century. The student will develop an understanding of global events, from war to social movements to economic crises. These issues will be presented through text, video and lecture/discussion. Students will learn how global issues are interconnected geographically and politically. Students will develop skills to analyze events and to write brief synopses for presentations. Not available at all campuses.

Equivalents: History 62 and 63 together are equivalent to History 60. History 60 is equivalent to History 51.

**HIST 63 HISTORY PART
2 - PROVINCIAL LEVEL**

Provincial Level History in two parts, is an option for students primarily following a self-paced format. Hist 63 is equivalent to the second half of History 12 at the high-school level. Twentieth Century History examines the major social, economic and political movements from the late 1900's into the 21st century. The student will develop an understanding of global events, from war to social movements to economic crises. These issues will be presented through text, video and lecture/discussion. Students will learn how global issues are interconnected geographically and politically. Students will develop skills to analyze

events and to write brief synopses for presentations. Not available at all campuses.

Equivalents: History 62 and 63 together are equivalent to History 60. History 60 is equivalent to History 51.

**MATH 60 ALGEBRA AND
TRIGONOMETRY - PROVINCIAL LEVEL**

This course is a continuation of Algebra and Trigonometry - Advanced Level and is an equivalent to Principles of Math 12. The course includes a review of basic algebra, functions, transformations, systems of equations, exponential and logarithmic functions, trigonometric functions, identities and equations, application of transcendental function, and arithmetic and geometric sequences and series. The course introduces counting and probability.

Prerequisites Principles of MATH 11, or MATH 50 or equivalent with a grade of C or better.

Equivalents: Math 62 and 63 together are equivalent to Math 60. Math 60 is equivalent to Math 51.

**MATH 62 ALGEBRA AND TRIGONOMETRY
PART 1 - PROVINCIAL LEVEL**

Provincial Level Algebra in two parts, is an option for students primarily following a self-paced format. Math 62 is equivalent to the first half of Principles of Math 12 at the high-school level. This course is a continuation of Algebra and Trigonometry - Advanced Level. The course includes a review of basic algebra, functions, transformations, systems of equations, and exponential and logarithmic functions

Prerequisites Principles of MATH 11, or MATH 50 or equivalent with a grade of C or better.

Equivalents: Math 62 and 63 together are equivalent to Math 60. Math 60 is equivalent to Math 51.

**MATH 63 ALGEBRA AND TRIGONOMETRY
PART 2 - PROVINCIAL LEVEL**

Provincial Level Algebra in two parts, is an option for students primarily following a self-paced format. Math 63 is equivalent to the second half of Principles of Math 12 at the high-school level. Topics covered in Math 63 include: trigonometric functions, identities and equations, and arithmetic and geometric sequences and series.

Prerequisites MATH 62

Equivalents: Math 62 and 63 together are equivalent to Math 60. Math 60 is equivalent to Math 51.

PHYS 60 PHYSICS - PROVINCIAL LEVEL

This course covers topics similar to those in Physics 50 but in greater detail and with a greater mathematical emphasis. This is a non-calculus course. It includes the topics of linear motion, Newton's laws, energy, circular motion, gravitation, heat exchange.

Prerequisites Phys 50 and Math 50.

Equivalents: Physics 62 and 63 together are the equivalent of Physics 60

PHYS 62 PHYSICS PART 1 - PROVINCIAL LEVEL

Provincial Level Physics in two parts, is an option for students primarily following a self-paced format. Phys 62 is equivalent to the first half of Physics 12 at the high-school level. This course covers topics similar to those in Physics 50 but in greater detail and with a greater mathematical emphasis. This is a non-calculus course. Topics covered in Physics 62 include: kinematics, two-dimensional equilibrium, momentum, energy conservation, circular motion.

Prerequisites PHYS 50 and MATH 50 or equivalents.

Equivalents: Physics 62 and 63 together are equivalent to Physics 60. Physics 60 is equivalent to Physics 51.

PHYS 63 PHYSICS PART 2 - PROVINCIAL LEVEL

Provincial Level Physics in two parts, is an option for students primarily following a self-paced format. Phys 63 is equivalent to the second half of Physics 12 at the high-school level. This course covers topics similar to those in Physics 50 but in greater detail and with a greater mathematical emphasis. This is a non-calculus course. Topics covered in Physics 63 include: momentum, electrostatic, electromagnetism, vibrations and waves.

Prerequisites PHYS 62 **Equivalents:** Physics 62 and 63 together are equivalent to Physics 60. Physics 60 is equivalent to Physics 51.

SOSC 60 SOCIAL SCIENCES - PROVINCIAL LEVEL

A survey of the social and economic dynamics of Canada's Pacific Rim. The course examines issues from a historical, sociological, cultural, economic and geographic perspective. Students will be asked to analyze, clarify, evaluate, and organize information from a wide variety of disciplinary areas. Not available at all campuses.

Equivalents: SOSC 60 is equivalent to SOSC 51.

Contacts

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ADULT SPECIAL EDUCATION

ONGOING AT CASTLEGAR, GRAND FORKS, SILVER KING, NELSON AND TRAIL

Castlegar and Grand Forks Campuses

This program is available to students whose academic, social, emotional and/or cognitive skills and abilities require personal support and assistance in order for them to actively participate in a college setting. An Individual Educational Plan (IEP) is developed with each student to foster academic, personal and social skills in a cooperative learning environment. The program provides students with training in Math/English upgrading, workplace skills, independent living skills (money management, meal planning, cooking, etc.), self-advocacy skills, personal management skills (time management, goal settings), and introductory computer skills.

Trail Campus - Food Service Worker Program

This program provides an opportunity for special needs students to learn entry level skills for the food service industry. The program includes life skills development, academic upgrading, vocational skills, and attitude development. Students make and serve lunch to seniors in the Trail Community Centre as well as prepare several major banquets. The program is designed to meet the needs of mentally handicapped adults, but is also open to adults with special needs who have the need for this type of training. Common outcomes for students in this program are increased independence, employment and becoming more involved in the community.

Silver King Campus, Nelson

Program outcomes are largely determined by the students through development of an IEP. Social skills development underscores all training. Students also develop support networks. The program is designed to meet the needs of mentally handicapped adults, but is also open to adults with special needs who have the need for this type of training. Common outcomes for students in this program are increased independence, employment and becoming more involved in the community.

Contacts

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business & aviation AT SELKIRK COLLEGE

If a career in business appeals to you, our Business Administration program can help you with Co-op experiences that are invaluable in landing a job. You can work towards a diploma and take the first step to a degree in business.

Our two-year Aviation Professional Pilot diploma will launch your career in the aviation industry, preparing you for the thrills of being a bush pilot or the excitement of flying to exotic locations around the world.

AVIATION - PROFESSIONAL PILOT



Selkirk's Aviation Professional Pilot program was the first public program of its kind in the country. Today, it is still among the best. You'll find our graduates working around the world. Now is your time to start training as trends indicate that employment opportunities for aviation graduates will grow over the next several years.

AVIATION - PROFESSIONAL PILOT DIPLOMA

- Trains women and men for entry-level positions in the Canadian aviation industry in the most challenging conditions
- Has a team of professional veteran pilots who have flight training, air taxi, commuter, regional, airline, corporate, bush and military experience
- Keeps pace with advances in flight technology
- Is accessible—our Aviation Training Centre is located at the Castlegar Airport next to the Castlegar Campus
- Has high quality aviation equipment, including ALSIM and FRASCA flight simulators and a training fleet of Cessna 172 Skyhawk and Beechcraft 95 Travelair aircraft

BUSINESS ADMINISTRATION



Whether you are starting out, upgrading, or looking for new leadership opportunities, Selkirk College's Business programs help you prepare for a challenging and rewarding career. Our instructors keep pace with rapid changes in the field, and our programs prepare you for the real world—as well as real jobs.

BUSINESS ADMINISTRATION DIPLOMAS

- Accounting/Finance
- Professional Management
- International Business
- Office Management Diploma

CO-OP OPPORTUNITIES

For details on Co-op Education opportunities in the Business Administration program call 250.365.1280 or visit selkirk.ca/coop.

AVIATION-PROFESSIONAL PILOT PROGRAM

2-YEAR DIPLOMA AT CASTLEGAR CAMPUS

Program Calendar

2010

- January 4 - Winter semester begins.
- February 15 and 16 - Reading Break.
- April 9 - Winter semester ends.
- April 12-21 - Winter semester examinations.
- April 23 - Graduation ceremonies.

2011

- September 7 - Orientation.
- September 8 - Fall semester begins.
- December 10 - Fall semester ends.
- December 13-22 - Fall semester examinations.

2011

- January 4 - Winter semester begins
- February 14 and 15 - Reading Break
- April 8 - Winter semester ends
- April 11-21 - Final Exams
- April 21 - Graduation ceremonies

Program Summary

The **Selkirk College Aviation - Professional Pilot** program is an intensive two year diploma program certified by Transport Canada and supported by the British Columbia Ministry of Advanced Education. The program is an integrated approach to flight training emphasizing multi-crew coordination training and ATPL standards.

Our multi-million dollar aviation facility offers a state of the art classroom environment, dispatch area, and three sophisticated flight training simulators. Flight training is completed in a fully equipped fleet consisting of five C-172 and two twin engine BE-95 aircraft. Selkirk Aviation instructors are all Airline Transport Pilot License rated pilots with a wide variety of flying experience.

Through university level courses, ground school courses, computer based training exercises and professional flight training in a challenging mountain environment, Selkirk Aviation graduates emerge from the program fully qualified and prepared for the challenges and responsibilities associated with commercial flying.

Aviation courses are transferable toward an aviation degree at Embry Riddle Aeronautical University (this agreement is currently under review).

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

Courses marked as (D) may also be available via Distance Education.

Course	Name	Lec	Lab
Term 1			
AVIA 100A	Intermediate Flight Training - Fall Term	1	1
AVIA 110A	Introductory Ground Instrument Training - Fall Term	0	1
AVIA 120	Meteorology	3	0
AVIA 140	Aircraft Systems	3	0
AVIA 160	Navigation and Flight Planning	3	0
ENGL 110 (D)	College Composition	3	0
	Total:	13	2

Course	Name	Lec	Lab
Term 2			
AVIA 100B	Intermediate Flight Training - Winter Term	1	1
AVIA 110B	Introductory Ground Instrument Training - Winter Term	0	1
AVIA 130	Air Law	3	0
AVIA 150	Crew Resource Management/Pilot Decision Making and Airmanship	3	0
AVIA 161	IFR Procedures	4	0
ENGL 111 (D)	Introduction to Literature	3	0
	Total:	14	2

Course	Name	Lec	Lab
Term 3			
AVIA 200A	Advanced Flight Training - Fall Term	0	2
AVIA 210A	Advanced Ground Instrument Training - Fall Term	0	1
AVIA 240	Transport Aircraft Systems and Operations	3	0
AVIA 250	Advanced CRM/PDM and Airmanship	3	0
AVIA 261	Aircraft Electronics	3	0
AVIA 271	Aerodynamics	3	0
TWC 252	Aviation Communications	3	0
	Total:	15	3

Course	Name	Lec	Lab
Term 4			
AVIA 200B	Advanced Flight Training - Winter Term	0	2
AVIA 201	Flight Operations	3	0
AVIA 210B	Advanced Ground Instrument Training - Winter Term	0	1
AVIA 220	Advanced Meteorology	3	0
AVIA 230	Air Law for Commercial Operations	3	0
	Total:	9	3

Program Objectives

Learn to fly at Selkirk College! The **Aviation - Professional Pilot** program at Selkirk College is designed to prepare students for **commercial pilot** positions in the Canadian and international airline industry. This intensive two year flight training diploma program provides students with the necessary tools to succeed in a technology driven environment. Graduates are licensed and qualified to enter the industry as Group 1 Instrument rated Commercial Pilots.

Career Potential

The international airline industry has undergone major restructuring over the past few years. Airlines have had to adjust their strategies in order to accommodate a changing marketplace. With future growth in discount, business, and vacation travel, all sectors of the aviation industry are forecasting expansion to meet global demands for air travel. Canadian airlines are faced with massive pilot retirements over the next dozen years as the boomer generation moves on. WestJet, Air Canada, Jazz, Cathay Pacific and other airlines are currently hiring Canadian pilots on an ongoing basis. More than 85% of Selkirk Aviation graduates are employed with major airlines around the world; others find employment with corporate flight departments, charter companies, fire fighting squadrons, or the Canadian Air Force. The combination of an expanding air travel marketplace and ongoing pilot retirements provides a unique opportunity for Selkirk graduates to explore an exciting career in an industry at the leading edge of technological advances.

Admission Requirements

The applicant must meet the following Professional Aviation program requirements:

- British Columbia high school graduation, or equivalent, with a final grade of “C+” or better in:
- Principles of Mathematics 12 or equivalent
NOTE: New high school Math courses are currently under review for the Program’s admission requirements.
- English 12 or equivalent, and
- Physics 11 or equivalent.
- Prior to the start of the program, an applicant must hold a Private Pilot license, have met all recurrency requirements, and hold a Category I Medical.
- Applicants must satisfactorily complete the requirements for admission.
- Applicants must obtain a valid passport prior to starting second year.

Note

- Applicants who are deficient in meeting some of the requirements for admission may be considered “partially-qualified” and offered a place on the wait-list.
- Admission to the second year requires successful completion of first year, and a positive reassessment by the review committee.
- Students are expected to complete the program within two consecutive years.
- There is no provision for direct entry into the second year of the program.
- Students write the Transport Canada examinations for the Commercial Pilot License, Instrument Rating, and IATRA and take Commercial Pilot, Multi-engine Rating and Group I Instrument Rating flight tests in second year. Successful completion of these examinations is mandatory for graduation.

Course Descriptions

AVIA 100 INTERMEDIATE FLIGHT TRAINING - FALL TERM

Fall Term - Over the Fall and Winter terms approximately 70 hours of single engine flight training brings student pilots to a high level of proficiency in basic Visual Flight Rules (VFR) and basic instrument flying techniques. Classroom topics include: Discussion and review of exercises on the commercial pilot flight test; review of each flight syllabus exercise; review of simulator syllabus exercises; radio communications; mountain flying; winter flying; standard operating procedures; general discussion of flight line operations including scheduling; special operating procedures; safety concerns, etc. The classroom portion of this course involves one hour per week during the fall semester. Much of the material will be assigned for self study. A final exam will be scheduled in April. Sample questions will be provided for self study.

AVIA 110 INTRODUCTORY GROUND INSTRUMENT TRAINING - FALL TERM

Fall Term - Individual flight instruction in instrument flying and Instrument Flight Rules (IFR) procedures using multi-engine flight training devices FTD.

AVIA 120 METEOROLOGY

This course covers basic meteorological theory as it applies to Aviation. It includes a complete breakdown of all pertinent Aviation forecasts and reports, including how and where to obtain them.

AVIA 140 AIRCRAFT SYSTEMS

In this course you will learn the principles of operation of aircraft systems typical of non-transport category aircraft. The objective is to learn how these systems work and how to use them in flight in both normal and malfunctioning modes. Systems covered include: electrical; hydraulic; pneumatic; flight controls; mechanical; fly-by-wire; flaps, spoilers, etc. In addition you will learn the basics of: piston engine operation; constant speed propellers; turbine engine principles; jet engines, etc.

AVIA 160 NAVIGATION AND FLIGHT PLANNING

In this course you will learn the procedures for flight planning in the Canadian domestic airspace system. This will include both VFR and IFR flight planning. Topics covered include: use of performance charts; calculation of drift and groundspeed; preparation of a navigation log; route analysis; map theory; map symbols; basic radio navigation.

ENGL 110 COLLEGE COMPOSITION

Students needing a year of Introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive alternative to English 110/111 for students wishing to continue in the study of Arts or Humanities. English 110: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites A “C” or better in ENGL 12 or equivalent or LPI level 4.

This course is available via Distance Education.

AVIA 100 INTERMEDIATE FLIGHT TRAINING - WINTER TERM

Winter Term - The second term of single engine flight training brings student pilots to a high level of proficiency in basic Visual Flight Rules (VFR) and basic instrument flying.

Classroom topics include: discussion and review of exercises on the commercial pilot flight test; review of each flight syllabus exercise; review of simulator syllabus exercises; radio communications; mountain flying; winter flying; standard operating procedures; general discussion of flight line operations including scheduling; special operating procedures; safety concerns, etc. The classroom portion of this course involves one hour per week during the fall semester. Much of the material will be assigned for self study. A final exam will be scheduled in April. Sample questions will be provided for self study.

AVIA 110 INTRODUCTORY GROUND INSTRUMENT TRAINING - WINTER TERM

Winter Term - Individual flight instruction in instrument flying and Instrument Flight Rules (IFR) procedures using multi-engine flight training devices.

AVIA 130 AIR LAW

This course covers: the structure of the Canadian regulatory system; organization of the Canadian Aviation Regulations (CARs); organization of the Aeronautical Information Manual (AIM); the rules of the air for operations in VFR and IFR; radio communications regulations and standards; overview of the certification process for non-transport aircraft; pilot licensing requirements for Private Pilot, Commercial Pilot, Multi-engine Rating, and IFR Rating.

AVIA 150 CREW RESOURCE MANAGEMENT/PILOT DECISION MAKING AND AIRMANSHIP

This course provides an understanding of CRM concepts and the decision making process. Emphasis in this course is on single pilot operations with an introduction to two-pilot operations. Decision making principles are a key part of the course based on the SAFER decision making model.

AVIA 161 IFR PROCEDURES

In this course you will learn all the procedures required in IFR flight. These include: holds; departures, enroute, approach and arrival procedures; circling and missed approach procedures. In class, students will practice IFR communications procedures in controlled, uncontrolled, radar, and non-radar environments. Class participation and performance will be evaluated. Exercises and assignments in navigation and communication radio setup will be conducted. Students will learn best practices in the use of available radio equipment. The College aircraft and simulators provide a diverse range of radio equipment including VOR, ADF, GPS, RNAV, auto-pilot, etc and use of all these must be mastered by the student pilot. The course includes overviews of the Air Traffic Control (ATC) systems and IFR approach design process to assist the pilot in understanding how to operate safely in the IFR system.

Prerequisites AVIA 160. Students are assumed to have mastered the principles of navigation and flight planning. Flight planning exercises will be included in this course.

ENGL 111 INTRODUCTION TO LITERATURE

Students needing a year of introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive al-

ternative to English 110/111 for students wishing to continue in the study of Arts or Humanities. English 111 is a one-semester introduction to literary genres through the study of drama, poetry, the short story, and the novel. The course will give students the opportunity to read, discuss, and write about texts in the different genres.

Prerequisites ENGL 110 with a grade of "C" or better.

This course is available via Distance Education.

AVIA 200 ADVANCED FLIGHT TRAINING - FALL TERM

Fall Term - During second year, pilot flight training of approximately 150 hours of single and multi-engine advanced flight training are completed with emphasis on instrument flying and airway navigation. Flight tests for the Multi-Engine Rating are usually completed in October.

AVIA 210 ADVANCED GROUND INSTRUMENT TRAINING - FALL TERM

Fall Term - Individual pilot training instruction in single and multi-engine instrument flight and procedures using piston and turbine simulators.

AVIA 240 TRANSPORT AIRCRAFT SYSTEMS AND OPERATIONS

The first section of this course covers the normal and emergency operating procedures for the Beech King Air. This material prepares you for flight in the King Air simulator.

The remainder of this aviation course covers the normal and emergency operating procedures for transport aircraft as well as the principles of operation of typical systems found in transport aircraft. Several different aircraft will be selected for study based on their representative design. Emphasis will be on pilot centered knowledge such as diagnosing a systems failure and employment of redundant or backup systems where available and recognition of key failures that have no redundancy. The main topics covered are: general considerations for the operation of very large and heavy aircraft; Vspeed concepts; Transport Aircraft Flight Manuals; performance charts; Transport Aircraft systems; minimum equipment lists and other record keeping for transport aircraft; Transoceanic operation; Grid navigation; operation in the Arctic on True courses; Celestial navigation principles

* Note that transport aircraft electronics such as the flight instrument displays, ground proximity warning, weather radar, etc. are covered in Avia 261.

Prerequisites AVIA 140. Students are expected to know how aircraft systems work and are operated, as well as how to recognize a failure and trouble shoot it.

AVIA 250 ADVANCED CRM/ PDM AND AIRMANSHIP

This course builds on the knowledge gained in AVIA 150. Emphasis is placed on management styles, behavior, leadership, problem-solving and decision making especially as they apply in two-pilot operations. Pilot communications skills are emphasized and developed through exercises. Command responsibilities as they apply in a typical airline or corporate flight operation are reviewed.

Aviation physiology will include a field trip to Fairchild AFB in Spokane, Washington, to experience hypoxia and rapid decompression in a hyperbaric chamber, as well as vision loss in a night vision lab.

Classroom training exercises involving practical experience in group problem-solving under the pressure of time constraints will be conducted. Role playing is required and presentation of solutions to the class. (Small groups will analyze video tape documentation, ATC transcripts, cockpit voice recorder transcripts and flight data recorder tracings of selected aircraft accidents and incidents, after which presentations will be made listing the human factors causes and practical recommendations that would prevent a recurrence.)

Prerequisites AVIA 150.

AVIA 261 AIRCRAFT ELECTRONICS

In this course you will learn the principles of operation and use of navigation and other electronic systems. Topics include all the following plus any emerging electronic systems: VOR - VHF Omnidirectional Range; ADF - Automatic Direction Finder; DME - Distance Measuring Equipment; TACAN - Tactical Air Navigation Aid; RNAV - Area Navigation; PAR - Precision Approach Radar; MLS - Microwave Landing System; GPS - Global Positioning System; FMS - Flight Management System; Mach Meter; EFIS - Electronic Flight Instrument System; TCAS - Terrain Alert and Collision Avoidance System; GPWS - Ground Proximity Warning System; INS - Inertial Navigation System; IRS - Inertial Reference System; Weather RADAR, etc.

AVIA 271 AERODYNAMICS

This course involves a detailed examination of aerodynamics, with emphasis on aircraft performance and operating considerations. Some mathematics and graphing required.

TWC 252 AVIATION COMMUNICATIONS

The study and practice of communications topics important to the commercial pilot, including oral presentations, technical writing, job applications and interviews.

AVIA 200 ADVANCED FLIGHT TRAINING - WINTER TERM

Winter Term - During second year, pilot flight training of approximately 150 hours of single and multi-engine advanced flight training are completed with emphasis on instrument flying and airway navigation. Flight tests for the Commercial Pilot Licence are completed in April and the Multi-IFR Rating is completed by early June.

AVIA 201 FLIGHT OPERATIONS

This course supports the AVIA 200 course, providing the necessary ground briefings for all the flight exercises involved in Commercial flight preparation, multi-engine (systems and operating procedures) and IFR exercise descriptions. This course also includes coverage of licensing requirements for the Commercial Pilot, Multi-engine and Instrument ratings, as well as a brief description of licensing requirements for type endorsements, high performance flight and the Airline Transport Pilot License (ATPL). A review of operational considerations for winter flying and mountain flying is included.

AVIA 210 ADVANCED GROUND INSTRUMENT TRAINING - WINTER TERM

Winter Term - Individual flight instruction in single and multi-engine instrument flight and procedures using piston and turbine simulators. This term also includes Multi-Crew Coordination (MCC) training.

AVIA 220 ADVANCED METEOROLOGY

This course reviews the basic meteorology covered in AVIA 120 and continues with theory to upgrade the student's knowledge to the ATPL and Instrument Rating level. Weather across Canada will be studied with an introduction to global weather and international TAFs and METARs.

Prerequisites AVIA 120.

AVIA 230 AIR LAW FOR COMMERCIAL OPERATIONS

In this course the student will learn the additional regulatory requirements that govern the operation of commercial air services under CAR VII as well as private aircraft operator certificates under CAR VI.

Additionally the student pilot will cover several topics important to commercial pilots including: certification process for transport category aircraft, including Minimum Equipment List (MEL); obtaining an operating certificate; dangerous goods handling; IFR approach certification process; supplemental type certification; person responsible for maintenance duties; company aviation safety officer.

Prerequisites AVIA 130. Students will be held responsible for previously covered material and will be examined on it.

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VISIT SELKIRK.CA**

BUSINESS ADMINISTRATION

TWO-YEAR DIPLOMA AT CASTLEGAR CAMPUS

Program Calendar

2010

- January 4 - Winter semester begins.
- February 15-19 - Reading Break.
- April 9 - Winter semester ends.
- April 12-21 - Winter semester examinations.
- April 23 - Graduation ceremonies.

2010

- September 7 - Orientation.
- September 8 - Fall semester begins.
- December 10 - Fall semester ends.
- December 13-22 - Fall semester examinations.

2011

- January 4 - Winter semester begins
- February 14-18 - Reading Break
- April 8 - Winter semester ends
- April 11-21 - Final Exams
- April 21 - Graduation ceremonies

Careers for leaders. Selkirk's **Business Administration** Programs will prepare you for a challenging and rewarding career.

Our faculty keeps up with the rapid changes in the field, enabling our programs to prepare students for the real world - and real experience on the job. Employers open their doors to Selkirk graduates.

If you were born to lead, and have a commitment to excellence, our programs will give you the foundation for the career of a lifetime. Complete your degree in Canada or overseas.

The Business Administration program is completed in two years. In the first year, students complete **Business General Studies** courses common to both second year Majors. In second year, students complete the courses for their desired Major - either **Accounting/Finance** or **Professional Management**.

Program Objectives

Selkirk College **Business Administration** programs have been designed to provide graduates with a solid, business-oriented education that is specialized yet diversified.

Students can major in one of two specific disciplines: **Accounting/Finance** or **Professional Management**. The program develops skills in all essential areas of business and industry. The Business Administration program operates on a **Co-op Education** or work/study format. Four-month work periods are provided to assist

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

Courses marked as (D) may also be available via Distance Education.

Course	Name	Lec	Lab
Term 1			
COMM 220	Principles of Organizational Behaviour	4	0
COMM 240 (D)	Financial Accounting I	5	0
CPSC 132	Computer Applications for Business	3	2
ECON 106	Principles of Economics	3	1
MATH 125	Business Mathematics	4	0
TWC 164	Introductory Report and Letter Writing	4	0
	Total:	23	3

Course	Name	Lec	Lab
Term 2			
ADMN 171	Management Principles	3	0
ADMN 181	Marketing	4	0
COMM 241 (D)	Financial Accounting II	5	0
ECON 107	Principles of Economics	3	1
STAT 105 (D)	Introduction to Statistics	3	2
TWC 165	Oral Presentations and Skills Training	4	0
	Total:	22	3

students in applying academic knowledge to the business environment.

For those students who choose not to follow the cooperative education format, the diploma requirements in their respective majors can be completed in two years of regular academic semesters.

Diploma Options

BUSINESS ADMINISTRATION DIPLOMA: ACCOUNTING/FINANCE MAJOR

- See description in **Accounting/Finance**.

BUSINESS ADMINISTRATION DIPLOMA: PROFESSIONAL MANAGEMENT MAJOR

- See description in **Professional Management**.

INTERNATIONAL BUSINESS ADVANCED DIPLOMA

- See description in **International Business**.

OFFICE MANAGEMENT DIPLOMA

- See description in **Office Management**.

Co-op Education

The **Business Administration** program is offered in a cooperative education or work/study format. Four four-month work periods are provided to assist students in applying academic knowledge to the business environment. The Co-operative Education option should be applied for at the

beginning of the second semester of studies. Program length is 32 months for both **Professional Management and Accounting/Finance** majors who choose the **Co-op Education** option.

Co-op Work Terms provide for the practical application of academic studies. Each four-month work term is a separate co-op education course. Students spend work terms at an employer's site and a report covering each work term is required. Work term assignments become progressively more challenging. Students will receive 15 credits on their transcripts per co-op education course. For those students who choose not to follow the cooperative education format, the diploma requirements in their respective majors can be completed in two years of regular academic semesters.

Completion Options

COLLABORATIVE BACHELOR DEGREE PROGRAMS

Canadian Institutions

Selkirk College **Business Administration Diploma** graduates can transfer into the third year of:

- **Okanagan College** Bachelor of Business Administration degree program.
- **Royal Roads University** Bachelor of Commerce in Entrepreneurial Management at Royal Roads. This program is offered

on a quarter system that condenses the third and fourth year curriculum into one calendar year.

- **Thompson Rivers University - Open Learning** Bachelor of Commerce degree program.
- **University of Lethbridge** Bachelor of Management degree program.
- **University of Northern BC** Bachelor of Commerce.

For further information email the **Business Program Contact**.

International Institutions

American Business School - Paris

Selkirk business administration diploma graduates can transfer into the third year of the Bachelor of Business Administration degree program at the American Business School - in Paris, France upon meeting the school's admission requirements.

Griffith University - Australia

Selkirk **business administration - accounting/finance diploma** graduates can transfer into the fourth semester of a six semester **Bachelor of Commerce** degree program at Griffith University in Queensland, Australia.

Selkirk **business administration - professional management** diploma graduates can transfer into the fourth semester of six-semester **Bachelor of Business** (Management) degree program at Griffith University in Queensland, Australia. For further information email the **Business Program Contact**.

Professional Designations

- The Certified General Accountants Association of BC (CGA), the Certified Management Accountants Society of BC (CMA), and the Institute of Chartered Accountants of British Columbia, School of Business (CASB), grant exemptions toward professional accounting designations for courses successfully completed in Business Administration.
- A number of professional organizations recognize Selkirk College's courses and/or the diploma as part of their credential requirements. The list is expanding but includes the following organizations at present:
- BC Association of the Appraisal Institute of Canada.
- Building Owners and Managers Institute of Canada.
- Canadian Institute of Bookkeeping.
- The Canadian Institute of Management.
- Canadian Institute of Traffic and Transportation.
- The Canadian Payroll Association.
- The Credit Union Institute of Canada.
- Institute of Canadian Bankers.

- Purchasing Management Association of Canada.
- Real Estate Institute of British Columbia.
- Other links of interest for professional development:
- Canadian Securities Institute.
- Chartered Financial Analyst Institute.
- Financial Planners Standards Council.
- Human Resources Management Association of BC.
- Institute of Professional Management.
- Local Government Employees Certification.
- Real Estate Council of BC.
- Society of Notaries Public of BC.

For further information email the **Business Program Contact**.

Career Potential

To see a list of graduate outcomes for this program, visit **Business Administration** in detail.

Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, applicants must meet the following **Business Administration** requirements:

- English 12 or equivalent with a grade of "C+" or higher required.
- Principles of Mathematics 11 or Applications of Mathematics 12, or equivalent, with a grade of "C+" or higher required. **NOTE:** New high school Math courses are currently under review for the Program's admission requirements.
- Mathematics 12 and at least one Science 11 are recommended.
- Mature applicants without the above qualifications for full-time study are encouraged to arrange an interview with the school chair or designate to discuss admission to the program. An assessment will be made of the applicant's ability to complete the program based on work experience, studies undertaken since leaving school, and the results of the aforementioned interview.
- Current high school graduates who lack the admission requirements may still gain admission to the program through a multi-level entry system which allows students to take a combination of business and upgrading courses in the first year. This mode of entry normally extends the length of the business diploma program to three years.

Part-Time Study

The Business Administration program encourages and supports part-time study, and special consideration has been given to the integration of part-time students into the program.

NOTES:

- Only full-time students are eligible for Co-op work term experiences.
- Where enrollment is limited, priority will be given to full-time students.

Course Descriptions

COMM 220 PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR

The Business Administration Principles of Organizational Behaviour course is an introduction to the behaviour, relationships, and performance of individuals and groups in work organizations as well as the nature of organizational structure and processes. Organizational dynamics are examined with a view to creating an effective working environment from a human perspective.

Equivalents: CASB - Human Resource Management; CMA - Human Resources (with ADMN 270); CPA - Organizational Behaviour; CUIC - Organizational Behaviour.

COMM 240 FINANCIAL ACCOUNTING I

The Business Administration Financial Accounting I course is an introductory course in accounting from the basic accounting equation to the preparation of the income statement, statement of owner's equity and balance sheet. This course covers merchandise operations, valuation and control of cash, temporary investments and receivables, inventories and cost of goods sold, principles of internal control and accounting for payroll liabilities. Includes important accounting principles and concepts as well as the classification of accounts. The use of special journals, worksheets and computerized accounting is also covered.

Equivalents: BC Appraisal - Introduction of Accounting; CIB - Bookkeeping I; CPA - Accounting I; (With COMM 241): CGA - Financial Accounting; CMA - Introductory Financial Accounting; CUIC Accounting; REIC - College Elective.

This course is available via Distance Education.

CPSC 132 COMPUTER APPLICATIONS FOR BUSINESS

This survey course, intended for Business Administration students, provides a general introduction to computer concepts and terminology, and the current and future use of computers in the business world. Students will learn the

fundamentals of Microsoft Office applications in the lab sessions. Course delivery is mixed-mode: lectures will be delivered online, while labs will take place face-to-face in the computer labs. This course does not serve as a prerequisite for further computing science courses.

Prerequisites ENGL 12 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

Equivalents: CIB - Computer Applications; CGA - Management Information Systems (with ADMN 269); CPA - Intro to Computer Systems.

ECON 106 PRINCIPLES OF ECONOMICS

Topics covered include: national income accounts, national income determination model, monetary system, monetary and fiscal policy, problems with the Macro System, inflation, unemployment, etc.; international trade - balance of payments, exchange rates, capital flows.

Prerequisites ENGL 12 or equivalent with a grade of “C” or better.

Equivalents: (together with ECON 107): CGA - Economics 1, CASB - Economics; CMA - Economics.

MATH 125 BUSINESS MATHEMATICS

Math 125: Business Mathematics is intended for first year students enrolled in the Business Administration program. It stresses the mathematics required in financial processes. The course starts with a review of basic arithmetic and algebra. With these skills the student will solve several practical business problems. Topics include (but are not limited to) ratio and proportion, merchandising, break-even analysis, simple interest and promissory notes, compound interest and effective rates, simple and general annuities, annuities due and deferred annuities, amortization of loans and payment schedules, sinking funds and investment decision analysis.

Prerequisites Principles of Math 11 or equivalent with grade of “C+” or better, or written permission of the Instructor and School Chair.

TWC 164 INTRODUCTORY REPORT AND LETTER WRITING

This course is an introduction to the fundamentals of effective oral and written communication. Components included are communication theory and its application to business situations. The emphasis is on basic skills/techniques and covers a review of English writing skills and simple technical formats such as memos, business letters, and basic report writing, as well as short oral assignments. The course concludes with theory and practice in Job Search Skills and Strategies.

Prerequisites ENGL 12 with a grade of “C+” or better. (See Admission Requirements.)

Equivalents: CGA (with ENGL 110) - Communication 1; CIM (with TWC 165) - Managerial Communication; CPA - Business Writing.

ADMN 171 MANAGEMENT PRINCIPLES

An introduction to management theory, philosophy and techniques including the specialized areas of entrepreneurship, small business and hospitality and service industry.

Prerequisites Some knowledge of financial accounting required.

Equivalents: CMA - Human Resources (with COMM 220); CPA - Management Skills; CUIC - Management. REIC - College Elective.

ADMN 181 MARKETING

This course introduces students to basic concepts and principles of marketing. Topics include Canadian entrepreneurship, small business management, evaluation of business opportunities, and marketing management. Market planning will be emphasized as well as practical decision making in regards to evaluating the business environment, market segmentation, market research, and strategy choices. The marketing mix or product, price, place of distribution, and promotion will be discussed in depth.

Equivalents: CMA - Marketing; CUIC - Marketing; REIC - College Elective.

COMM 241 FINANCIAL ACCOUNTING II

The Business Administration Financial Accounting II course is the next financial accounting course, reviewing and enlarging upon concepts and principles, their application to and effect upon financial statements. Topics include: capital and intangible assets, current and long-term liabilities, partnership accounting, accounting for corporate transactions, notes and bonds payable, the cash flow statement, and financial statement analysis.

Prerequisites COMM 240 with a grade of “C” or better.

Equivalents: (With COMM 240): CIB - Book-keeping II; CPA - Accounting II; CGA - Financial Accounting; CMA - Introductory Financial Accounting I; CUIC - Accounting; REIC - College Elective.

This course is available via Distance Education.

ECON 107 PRINCIPLES OF ECONOMICS

Usually taken following Economics 106. Topics covered include: supply and demand - price supports, the agricultural problem, value theory, theory of the firm - competition, pollution, industrial organization - monopoly, public utilities, advertising, income distribution B labour unions, productivity.

Prerequisites ENGL 12 or equivalent with a grade of “C” or better.

Equivalents: (together with ECON 106): CGA - Economics 1, CASB - Economics; CMA - Economics.

STAT 105 INTRODUCTION TO STATISTICS

This course is intended for social, environmental science and business students and others who would benefit from a one-term statistics course. Topics include estimation of means and hypothesis testing. Applications are explored.

Prerequisites Principles of MATH 11 or Applications of MATH 11 or equivalent, with a grade of “C+” or better, or written permission of the Instructor and School Chair. This course is available via Distance Education.

TWC 165 ORAL PRESENTATIONS AND SKILLS TRAINING

This course focuses on complex oral and written communication. Material covered includes newsletters, formal reports, brochures, persuasive messages, public presentations, and decision making in small groups.

Prerequisites TWC 164 or ENGL 110.

Equivalents: CGA - Public Speaking; CIM (with TWC 164) - Managerial Communication; CPA - Interpersonal Skills.

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BUSINESS ADMINISTRATION - ACCOUNTING/FINANCE

TWO-YEAR DIPLOMA AT CASTLEGAR CAMPUS

Program Calendar

2010

- January 4 - Winter semester begins.
- February 15-19 - Reading Break.
- April 9 - Winter semester ends.
- April 12-21 - Winter semester examinations.
- April 23 - Graduation ceremonies.

2010

- September 7 - Orientation.
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- December 10 - Fall semester ends.
- December 13-22 - Fall semester examinations.

2011

- January 4 - Winter semester begins
- February 14-18 - Reading Break
- April 8 - Winter semester ends
- April 11-21 - Final Exams
- April 21 - Graduation ceremonies

Program Objectives

Accounting/Finance majors acquire a solid background in the financial structure of business. Students develop skills in all areas of financial and managerial accounting, systems analysis and design, auditing, taxation, and computer systems and applications. Graduates are awarded significant advance credits towards a professional designation by the Certified General Accountants (CGA), the Certified Management Accountants (CMA) and the Institute of Chartered Accountants, School of Business (CASB). These advance credits apply to a number of other designations in industry and government as well.

Optional Courses

- ADMN 272 Commercial Law is optional for accounting students. Students not pursuing CA, CGA, or CMA designations may omit this course as it is not a diploma requirement.
- STAT 206 Statistics is optional for CA and CGA accounting students. Students not pursuing CA or CGA designations may omit this course as it is not a diploma requirement. Please note the prerequisites for this course.

Co-op Work Term

Co-op Work Terms for Business Administration-Accounting/Finance

SEPT-DEC	JAN-APR	MAY-AUG	MONTHS
STUDY TERM 1	STUDY TERM 2	WORK TERM 1	12
STUDY TERM 3	WORK TERM 2	WORK TERM 3	12
WORK TERM 4	STUDY TERM 4	GRAD	8
	With CO-OP	TOTAL MONTHS	32
	Without CO-OP	TOTAL MONTHS	16

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

Courses marked as (D) may also be available via Distance Education.

Course	Name	Lec	Lab
Term 1			
COMM 220	Principles of Organizational Behaviour	4	0
COMM 240 (D)	Financial Accounting I	5	0
CPSC 132	Elements of Computing	3	2
ECON 106	Principles of Economics	3	1
MATH 125	Business Mathematics	4	0
TWC 164	Introductory Report and Letter Writing	4	0
	Total:	23	3

Course	Name	Lec	Lab
Term 2			
ADMN 181	Marketing	4	0
COMM 241 (D)	Financial Accounting II	5	0
ECON 107	Principles of Economics	3	1
STAT 105 (D)	Introduction to Statistics	3	2
TWC 165	Oral Presentations and Skills Training	4	0
ADMN 171	Management Principles	3	0
	Total:	22	3

Course	Name	Lec	Lab
Term 3			
ADMN 251	Intermediate Accounting I	5	0
ADMN 252	Financial Management	3	0
ADMN 253	Principles of Income Tax I	4	0
ADMN 259	Auditing	4	0
ADMN 269	Information Systems	4	0
ADMN 272	Commercial Law (Optional)	4	0
	Total:	24	0

Course	Name	Lec	Lab
Term 4			
ADMN 250	Managerial Accounting	4	0
ADMN 254	Intermediate Accounting II	5	0
ADMN 255	Corporate Finance	3	0
ADMN 257	Income Tax II	4	0
ADMN 295	Business Policy	3	0
STAT 206	Statistics (Optional)	3	2
	Total:	22	2

Course Descriptions

COMM 220 PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR

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Equivalents: CASB - Human Resource Management; CMA - Human Resources (with ADMN 270); CPA - Organizational Behaviour; CUIC - Organizational Behaviour.

COMM 240 FINANCIAL ACCOUNTING I

The Business Administration Financial Accounting I course is an introductory course in accounting from the basic accounting equation to the preparation of the income statement, statement of owner's equity and balance sheet. This course covers merchandise operations, valuation and control of cash, temporary investments and receivables, inventories and cost of goods sold, principles of internal control and accounting for payroll liabilities. Includes important accounting principles and concepts as well as the classification of accounts. The use of special journals, worksheets and computerized accounting is also covered.

Equivalents: BC Appraisal - Introduction of Accounting; CIB - Bookkeeping I; CPA - Accounting I; (With COMM 241); CGA - Financial Accounting; CMA - Introductory Financial Accounting; CUIC Accounting; REIC - College Elective.

This course is available via Distance Education.

CPSC 132 COMPUTER APPLICATIONS FOR BUSINESS

This survey course, intended for Business Administration students, provides a general introduction to computer concepts and terminology, and the current and future use of computers in the business world. Students will learn the fundamentals of Microsoft Office applications in the lab sessions. Course delivery is mixed-mode: lectures will be delivered online, while labs will take place face-to-face in the computer labs. This course does not serve as a prerequisite for further computing science courses.

Prerequisites ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

Equivalents: CIB - Computer Applications; CGA - Management Information Systems (with ADMN 269); CPA - Intro to Computer Systems.

ECON 106 PRINCIPLES OF ECONOMICS

Topics covered include: national income accounts, national income determination model, monetary system, monetary and fiscal policy, problems with the Macro System, inflation, unemployment, etc.; international trade - balance of payments, exchange rates, capital flows.

Prerequisites ENGL 12 or equivalent with a grade of "C" or better.

Equivalents: (together with ECON 107): CGA - Economics 1, CASB - Economics; CMA - Economics.

MATH 125 BUSINESS MATHEMATICS

Math 125: Business Mathematics is intended for first year students enrolled in the Business Administration program. It stresses the mathematics required in financial processes. The course starts with a review of basic arithmetic and algebra. With these skills the student will solve several practical business problems. Topics include (but are not limited to) ratio and proportion, merchandising, break-even analysis, simple interest and promissory notes, compound interest and effective rates, simple and general annuities, annuities due and deferred annuities, amortization of loans and payment schedules, sinking funds and investment decision analysis.

Prerequisites Principles of Math 11 or equivalent with grade of "C+" or better, or written permission of the Instructor and School Chair.

TWC 164 INTRODUCTORY REPORT AND LETTER WRITING

This course is an introduction to the fundamentals of effective oral and written communication. Components included are communication theory and its application to business situations. The emphasis is on basic skills/techniques and covers a review of English writing skills and simple technical formats such as memos, business letters, and basic report writing, as well as short oral assignments. The course concludes with theory and practice in Job Search Skills and Strategies.

Prerequisites ENGL 12 with a grade of "C+" or better. (See Admission Requirements.)

Equivalents: CGA (with ENGL 110) - Communication 1; CIM (with TWC 165) - Managerial Communication; CPA - Business Writing.

ADMN 181 MARKETING

This course introduces students to basic concepts and principles of marketing. Topics include Canadian entrepreneurship, small business management, evaluation of business opportunities, and marketing management. Market planning will be emphasized as well as practical decision making in regards to evaluating the business environment, market segmentation, market research, and strategy choices. The marketing mix or product,

price, place of distribution, and promotion will be discussed in depth.

Equivalents: CMA - Marketing; CUIC - Marketing; REIC - College Elective.

COMM 241 FINANCIAL ACCOUNTING II

The Business Administration Financial Accounting II course is the next financial accounting course, reviewing and enlarging upon concepts and principles, their application to and effect upon financial statements. Topics include: capital and intangible assets, current and long-term liabilities, partnership accounting, accounting for corporate transactions, notes and bonds payable, the cash flow statement, and financial statement analysis.

Prerequisites COMM 240 with a grade of "C" or better.

Equivalents: (With COMM 240): CIB - Bookkeeping II; CPA - Accounting II; CGA - Financial Accounting; CMA - Introductory Financial Accounting I; CUIC - Accounting; REIC - College Elective.

This course is available via Distance Education.

ECON 107 PRINCIPLES OF ECONOMICS

Usually taken following Economics 106. Topics covered include: supply and demand - price supports, the agricultural problem, value theory, theory of the firm - competition, pollution, industrial organization - monopoly, public utilities, advertising, income distribution B labour unions, productivity.

Prerequisites ENGL 12 or equivalent with a grade of "C" or better.

Equivalents: (together with ECON 106): CGA - Economics 1, CASB - Economics; CMA - Economics.

STAT 105 INTRODUCTION TO STATISTICS

This course is intended for social, environmental science and business students and others who would benefit from a one-term statistics course. Topics include estimation of means and hypothesis testing. Applications are explored.

Prerequisites Principles of MATH 11 or Applications of MATH 11 or equivalent, with a grade of "C+" or better, or written permission of the Instructor and School Chair.

This course is available via Distance Education.

TWC 165 ORAL PRESENTATIONS AND SKILLS TRAINING

This course focuses on complex oral and written communication. Material covered includes newsletters, formal reports, brochures, persuasive messages, public presentations, and decision making in small groups.

Prerequisites TWC 164 or ENGL 110.

Equivalents: CGA - Public Speaking; CIM (with TWC 164) - Managerial Communication; CPA - Interpersonal Skills.

ADMN 171 MANAGEMENT PRINCIPLES

An introduction to management theory, philosophy and techniques including the specialized areas of entrepreneurship, small business, and hospitality and service industries.

Prerequisites Some knowledge of financial accounting required.

Equivalents: CMA - Human Resources (with COMM 220); CPA - Management Skills; CUIC - Management; REIC - College Elective.

ADMN 251 INTERMEDIATE ACCOUNTING I

The first part of a two-semester course dealing with theory and concepts as applied to financial reporting. Valuation and cost allocation problems applying to cash, receivables, inventories and investments, property, plant and equipment are an integral part of this course.

Prerequisites COMM 240/241 or equivalent.

Equivalents: CPA - Accounting II (until end of 2007); (With ADMN 254): CASB - Intermediate Assets and Equities; CGA - Financial Accounting 2 and 3; CMA - Intermediate Financial Accounting.

ADMN 252 FINANCIAL MANAGEMENT

This course examines the role of finance and the tools and environment of financial decision-making. Topics include: Time value of money, foundations for valuation, financial analysis and planning, management of current assets and liabilities, capital budgeting, risk and return, and personal finance.

Prerequisites COMM 240/241 or equivalent.

Equivalents: (with ADMN 255): CASB - Introductory Finance; CGA - Finance I; CMA - Corporate Finance; CUIC - Finance; REIC - College Elective.

ADMN 253 PRINCIPLES OF INCOME TAX I

A study of the nature and structure of the Income Tax Act, as it applies to individuals. Topics include determination of net income for tax purposes, taxable income and income taxes payable. Income from employment, business, property, capital gains and miscellaneous sources are included.

Prerequisites COMM 240/241 or equivalent.

Equivalents: CIB - Income Tax; (with ADMN 257) CASB - Introductory Taxation; CGA - Tax 1; CMA - Taxation; REIC - College Elective.

ADMN 259 AUDITING

A one semester course examining the nature and function of auditing. Students will study the various types of audits as well as the auditor's role

in the decision-making process. The planning accumulation and interpretation of audit evidence including EDP systems is a major component of the course. A comprehensive case study requiring an examination of internal control, planning an audit, development of an audit program and the preparation and completion of working papers, financial statements and the auditors' report is also part of this course.

Prerequisites COMM 240/241 or equivalent.

Equivalents: CASB - Introductory Assurance; CGA-Auditing 1; CMA - Internal Control and Audit; REIC - College Elective.

ADMN 269 INFORMATION SYSTEMS

This course examines the relationships and distinctions between Management Information Systems (MIS) and Accounting Information Systems (AIS). It examines the standard categories of business transactions and how these transactions flow through the organization, are stored (with emphasis on databases), and are reported for use by both internal and external users. Accounting information system developments are studied with emphasis on systems analysis and design, internal controls, and proper documentation.

Prerequisites ADMN 167 or CPSC 132, COMM 240/241 or equivalent.

Equivalents: CASB - Introductory Information Systems and Technology; CGA - Management Information Systems 1 (with ADMN 167); CMA - Information Technology.

ADMN 272 COMMERCIAL LAW

This course is an introduction to law as it applies to business. The development of the courts and the machinery of justice will be outlined. A study will then be made of contracts including their formation, impeachment, breach, assignment and discharge. Agency will also be discussed as well as various federal and provincial statutes.

Equivalents: CASB - Business Law; CGA - Law 1; CMA - Commercial Law; CUIC - Elective; REIC College Elective.

ADMN 250 MANAGERIAL ACCOUNTING

An introduction to management accounting concepts, including job order and process costing, cost-volume-profit relationships, variable costing, activity-based costing, standard costs, cost control through flexible budgets, segment reporting and identification of costs relevant to price, product and replacement decisions.

Prerequisites COMM 240/241 or equivalent.

Equivalents: CGA - Management Accounting 1; CIB - Cost Management; CMA - Introductory Management Accounting; CPA - Managerial Accounting; REIC -College Elective.

ADMN 254 INTERMEDIATE ACCOUNTING II

The second part of a course dealing with theory and concepts as applied to financial reporting. Topics include valuation and cost allocation problems applying to intangible assets, liabilities, leases and pensions, accounting for owner's equity, future income tax assets and liabilities, cash flow statements and full disclosure on financial reports.

Prerequisites ADMN 251 or equivalent.

Equivalents: (With ADMN 251): CASB - Intermediate Assets and Equities; CGA - Financial Accounting 2 and 3; CMA - Intermediate Financial Accounting.

ADMN 255 CORPORATE FINANCE

This course examines the raising and allocating of funds within the corporate context. Topics include: conceptual aspects of capital structure, dividend policy, interface with suppliers of capital, financial securities, corporate combinations, international finance and reorganization and liquidations.

Prerequisites COMM 240/241 or equivalent.

Equivalents: Equivalencies (with ADMN 252): CASB - Introductory Finance; CGA - Finance I; CMA - Corporate Finance; CUIC - Finance.

ADMN 257 INCOME TAX II

A study of the nature and structure of the Income Tax Act, as it applies to corporations, partnerships, deceased taxpayers, trusts and non-residents, with the focus on corporate taxation, a corporate tax return and relevant schedules are prepared to determine net income for tax purposes, taxable income and income taxes payable. Capital cost allowance deductions for eligible capital property, and special topics are included.

Prerequisites ADMN 253 or equivalent.

Equivalents: CPA - Taxation; (with ADMN 253) CASB - Introductory Taxation; CGA - Tax 1; CMA - Taxation.

ADMN 295 BUSINESS POLICY

A capstone course integrating the varied disciplines in business including accounting and finance, marketing, operations, economics, forecasting, and management philosophies into a comprehensive knowledge base which becomes a foundation for strategic planning. Computer simulations will be used to provide planning and decision-making opportunities.

Prerequisites ADMN 181, COMM 240/241 or equivalent.

Equivalents: CMA - Strategic Management; CUIC - Elective; REIC - College Elective.

STAT 206 STATISTICS

This course provides an introduction to statistical methods intended for students of Engineering or the Sciences. Descriptive statistics, probability and inferential statistics are covered at a level appropriate for students with some calculus background. The students will learn to calculate confidence intervals and perform hypothesis testing for experiments involving one and two samples. Linear regression and correlation may be introduced if time permits.

Prerequisites: Math 100 or Math 140 or an equivalent calculus course that introduces integral calculus.

Equivalents: CASB - Statistics; CGA - Quantitative Methods I; CMA - Quantitative Methods.

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**FOR LATEST INFORMATION
VISIT SELKIRK.CA**

Program Calendar

2010

- January 4 - Winter semester begins.
- February 15-19 - Reading Break.
- April 9 - Winter semester ends.
- April 12-21 - Winter semester examinations.
- April 23 - Graduation ceremonies.

2010

- September 7 - Orientation.
- September 8 - Fall semester begins.
- December 10 - Fall semester ends.
- December 13-22 - Fall semester examinations.

2011

- January 4 - Winter semester begins
- February 14-18 - Reading Break
- April 8 - Winter semester ends
- April 11-21 - Final Exams
- April 21 - Graduation ceremonies

Program Objectives

The **Professional Management** major provides students with the tools to function competently in the management environment. Graduates develop skills in physical resource and operations management, marketing and sales, financial and information systems, computer applications, and human resource management. A number of advance credits extend to professional designations as well, and an opportunity is available in second year for students to take elective courses from these professional associations as part of their diploma requirements.

Course Descriptions

COMM 220 PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR

The Business Administration Principles of Organizational Behaviour course is an introduction to the behaviour, relationships, and performance of individuals and groups in work organizations as well as the nature of organizational structure and processes. Organizational dynamics are examined with a view to creating an effective working environment from a human perspective.

Equivalents: CASB - Human Resource Management; CMA - Human Resources (with ADMN 270); CPA - Organizational Behaviour; CUIC - Organizational Behaviour.

Co-op Work Term

Co-op Work Terms for Business Administration-Professional Management

SEPT-DEC	JAN-APR	MAY-AUG	MONTHS
STUDY TERM 1	STUDY TERM 2	WORK TERM 1	12
WORK TERM 2	STUDY TERM 3	WORK TERM 3	12
WORK TERM 4	GRAD		8
	With CO-OP	TOTAL MONTHS	32
	Without CO-OP	TOTAL MONTHS	16

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

Courses marked as (D) may also be available via Distance Education.

Course	Name	Lec	Lab
Course	Name	Lec	Lab
Term 1			
COMM 220	Principles of Organizational Behaviour	4	0
COMM 240 (D)	Financial Accounting I	5	0
CPSC 132	Elements of Computing	3	2
ECON 106	Principles of Economics	3	1
MATH 125	Business Mathematics	4	0
TWC 164	Introductory Report and Letter Writing	4	0
	Total:	23	3

Course	Name	Lec	Lab
Course	Name	Lec	Lab
Term 2			
ADMN 171	Management Principles	3	0
ADMN 181	Marketing	4	0
COMM 241 (D)	Financial Accounting II	5	0
ECON 107	Principles of Economics	3	1
TWC 165	Oral Presentations and Skills Training	4	0
STAT 105 (D)	Introduction to Statistics	3	2
	Total:	22	3

Course	Name	Lec	Lab
Course	Name	Lec	Lab
Term 3			
ADMN 130	Project Management	0	0
ADMN 252	Financial Management	3	0
ADMN 265	Operations Management	4	0
ADMN 272	Commercial Law	4	0
ADMN 286	Human Resource Management	4	0
ADMN 293	Electronic Commerce	2	2
	Total:	17	2

Course	Name	Lec	Lab
Course	Name	Lec	Lab
Term 4			
ADMN 250	Managerial Accounting	4	0
ADMN 255	Corporate Finance	3	0
ADMN 295	Business Policy	3	0
ADMN 296	International Business	3	0
ADMN 297	Developing a Business Plan	3	0
	Total:	16	0

COMM 240 **FINANCIAL ACCOUNTING I**

The Business Administration Financial Accounting I course is an introductory course in accounting from the basic accounting equation to the preparation of the income statement, statement of owner's equity and balance sheet. This course covers merchandise operations, valuation and control of cash, temporary investments and receivables, inventories and cost of goods sold, principles of internal control and accounting for payroll liabilities. Includes important accounting principles and concepts as well as the classification of accounts. The use of special journals, worksheets and computerized accounting is also covered.

Equivalents: BC Appraisal - Introduction of Accounting; CIB - Bookkeeping I; CPA - Accounting I; (With COMM 241): CGA - Financial Accounting; CMA - Introductory Financial Accounting; CUIC Accounting; REIC - College Elective.

This course is available via Distance Education.

CPSC 132 **COMPUTER APPLICATIONS FOR BUSINESS**

This survey course, intended for Business Administration students, provides a general introduction to computer concepts and terminology, and the current and future use of computers in the business world. Students will learn the fundamentals of Microsoft Office applications in the lab sessions. Course delivery is mixed-mode: lectures will be delivered online, while labs will take place face-to-face in the computer labs. This course does not serve as a prerequisite for further computing science courses.

Prerequisites ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

Equivalents: CIB - Computer Applications; CGA - Management Information Systems (with ADMN 269); CPA - Intro to Computer Systems.

ECON 106 **PRINCIPLES OF ECONOMICS**

Topics covered include: national income accounts, national income determination model, monetary system, monetary and fiscal policy, problems with the Macro System, inflation, unemployment, etc.; international trade - balance of payments, exchange rates, capital flows.

Prerequisites ENGL 12 or equivalent with a grade of "C" or better.

Equivalents: (together with ECON 107): CGA - Economics 1, CASB - Economics; CMA - Economics.

MATH 125 **BUSINESS MATHEMATICS**

Math 125: Business Mathematics is intended for first year students enrolled in the Business Administration program. It stresses the mathemat-

ics required in financial processes. The course starts with a review of basic arithmetic and algebra. With these skills the student will solve several practical business problems. Topics include (but are not limited to) ratio and proportion, merchandising, break-even analysis, simple interest and promissory notes, compound interest and effective rates, simple and general annuities, annuities due and deferred annuities, amortization of loans and payment schedules, sinking funds and investment decision analysis.

Prerequisites Principles of Math 11 or equivalent with grade of "C+" or better, or written permission of the Instructor and School Chair.

TWC 164 **INTRODUCTORY REPORT AND LETTER WRITING**

This course is an introduction to the fundamentals of effective oral and written communication. Components included are communication theory and its application to business situations. The emphasis is on basic skills/techniques and covers a review of English writing skills and simple technical formats such as memos, business letters, and basic report writing, as well as short oral assignments. The course concludes with theory and practice in Job Search Skills and Strategies.

Prerequisites ENGL 12 with a grade of "C+" or better. (See Admission Requirements.)

Equivalents: CGA (with ENGL 110) - Communication 1; CIM (with TWC 165) - Managerial Communication; CPA - Business Writing.

ADMN 171 **MANAGEMENT PRINCIPLES**

An introduction to management theory, philosophy and techniques including the specialized areas of entrepreneurship, small business and hospitality and service industry.

Prerequisites Some knowledge of financial accounting required.

Equivalents: CMA - Human Resources (with COMM 220); CPA - Management Skills; CUIC - Management. REIC - College Elective.

ADMN 181 **MARKETING**

This course introduces students to basic concepts and principles of marketing. Topics include Canadian entrepreneurship, small business management, evaluation of business opportunities, and marketing management. Market planning will be emphasized as well as practical decision making in regards to evaluating the business environment, market segmentation, market research, and strategy choices. The marketing mix or product, price, place of distribution, and promotion will be discussed in depth.

Equivalents: CMA - Marketing; CUIC - Marketing; REIC - College Elective.

COMM 241 **FINANCIAL ACCOUNTING II**

The Business Administration Financial Accounting II course is the next financial accounting course, reviewing and enlarging upon concepts and principles, their application to and effect upon financial statements. Topics include: capital and intangible assets, current and long-term liabilities, partnership accounting, accounting for corporate transactions, notes and bonds payable, the cash flow statement, and financial statement analysis.

Prerequisites COMM 240 with a grade of "C" or better.

Equivalents: (With COMM 240): CIB - Bookkeeping II; CPA - Accounting II; CGA - Financial Accounting; CMA - Introductory Financial Accounting I; CUIC - Accounting; REIC - College Elective.

This course is available via Distance Education.

ECON 107 **PRINCIPLES OF ECONOMICS**

Usually taken following Economics 106. Topics covered include: supply and demand - price supports, the agricultural problem, value theory, theory of the firm - competition, pollution, industrial organization - monopoly, public utilities, advertising, income distribution B labour unions, productivity.

Prerequisites ENGL 12 or equivalent with a grade of "C" or better.

Equivalents: (together with ECON 106): CGA - Economics 1, CASB - Economics; CMA - Economics.

TWC 165 **ORAL PRESENTATIONS AND SKILLS TRAINING**

This course focuses on complex oral and written communication. Material covered includes newsletters, formal reports, brochures, persuasive messages, public presentations, and decision making in small groups.

Prerequisites TWC 164 or ENGL 110.

Equivalents: CGA - Public Speaking; CIM (with TWC 164) - Managerial Communication; CPA - Interpersonal Skills.

STAT 105 **INTRODUCTION TO STATISTICS**

This course is intended for social, environmental science and business students and others who would benefit from a one-term statistics course. Topics include estimation of means and hypothesis testing. Applications are explored.

Prerequisites Principles of MATH 11 or Applications of MATH 11 or equivalent, with a grade of "C+" or better, or written permission of the Instructor and School Chair.

This course is available via Distance Education.

ADMN 130 PROJECT MANAGEMENT

Students acquire a solid understanding of project management methods and gain practical experience in proven project management techniques and discover a wealth of valuable, flexible tools that can be implemented to ensure the success of any project in any type of organization. Managing Projects gives you the foundation, experience, techniques and tools to: Manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, get the most from your project management team, and utilize state of the art project management tools to get the work done on time and within budget.

Prerequisites Math 12 or equivalent

ADMN 252 FINANCIAL MANAGEMENT

This course examines the role of finance and the tools and environment of financial decision-making. Topics include: Time value of money, foundations for valuation, financial analysis and planning, management of current assets and liabilities, capital budgeting, risk and return, and personal finance.

Prerequisites COMM 240/241 or equivalent.

Equivalents: (with ADMN 255): CASB - Introductory Finance; CGA - Finance I; CMA - Corporate Finance; CUIC - Finance; REIC - College Elective.

ADMN 265 OPERATIONS MANAGEMENT

A study of the operations fundamentals covering demand management, forecasting, inventory control, the EOQ model, scheduling, project management, aggregate planning, materials management, value analysis, supplier management, quality management and service centre management. Computer applications for the topics under study are assigned regularly.

Equivalents: CMA - Operations Management.

ADMN 272 COMMERCIAL LAW

This course is an introduction to law as it applies to business. The development of the courts and the machinery of justice will be outlined. A study will then be made of contracts including their formation, impeachment, breach, assignment and discharge. Agency will also be discussed as well as various federal and provincial statutes.

Equivalents: CASB - Business Law; CGA - Law I; CMA - Commercial Law; CUIC - Elective; REIC College Elective.

ADMN 293 ELECTRONIC COMMERCE

This course is an introduction to the multifaceted aspect of electronic commerce. The intention is to provide a framework for students to use in the analysis and formulation of e-commerce business solutions.

Prerequisites ADMN 181, COMM 241.

ADMN 250 MANAGERIAL ACCOUNTING

An introduction to management accounting concepts, including job order and process costing, cost-volume-profit relationships, variable costing, activity-based costing, standard costs, cost control through flexible budgets, segment reporting and identification of costs relevant to price, product and replacement decisions.

Prerequisites COMM 240/241 or equivalent.

Equivalents: CGA - Management Accounting I; CIB - Cost Management; CMA - Introductory Management Accounting; CPA - Managerial Accounting; REIC -College Elective.

ADMN 255 CORPORATE FINANCE

This course examines the raising and allocating of funds within the corporate context. Topics include: conceptual aspects of capital structure, dividend policy, interface with suppliers of capital, financial securities, corporate combinations, international finance and reorganization and liquidations.

Prerequisites COMM 240/241 or equivalent.

Equivalents: Equivalencies (with ADMN 252): CASB - Introductory Finance; CGA - Finance I; CMA - Corporate Finance; CUIC - Finance.

ADMN 286 HUMAN RESOURCE MANAGEMENT

An examination of how to most effectively utilize and manage the human element in work organizations including staffing, training and development, appraisal and compensation, industrial relations and human resources planning. The essential premise of Human Resources Management is that an organization's employees are its most vital asset in the accomplishment of its goals.

Prerequisites COMM 220 or permission of the instructor.

Equivalents: CUIC - Elective; REIC - College Elective.

ADMN 295 BUSINESS POLICY

A capstone course integrating the varied disciplines in business including accounting and finance, marketing, operations, economics, forecasting, and management philosophies into a comprehensive knowledge base which becomes a foundation for strategic planning. Computer simulations will be used to provide planning and decision-making opportunities.

Prerequisites ADMN 181, COMM 240/241 or equivalent.

Equivalents: CMA - Strategic Management; CUIC - Elective; REIC - College Elective.

ADMN 296 INTERNATIONAL BUSINESS

A comprehensive overview of the implications of practising business and management outside our borders which focuses on how Canadian enterprise can benefit from the opportunities and challenges inherent in the transformation to an international economy.

Prerequisites None, but an Introductory Marketing course is recommended.

Equivalents: CMA - International Business.

ADMN 297 DEVELOPING A BUSINESS PLAN

This course examines the details and components of a comprehensive business plan. Business plans are a written analysis of what a business hopes to accomplish and how it intends to organize its resources to achieve those goals. Students will produce a business plan with the objective of using the plan as a vehicle for operating a business and measuring progress toward goals.

Prerequisites ADMN 181, COMM 241 or equivalent.

Equivalents: PMAC-Business.

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INTERNATIONAL BUSINESS

ONE-TERM ADVANCED DIPLOMA AT CASTLEGAR CAMPUS

Program Summary

The Advanced Diploma in International Business is an intensive one-semester program offered on the Castlegar Campus. The purpose of this program is to provide students with the advanced business competencies and skills needed to become competitive as business employees and owners in our globalized marketplace. Students will have the option of participating in a study abroad experience as a component of their advanced diploma.

For program information contact Tiffany Snauwaert, Instructor/Program Advisor.

Program Objectives

The Advanced Diploma in International Business is designed to enhance students' skills in cross-cultural communication and leadership. Through the program, students will develop a critical awareness and understanding of current global business theory and practice in the areas of trade, marketing, management, finance and export. By interacting with international peers students will also gain greater cross-cultural awareness and foster their ability to analyze and respond to complex problems within an international business environment.

Admission Requirements

Applicants must have successfully graduated from a degree or diploma program from a recognized institution, or have completed two years of post-secondary education. Prior work or volunteer experience and/or coursework in business is desirable, but not required.

Entrance requirements include an average of C+ in prior coursework, an interview, and submission of a resume.

Applicants who are speakers of other languages must either: have a minimum TOEFL score of 213 (computer) or 550 (written); or have an IELTS score of 6.5, or have successfully completed Level 5 (Upper Advanced) in the Selkirk College English Language Program and English 051; or have a BC English 12.

Proficient computer skills and working knowledge of business computer software programs are also necessary to succeed.

In addition, applicants are required to have completed the following pre-requisite courses, or their equivalents:

- One semester of a university level course in a second language

Course of studies

Translation Key:

* Lec = Lecture Hours per week;

Course	Name	Lec
Term 1		
ADIB 300	International Marketing and Trade	3
ADIB 302	Intercultural Management and Communication	3
ADIB 304	Global Finance	3
ADIB 306	International Business	3
ADIB 308	International Project, Exchange, or Internship	5
ADIB 310	Second Language Elective (Elective)	3
	Total:	20

- Principles of Organizational Behaviour - COMM 220
- Introductory Financial Accounting - COMM 240
- Principles of Economics - ECON 106
- Commercial Law - ADMN 272
- Marketing - ADMN 181
- English Composition - ENGL 110 or Technical Writing TWC 164

Students examine the relationship between culture and identity, and analyze the patterns of behaviour engendered by cultural contact. Management styles and issues are examined in the context of increased diversity in a rapidly changing global workplace. Students explore the cultural dimensions of team-building, conflict resolution and organizational strategies. The management functions, strategies and interpersonal skills necessary to develop global partnerships are integrated into projects and discussion.

Corequisites: Enrolment in the Selkirk College International Business program.

Course Descriptions

ADIB 300 INTERNATIONAL MARKETING AND TRADE

The Advanced Diploma in International Business - International Marketing and Trade course builds on basic marketing concepts and principles, and fosters an analytical, decision-oriented approach through case analysis. The internationalization of a firm is examined through decisions to export, import, license, or offer business electronically.

The impact of culture on key processes and activities is considered. Students analyse both the SME (small-medium enterprise) and large corporations' response to the impact of technology.

Market planning is emphasized through evaluation of the business environment, market segmentation, market research and e-commerce choices.

Corequisites: Enrolment in the Selkirk College International Business program.

ADIB 302 INTERCULTURAL MANAGEMENT AND COMMUNICATION

The Advanced Diploma in International Business - Intercultural Management and Communications course focuses on building awareness of culture diversity and its impact on the workplace.

ADIB 304 GLOBAL FINANCE

The Advanced Diploma in International Business - Global Finance course provides students with the skills and knowledge to assist in the management of the financial operations of both an import/export and multinational business unit. Topics include: international monetary system, foreign exchange rates, international bond and equity markets, foreign investment, international capital budgeting, management of economic and transaction exposure, exports and imports, multinational cash management, corporate governance around the world.

Corequisites: Enrolment in the Selkirk College International Business program.

ADIB 306 INTERNATIONAL BUSINESS

The Advanced Diploma in International Business - International Business course provides students with a comprehensive overview of the implications of practicing business and management outside our borders. Students analyze the opportunities and challenges inherent in the transformation to an international economy. Business and government trade relations, foreign direct investment, financial markets, economic integration and international strategies are emphasized.

Corequisites: Enrolment in the Selkirk College International Business program.

**ADIB 308 INTERNATIONAL PROJECT,
EXCHANGE, OR INTERNSHIP**

The Advanced Diploma in International Business - International Project allows the student to choose to complete an international research project or take part in an international exchange or internship. This practical learning opportunity aims to provide 75 hours of work and/or research experience for the student. Projects, exchanges, and/or internships must be approved by the Department Head or designate.

ADIB 310 SECOND LANGUAGE ELECTIVE

The student will choose to take a course in a second language at the university level.

Contacts

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International Business Contact

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OFFICE MANAGEMENT

TWO YEAR DIPLOMA AT CASTLEGAR

Program Summary

The Office Management Diploma combines the Administrative Assistant Certificate and Accounting Certificate from College of the Rockies, or equivalent, and 10 courses from the Business Administration program to provide a strong foundation in the principles of Office Management.

Program Objectives

The **Office Management Diploma** program has been designed to provide students with the practical and managerial skills required by business today. The program emphasizes managerial aspects of office assistant/secretarial work.

Career Potential

The objective of the program is to graduate individuals who have practical office skills together with administrative and management training.

The program is the direct result of the need for skilled administrative office management personnel. It offers advanced training opportunities to graduates of the Applied Business Technology program, as well as providing options for Business Administration students.

Admission Requirements

- Grade 12 graduation or equivalent.
- Grade of "C+" or better in English 12 or equivalent.
- Grade of "C+" or better in Principles of Mathematics 11 or equivalent.

Notes:

- GPA of 3.0 or higher in the College of the Rockies program is a graduation requirement for the Office Management Diploma.
- Students may complete parts of the second year requirements prior to enrolling for the College of the Rockies program.

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

Courses marked as (D) may also be available via Distance Education.

Course	Name	Lec	Lab
Term 3			
ADMN 252	Financial Management (Optional)	3	0
ADMN 269	Information Systems (Optional)	4	0
ADMN 272	Commercial Law (Optional)	4	0
ADMN 293	Electronic Commerce (Optional)	2	2
COMM 220	Principles of Organizational Behaviour	4	0
ECON 106	Principles of Economics	3	1
	Total:	20	3

Course	Name	Lec	Lab
Term 4			
ADMN 181	Marketing	4	0
ADMN 250	Managerial Accounting (Optional)	4	0
ADMN 286	Human Resource Management	4	0
ADMN 295	Business Policy (Optional)	3	0
ADMN 296	International Business (Optional)	3	0
ADMN 297	Developing a Business Plan	3	0
COMM 241 (D)	Financial Accounting II (Optional)	5	0
	Total:	29	0

Course Descriptions

ADMN 252 FINANCIAL MANAGEMENT

This course examines the role of finance and the tools and environment of financial decision-making. Topics include: Time value of money, foundations for valuation, financial analysis and planning, management of current assets and liabilities, capital budgeting, risk and return, and personal finance.

Prerequisites COMM 240/241 or equivalent.

Equivalents: (with ADMN 255): CASB - Introductory Finance; CGA - Finance I; CMA - Corporate Finance; CUIC - Finance; REIC - College Elective.

ADMN 269 INFORMATION SYSTEMS

This course examines the relationships and distinctions between Management Information Systems (MIS) and Accounting Information Systems (AIS). It examines the standard categories of business transactions and how these transactions flow through the organization, are stored (with emphasis on databases), and are reported for use by both internal and external users. Accounting information system developments are studied with emphasis on systems analysis and design, internal controls, and proper documentation.

Prerequisites ADMN 167 or CPSC 132, COMM 240/241 or equivalent.

Equivalents: CASB - Introductory Information Systems and Technology; CGA - Management Information Systems 1 (with ADMN 167); CMA - Information Technology.

ADMN 272 COMMERCIAL LAW

This course is an introduction to law as it applies to business. The development of the courts and the machinery of justice will be outlined. A study will then be made of contracts including their formation, impeachment, breach, assignment and discharge. Agency will also be discussed as well as various federal and provincial statutes.

Equivalents: CASB - Business Law; CGA - Law 1; CMA - Commercial Law; CUIC - Elective; REIC College Elective.

ADMN 293 ELECTRONIC COMMERCE

This course is an introduction to the multifaceted aspect of electronic commerce. The intention is to provide a framework for students to use in the analysis and formulation of e-commerce business solutions.

Prerequisites ADMN 181, COMM 241.

COMM 220 PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR

The Business Administration Principles of Organizational Behaviour course is an introduction to the behaviour, relationships, and performance of individuals and groups in work organizations as well as the nature of organizational structure and processes. Organizational dynamics are examined with a view to creating an effective working environment from a human perspective.

Equivalents: CASB - Human Resource Management; CMA - Human Resources (with ADMN 270); CPA - Organizational Behaviour; CUIC - Organizational Behaviour.

ECON 106 PRINCIPLES OF ECONOMICS

Topics covered include: national income accounts, national income determination model, monetary system, monetary and fiscal policy, problems with the Macro System, inflation, unemployment, etc.; international trade - balance of payments, exchange rates, capital flows.

Prerequisites ENGL 12 or equivalent with a grade of "C" or better.

Equivalents: (together with ECON 107): CGA - Economics 1, CASB - Economics; CMA - Economics.

ADMN 181 MARKETING

This course introduces students to basic concepts and principles of marketing. Topics include Canadian entrepreneurship, small business management, evaluation of business opportunities, and marketing management. Market planning will be emphasized as well as practical decision making in regards to evaluating the business environment, market segmentation, market research, and strategy choices. The marketing mix or product, price, place of distribution, and promotion will be discussed in depth.

Equivalents: CMA - Marketing; CUIC - Marketing; REIC - College Elective.

ADMN 250 MANAGERIAL ACCOUNTING

An introduction to management accounting concepts, including job order and process costing, cost-volume-profit relationships, variable costing, activity-based costing, standard costs, cost control through flexible budgets, segment reporting and identification of costs relevant to price, product and replacement decisions.

Prerequisites COMM 240/241 or equivalent.

Equivalents: CGA - Management Accounting 1; CIB - Cost Management; CMA - Introductory Management Accounting; CPA - Managerial Accounting; REIC -College Elective.

ADMN 286 HUMAN RESOURCE MANAGEMENT

An examination of how to most effectively utilize and manage the human element in work organizations including staffing, training and development, appraisal and compensation, industrial relations and human resources planning. The essential premise of Human Resources Management is that an organization's employees are its most vital asset in the accomplishment of its goals.

Prerequisites COMM 220 or permission of the instructor.

Equivalents: CUIC - Elective; REIC - College Elective.

ADMN 295 BUSINESS POLICY

A capstone course integrating the varied disciplines in business including accounting and finance, marketing, operations, economics, forecasting, and management philosophies into a comprehensive knowledge base which becomes a foundation for strategic planning. Computer simulations will be used to provide planning and decision-making opportunities.

Prerequisites ADMN 181, COMM 240/241 or equivalent.

Equivalents: CMA - Strategic Management; CUIC - Elective; REIC - College Elective.

ADMN 296 INTERNATIONAL BUSINESS

A comprehensive overview of the implications of practising business and management outside our borders which focuses on how Canadian enterprise can benefit from the opportunities and challenges inherent in the transformation to an international economy.

Prerequisites None, but an Introductory Marketing course is recommended.

Equivalents: CMA - International Business.

ADMN 297 DEVELOPING A BUSINESS PLAN

This course examines the details and components of a comprehensive business plan. Business plans are a written analysis of what a business hopes to accomplish and how it intends to organize its resources to achieve those goals. Students will produce a business plan with the objective of using the plan as a vehicle for operating a business and measuring progress toward goals.

Prerequisites ADMN 181, COMM 241 or equivalent.

Equivalents: PMAC-Business.

COMM 241 FINANCIAL ACCOUNTING II

The Business Administration Financial Accounting II course is the next financial accounting course, reviewing and enlarging upon concepts and principles, their application to and effect upon financial statements. Topics include: capital and intangible assets, current and long-term liabilities, partnership accounting, accounting for corporate transactions, notes and bonds payable, the cash flow statement, and financial statement analysis.

Prerequisites COMM 240 with a grade of "C" or better.

Equivalents: (With COMM 240): CIB - Book-keeping II; CPA - Accounting II; CGA - Financial Accounting; CMA - Introductory Financial Accounting I; CUIC - Accounting; REIC - College Elective.

This course is available via Distance Education.

Contacts

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digital media & music AT SELKIRK COLLEGE

If you love being creative and have commitment to excellence, our programs will give you the foundation for the career of a lifetime. Our faculty keeps up with rapid changes in the field, so our programs prepare students for the real world—and real experience on the job. Employers open their doors to Selkirk graduates.

DIGITAL ARTS & NEW MEDIA

The Digital Arts & New Media Program provides students with a two-year diploma of in-depth training in the design, development and production of new media.

The program offers a solid foundation in traditional and graphic arts, web site development, video and sound production, animation and digital media. Students will gain the skills required for advanced production techniques, effective project management and the new media business environment.

INDEPENDENT DIGITAL FILM

The Independent Digital Film Program is an intensive two-semester advanced diploma program. It addresses the growing trend toward smaller, independent film-making as well as continued interest in cross-cultural film content, approaches and experiences.

The program provides training in digital film planning, creation and production, with an emphasis on documentary and independent film. Students have the option of participating in a study abroad experience as part of their final project.

For more information on digital media or film programs call 250.505.1305 or visit selkirk.ca.



CONTEMPORARY MUSIC & TECHNOLOGY

The unique focus of this dynamic two-year diploma is contemporary music. Graduates pursue careers in the recording and entertainment industry. Degree completion is possible through articulation with the Berklee College of Music in Boston.

COMPOSITION MAJOR - Students explore a wide range of styles and techniques for film scoring, composition and songwriting.

DIRECTED STUDIES - Students are able to design special study projects from a range of courses.

ENGINEERING MAJOR - Extensive hands-on training in a state-of-the-art studio equips students for all aspects of sound engineering.

PERFORMANCE MAJOR - The emphasis of this program is on high proficiency on your principle instrument, along with many opportunities to perform.

SONGWRITING MAJOR - Students receive an educational experience that focuses on performing, writing, recording and are enrolled in a number of the performance related classes to gain confidence through performing opportunities at the college and in the community.

For more information on music programs call 250.505.1357 or visit selkirk.ca.

INDEPENDENT DIGITAL FILM

TWO-TERM, ADVANCED DIPLOMA AT TENTH STREET, NELSON

THE INDEPENDENT DIGITAL FILM PROGRAM IS CURRENTLY UNDER REVIEW FOR 2010/2011. WE ARE CURRENTLY REVIEWING THE DELIVERY METHOD AND LENGTH OF THIS PROGRAM.

Program Summary

The Independent Digital Film Program is an intensive, two-semester advanced diploma program offered on the Tenth Street Campus in Nelson. The program addresses the growing trend toward smaller, independent filmmaking and provides training in digital film planning, creation and production, with an emphasis on documentary and narrative film.

Industry professionals are brought in to instruct screenwriting, directing, sound, cinematography, film history and theory, and digital design and effects. Courses cover training in Apple Final Cut Studio Pro and the Adobe Creative Suite. Classrooms are equipped with one editing workstation per student, and small class sizes guarantee access to production equipment.

The program promotes hands-on learning, both in the classroom and in the field. Each term, students will produce a short film on a subject of their choosing. Instructors work closely with students to provide one-on-one mentorship and guidance.

Guest speakers compliment the curriculum by offering their own unique perspective on the industry.

Program Objectives

Upon successful completion of this program, learners will be able to write, produce, direct and edit their own film using the following tools and skills:

- High definition video cameras
- Lighting and sound equipment
- Apple Final Cut Pro, Soundtrack Pro, DVD Studio Pro and compressor
- Adobe Photoshop and After Effects
- Knowledge of screenwriting and business planning
- Knowledge of film history and theory

Course of Studies

Note: Program courses in the Independent Digital Film program are currently under review. Please contact Daryl Jolly or Jason Taylor for updated program Courses.

Translation key:

Lec = Lecture Hours per week;

Lab = Lab Hours per week;

Sem = Seminar Hours per week;

Pra = Practical Hours per week;

Ttl = Total course hours per term

Courses marked as (D) are available via Distance Education.

Course	Name	Lec	Lab
Term 1			
DA 110	Introduction to Photoshop	2	2
IDFP 200	Screenwriting I	3	0
IDFP 202	Digital Workflow	3	0
IDFP 204	Global Film Studies	3	0
IDFP 206	Basic Digital Film Editing	3	0
IDFP 208	Sound for Film I	3	0
IDFP 210	Directing and Cinematography I	3	0
	Total:	20	2

Course	Name	Lec	Lab
Term 2			
IDFP 212	Digital Effects	3	0
IDFP 214	Cinematography and Directing II	3	0
IDFP 216	Business for Film	2	0
IDFP 218	Advanced Digital Editing	3	0
IDFP 221	Screenwriting II	3	0
IDFP 222	Project	5	0
IDFP 223	Sound for Film II	3	0
	Total:	22	0

Admission Requirements

Prior coursework, or work experience in the area of new media, photography and/or video is required. All applicants are required to submit a letter of intent, a portfolio, and attend an interview. Applicants lacking sufficient technical knowledge will be required to enroll in an orientation session prior to the beginning of the Fall semester and/or additional coursework.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course Descriptions

DA 110 INTRODUCTION TO PHOTOSHOP

This course introduces students to Adobe Photoshop software. Learning a variety of colour correction techniques, becoming skilled with different selection tools, image editing, and using layers are the main objectives of this course.

IDFP 200 SCREENWRITING I

The course emphasizes the development of film analysis from a writer's point of view, the understanding and practice of specific elements of the screenwriting craft and the opportunity to create the first draft of a screenplay. The first third of the semester is primarily lecture, discussion and writing exercises. The second third includes analysis and group presentations on films and film scripts. The third section of the semester focuses on student writing through the workshop process. Time is devoted to developing proposals and the business of screenwriting.

Corequisites: Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 202 **DIGITAL WORKFLOW**

This is an introduction to all the major components of multimedia and digital film. Topics covered include management and deployment of digital media, project management, design fundamentals and application learning. A brief survey of digital media theory and history is included. This course immerses students in a creative and productive, problem-solving environment.

Corequisites: Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 204 **GLOBAL FILM STUDIES**

This course is a survey of the aesthetic and technical development of narrative cinema from the silent period to the present. Students become familiar with the international crosscultural influences that have determined that development. In addition, they engage with the work of some of the major innovators in the history of film. Each session consists of an informal lecture and discussion illustrated by film clips plus a full-length film.

Corequisites: Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 206 **BASIC DIGITAL FILM EDITING**

This course introduces students to the terminology and tasks required of digital editors. Students become proficient in the basic functions of the Final Cut Pro editing system. Interactive discussions regarding editing philosophies and possibilities are encouraged. Hands-on practice provides students with actual editing experience.

Corequisites: Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 208 **SOUND FOR FILM I**

Sound is a powerful tool, and is an integral part of movies and television. This course examines the theory and application of audio and sound design for digital film. Topics include the history of sound for film, and basic recording techniques including microphone choice and recording options. Basic sound design and Foley techniques are also covered. ProTools is the application of choice for this course.

Corequisites: Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 210 **DIRECTING AND CINEMATOGRAPHY I**

In this introductory class, students learn how to operate a digital camera. They become familiar

with the various lighting techniques, camera lenses and camera angles that form the foundation of a director of photography's arsenal. Students also learn the language critical to shooting. Discussion, demonstrations and hands-on participation are integral to the course.

Corequisites: Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 212 **DIGITAL EFFECTS**

Prerequisites IDFP Semester I

IDFP 214 **CINEMATOGRAPHY AND DIRECTING II**

In this course, students will learn to use various digital video hardware and software required to produce live action effects. This course will cover in-depth techniques of motion graphics, advanced titling and effects, and digital color grading. The primary delivery mode for this course will be hands-on lab time. The main applications for this course will be Final Cut Pro, Adobe After Effects and Photoshop. Additional applications, including Apple Motion and Shake will be introduced if time permits.

Corequisites: Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 216 **BUSINESS FOR FILM**

This course focuses on the business concepts and practices required to successfully complete and distribute a film within a competitive industry. Key topics include financing, contracts, copyright, marketing and exhibition.

IDFP 218 **ADVANCED DIGITAL EDITING**

In this advanced digital editing class, students build on what they learned in Basic Digital Film Editing. They further explore Final Cut Pro Effects Pallet, Multi-Cam platform, Photoshop and After Effects. In-class discussions and demonstrations regarding the use and over-use of effects are a critical component of this course.

Corequisites: Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 221 **SCREENWRITING II**

Prerequisites Screenwriting I

IDFP 222 **PROJECT**

Students have the opportunity to participate in a 2-week intensive film project.

IDFP 223 **SOUND FOR FILM II**

Prerequisites Completion of IDFP Semester I

Contacts

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Program Calendar

2010

- April 30 - Application deadline. (Late applications accepted if space available.)
- March - June - Auditions. Call for dates/times.
- September 7 - Fall term begins.
- December 10 - Fall term instruction ends.

2011

- January 3 - Winter term instruction begins.
- April 8 - Winter term instruction ends.

Program Objectives

The Contemporary Music and Technology program at Selkirk College is a two-year diploma program developed to train musician performers for the commercial music and entertainment industry. The course of study is comprised of an initial core year after which students may select one of five program majors.

The curriculum includes individual instruction on guitar, bass, percussion, saxophone, violin, vocals and keyboards, as well as a solid grounding in music theory and ear training. Individual and group instruction and practice is offered throughout both years of the program. Jazz, pop and rock are the primary instructional styles.

Programs

First Year:

- Core Year

Second Year:

- Music Performance,
- Music Production,
- Composition,
- Directed Studies or
- General Music.

Career Potential

Graduates may find employment as performers, recording engineers/producers, composers and arrangers, teachers, and in music-related businesses such as publishing, retailing, radio, television, and music agencies.

Transferability

The Music Program has an articulation agreement with the Berklee College of Music in Boston, MA. This agreement allows you to enrol in a prescribed program at Selkirk College and, upon completion, receive direct credits for equivalent Berklee music courses. This may reduce your required credits for completion of a Berklee program to as few as 48 for the diploma program, or 60 for the degree program (normally four semesters of full-time attendance in either case.) The music program is actively pursuing transfer agreements with other Canadian colleges and universities. Transferability to institutions in BC and Alberta has been given top priority with others to follow.

NOTES:

- All electives may not be offered each semester. Confirm with the Program Coordinator regarding availability of electives.
- **Successful completion of all required courses in a given semester, with a grade of "C-" or better and a grade point average of 2.0 is required to proceed within the program.**
- The Music Program's curriculum is currently under revision and may result in changes to the curriculum described below.
- First year students may take a maximum of 1 extra ensemble per semester providing they pass the audition. This ensemble is a transferable credit into second year (200 level ensemble).

Admission Requirements

All students must meet Selkirk College entrance requirements as outlined in the College calendar. Regular admission requires completion of Grade 12 or equivalent with a "C" or better in ENGL 12. Prior music and band training is a definite asset. Mature students without the above qualifications may be considered for admission following an interview. International students may apply for admission under the College's international education admissions policy.

An audition/interview to assess instrumental ability, music reading, theory and ear training, is required before admission. Applicants who meet the entry requirements will be advised of the time and place for the audition. **Applicants are expected to attend scheduled auditions in person however, if you live a long distance from the College, other arrangements can be made.** The audition process must be completed before May 30. A music teacher must invigilate the exam(s), if completing the tests by mail.

Applicants who perform an exceptional audition but who do not meet the theory and ear training standard will be required to attend a two-week theory preparation course in August. This class will provide basic level entrance requirements for the applicant. **The applicant must have a minimum final grade of 75% in both the ear training and the theory sections to be accepted into the Music Program in September.**

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Contacts

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MUSIC AND TECHNOLOGY, CONTEMPORARY (FIRST YEAR)

TWO-YEAR DIPLOMA AT TENTH STREET, NELSON

Course Descriptions

MUSC 150 PRIVATE LESSON I

A weekly one-hour private instrumental or vocal lesson is provided for all Music Performance students. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic, bass, and voice. Lessons are designed to increase students' technical and musical abilities.

MUSC 154 BASIC KEYBOARD I

A required course for all students except Keyboard majors. This course is designed to provide practical "hands-on" knowledge of the keyboard in today's music industry. Students will gain an understanding of chording (in nearest inversion) and will be required to create musical excerpts using upper structure triads.

MUSC 158 ENSEMBLE I

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student's repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation recital will be required from all students majoring in Music Performance.

MUSC 160 COMPUTER APPLICATIONS TO MUSIC I

This course is an introduction to music technology and the application of musical skills to recording music on to a computer. Topics include: MIDI sequencing, notation, and synthesis techniques. Fundamentals of mixing board theory are applied to routing audio. The course uses Pro Tools LE software, the N5, and other relevant applications.

MUSC 162 INSTRUMENTAL LAB I

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught "instrument-in-hand" and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

Course of Studies

The Music program's curriculum is currently under revision and may result in changes to the curriculum described below.

Translation Key:

Lec = Lecture Hours per week;

Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 1			
MUSC 150	Private Lesson I	1	0
MUSC 154	Basic Keyboard I	1	0
MUSC 158	Ensemble I	0	2
MUSC 160	Computer Applications to Music I	2	1
MUSC 162	Instrumental Lab I	0	1
MUSC 165	History of Jazz	2	0
MUSC 170	Arranging I	1.5	0
MUSC 174	Contemporary Harmony I	2	0
MUSC 180	Ear Training I	3	0
MUSC 100	MUSIC FORUM	0	0
	Total:	12.5	4

Course	Name	Lec	Lab
Term 2			
MUSC 151	Private Lesson II	1	0
MUSC 155	Basic Keyboard II	1	0
MUSC 159	Ensemble II	0	2
MUSC 161	Computer Applications to Music II	2	1
MUSC 163	Instrumental Lab II	0	1
MUSC 164	History of Rock	2	0
MUSC 171	Arranging II	1.5	0
MUSC 175	Contemporary Harmony II	2	0
MUSC 181	Ear Training II	3	0
MUSC 100	MUSIC FORUM	0	0
	Total:	12.5	4

MUSC 165 HISTORY OF JAZZ

A survey of the music of the jazz idiom from its origins to the present. Included is a chronological study of important soloists, bands, vocalists and composers. Classes will be partly lecture aided by video clips and partly analysis with intensive listening.

MUSC 170 ARRANGING I

An introductory course in commercial arranging dealing primarily with the rhythm section. Specific topics will include ranges of instruments, arranging from lead sheets, planning an arrangement; as well as detailed analysis of the function and common practice notational systems for the electric bass, guitar, piano and drums. All assignments will be scored and copied by the student and played by either a project ensemble or the arranging class itself.

MUSC 174 CONTEMPORARY HARMONY I

This course covers basic harmonic theory and common musical notation used in the music industry today. Topics include clefs, note recognition, key signatures, scales, intervals, triad and seventh chord construction, available tensions and basic harmonic functions. Upon successful completion of the course students will have a comprehensive and literate vocabulary of basic musical terms and symbols, and a working knowledge of basic harmonic functions.

MUSC 180 EAR TRAINING I

This course is the first of a four level program focusing on aural recognition of intervals, triads, seventh chords, rhythms, melodies, diatonic chord progressions and diatonic relative pitch. Students begin to learn the language of solfege and sight singing. This ear training class provides aural

perception of the theory learned in MUSC 174 which is taught concurrently. Recorded examples as well as live playing is used for developing dictation skills.

MUSC 100 MUSIC FORUM

Music Forum is a course designed to provide an opportunity for all music students and faculty to share in a weekly educational experience. Each forum will have a different musical focus. Students will have opportunities to perform, witness performances by faculty and guest artists and gain insights into the industry from guest lecturers and music professionals. Forum will also provide an opportunity for the presentation of collaborative audio-visual projects between departments.

Prerequisites None. Attendance is mandatory for all music students.

MUSC 151 PRIVATE LESSON II

A weekly one-hour private instrumental or vocal lesson is provided for all Music Performance students. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic, bass, and voice. Lessons are designed to increase students' technical and musical abilities.

Prerequisites MUSC 150.

MUSC 155 BASIC KEYBOARD II

A required course for all students except Keyboard majors. This course continues to expand on chords and keyboard techniques. This semester also focuses on musical "grooves" of various styles requiring more challenging coordination and technical skills.

Prerequisites MUSC 154.

MUSC 159 ENSEMBLE II

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student's repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation recital will be required from all students majoring in Music Performance.

Prerequisites MUSC 158.

MUSC 161 COMPUTER APPLICATIONS TO MUSIC II

A continuation of the material covered in semester 1 with special emphasis on MIDI Compositional Techniques as well as mixing, effects, system exclusive, notation and synchronization.

Prerequisites MUSC 160.

MUSC 163 INSTRUMENTAL LAB II

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught "instrument-in-hand" and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

Prerequisites MUSC 162.

MUSC 164 HISTORY OF ROCK

A study of the evolution of rock music from its origins to the present. Classes will focus on musical characteristics of the different styles within the genre. Sociological, geographical, literary and other cultural aspects will be discussed. Both audio and video clips will be presented for in-class analysis.

MUSC 171 ARRANGING II

Expanding on the concepts presented in the introductory level, this course deals with writing for horns and a rhythm section. Techniques include soli voicings, quartal voicings, and upper structure triads.

Prerequisites MUSC 170.

MUSC 175 CONTEMPORARY HARMONY II

This course covers harmonic functions currently in use in all styles of popular music. Extensive use of recorded and written examples are used to show the harmony/melody relationships. Basic harmonic analysis as a tool is presented with an introduction to diatonic, extended diatonic, and basic minor key and Blues concepts. Students are required to demonstrate, through written projects, the current uses of these basic contemporary harmonic techniques.

Prerequisites MUSC 174.

MUSC 181 EAR TRAINING II

A continuation of the skills learned in MUSC 180. The focus is on harmonically based melodies with larger intervallic skips. Rhythms are explored primarily through syncopated eighth notes, triplets and sixteenth notes. This ear training class provides an aural perception of MUSC 175, which is taught concurrently.

Prerequisites MUSC 180.

MUSC 100 MUSIC FORUM

Music Forum is a course designed to provide an opportunity for all music students and faculty to share in a weekly educational experience. Each forum will have a different musical focus. Students will have opportunities to perform, witness performances by faculty and guest artists and gain insights into the industry from guest lecturers and music professionals. Forum will also provide an opportunity for the presentation of collaborative audio-visual projects between departments.

Prerequisites None. Attendance is mandatory for all music students.

Contacts

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MUSIC AND TECHNOLOGY, CONTEMPORARY (PERFORMANCE)

TWO-YEAR DIPLOMA AT TENTH STREET, NELSON

As a performance major, emphasis is put on achieving a high level of proficiency on your principal instrument and experience in a wide range of styles will give you the skills necessary to be an effective member of any ensemble. Students perform in a variety of performance venues ranging in size from intimate jazz clubs and restaurants to large auditoriums and theatres.

Over the years, students have performed to rave reviews in concerts alongside such respected artists as Bill Henderson (Chilliwack), Dee Daniels, Levon Ichkanian, Joelle Rabu, and Shari Ulrich. Each individual will study and experience the evolution of a performance from conception to completion including the business aspects of booking a gig; creating a demo and signing contracts, to music preparation; arranging and rehearsing, and finally to the performance itself where all the aspects of a professional presentation are explored.

NOTES

All electives may not be offered each semester. Confirm with the Program Coordinator regarding availability of electives.

Successful completion of all required courses in a given semester, with a grade of "C-" or better and a grade point average of 2.0, is required to proceed within the program.

The Music program's curriculum is currently under revision and may result in changes to the curriculum described below.

Prerequisites

To be a Performance Major you must have achieved a minimum of a "B" in MUSC 151 (Private Lesson II). There is a limit of 15 students accepted into this major. English 110 may be substituted for TWC 266.

Course Descriptions

MUSC 250 PRIVATE LESSON III

A weekly one-hour private instrumental or vocal lesson is provided for all Music Performance students. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic, bass, and voice. Lessons are designed to increase students' technical and musical abilities.

Prerequisites MUSC 150 for 151; MUSC 151 for 250.

Course of Studies

The Music program's curriculum is currently under revision and may result in changes to the curriculum described below.

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 3			
MUSC 250	Private Lesson III	1	0
MUSC 256	Contemporary Music Analysis I	2	0
MUSC 258	Preceptorship I	0	2
MUSC 264	Instrumental Lab III	0	1
MUSC 268	Songwriting I (Elective)	2	0
MUSC 272	Improvisation I	2	0
MUSC 274	Contemporary Harmony III	2	0
MUSC 280	Ear Training III	2	0
MUSC 282	Film Scoring I (Elective)	2	0
MUSC 288	Advanced MIDI Applications I (Elective)	0	2
TWC 266	Introduction to Technical Writing and Communications	2	0
MUSC 100	MUSIC FORUM	0	0
	Total:	15	5

Course	Name	Lec	Lab
Term 4			
MUSC 251	Private Lesson IV	1	0
MUSC 257	Contemporary Music Analysis II	2	0
MUSC 259	Preceptorship II	0	2
MUSC 262	Survey of Recording Techniques (Elective)	2	0
MUSC 265	Instrumental Lab IV	0	1
MUSC 269	Songwriting II (Elective)	2	0
MUSC 273	Advanced Improvisation II	2	0
MUSC 275	Contemporary Harmony IV	2	0
MUSC 281	Ear Training IV	2	0
MUSC 283	Film Scoring II (Elective)	2	0
MUSC 289	Advanced MIDI Applications II (Elective)	2	0
MUSC 290	The Business of Music	2	0
MUSC 100	MUSIC FORUM	0	0
	Total:	19	3

MUSC 256 CONTEMPORARY MUSIC ANALYSIS I

Students will be asked to select eight musical pieces of any style (could also include original material) to form a forty minute showcase to be performed at the beginning of the second semester. Students will have to produce partitions for all instruments involved, as well as assume a leadership role in all rehearsals.

Prerequisites Must be a full-time Performance Major.

MUSC 258 PRECEPTORSHIP I

This course is designed to immerse each student in a professional performing environment where they will receive feedback not only from their instructor, but also from the club owners, managers, and customers. In this class, students will be required to assume a leadership role within their ensemble. Upon successful completion, they will have increased their performance abilities in the areas of versatility, sound, sight-reading, and improvisation. Students will be able to function in a variety of professional engagements common to today's music industry.

Prerequisites Must be a full-time Performance Major.

MUSC 264 INSTRUMENTAL LAB III

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught "instrument-in-hand" and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

Prerequisites MUSC 163.

MUSC 268 SONGWRITING I

This course is designed to help you prepare for survival in the competitive world of the songwriters market. Learn about all types of styles while striving to define your own. Special attention is paid to the rudiments of songwriting: creativity, basic theory (usage of basic rhythms, scales, harmony, melodic patterns, lyrics, etc.), basic styles (pop, rock, folk, country, etc.), production patterns, and the legalities of the music business. The class also spends time analyzing the work of other writers (successful and unsuccessful; those who have maintained artistic integrity; those who have not).

Prerequisites A "B" or better in MUSC 171 and MUSC 175, and/or permission of the instructor.

MUSC 272 IMPROVISATION I

In this course students will begin applying the basic tools of melodic improvisation. Through performance and analysis, melodic interpretation, phrasing, rhythmic density, motivic development, pacing, voice leading, and harmonic accuracy will be explored. The class will examine classic solos in a variety of idioms. Students will be required to write and transcribe solos. The class is taught with "instrument in hand."

Prerequisites MUSC 151 (with a "B" or better), MUSC 163, 175, and 181 for MUSC 272. Students must be full-time Performance Majors.

MUSC 274 CONTEMPORARY HARMONY III

This course continues with the principles of contemporary harmony as presented in CH II. Topics are expanded to include advanced minor key concepts, introduction to modal harmony and modal interchange, substitute dominant functions, basic chord scales for melodic considerations, advanced harmonic analysis and basic concepts of reharmonization. This course provides students with a working knowledge of contemporary minor key and modal harmony and the ability to use them in all styles of popular music.

Prerequisites MUSC 175.

MUSC 280 EAR TRAINING III

This course continues to develop an aural perception of intervals, pitches, seventh chords, chord progressions, melodies and rhythms. The focus of this semester is on minor and secondary dominant melodies and chord progressions. The rhythms explore sixteenth note syncopated rhythms as well as 6/8 and 5/4 meters.

Prerequisites MUSC 181.

MUSC 282 FILM SCORING I

This hands-on course focuses on TV and radio broadcasting. Students are required to score themes and cues for various TV and radio shows using mostly electronic equipment along with one or two live musicians.

Prerequisites MUSC 171; and/or permission of instructor.

MUSC 288 ADVANCED MIDI APPLICATIONS I

This course is an applied study of the software and concepts used in the recording home studio environment. The primary focus of the course is in the use of Pro Tools LE for the self-recording musician. Topics include: mixing console application, editing techniques, microphone technique, an introduction to effects processing for final mixing, auxiliary buss in the virtual mixing board, use of patch bay, outboard effects, and file maintenance.

Prerequisites MUSC 161 with a "B" or better.

TWC 266 INTRODUCTION TO TECHNICAL WRITING AND COMMUNICATIONS

A review of basic English skills with an introduction to general principles in written technical communication and its application to professional music. Classroom sessions focus on grammar, writing skills, oral presentation skills, and job search techniques.

MUSC 100 MUSIC FORUM

Music Forum is a course designed to provide an opportunity for all music students and faculty to share in a weekly educational experience. Each forum will have a different musical focus. Students will have opportunities to perform, witness performances by faculty and guest artists and gain insights into the industry from guest lecturers and music professionals. Forum will also provide an opportunity for the presentation of collaborative audio-visual projects between departments.

Prerequisites None. Attendance is mandatory for all music students.

MUSC 251 PRIVATE LESSON IV

A weekly one-hour private instrumental or vocal lesson is provided for all Music Performance students. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic, bass, and voice. Lessons are designed to increase students' technical and musical abilities.

Prerequisites MUSC 250.

MUSC 251b DIRECTED STUDIES/MENTORSHIP

A bi-monthly (every other week) 1/2 hour private tutorship is provided for all Directed Studies majors. Students will consult with their mentor on a consistent basis (for a total of six meetings per semester). Instruction is designed to increase student's technical, artistic, and musical quality relating to final project goals, as pertaining to student's project proposal and portfolio. The mentor may be changed, pending approval, on a semester basis.

Prerequisites MUSC 250b, and must be enrolled in the Directed Studies Major.

MUSC 257 CONTEMPORARY MUSIC ANALYSIS II

This course will focus on the delivery of each student's showcase where a high level of performance and leadership will be developed. Other elements such as stage presence, promotion, and technical support will also be addressed. All showcases will be recorded and videotaped for future use in demo packages.

Prerequisites MUSC 256; and must be a full-time Performance Major.

MUSC 259 PRECEPTORSHIP II

Students continue their immersion in a professional performing environment where they receive feedback not only from their instructor, but also from club owners, managers, and customers. In this class, students will be required to assume a leadership role within their ensemble. Upon successful completion, they will have increased their performance abilities in the areas of versatility, sound, sight-reading, and improvisation. Students will be able to function in a variety of professional engagements common to today's music industry.

Prerequisites MUSC 258Q.

MUSC 262 SURVEY OF RECORDING TECHNIQUES

An introduction to recording principles and practices, this course is open to students whose major is not music production. Topics include a brief history of the multi-track recording studio, procedures of a recording studio, procedures of a recording session, fundamentals of microphones and audio effects.

MUSC 265 INSTRUMENTAL LAB IV

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught "instrument-in-hand" and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

Prerequisites MUSC 264.

MUSC 269 SONGWRITING II

This course is designed to strengthen your songwriting skills in every respect. Closer attention is paid to marketing skills, legal procedures, finding one's personal niche in the music business (whether to focus on one's own style, concentrate on writing tunes for other acts, or both; whether to go through a publisher or be your own publisher; etc.). Co-writing music is explored (you put lyrics to someone else's music; they put music to yours). Class time centers around the analysis of successful songwriters in every genre.

Prerequisites MUSC 268.

MUSC 273 ADVANCED IMPROVISATION II

This course continues the concepts of melodic, harmonic, and rhythmic variety learned in Improvisation I. These concepts are then applied to the stylistic considerations of rock, funk, Latin, jazz, blues, and calypso music. Greater emphasis is given to harmonic accuracy through arpeggio and scale studies. Students will examine classic solos in class, as well as transcribe and perform their own transcriptions of improvisations. Improvisation is also examined in the context of rhythmic section accompaniment.

Prerequisites MUSC 272. Students must be full-time Performance Majors.

MUSC 275 CONTEMPORARY HARMONY IV

This course deals with advanced harmonic concepts including deceptive resolutions, special function dominant chords, pedal point and ostinato and advanced modal harmony including compound chord symbols, hybrid chord structures and polymodality. Upon successful completion of this course, students will have a strong working knowledge of current harmonic practices in all styles of contemporary music. Students will also be able to demonstrate this knowledge through written and performance-related venues.

Prerequisites MUSC 274.

MUSC 281 EAR TRAINING IV

Upon successful completion of this course you have mastered basic aural skills for professional musicianship. The emphasis on this level

is chromatic and modal melodies. Mixed meters and odd time signatures are explored. Emphasis is given to transcribing pre-recorded songs.

Prerequisites MUSC 280.

MUSC 283 FILM SCORING II

This course provides students with an understanding of the psychological implications of applying music to film. Films will be viewed and discussed in class. Topics also include synchronization techniques such as click track, free timing and stop watch, the use of SMPTE time code and computer applications. Students will compose, conduct and record their own score to a film cue in the College's recording studio.

Prerequisites MUSC 171; MUSC 284 and/or permission of Instructor.

MUSC 289 ADVANCED MIDI APPLICATIONS II

This course is a continuation of MUSC 288. The primary focus is the advanced use of Pro Tools LE. Topics will include: the musical application of effects plug-ins, computer components and related technology, and other recording formats.

Prerequisites MUSC 288.

MUSC 290 THE BUSINESS OF MUSIC

The purpose of this course is three-fold: to provide the student with an awareness of the career possibilities in the field of music; to introduce students to some of the major aspects of the music profession; and to introduce students to basic general business practices. This course is particularly beneficial to students planning a career in the music industry.

MUSC 100 MUSIC FORUM

Music Forum is a course designed to provide an opportunity for all music students and faculty to share in a weekly educational experience. Each forum will have a different musical focus. Students will have opportunities to perform, witness performances by faculty and guest artists and gain insights into the industry from guest lecturers and music professionals. Forum will also provide an opportunity for the presentation of collaborative audio-visual projects between departments.

Prerequisites None. Attendance is mandatory for all music students.

Contacts

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MUSIC AND TECHNOLOGY, CONTEMPORARY (PRODUCTION)

TWO-YEAR DIPLOMA AT TENTH STREET, NELSON

Production majors receive extensive hands on training in a state-of-the-art recording studio that employs industry standard equipment. All aspects of the engineering process are covered in detail including recording, mixing and mastering and at several points within the course timetable students are encouraged to design and complete their own studio project. Enrollment is limited to 10 students per year in order that each student may receive the best individual instruction. Entrance into the program is based on grade point average in addition to criteria outlined in the calendar.

NOTES

All electives may not be offered each semester. Confirm with the Program Coordinator regarding availability of electives.

The Music program's curriculum is currently under revision and may result in changes to the curriculum described below.

Prerequisites

To be a Production Major you must have achieved a minimum of a "B" or better in MUSC 161 (Computer Applications to Music and have passed MUSC 181. A maximum of 10 students will be accepted into this major.

Course Descriptions

MUSC 252 PRIVATE LESSON III A

A weekly half-hour private instrumental or vocal lesson is provided for all Music Production, Composition and General Music majors. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic bass, and voice. Lessons are designed to increase students' technical and musical abilities.

Prerequisites MUSC 151.

MUSC 258 ENSEMBLE III

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student's repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation recital will be required from all students majoring in Music Performance.

Prerequisites MUSC 159.

Course of Studies

The Music program's curriculum is currently under revision and may result in changes to the curriculum described below.

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 3			
MUSC 252	Private Lesson III A	.5	0
MUSC 258	Ensemble III	0	2
MUSC 260	Mixdown and Editing	2	1.5
MUSC 264	Instrumental Lab III	0	1
MUSC 268	Songwriting I (Elective)	2	0
MUSC 270	Recording Techniques I	2	1.5
MUSC 274	Contemporary Harmony III (Elective)	2	0
MUSC 280	Ear Training III	2	0
MUSC 282	Film Scoring I (Elective)	2	0
MUSC 288	Advanced MIDI Applications I	0	2
TWC 266	Introduction to Technical Writing and Communications	2	0
MUSC 100	MUSIC FORUM	0	0
Total:		14.5	8

Course	Name	Lec	Lab
Term 4			
MUSC 253	Private Lesson IV A	.5	0
MUSC 259	Ensemble IV	0	2
MUSC 261	Mixdown And Editing II	2	1.5
MUSC 265	Instrumental Lab IV	0	1
MUSC 269	Songwriting II (Elective)	2	0
MUSC 271	Recording Techniques II	2	1.5
MUSC 275	Contemporary Harmony IV (Elective)	2	0
MUSC 281	Ear Training IV	2	0
MUSC 283	Film Scoring II (Elective)	2	0
MUSC 289	Advanced MIDI Applications II	2	0
MUSC 290	The Business of Music	2	0
MUSC 100	MUSIC FORUM	0	0
Total:		16.5	6

MUSC 260 MIXDOWN AND EDITING

The functional, financial, and legal aspects of production entrepreneurship is examined. Topics covered include technical and artistic preparation through pre- and post- production, recognition of standard recording techniques, the effects of signal processing, and the analysis of various production styles in rock, pop, jazz and classical recordings. Student producers work with student engineers and artists to meet course requirements for two-track and multi-track recording projects.

Prerequisites MUSC 161 with a "B" or better, MUSC 181. Must be taken concurrently with MUSC 270/288.

MUSC 264 INSTRUMENTAL LAB III

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught "instrument-in-hand" and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

Prerequisites MUSC 163.

MUSC 268 SONGWRITING I

This course is designed to help you prepare for survival in the competitive world of the songwriters market. Learn about all types of styles while

MUSIC AND TECHNOLOGY, CONTEMPORARY (PRODUCTION)

striving to define your own. Special attention is paid to the rudiments of songwriting: creativity, basic theory (usage of basic rhythms, scales, harmony, melodic patterns, lyrics, etc.), basic styles (pop, rock, folk, country, etc.), production patterns, and the legalities of the music business. The class also spends time analyzing the work of other writers (successful and unsuccessful; those who have maintained artistic integrity; those who have not).

Prerequisites A “B” or better in MUSC 171 and MUSC 175, and/or permission of the instructor.

MUSC 270 RECORDING TECHNIQUES I

This course provides students with an introduction to recording principles and practices. Through theoretical and hands-on instruction, students acquire a basic understanding of studio technologies and recording skills. Topics include: fundamentals of analog recording, design and function of microphones, loudspeakers and acoustical considerations in recording and sound reproduction, and studio maintenance. The student engineer works with a student producer and artist. A minimum of two recording projects are required for successful course completion.

Prerequisites MUSC 161 with a “B” or better; MUSC 181. Must be taken concurrently with MUSC 260.

MUSC 274 CONTEMPORARY HARMONY III

This course continues with the principles of contemporary harmony as presented in CH II. Topics are expanded to include advanced minor key concepts, introduction to modal harmony and modal interchange, substitute dominant functions, basic chord scales for melodic considerations, advanced harmonic analysis and basic concepts of reharmonization. This course provides students with a working knowledge of contemporary minor key and modal harmony and the ability to use them in all styles of popular music.

Prerequisites MUSC 175.

MUSC 280 EAR TRAINING III

This course continues to develop an aural perception of intervals, pitches, seventh chords, chord progressions, melodies and rhythms. The focus of this semester is on minor and secondary dominant melodies and chord progressions. The rhythms explore sixteenth note syncopated rhythms as well as 6/8 and 5/4 meters.

Prerequisites MUSC 181.

MUSC 282 FILM SCORING I

This hands-on course focuses on TV and radio broadcasting. Students are required to score themes and cues for various TV and radio shows

using mostly electronic equipment along with one or two live musicians.

Prerequisites MUSC 171; and/or permission of instructor.

MUSC 288 ADVANCED MIDI APPLICATIONS I

This course is an applied study of the software and concepts used in the recording home studio environment. The primary focus of the course is in the use of Pro Tools LE for the self-recording musician. Topics include: mixing console application, editing techniques, microphone technique, an introduction to effects processing for final mixing, auxiliary buss in the virtual mixing board, use of patch bay, outboard effects, and file maintenance.

Prerequisites MUSC 161 with a “B” or better.

TWC 266 INTRODUCTION TO TECHNICAL WRITING AND COMMUNICATIONS

A review of basic English skills with an introduction to general principles in written technical communication and its application to professional music. Classroom sessions focus on grammar, writing skills, oral presentation skills, and job search techniques.

MUSC 100 MUSIC FORUM

Music Forum is a course designed to provide an opportunity for all music students and faculty to share in a weekly educational experience. Each forum will have a different musical focus. Students will have opportunities to perform, witness performances by faculty and guest artists and gain insights into the industry from guest lecturers and music professionals. Forum will also provide an opportunity for the presentation of collaborative audio-visual projects between departments. **Prerequisites** None. Attendance is mandatory for all music students.

MUSC 253 PRIVATE LESSON IV A

A weekly half-hour private instrumental or vocal lesson is provided for all Music Production, Composition, and General Music majors. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic bass, and voice. Lessons are designed to increase students' technical and musical abilities.

Prerequisites MUSC 252.

MUSC 259 ENSEMBLE IV

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal

of developing both the student's repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation recital will be required from all students majoring in Music Performance.

Prerequisites MUSC 258.

MUSC 261 MIXDOWN AND EDITING II

The production aspects of recording music for various industry applications will be analyzed, discussed, and applied to student projects. Particular attention will be paid to the areas of music production for records, film and television, and radio and television commercials. Students will work with state-of-the-art video/audio synchronization devices. Student producers will work as a team with student engineers and artists, jingle writers and film composers to produce three projects; one in each idiom.

Prerequisites MUSC 260 for MUSC 261. Must be taken concurrently with MUSC 271/289.

MUSC 265 INSTRUMENTAL LAB IV

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught “instrument-in-hand” and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

Prerequisites MUSC 264.

MUSC 269 SONGWRITING II

This course is designed to strengthen your songwriting skills in every respect. Closer attention is paid to marketing skills, legal procedures, finding one's personal niche in the music business (whether to focus on one's own style, concentrate on writing tunes for other acts, or both; whether to go through a publisher or be your own publisher; etc.). Co-writing music is explored (you put lyrics to someone else's music; they put music to yours). Class time centers around the analysis of successful songwriters in every genre.

Prerequisites MUSC 268.

MUSC 271 RECORDING TECHNIQUES II

The emphasis in this course is on advanced multi-track recording techniques including microphone placement, console signal flow, and live recording. Topics include: discussion and utilization of signal processing equipment including limiters, compressors, noise gates, digital reverb, and delay. Student engineers work with student producers and artists or composers.

Prerequisites MUSC 270 for MUSC 271.

Must be taken concurrently with MUSC 261/289.

MUSC 275 **CONTEMPORARY HARMONY IV**

This course deals with advanced harmonic concepts including deceptive resolutions, special function dominant chords, pedal point and ostinato and advanced modal harmony including compound chord symbols, hybrid chord structures and polymodality. Upon successful completion of this course, students will have a strong working knowledge of current harmonic practices in all styles of contemporary music. Students will also be able to demonstrate this knowledge through written and performance-related venues.

Prerequisites MUSC 274.

MUSC 281 **EAR TRAINING IV**

Upon successful completion of this course you have mastered basic aural skills for professional musicianship. The emphasis on this level is chromatic and modal melodies. Mixed meters and odd time signatures are explored. Emphasis is given to transcribing pre-recorded songs.

Prerequisites MUSC 280.

MUSC 283 **FILM SCORING II**

This course provides students with an understanding of the psychological implications of applying music to film. Films will be viewed and discussed in class. Topics also include synchronization techniques such as click track, free timing and stop watch, the use of SMPTE time code and computer applications. Students will compose, conduct and record their own score to a film cue in the College's recording studio.

Prerequisites MUSC 171; MUSC 284 and/or permission of Instructor.

MUSC 289 **ADVANCED MIDI APPLICATIONS II**

This course is a continuation of MUSC 288. The primary focus is the advanced use of Pro Tools LE. Topics will include: the musical application of effects plug-ins, computer components and related technology, and other recording formats.

Prerequisites MUSC 288.

MUSC 290 **THE BUSINESS OF MUSIC**

The purpose of this course is three-fold: to provide the student with an awareness of the career possibilities in the field of music; to introduce students to some of the major aspects of the music profession; and to introduce students to basic general business practices. This course is particularly beneficial to students planning a career in the music industry.

MUSC 100 **MUSIC FORUM**

Music Forum is a course designed to provide an opportunity for all music students and faculty to share in a weekly educational experience. Each forum will have a different musical focus. Students will have opportunities to perform, witness performances by faculty and guest artists and gain insights into the industry from guest lecturers and music professionals. Forum will also provide an opportunity for the presentation of collaborative audio-visual projects between departments.

Prerequisites None. Attendance is mandatory for all music students.

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MUSIC AND TECHNOLOGY, CONTEMPORARY (COMPOSITION)

TWO-YEAR DIPLOMA AT TENTH STREET, NELSON

This major explores a wide range of styles and compositional techniques as well as providing students with the tools necessary to embark on a future in contemporary niches such as film scoring, music in advertising and songwriting. Access to modern production/recording technology gives students the ability to create a large portfolio of recorded music. Emphasis is put on developing each student's unique compositional identity while focusing on the skills that are at the core of the compositional process. At the end of the fourth semester each student is responsible for organizing a 1/2 hour graduating recital that showcases their abilities.

Prerequisites

To be a Composition Major, students must have achieved a minimum grade of "B" or better in MUSC 171 (Arranging II) and MUSC 175 (Harmony II). A maximum of 17 students will be accepted into this major. In the event that more students apply, preference will be given to those students who have achieved the highest GPA. English 110 may be substituted for TWC 266.

NOTES

All electives may not be offered each semester. Confirm with the Program Coordinator regarding availability of electives.

Successful completion of all required courses in a given semester, with a grade of "C-" or better and a grade point average of 2.0, is required to proceed within the program.

The Music program's curriculum is currently under revision and may result in changes to the curriculum described below.

Course Descriptions

MUSC 252 PRIVATE LESSON III A

A weekly half-hour private instrumental or vocal lesson is provided for all Music Production, Composition and General Music majors. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic bass, and voice. Lessons are designed to increase students' technical and musical abilities.

Prerequisites MUSC 151.

Course of Studies

The Music program's curriculum is currently under revision and may result in changes to the curriculum described below.

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 3			
MUSC 252	Private Lesson III A	0.5	0
MUSC 258	Ensemble III (Elective)	0	2
MUSC 264	Instrumental Lab III	0	1
MUSC 268	Songwriting I	2	0
MUSC 274	Contemporary Harmony III	2	0
MUSC 280	Ear Training III	2	0
MUSC 282	Film Scoring I	2	0
MUSC 284	Composition I	2	0
MUSC 288	Advanced MIDI Applications I (Elective)	0	2
TWC 266	Introduction to Technical Writing and Communications	2	0
MUSC 100	MUSIC FORUM	0	0
	Total:	12.5	5

Course	Name	Lec	Lab
Term 4			
MUSC 253	Private Lesson IV A	0.5	0
MUSC 259	Ensemble IV (Elective)	0	2
MUSC 262	Survey of Recording Techniques (Elective)	2	0
MUSC 265	Instrumental Lab IV	0	1
MUSC 269	Songwriting II	2	0
MUSC 275	Contemporary Harmony IV	2	0
MUSC 281	Ear Training IV	2	0
MUSC 283	Film Scoring II	2	0
MUSC 285	Composition II	2	0
MUSC 289	Advanced MIDI Applications II (Elective)	2	0
MUSC 290	The Business of Music	2	0
MUSC 100	MUSIC FORUM	0	0
	Total:	16.5	3

MUSC 258 ENSEMBLE III

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student's repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation recital will be required from all students majoring in Music Performance.

Prerequisites MUSC 159.

MUSC 264 INSTRUMENTAL LAB III

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught "instrument-in-hand" and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

Prerequisites MUSC 163.

MUSC 268 SONGWRITING I

This course is designed to help you prepare for survival in the competitive world of the songwriters market. Learn about all types of styles while striving to define your own. Special attention is paid to the rudiments of songwriting: creativity, basic theory (usage of basic rhythms, scales, harmony, melodic patterns, lyrics, etc.), basic styles (pop, rock, folk, country, etc.), production patterns, and the legalities of the music business. The class also spends time analyzing the work of other writers (successful and unsuccessful; those who have maintained artistic integrity; those who have not).

Prerequisites A “B” or better in MUSC 171 and MUSC 175, and/or permission of the instructor.

MUSC 274 CONTEMPORARY HARMONY III

This course continues with the principles of contemporary harmony as presented in CH II. Topics are expanded to include advanced minor key concepts, introduction to modal harmony and modal interchange, substitute dominant functions, basic chord scales for melodic considerations, advanced harmonic analysis and basic concepts of reharmonization. This course provides students with a working knowledge of contemporary minor key and modal harmony and the ability to use them in all styles of popular music.

Prerequisites MUSC 175.

MUSC 280 EAR TRAINING III

This course continues to develop an aural perception of intervals, pitches, seventh chords, chord progressions, melodies and rhythms. The focus of this semester is on minor and secondary dominant melodies and chord progressions. The rhythms explore sixteenth note syncopated rhythms as well as 6/8 and 5/4 meters.

Prerequisites MUSC 181.

MUSC 282 FILM SCORING I

This hands-on course focuses on TV and radio broadcasting. Students are required to score themes and cues for various TV and radio shows using mostly electronic equipment along with one or two live musicians.

Prerequisites MUSC 171; and/or permission of instructor.

MUSC 284 COMPOSITION I

This course is designed to improve the skills of composers by presenting a wide variety of compositional tools in styles ranging from Classical to Jazz, Folk, Rock and Pop. By studying the recordings and scores of composers throughout history each student gains a musical awareness that strengthen their own compositional process. Particular attention is paid to the “building blocks

of a composition;” the musical elements such as melody, harmony and rhythm that are at the core of the creative process. In class performance and analysis of student compositions occurs on a weekly basis and midterm and final assignments are recorded.

Prerequisites MUSC 171 and 175, and/or permission of the Instructor.

MUSC 288 ADVANCED MIDI APPLICATIONS I

This course is an applied study of the software and concepts used in the recording home studio environment. The primary focus of the course is in the use of Pro Tools LE for the self-recording musician. Topics include: mixing console application, editing techniques, microphone technique, an introduction to effects processing for final mixing, auxiliary buss in the virtual mixing board, use of patch bay, outboard effects, and file maintenance.

Prerequisites MUSC 161 with a “B” or better.

TWC 266 INTRODUCTION TO TECHNICAL WRITING AND COMMUNICATIONS

A review of basic English skills with an introduction to general principles in written technical communication and its application to professional music. Classroom sessions focus on grammar, writing skills, oral presentation skills, and job search techniques.

MUSC 100 MUSIC FORUM

Music Forum is a course designed to provide an opportunity for all music students and faculty to share in a weekly educational experience. Each forum will have a different musical focus. Students will have opportunities to perform, witness performances by faculty and guest artists and gain insights into the industry from guest lecturers and music professionals. Forum will also provide an opportunity for the presentation of collaborative audio-visual projects between departments.

Prerequisites None. Attendance is mandatory for all music students.

MUSC 253 PRIVATE LESSON IV A

A weekly half-hour private instrumental or vocal lesson is provided for all Music Production, Composition, and General Music majors. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic bass, and voice. Lessons are designed to increase students’ technical and musical abilities.

Prerequisites MUSC 252.

MUSC 259 ENSEMBLE IV

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student’s repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation recital will be required from all students majoring in Music Performance.

Prerequisites MUSC 258.

MUSC 262 SURVEY OF RECORDING TECHNIQUES

An introduction to recording principles and practices, this course is open to students whose major is not music production. Topics include a brief history of the multi-track recording studio, procedures of a recording studio, procedures of a recording session, fundamentals of microphones and audio effects.

MUSC 265 INSTRUMENTAL LAB IV

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught “instrument-in-hand” and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

Prerequisites MUSC 264.

MUSC 269 SONGWRITING II

This course is designed to strengthen your songwriting skills in every respect. Closer attention is paid to marketing skills, legal procedures, finding one’s personal niche in the music business (whether to focus on one’s own style, concentrate on writing tunes for other acts, or both; whether to go through a publisher or be your own publisher; etc.). Co-writing music is explored (you put lyrics to someone else’s music; they put music to yours). Class time centers around the analysis of successful songwriters in every genre.

Prerequisites MUSC 268.

MUSC 275 CONTEMPORARY HARMONY IV

This course deals with advanced harmonic concepts including deceptive resolutions, special function dominant chords, pedal point and ostinato and advanced modal harmony including compound chord symbols, hybrid chord structures and polymodality. Upon successful completion of this course, students will have a strong working knowledge of current harmonic

practices in all styles of contemporary music. Students will also be able to demonstrate this knowledge through written and performance-related venues.

Prerequisites MUSC 274.

MUSC 281 **EAR TRAINING IV**

Upon successful completion of this course you have mastered basic aural skills for professional musicianship. The emphasis on this level is chromatic and modal melodies. Mixed meters and odd time signatures are explored. Emphasis is given to transcribing pre-recorded songs.

Prerequisites MUSC 280.

MUSC 283 **FILM SCORING II**

This course provides students with an understanding of the psychological implications of applying music to film. Films will be viewed and discussed in class. Topics also include synchronization techniques such as click track, free timing and stop watch, the use of SMPTE time code and computer applications. Students will compose, conduct and record their own score to a film cue in the College's recording studio.

Prerequisites MUSC 171; MUSC 284 and/or permission of Instructor.

MUSC 285 **COMPOSITION II**

A chronological study of the compositional building blocks of each musical period starting in the Medieval Period and ending in the 20th century. The focus is on integrating these concepts into modern styles. Topics covered in each period include harmonic progressions, counterpoint, form, orchestration and voice leading. Composers of interest include Frank Zappa, John Lennon, Bach, Stravinsky, Steve Reich, and Miles Davis

Prerequisites MUSC 284 and/or permission of the instructor.

MUSC 289 **ADVANCED MIDI APPLICATIONS II**

This course is a continuation of MUSC 288. The primary focus is the advanced use of Pro Tools LE. Topics will include: the musical application of effects plug-ins, computer components and related technology, and other recording formats.

Prerequisites MUSC 288.

MUSC 290 **THE BUSINESS OF MUSIC**

The purpose of this course is three-fold: to provide the student with an awareness of the career possibilities in the field of music; to introduce students to some of the major aspects of the music profession; and to introduce students to basic general business practices. This course is particularly beneficial to students planning a career in the music industry.

MUSC 100 **MUSIC FORUM**

Music Forum is a course designed to provide an opportunity for all music students and faculty to share in a weekly educational experience. Each forum will have a different musical focus. Students will have opportunities to perform, witness performances by faculty and guest artists and gain insights into the industry from guest lecturers and music professionals. Forum will also provide an opportunity for the presentation of collaborative audio-visual projects between departments.

Prerequisites None. Attendance is mandatory for all music students.

Contacts

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MUSIC AND TECHNOLOGY, CONTEMPORARY (DIRECTED STUDIES)

TWO-YEAR DIPLOMA AT TENTH STREET, NELSON

This major was created to address the diverse interests of students who are entering the music program. It provides access to a wide range of courses and students must design their own special project that serves as a focal point for their year of study. Every two weeks students will meet one on one with a faculty member for mentorship, where students receive guidance on issues relating to their project and are assessed by the instructor. Examples of Directed Studies projects include; creating a CD of original material, creating a film scoring demo, rehearsing, performing and recording with your own band.

Applications

The Directed Studies major is available by application only to third year students. All applications must be submitted to the Program Coordinator by April 30. English 110 may be substituted for TWC 266.

NOTES

All electives may not be offered each semester. Confirm with the Program Coordinator regarding availability of electives.

Successful completion of all required courses in a given semester, with a grade of "C-" or better and a grade point average of 2.0, is required to proceed within the program.

The Music program's curriculum is currently under revision and may result in changes to the curriculum described below.

Course Descriptions

MUSC 250b DIRECTED STUDIES/MENTORSHIP

A bi-monthly (every other week) 1/2 hour private tutorship is provided for all Directed Studies majors. Students will consult with their mentor on a consistent basis (for a total of six meetings per semester). Instruction is designed to increase student's technical, artistic, and musical quality relating to final project goals, as pertaining to student's project proposal and portfolio. The mentor may be changed, pending approval, on a semester basis.

Prerequisites Must be enrolled in the Directed Studies Major.

Course of Studies

The Music program's curriculum is currently under revision and may result in changes to the curriculum described below.

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 3			
MUSC 250b	Directed Studies/Mentorship	.5	0
MUSC 252	Private Lesson III A	.5	0
MUSC 258	Ensemble III	0	2
MUSC 264	Instrumental Lab III	0	1
MUSC 268	Songwriting I (Elective)	2	0
MUSC 274	Contemporary Harmony III	2	0
MUSC 280	Ear Training III	2	0
MUSC 282	Film Scoring I (Elective)	2	0
MUSC 284	Composition I (Elective)	2	0
MUSC 288	Advanced MIDI Applications I (Elective)	0	2
TWC 266	Introduction to Technical Writing and Communications	2	0
	Total:	13	5

Course	Name	Lec	Lab
Term 4			
MUSC 251	Directed Studies/Mentorship	.5	0
MUSC 253	Private Lesson IV A	.5	0
MUSC 259	Ensemble IV	0	2
MUSC 262	Survey of Recording Techniques (Elective)	2	0
MUSC 265	Instrumental Lab IV	0	1
MUSC 269	Songwriting II (Elective)	2	0
MUSC 275	Contemporary Harmony IV	2	0
MUSC 281	Ear Training IV	2	0
MUSC 283	Film Scoring II (Elective)	2	0
MUSC 285	Composition II (Elective)	2	0
MUSC 289	Advanced MIDI Applications II (Elective)	2	0
MUSC 290	The Business of Music	2	0
	Total:	17	3

MUSC 252 PRIVATE LESSON III A

A weekly half-hour private instrumental or vocal lesson is provided for all Music Production, Composition and General Music majors. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic bass, and voice. Lessons are designed to increase students' technical and musical abilities.

Prerequisites MUSC 151.

MUSC 258 ENSEMBLE III

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered

will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student's repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation recital will be required from all students majoring in Music Performance.

Prerequisites MUSC 159.

MUSC 264 INSTRUMENTAL LAB III

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument.

This course is taught “instrument-in-hand” and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

Prerequisites MUSC 163.

MUSC 268 SONGWRITING I

This course is designed to help you prepare for survival in the competitive world of the songwriters market. Learn about all types of styles while striving to define your own. Special attention is paid to the rudiments of songwriting: creativity, basic theory (usage of basic rhythms, scales, harmony, melodic patterns, lyrics, etc.), basic styles (pop, rock, folk, country, etc.), production patterns, and the legalities of the music business. The class also spends time analyzing the work of other writers (successful and unsuccessful; those who have maintained artistic integrity; those who have not).

Prerequisites A “B” or better in MUSC 171 and MUSC 175, and/or permission of the instructor.

MUSC 274 CONTEMPORARY HARMONY III

This course continues with the principles of contemporary harmony as presented in CH II. Topics are expanded to include advanced minor key concepts, introduction to modal harmony and modal interchange, substitute dominant functions, basic chord scales for melodic considerations, advanced harmonic analysis and basic concepts of reharmonization. This course provides students with a working knowledge of contemporary minor key and modal harmony and the ability to use them in all styles of popular music.

Prerequisites MUSC 175.

MUSC 280 EAR TRAINING III

This course continues to develop an aural perception of intervals, pitches, seventh chords, chord progressions, melodies and rhythms. The focus of this semester is on minor and secondary dominant melodies and chord progressions. The rhythms explore sixteenth note syncopated rhythms as well as 6/8 and 5/4 meters.

Prerequisites MUSC 181.

MUSC 282 FILM SCORING I

This hands-on course focuses on TV and radio broadcasting. Students are required to score themes and cues for various TV and radio shows using mostly electronic equipment along with one or two live musicians.

Prerequisites MUSC 171; and/or permission of instructor.

MUSC 284 COMPOSITION I

This course is designed to improve the skills of composers by presenting a wide variety of compositional tools in styles ranging from Classical to Jazz, Folk, Rock and Pop. By studying the recordings and scores of composers throughout history each student gains a musical awareness that strengthen their own compositional process. Particular attention is paid to the “building blocks of a composition;” the musical elements such as melody, harmony and rhythm that are at the core of the creative process. In class performance and analysis of student compositions occurs on a weekly basis and midterm and final assignments are recorded.

Prerequisites MUSC 171 and 175, and/or permission of the Instructor.

MUSC 288 ADVANCED MIDI APPLICATIONS I

This course is an applied study of the software and concepts used in the recording home studio environment. The primary focus of the course is in the use of Pro Tools LE for the self-recording musician. Topics include: mixing console application, editing techniques, microphone technique, an introduction to effects processing for final mixing, auxiliary buss in the virtual mixing board, use of patch bay, outboard effects, and file maintenance.

Prerequisites MUSC 161 with a “B” or better.

TWC 266 INTRODUCTION TO TECHNICAL WRITING AND COMMUNICATIONS

A review of basic English skills with an introduction to general principles in written technical communication and its application to professional music. Classroom sessions focus on grammar, writing skills, oral presentation skills, and job search techniques.

MUSC 251b DIRECTED STUDIES/MENTORSHIP

A bi-monthly (every other week) 1/2 hour private tutorship is provided for all Directed Studies majors. Students will consult with their mentor on a consistent basis (for a total of six meetings per semester). Instruction is designed to increase student’s technical, artistic, and musical quality relating to final project goals, as pertaining to student’s project proposal and portfolio. The mentor may be changed, pending approval, on a semester basis.

Prerequisites MUSC 250b, and must be enrolled in the Directed Studies Major.

MUSC 253 PRIVATE LESSON IV A

A weekly half-hour private instrumental or vocal lesson is provided for all Music Production, Composition, and General Music majors. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic bass, and voice. Lessons are designed to increase students’ technical and musical abilities.

Prerequisites MUSC 252.

MUSC 259 ENSEMBLE IV

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student’s repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation recital will be required from all students majoring in Music Performance.

Prerequisites MUSC 258.

MUSC 262 SURVEY OF RECORDING TECHNIQUES

An introduction to recording principles and practices, this course is open to students whose major is not music production. Topics include a brief history of the multi-track recording studio, procedures of a recording studio, procedures of a recording session, fundamentals of microphones and audio effects.

MUSC 265 INSTRUMENTAL LAB IV

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught “instrument-in-hand” and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

Prerequisites MUSC 264.

MUSC 269 SONGWRITING II

This course is designed to strengthen your songwriting skills in every respect. Closer attention is paid to marketing skills, legal procedures, finding one’s personal niche in the music business (whether to focus on one’s own style, concentrate on writing tunes for other acts, or both; whether to go through a publisher or be your own publisher; etc.). Co-writing music is explored (you

put lyrics to someone else's music; they put music to yours). Class time centers around the analysis of successful songwriters in every genre.

Prerequisites MUSC 268.

MUSC 275 CONTEMPORARY HARMONY IV

This course deals with advanced harmonic concepts including deceptive resolutions, special function dominant chords, pedal point and ostinato and advanced modal harmony including compound chord symbols, hybrid chord structures and polymodality. Upon successful completion of this course, students will have a strong working knowledge of current harmonic practices in all styles of contemporary music. Students will also be able to demonstrate this knowledge through written and performance-related venues.

Prerequisites MUSC 274.

MUSC 281 EAR TRAINING IV

Upon successful completion of this course you have mastered basic aural skills for professional musicianship. The emphasis on this level is chromatic and modal melodies. Mixed meters and odd time signatures are explored. Emphasis is given to transcribing pre-recorded songs.

Prerequisites MUSC 280.

MUSC 283 FILM SCORING II

This course provides students with an understanding of the psychological implications of applying music to film. Films will be viewed and discussed in class. Topics also include synchronization techniques such as click track, free timing and stop watch, the use of SMPTE time code and computer applications. Students will compose, conduct and record their own score to a film cue in the College's recording studio.

Prerequisites MUSC 171; MUSC 284 and/or permission of Instructor.

MUSC 285 COMPOSITION II

A chronological study of the compositional building blocks of each musical period starting in the Medieval Period and ending in the 20th century. The focus is on integrating these concepts into modern styles. Topics covered in each period include harmonic progressions, counterpoint, form, orchestration and voice leading. Composers of interest include Frank Zappa, John Lennon, Bach, Stravinsky, Steve Reich, and Miles Davis

Prerequisites MUSC 284 and/or permission of the instructor.

MUSC 289 ADVANCED MIDI APPLICATIONS II

This course is a continuation of MUSC 288. The primary focus is the advanced use of Pro Tools LE. Topics will include: the musical application of effects plug-ins, computer components and related technology, and other recording formats.

Prerequisites MUSC 288.

MUSC 290 THE BUSINESS OF MUSIC

The purpose of this course is three-fold: to provide the student with an awareness of the career possibilities in the field of music; to introduce students to some of the major aspects of the music profession; and to introduce students to basic general business practices. This course is particularly beneficial to students planning a career in the music industry.

Contacts

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MUSIC AND TECHNOLOGY, CONTEMPORARY (GENERAL)

TWO-YEAR DIPLOMA AT TENTH STREET, NELSON

The General Music Major is a flexible program offered to students who would like to pursue a less specific path of study. There are no concentrate courses in this major to allow for a wide range of elective courses. This program is also for students who don't meet the admission requirements of the other majors.

NOTES

All electives may not be offered each semester. Confirm with the Program Coordinator regarding availability of electives.

Successful completion of all required courses in a given semester, with a grade of "C-" or better and a grade point average of 2.0, is required to proceed within the program.

The Music program's curriculum is currently under revision and may result in changes to the curriculum described below.

Course of Studies - Second Year

The Music program's curriculum is currently under revision and may result in changes to the curriculum described below.

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 3			
ENGL 110	College Composition (Optional)	3	0
MUSC 252	Private Lesson III A	0.5	0
MUSC 258	Ensemble III (Elective)	0	2
MUSC 264	Instrumental Lab III	0	1
MUSC 268	Songwriting I (Elective)	2	0
MUSC 274	Contemporary Harmony III	2	0
MUSC 280	Ear Training III	2	0
MUSC 282	Film Scoring I (Elective)	2	0
MUSC 288	Advanced MIDI Applications I (Elective)	0	2
TWC 266	Introduction to Technical Writing and Communications	2	0
MUSC 100	MUSIC FORUM	0	0
Total:		13.5	5

Course Descriptions

ENGL 110 COLLEGE COMPOSITION

Students needing a year of Introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive alternative to English 110/111 for students wishing to continue in the study of Arts or Humanities. English 110: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites A "C" or better in ENGL 12 or equivalent or LPI level 4.

This course is available via Distance Education.

MUSC 252 PRIVATE LESSON III A

A weekly half-hour private instrumental or vocal lesson is provided for all Music Production, Composition and General Music majors. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic bass, and voice. Lessons are designed to increase students' technical and musical abilities.

Prerequisites MUSC 151.

MUSC 258 ENSEMBLE III

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four

Course	Name	Lec	Lab
Term 4			
MUSC 253	Private Lesson IV A	0.5	0
MUSC 259	Ensemble IV (Elective)	0	2
MUSC 265	Instrumental Lab IV	0	1
MUSC 269	Songwriting II (Elective)	2	0
MUSC 275	Contemporary Harmony IV	2	0
MUSC 281	Ear Training IV	2	0
MUSC 283	Film Scoring II (Elective)	2	0
MUSC 289	Advanced MIDI Applications II (Elective)	2	0
MUSC 290	The Business of Music	2	0
MUSC 100	MUSIC FORUM	0	0
Total:		12.5	3

ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student's repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation recital will be required from all students majoring in Music Performance.

Prerequisites MUSC 159.

MUSC 264 INSTRUMENTAL LAB III

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and

technique as related to their particular instrument. This course is taught "instrument-in-hand" and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

Prerequisites MUSC 163.

MUSC 268 SONGWRITING I

This course is designed to help you prepare for survival in the competitive world of the songwriters market. Learn about all types of styles while striving to define your own. Special attention is paid to the rudiments of songwriting: creativity, basic theory (usage of basic rhythms, scales, harmony, melodic patterns, lyrics, etc.), basic styles (pop, rock, folk, country, etc.), production

patterns, and the legalities of the music business. The class also spends time analyzing the work of other writers (successful and unsuccessful; those who have maintained artistic integrity; those who have not).

Prerequisites A “B” or better in MUSC 171 and MUSC 175, and/or permission of the instructor.

MUSC 274 CONTEMPORARY HARMONY III

This course continues with the principles of contemporary harmony as presented in CH II. Topics are expanded to include advanced minor key concepts, introduction to modal harmony and modal interchange, substitute dominant functions, basic chord scales for melodic considerations, advanced harmonic analysis and basic concepts of reharmonization. This course provides students with a working knowledge of contemporary minor key and modal harmony and the ability to use them in all styles of popular music.

Prerequisites MUSC 175.

MUSC 280 EAR TRAINING III

This course continues to develop an aural perception of intervals, pitches, seventh chords, chord progressions, melodies and rhythms. The focus of this semester is on minor and secondary dominant melodies and chord progressions. The rhythms explore sixteenth note syncopated rhythms as well as 6/8 and 5/4 meters.

Prerequisites MUSC 181.

MUSC 282 FILM SCORING I

This hands-on course focuses on TV and radio broadcasting. Students are required to score themes and cues for various TV and radio shows using mostly electronic equipment along with one or two live musicians.

Prerequisites MUSC 171; and/or permission of instructor.

MUSC 288 ADVANCED MIDI APPLICATIONS I

This course is an applied study of the software and concepts used in the recording home studio environment. The primary focus of the course is in the use of Pro Tools LE for the self-recording musician. Topics include: mixing console application, editing techniques, microphone technique, an introduction to effects processing for final mixing, auxiliary buss in the virtual mixing board, use of patch bay, outboard effects, and file maintenance.

Prerequisites MUSC 161 with a “B” or better.

TWC 266 INTRODUCTION TO TECHNICAL WRITING AND COMMUNICATIONS

A review of basic English skills with an introduction to general principles in written technical communication and its application to professional

music. Classroom sessions focus on grammar, writing skills, oral presentation skills, and job search techniques.

MUSC 100 MUSIC FORUM

Music Forum is a course designed to provide an opportunity for all music students and faculty to share in a weekly educational experience. Each forum will have a different musical focus. Students will have opportunities to perform, witness performances by faculty and guest artists and gain insights into the industry from guest lecturers and music professionals. Forum will also provide an opportunity for the presentation of collaborative audio-visual projects between departments.

Prerequisites None. Attendance is mandatory for all music students.

MUSC 253 PRIVATE LESSON IV A

A weekly half-hour private instrumental or vocal lesson is provided for all Music Production, Composition, and General Music majors. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic bass, and voice. Lessons are designed to increase students' technical and musical abilities.

Prerequisites MUSC 252.

MUSC 259 ENSEMBLE IV

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student's repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation recital will be required from all students majoring in Music Performance.

Prerequisites MUSC 258.

MUSC 265 INSTRUMENTAL LAB IV

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught “instrument-in-hand” and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

Prerequisites MUSC 264.

MUSC 269 SONGWRITING II

This course is designed to strengthen your songwriting skills in every respect. Closer attention is paid to marketing skills, legal procedures, finding one's personal niche in the music business (whether to focus on one's own style, concentrate

on writing tunes for other acts, or both; whether to go through a publisher or be your own publisher; etc.). Co-writing music is explored (you put lyrics to someone else's music; they put music to yours). Class time centers around the analysis of successful songwriters in every genre.

Prerequisites MUSC 268.

MUSC 275 CONTEMPORARY HARMONY IV

This course deals with advanced harmonic concepts including deceptive resolutions, special function dominant chords, pedal point and ostinato and advanced modal harmony including compound chord symbols, hybrid chord structures and polymodality. Upon successful completion of this course, students will have a strong working knowledge of current harmonic practices in all styles of contemporary music. Students will also be able to demonstrate this knowledge through written and performance-related venues.

Prerequisites MUSC 274.

MUSC 281 EAR TRAINING IV

Upon successful completion of this course you have mastered basic aural skills for professional musicianship. The emphasis on this level is chromatic and modal melodies. Mixed meters and odd time signatures are explored. Emphasis is given to transcribing pre-recorded songs.

Prerequisites MUSC 280.

MUSC 283 FILM SCORING II

This course provides students with an understanding of the psychological implications of applying music to film. Films will be viewed and discussed in class. Topics also include synchronization techniques such as click track, free timing and stop watch, the use of SMPTE time code and computer applications. Students will compose, conduct and record their own score to a film cue in the College's recording studio.

Prerequisites MUSC 171; MUSC 284 and/or permission of Instructor.

MUSC 289 ADVANCED MIDI APPLICATIONS II

This course is a continuation of MUSC 288. The primary focus is the advanced use of Pro Tools LE. Topics will include: the musical application of effects plug-ins, computer components and related technology, and other recording formats.

Prerequisites MUSC 288.

MUSIC AND TECHNOLOGY, CONTEMPORARY (GENERAL)

MUSC 290 **THE BUSINESS OF MUSIC**

The purpose of this course is three-fold: to provide the student with an awareness of the career possibilities in the field of music; to introduce students to some of the major aspects of the music profession; and to introduce students to basic general business practices. This course is particularly beneficial to students planning a career in the music industry.

MUSC 100 **MUSIC FORUM**

Music Forum is a course designed to provide an opportunity for all music students and faculty to share in a weekly educational experience. Each forum will have a different musical focus. Students will have opportunities to perform, witness performances by faculty and guest artists and gain insights into the industry from guest lecturers and music professionals. Forum will also provide an opportunity for the presentation of collaborative audio-visual projects between departments.

Prerequisites None. Attendance is mandatory for all music students.

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Program Calendar

2010

- Sept. 7 Orientation for all students.
- Sept. 8 Classes begin for all students
- Dec. 10 Fall term ends.
- Dec. 13-17 Fall term examinations.

2011

- Jan. 4 Classes begin for all students
- Feb. 14-18 Reading Week
- April 8 Winter term ends.
- April 11-15 Winter examinations

* dates subject to change

Program Objectives

The program offers a solid foundation in traditional and graphic arts, web site development, video and sound production, animation and digital media. Students will gain the skills required for advanced production techniques, effective project management and the new media business environment.

The program addresses rapid technological changes in the new media industry and encourages creative solutions in the production of original materials for the interactive education and training, advertising and marketing, and entertainment industries. Using skills acquired in this program, graduates will be able to maximize employability using a broad range of multimedia production skills. Small class sizes allow excellent accessibility to instructors and equipment.

Many graduates of this program have gone on to become professionals in the multimedia field, while others have found this program useful as a stepping-stone towards further education in the digital arts.

Admission Requirements

In addition to the general entrance requirements for admission to Selkirk College, applicants must meet the following criteria set by the Digital Arts & New Media Department.

EDUCATION

High school graduation (or equivalent) with a "C" or higher in Math 11 (Principles, Applications or Essentials of Mathematics 11) and a "C+" or higher in English 12. Information & Communications Technology 11 (or equivalent) is highly recommended.

Course of Studies

Translation Key:

Ttl = Total course hours per week;

Course	Name	Ttl
	Term 1	
DA 100	New Media Systems	15
DA 101	Introduction to Digital Media	45
DA 104	Introduction to Digital Photography	45
DA 110	Introduction to Photoshop	45
DA 111	Introduction to Digital Art and Design Fundamentals	45
DA 121	Video and Stop Motion Animation	45
DA 131	Introduction to Web Standards, Accessibility XHTML and CSS	45
	Total:	240

Course	Name	Ttl
	Term 2	
DA 112	Advanced Photoshop	45
DA 113	Intermediate Digital Art and Design	45
DA 121	Video and Stop Motion Animation	75
DA 122	Digital Video I	45
DA 132	Introduction to Flash and Actionscript	45
DA 141	3D Modeling and Animation I	45
	Total:	300

Course	Name	Ttl
	Term 3	
DA 103	Applied Writing for New Media	45
DA 210	Advanced Projects in DA, DTP and Print	45
DA 221	Digital Video II	45
DA 231	Advanced Web Application Development	45
DA 242	3D Modeling and Animation II	45
DA 251	Digital Audio and Sound Recording	30
	Total:	255

Course	Name	Ttl
	Term 4	
DA 222	Digital Composition and Motion Graphic Design	45
DA 232	Advanced Flash and Actionscript	45
DA 280	Industry Practices	45
DA 289	Problem Based Learning and Emerging Technologies	15
DA 291	Presentation and Professional Practices	60
DA 299	Capstone	90
	Total:	300

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

MATURE APPLICANTS

Mature applicants without the above qualifications for full-time study are required to arrange an interview with a faculty member to discuss probationary admission to the program. An assessment will be made of the applicant's ability to complete the program based on work experience, studies undertaken since leaving school, and recommendations for upgrading if deemed necessary.

INTERVIEW

All applicants are required to attend an interview with an instructor from the Digital Arts & New Media Program. In situations where a face-to-face interview is not possible, a telephone interview will be arranged. The interview is an opportunity for faculty to recommend upgrading if necessary, and for applicants to ask any questions they might have about the program. Here is a sample of the types of questions you will be asked during the interview:

- Please tell us a little bit about yourself and why you want to take the program?
- What aspects of your background have prepared you for taking a digital arts program with a creative focus?
- This program requires an extraordinary commitment of time and energy. Explain why you feel you are prepared to make this commitment at this time in your life.
- What do you hope to learn from our Digital Arts program?
- Do you have any traditional art skills?
- What is your level of experience with computers?
- What software applications have you used?
- What area of new media interests you the most and why?
- How did you hear about the program?

Applicants are encouraged to bring any examples of the following:

- web design (either professional or academic examples)
- print design (business cards, logos, brochures, posters, etc)
- video production, 3D modeling and animation, and/or stop motion photography

- traditional artwork (drawing, painting, sculpture, photography)
- digital artwork (Illustrator, Photoshop, Flash, etc.

COMPUTER AND SOFTWARE KNOWLEDGE

The production labs in the Digital Arts & New Media program use Microsoft Windows XP as the primary operating system. Applicants must have an intermediate level of understanding of Windows 9X, NT, XP and/or MacOS prior to entering the program. It is recommended that applicants possess basic Internet skills (email, searching and downloading), mousing skills and keyboarding skills of at least 25 wpm.

Computer fundamentals are a prerequisite to this program, and are not taught as part of the curriculum. It is strongly recommended that applicants who do not possess an intermediate level of understanding of operating systems consult with a faculty member before making a formal application to the program.

Course Descriptions

DA 100 NEW MEDIA SYSTEMS

This three-day orientation provides students with the tools and expertise required to participate in the very technical Digital Arts & New Media Program. Intended to give students a head start on their learning experience, this course will introduce students to a range of topics that will allow them to function in this two-year program at a high level. Topics covered include: Using Moodle, POP and IMAP email systems, computer file management, computer hardware usage, the Microsoft Windows operating system, universal networking protocols, printing and data archival methods and practice

DA 101 INTRODUCTION TO DIGITAL MEDIA

The study and profession of digital arts requires a far-reaching and comprehensive understanding of how design interfaces with technology. This course explores the language, practices and systems used in new media production. Web, print, motion graphic, video and interactive design methods are all covered in this introductory course.

DA 104 INTRODUCTION TO DIGITAL PHOTOGRAPHY

Introduction to Digital Photography is a hands-on course intended for students who are interested in learning how to take pictures using the manual modes of their digital camera. This course is compulsory for students who are enrolled in the Digital Arts and New Media Program. Topics will include basic equipment, ISO, aperture, shutter

speed, and exposure, as well as, an introduction to color and composition, and basic image manipulation in Adobe Photoshop. Students must have a camera with aperture (Av or A), shutter speed (Tv or S), AND manual (M) modes and will be expected to produce an original body of printed photographs.

DA 110 INTRODUCTION TO PHOTOSHOP

This course introduces students to Adobe Photoshop software. Learning a variety of colour correction techniques, becoming skilled with different selection tools, image editing, and using layers are the main objectives of this course.

DA 111 INTRODUCTION TO DIGITAL ART AND DESIGN FUNDAMENTALS

The creative process, from concept, to rough sketch, to well-resolved drawing, and finally to completed artwork is the basis for this exploration of the fundamental concepts of design. Students use traditional methods and mediums to develop their ideas, and complete their artwork/illustrations using Adobe Illustrator software. Students learn introductory through to advanced techniques with Adobe Illustrator, and utilize this powerful software application to create a portfolio of drawings. Images from art history, advertising, and contemporary media are analyzed to challenge students to see and create critically.

DA 131 INTRODUCTION TO WEB STANDARDS, ACCESSIBILITY XHTML AND CSS

The aim of this course is to provide a foundation of technologies and technical skills in Web development. It covers Website design principles and best practices using XHTML, CSS and accessibility standards. Students learn how to conceptualize, produce and deploy large and small web sites that are readable by all users regardless of their ability or browsing device. This course is available via Distance Education.

DA 112 ADVANCED PHOTOSHOP

This project-based course is a continuation of DA110, and covers advanced techniques with Adobe Photoshop. Advanced selection methods, custom effects, and blend mode options are explored. Image compositing will be the major focus of this course and will be utilized by students to create complex custom artwork.

Prerequisites DA 110.

DA 113 INTERMEDIATE DIGITAL ART AND DESIGN

The principles of design, the functions of design, design theory, colour theory, and typography are areas of study for this advanced course in digital art and design. Students utilize Adobe Illustrator

and Adobe Photoshop software to create full colour graphic design projects.

Prerequisites DA 111.

DA 121 VIDEO AND STOP MOTION ANIMATION

In this course students explore a wide range of stop motion styles, materials and techniques including hand drawn, puppet, pixilation, cutout and clay animation in order to find the style that best serves their final project. Students experience the process of creating their own animated video, which involves working in teams, script writing, storyboarding, acting, character development, animation, and production techniques. By the end of the term students will have created their own short animated videos.

DA 122 DIGITAL VIDEO I

This course provides students the opportunity to explore digital video production from both a creative and technical perspective. Production techniques, camera usage and non-linear editing software titles are all topics covered in this introductory level course.

DA 132 INTRODUCTION TO FLASH AND ACTIONSCRIPT

This course continues the fundamentals of website design based on Web standards and accessibility. Flash will be introduced as a tool to enhance XHTML based sites and will be used to create animations, interactive games and fully functional Flash web based sites. An emphasis will be placed on the understanding and use of Actionscript 3.0 to add functionality, interactivity and uniqueness to websites.

Prerequisites DA 131.

DA 141 3D MODELING AND ANIMATION I

This course focuses on the concepts and practices used in 3D computer animation. Modeling, Animation, lighting and textures are covered in depth using NewTek's Lightwave 3D.

TWC 170 APPLIED WRITING FOR NEW MEDIA

TWC 170 is designed to prepare students for the writing demands of Digital Arts courses and the workplace. Through the production of print- and web-based documents, students will learn to organize and develop content that meets their audience's needs and to communicate in a clear and concise writing style. Students will also have an opportunity to deliver effective and engaging oral presentations.

DA 210 ADVANCED PROJECTS IN DA, DTP AND PRINT

Learning Pantone colour systems, colour separation methods, and preparing print-ready digital artwork is the focus of this project-based course. Students learn Adobe InDesign and Adobe Acrobat, and utilize these software applications in conjunction with the rest of the Adobe Creative Suite to create full colour graphic design projects such as CD covers, posters, corporate identity packages, and product packaging. Students develop a professional quality portfolio of graphic design images that will lay the groundwork for the graduation portfolio and demo reel produced in DA288.

Prerequisites DA 110, DA 111, DA112, DA 113.

DA 221 DIGITAL VIDEO II

This course presents students with a comprehensive study of advanced editing and effects, compression techniques and delivery systems of digital video. Students learn introductory techniques of video compositing using Adobe After Effects and Photoshop. Topics covering compression methods, such as MPEG-1 MPEG-2, H.264, and Flash video, will be combined with DVD authoring and Web streaming technologies.

Prerequisites DA 122.

DA 231 ADVANCED WEB APPLICATION DEVELOPMENT

This course focuses on the creation of dynamic, database driven web applications. Topics include Web application delivery and dynamic data driven websites using PHP, and MYSQL. Database design, database normalization, table structure and the Structured Query Language (SQL) are also covered. Good programming techniques and web design are emphasized and students create a number of practical programs that they can put to use on their own sites.

DA 242 3D MODELING AND ANIMATION II

This course is a continuation of DA 141, focuses on the concepts and practices used in 3D computer animation. Advanced modeling, animation, lighting, textures and compositing and particle effects are covered in depth using NewTek's Lightwave 3D.

Prerequisites DA 141.

DA 251 DIGITAL AUDIO AND SOUND RECORDING

This course examines the theory and application of audio and sound design for digital video and new media technologies. Topics include basic recording techniques including microphone choice and recording options. Basic sound design and Foley techniques will also be covered.

DA 222 DIGITAL COMPOSITION AND MOTION GRAPHIC DESIGN

This project-based course will allow students to explore the more complex and creative field of compositing and motion graphic design. Students will be required to produce a series of 2D and 3D animated shorts that demonstrate their talent and ability to communicate visually.

Prerequisites DA 110, DA 112, DA 122 DA 221.

DA 232 ADVANCED FLASH AND ACTIONSCRIPT

In this course, students learn the principles behind, and the techniques of creating a multimedia authored production for mass distribution. Topics include Dynamic Flash website authoring using ActionScript and DVD/CD ROM production and distribution. User interface design, usability and usability studies are also addressed.

Prerequisites DA 131, DA 132.

DA 280 INDUSTRY PRACTICES

Industry Practices, allows students to take a critical and analytical approach to an industry based problem. Students will use current technologies in the digital arts field to conduct a real life project from conceptualization to completion.

Prerequisites Semester 3 of Digital Arts.

DA 289 PROBLEM BASED LEARNING AND EMERGING TECHNOLOGIES

This course will provide students with the opportunity to participate in a series of scenarios which require group participation and problem solving skills. Guest speakers may provide first-hand accounts of their experiences in similar situations and with instructors, facilitate the problem solving activity.

Students will also be introduced to emerging technologies related to new media. They will apply their knowledge of convergence principles in understanding how new technologies function within new media and new media production. Guest speakers may provide first-hand accounts of their experiences using these technologies. Students will be required to experiment with some of these technologies.

Prerequisites DA 299, Term 1, 2 & 3.

DA 291 - PRESENTATION AND PROFESSIONAL PRACTICES

This course, DA 291: PRESENTATION AND PROFESSIONAL PRACTICES provides Digital Arts' students the opportunity to develop creative and effective methods for presentations and content demonstrations. The underlying focus of

this course is to increase the students' awareness of, and ability to create, effective tools for use after graduation. Students will demonstrate their ability to prepare: proposals, invoices, purchase orders / requisitions, cost estimates and fair shop rates. Students will regularly pitch ideas, present their ideas for instructor and peer feedback, and produce and portfolio and/or demo reel.

DA 299 **CAPSTONE**

This purpose of this course is to provide students the opportunity to employ their cumulative skills and talents in a chosen area of focused study. Each student must declare a primary and secondary area of interest that will be the basis of a unique product, requiring a series of scheduled tasks to complete. Products created in this course shall be identified as the student's graduating piece, which shall stand as the most significant accomplishment of their studies.

Students will be paired with a faculty advisor(s) to assist them the planning and development of their project.

The course will conclude with each student presenting their project to their faculty advisor(s) and peers. An evaluation criteria will be established in partnership with the student and instructor, in accordance with industry standards.

A significant time investment, outside of the regularly scheduled class time, will be required. Capstone focus of study can be the combination of any two of the following:

- Web Application Development
- Motion Graphic Design
- Graphic Design / Branding
- 3D Animation / Compositing
- 2D Animation / Compositing
- Digital Video

Examples of Capstone Projects:

- A one- or two-minute 3D animated short
- A one- or two-minuted 2D digitally composed animated short
- A complete branding and collateral package for a product or service
- Dynamic Web application development

Students may pair up with one another, only where there are significant responsibilities that warrant such an arrangement.

The deadline for registering the Capstone Project in Digital Arts & New Media is the last Thursday in October.

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health & human services AT SELKIRK COLLEGE

From health care agencies and pharmacies to group homes, government offices and home-based businesses, employers open their doors to Selkirk graduates. Our faculty keeps up with rapid changes in the field, so our programs prepare you for the real world—and real experience on the job. If you have compassion and a commitment to excellence, our programs will give you the foundation for the caring career of a lifetime.

HEALTH PROGRAMS

ACCESS TO PRACTICAL NURSING

This 9-month program will prepare residential care aid trained individuals to write the BC-Licensed Practical Nurse provincial exam and head into a satisfying profession.

ADVANCED MEDICAL TRANSCRIPTION

A 10-month certificate program is offered in partnership with Trail Regional Hospital. The program is also available via distance learning.

GERONTOLOGY

This program is for Registered Nurses seeking specialized knowledge and training in order to effectively educate, assess and care for elderly people.

HEALTH CARE ASSISTANT

This 25-week certificate program trains students for careers as Residential Care Attendants, Community Health Workers and front-line care providers in a variety of community and institutional settings.

NURSING

This Baccalaureate Nursing Degree is designed to prepare students for entry-level positions as Registered Nurses in British Columbia's evolving health care system.

NURSING UNIT CLERK

This 720-hour program prepares students to work as Nursing Unit Clerks within an acute care hospital setting. It also provides certification for employees currently working as unit clerks.

PHARMACY TECHNICIAN

This 10-month program provides students with the knowledge and skills necessary to assist pharmacists in retail pharmacies.



HUMAN SERVICES PROGRAMS

SOCIAL SERVICE WORKER (SSW)

This nine month program is for those with a strong desire to support others in the frontlines of building healthy communities.

CLASSROOM AND COMMUNITY SUPPORT WORKER (CCSW)

This nine month program prepares graduates to work in classrooms, supporting learners as a TA, or support people of all ages with diverse abilities.

EARLY CHILDHOOD CARE AND EDUCATION (ECCE)

This 10 month program provides students with the knowledge, values and skills necessary to facilitate the growth and development of children from birth through school-age.

HUMAN SERVICES DIPLOMA

The first year of this two year program begins with one of the three certificate programs (SSW, CCSW, ECCE). Whether your focus is children or the elderly, this program provides instruction from a life-span perspective to increase your knowledge and employability.

ADVANCED MEDICAL TRANSCRIPTION

NINE MONTH PLUS THREE WEEKS FULLY ONLINE CERTIFICATE AT TRAIL

Program Calendar

2010

- January 4
- September 7

2011

- January 4

If you enjoy daily challenges and working with new technology, this 9-month (plus 3-week practicum) fully online medical transcription program is designed to equip you with the skills necessary to meet the needs of the medical community for medical transcriptionists. Professionals in this specialized field are in high demand. Graduates of the medical transcription program receive a **college certificate** from a fully government accredited college! Part-time and full-time schedules are available. Intakes are September and January of each year. Students may elect to take the medical transcription program off site or on site. All medical transcription courses are offered online through distance education.

Program Objectives

The Advanced Medical Transcription Program provides a unique hands-on learning experience that prepares you for the real-life challenges of the medical transcriptionist. This program encourages students to develop critical thinking and decision-making skills while applying appropriate medical terminology to each transcribed document. You will transcribe authentic medical dictation, which includes a variety of report types with challenging accents and varying dictation styles, to industry standards. Due to the high standards required in this program, students meet or exceed employer expectations during the 3-week practicum of the program. Selkirk College's curriculum ensures that our graduates are well prepared and are able to transition into the workplace with ease.

Part-Time Students

Students may choose to take the medical transcription program courses on a part-time basis; however, to receive a certificate, all courses for the medical transcription program must be completed within two academic school years (maximum 4 semesters) from the student program start date.

Course of Studies

Translation Key:

Ttl = Total course hours per term

Courses marked as (D) may also be available via Distance Education.

Course	Name	Ttl
	Term 1	
ABT 112 112 (D)	Keyboarding	30
MTAT 146 (D)	Medical Office Procedures	24
MTAT 150 (D)	History and Physical Examinations	120
MTAT 152 (D)	Consultation Reports	120
MTAT 154 (D)	Operative Reports	120
MTAT 161 (D)	Clinic, Discharges, Diagnostics	90
MTAT 176 (D)	Proofreading	30
Total:		534

Course	Name	Ttl
	Term 2	
MTAT 164 (D)	Oncology	90
MTAT 166 (D)	Radiology and Nuclear Medicine	120
MTAT 168 (D)	Pathology	120
MTAT 170 (D)	Transcription Accuracy and Transcription Speed	120
MTAT 180 (D)	Practicum	90
MTAT 182 (D)	Home Business Basics	30
Total:		570

Distance Education

This online Advanced Medical Transcription Program allows students to complete the required courses in our computer lab on site, or from home through distance education. **Close contact with instructors and other students allows you to network, receive regular feedback and share challenges and triumphs.** Working as an online student enables students to choose the work environment that best suits your personal needs. You can choose between full or part-time enrollment and take up to two years to complete the program. Distance education students are required to provide their own computer equipment and work station. This includes establishing an Internet connection with an e-mail account, MS Word 2007, WAV pedal, headphones and supplies. Please see the Program Information Package for full details.

Career Potential

With an Advanced Medical Transcription program certificate, graduates have been successful in obtaining employment with online medical transcription companies, hospitals and medical clinics as medical transcriptionists, editors and have even moved on to provide medical transcription technical support.

Admission Requirements

To achieve success, a student choosing to take the medical transcription program should be highly motivated and proficient in computer skills including file management, downloading, uploading, MS Word, email and internet browsing. All prerequisites to the medical transcription program are offered online.

- A graduate of a BC Senior Secondary school or equivalent
- A post-secondary certificate in Applied Business Technology or equivalent work experience including MS Word I and II a(2007) and Windows-based operating system.
- Provide proof of a keyboarding typing speed of 50 net words per minute in a five minute typing test
- MTAT 140: Medical Terminology I: 30 hours
- MTAT 141: Medical Terminology II: 90 hours
- MTAT 142: Medical Terminology III: 30 hours
- OLS: Online Learner Success
- Highly recommended: for students who are weak in English/grammar: Business English

NOTICE:**NEW MATH ADMISSION REQUIREMENTS**

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course Descriptions

ABT 112 KEYBOARDING SPEED II

This office administration and computer skills training course, Keyboarding Speed II, is a skill enhancement program designed to upgrade keyboarding skills through technique development, individualized error analysis, and individualized prescriptive recommendations of championship typing drills to correct key stroke weaknesses. Students are expected to key a minimum of 50 net words per minute in a five minute timed writing by the end of the course.

Prerequisites ABT 111 or equivalent.

This course is available via Distance Education.

MTAT 146 MEDICAL OFFICE PROCEDURES

All medical transcription courses are offered online and may be taken through distance education correspondence.

In the medical transcription course MTAT 146, procedures and policies are covered. Students set up their computer and MS Word. Templates used by medical transcriptionists are downloaded, and printing, filing and retrieving documents are covered. Tour of a Medical Transcription Department and assignment required.

Prerequisites for the Advanced Medical Transcription Program:

- A graduate of a BC senior secondary school or equivalent.
- A post-secondary certificate in Applied Business Technology or equivalent work experience.
- Online Learning Success (free 15-hour course).
- Proof of 50 net words per minute typing speed.
- Medical Terminology III (Medical Terminology I and II are prerequisites to Medical Terminology III)

Equivalents: Business English: If your grammar and punctuation skill level is weak, we strongly recommend upgrading your skills by enrolling

in a Business English course. Business English focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, style, business spelling and vocabulary. The course materials are presented in small, easily managed learning segments. This course is available via Distance Education.

MTAT 150 HISTORY AND PHYSICAL EXAMINATIONS

In this medical transcription online training course, students are introduced to various dictation styles and challenging accents of dictating physicians. Emphasis is placed on accurately transcribing history reports. Students transcribe authentic medical dictation, use correct forms and format, proofread, file and retrieve documents.

MTAT 152 CONSULTATION REPORTS

The Advanced Medical Transcription Program courses are all offered online.

In this medical transcription online training course, students are introduced to various dictation styles and challenging accents of dictating physicians. Emphasis is placed on accurately transcribing consultation reports. Students transcribe authentic dictation, use correct forms and format, proofread, file and retrieve documents.

MTAT 154 OPERATIVE REPORTS

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students are introduced to various styles and challenging accents of dictating physicians. Emphasis is placed on accurately transcribing operative reports. Students transcribe authentic dictation, use correct forms and format, proofread, file and retrieve documents.

MTAT 161 CLINIC, DISCHARGES, DIAGNOSTICS

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students are introduced to various styles of report presentation, templates and challenging accents of dictating physicians. Emphasis is placed on accurately transcribing patient clinic notes, discharge summaries, and diagnostic tests (electroencephalograms [EEGs], electromyograms [EMGs] and electrocardiograms [ECGs], including stress tests and Holter monitors.

MTAT 176 PROOFREADING

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students proofreading skills are developed and tested in document content and report presentation.

MTAT 164 ONCOLOGY

The Advanced Medical Transcription Program courses are all offered online. In this online medical transcription training course, students are introduced to various styles and accents of dictating physicians. Emphasis is placed on accurately transcribing oncology reports. Students transcribe authentic dictation, use correct forms and format, proofread, file and retrieve documents.

MTAT 166 RADIOLOGY AND NUCLEAR MEDICINE

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students are introduced to various styles and accents of dictating physicians. Emphasis is placed on accurately transcribing radiology and nuclear medicine reports. Students transcribe authentic dictation, use correct forms, and format, proofread, file and retrieve documents.

MTAT 168 PATHOLOGY

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students are introduced to various styles and accents of dictating physicians. Emphasis is placed on accurately transcribing pathology reports. Students transcribe authentic dictation use correct forms and format, proofread, file and retrieve documents.

MTAT 170 TRANSCRIPTION ACCURACY AND TRANSCRIPTION SPEED

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, emphasis is placed on accurately transcribing 50 minutes of medical dictation within a specified timeframe.

MTAT 180 PRACTICUM

The Advanced Medical Transcription Program courses are all offered online. A three-week practicum is required for graduation. Students may choose to do the practicum with an on line company or at a hospital or medical clinic.

MTAT 182 HOME BUSINESS BASICS

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students review informative information touching on some of the important aspects of a home-based medical transcription subcontracting business.

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Program Calendar

12 week courses September - November, January - March, April - June

Typically, a cohort would run as follows:

YEAR ONE: September - November GERO 200, January - March GNUR 300, April - June GNUR 302, Electives 210 &/or 310

YEAR TWO: September - November GNUR 301, January - March GNUR 303, April - June GNUR 315

Program Objectives

Upon the completion of this certificate program each student will:

- Interpret basic geriatric trends and issues
- Accumulate and test a wide variety of health assessment tools
- Demonstrate critical, innovative thinking in problem solving
- Illustrate how to educate towards wellness
- Develop advocacy skills at relational and policy-making levels

Career Potential

The largest growing health cohort is the geriatric population. By 2030, 25% of Canadians will be over 65; 12% will be over 85 years of age. Registered Nurses who have completed this certificate will have specialized knowledge and training to effectively educate, assess and care for older people. Graduates will have the ability to analyse trends and challenges in the field of Geriatrics, and the tools and skills to meet the complex physical, social, environmental, cognitive and spiritual needs of the elderly.

Facility care (all levels), acute care, community nursing (home care and case management), mental health, health promotion agencies, clinics and primary health care settings are all potential areas of employment for nurses with specialized skills and knowledge in gerontology.

Admission Requirements

Full Certificate: Registered Nurses or Licensed Practical Nurses with a minimum of one year nursing experience with adults.

Course of Studies

Courses marked as (D) may also be available via Distance Education.

Course	Name
	Term 1
GERO 200 (D)	Contemporary Issues in Gerontology
GNUR 210 (D)	Spirituality and Aging
GNUR 300 (D)	Introduction to Gerontological Nursing
GNUR 301 (D)	Psycho-Social Issues Impacting Aging
GNUR 302 (D)	Physiological Function in the Aged
GNUR 303 (D)	Delirium, Dementia and Depression in the Elderly
GNUR 310 (D)	Medication Use and Abuse with the Elderly
GNUR 313 (D)	End-of-Life Care & Palliation

Part-time: Nurses and other health or social science students and professionals who wish to take individual courses and have the required course pre-requisites.

NOTICE: NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course Descriptions

GERO 200 (recommended elective) INTRODUCTION TO GERONTOLOGY AND AGING

Contemporary Issues in Gerontology will provide students with an understanding of how the process of aging affects individuals and how an aging population affects and influences Canadian Society. Aging will be examined within historical, contemporary and culture contexts. Topics will include aging and health, ageing demographics, the psychology and sociology of aging, finances and economics, retirement, leisure, housing and transportation, and family social supports. Participants will have the opportunity to identify and examine their personal beliefs and values about the aging process throughout the course.

GNUR 210 SPIRITUALITY AND AGING

As the physical body ages, it declines and deteriorates. In contrast, the Human Spirit continues to develop and mature until the end of life. This

course examines the importance of Spirituality in aging, and its effects on health, wellness and achievement of meaning in life. Current research and tools to assess spiritual needs will be examined. Roles and opportunities for caregivers to promote the spirituality of aging persons will be explored.

Prerequisites Certificate/Diploma in Health or Human Service Discipline preferred. This course is available via Distance Education.

GNUR 300 INTRODUCTION TO GERONTOLOGICAL NURSING

This course will detail the unique roles and functions of gerontological nursing by exploring historical underpinnings, societal needs, and current issues. Conceptual frameworks for nursing acutely ill, chronically ill or frail elders will provide a groundwork for use of assessment tools and critical analysis. Evidence-based protocols will be examined. Communication skills for optimal teamwork will enhance the nurse's interaction with elders, family members and other caregivers.

Prerequisites GERO 200 is preferable. This course is available via Distance Education.

GNUR 301 PSYCHO-SOCIAL ISSUES IMPACTING AGING

As people age, changes in cognitive and affective function can be impacted by life events, role change, personal choice, acute and chronic disease, or health treatments. Within this course the nurse will develop strategies to assess risk factors and promote psycho social health. Issues of mental competency, elder abuse/neglect and alcoholism in later life will be also examined.

Prerequisites GERO 200 and GNUR 300 are preferable. This course is available via Distance Education.

GNUR 302 PHYSIOLOGICAL FUNCTION IN THE AGED

This course focuses on the normal changes of aging in all body systems. An exploration of risk factors, iatrogenic complications, and the compounding effect of acute illness on chronic health problems will lead the nurse to creative problem solving towards enhanced health functions.

Prerequisites GNUR 300 is preferable. This course is available via Distance Education.

GNUR 303 DELIRIUM, DEMENTIA AND DEPRESSION IN THE ELDERLY

This course will look at current theories of causality, presenting behaviours, risk factors and therapies for each of these conditions. The impact on the family and professional caregivers will be assessed. Dementia nursing care will focus on methods to enhance and retain patient abilities.

Prerequisites GNUR 300 is preferable. This course is available via Distance Education.

GNUR 310 MEDICATION USE AND ABUSE WITH THE ELDERLY

Most aging people use medication to treat a variety of chronic or symptomatic problems. This course seeks to define the nursing role in medication management with aging clients or patients. An understanding of pharmacokinetics and pharmacodynamics related to the aging body will assist the gerontological nurse in understanding drug reactions and interactions. Reasons for drug misuse and abuse will be explored and strategies developed to improve drug regime compliance. A tool to assist with medication profile analysis will be presented.

Prerequisites GERO 200 and GNUR 300 are preferable. This course is available via Distance Education.

GNUR 313 END-OF-LIFE CARE AND PALLIATION

Palliative care is the unique way caregivers think, respond, and act as they give skilled and compassionate care to a dying person and the support system of that person. This course seeks to help each nurse understand their own feelings about death and palliative care, and reflect on their experiences with palliative care. Each participant will gain specific knowledge about symptom assessment and management, and how to deal with a palliative emergency situations. Particularly unique aspects of caring for the dying, ie. communication, grief and self-care, will be explored.

Prerequisites Nursing Diploma or Degree. This course is available via Distance Education.

Contacts

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Formerly, Home Support/ Resident Care Attendant

Program Calendar

If offered in 2010, program dates to be announced on the website. The program will be either face-to-face (25 weeks) or blended with online and face-to-face (15 week online and 10 weeks practice)."

Program Summary

This program is typically offered every second year, alternating with the delivery of the Access to Practical Nursing Program (see page 91 and 92 in the calendar). The HCA program has received special funding and has been offered in various communities in the region in 2008 and 2009. Please refer to the website for up-to-date information on which program (HCA or APN) will be offered in 2010.

Program Objectives

The Health Care Assistant Program is designed to provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line care providers and be a respected member of the health care team in both community and facility settings. Under the direction and supervision of a health professional, graduates provide person-centered care aimed at promoting and maintaining the physical, emotional, cognitive, and social well-being of clients/residents.

Upon completion of the program, graduates receive a Health Care Assistant certificate. The graduates are prepared to work in many settings including home support, assisted living, adult day care, complex care, and special care units.

Special Costs And Travel

Students are required to have uniforms, white duty shoes, a watch with a second hand, and bandage scissors. In addition, students must be prepared to travel to clinical practice agencies. Access to a reliable vehicle is necessary. Students are required to possess a valid BC driver's license by the start of HCA 107.

Course of Studies

Translation Key:

Lec = Lecture Hours per week;

Prc = Practice Hours per week;

Course	Name	Lec	Prc
Term 1			
HCA 101 (D)	Health & Healing: Concepts for Practice	70	0
HCA 102 (D)	Health Care Assistant: Introduction to Practice	30	0
HCA 103 (D)	Health 1: Interpersonal Communications	50	0
HCA 104 (D)	Health 2: Lifestyle and Choices	30	0
HCA 105 (D)	Healing 1: Caring for Individuals Experiencing Common Health Challenges	115	0
HCA 106 (D)	Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges	60	0
HCA 107	Healing 3: Personal Care and Assistance	45	0
		Total:	400

Course	Name	Lec	Prc
Term 2			
HCA 107	Healing 3: Personal Care and Assistance	0	30
HCA 108	Practice Experience in Home Support and Assisted Living	0	60
HCA 109	Practice Experience in Multi-Level/Complex Care	0	210
		Total:	300

Admission Requirements

Admission to the Selkirk College Health Care Assistant program is open to individuals who have met the following requirements:

- English 11 (or equivalent) - C+ or better.
- Science 10 (or equivalent) - C+ or better.
- Mathematics 10 (or equivalent) - C+ or better.
- Applicants who are upgrading in preparation for entry are strongly advised to complete ABE Intermediate Science, including the following five modules: Human Biology, The Cell, Nutrition, Disabilities, and Disease.
- Possess current certificate in CPR (Level C) and Standard First Aid.
- Up-to-date Criminal record search.
- Up-to-date immunizations.
- All applicants must complete assessment tests in reading, writing, and math before registration.

Transfer Credit

For transfer information please visit the BC Campus transfer guide website: <http://www.cotr.bc.ca/Transfer>.

Students should contact an academic advisor at Selkirk College or the institution they wish to transfer to for more information.

RECOMMENDED CHARACTERISTICS:

- A caring attitude. A sincere interest in people of all ages who require all levels of care. This includes individuals who are: mentally or physically disabled, experiencing life threatening situations, confused or requiring rehabilitation.
- Good command of oral and written English.
- Good manual dexterity.
- Any supportive courses in human biology, psychology, sociology, First Aid or previous related work experience or education would be an asset.
- Flexibility to adjust to early morning and evening practicum shifts, to a variety of clinical settings and locations.

NOTES

- Clinical and practicum placements are arranged on the basis of student learning needs and available learning experiences. It is not possible to comply with the personal and travel requirements of individual students.
- Graduates of the program receive a Health Care Assistant Certificate. This certificate meets curriculum requirements of the Ministry of Advanced Education, Training and Technology and is recognized within British Columbia.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course Descriptions

HCA 101 HEALTH & HEALING: CONCEPTS FOR PRACTICE

This course provides the theoretical framework for practice. Students are introduced to the concepts and values that provide the foundation for competent practice as a HCA. The concepts of caring, person-centered care, basic human needs, human development, family, culture, and diversity are examined. Students are also introduced to the problem-solving model.

This course is available via Distance Education.

HCA 102 HEALTH CARE ASSISTANT: INTRODUCTION TO PRACTICE

This course provides an introduction to the role of the HCA within the British Columbia health care system. Students are introduced to the health care team and the roles and functions of the HCA within the team. Students also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

This course is available via Distance Education.

HCA 103 HEALTH 1: INTERPERSONAL COMMUNICATIONS

This course focuses on the development of self-awareness, increased understanding of others, and development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students are encouraged to become more aware of the impact of their own communication choices and patterns. They have opportunity to develop and use communication techniques that demonstrate personal awareness, respect, and active listening skills.

This course is available via Distance Education.

HCA 104 HEALTH2: LIFESTYLE AND CHOICES

This course introduces students to a holistic concept of health and the components of health-enhancing lifestyles. Students are invited to reflect on their own experience of health, recognizing

challenges and resources that can impact lifestyle choices. Students are introduced to a model that can be applied in other courses to understand the multi-faceted aspects of health and healing.

This course is available via Distance Education.

HCA 105 HEALING 1: CARING FOR INDIVIDUALS EXPERIENCING COMMON HEALTH CHALLENGES

This course introduces the students to the normal structure and function of the human body and normal bodily changes associated with aging. Students explore common challenges to health and healing in relation to each body system. Students are also encouraged to explore person-centered practice as it relates to the common challenges to health and end of life care.

Prerequisites This course is available via Distance Education.

HCA 106 HEALING 2: CARING FOR INDIVIDUALS EXPERIENCING COGNITIVE OR MENTAL CHALLENGES

This course builds on content from other courses to assist students to explore concepts and care giving approaches that allow the student to work effectively with individuals experiencing cognitive or mental challenges. Emphasis is on recognizing behaviours and identifying person-centered intervention strategies.

This course is available via Distance Education.

HCA 107 HEALING 3: PERSONAL CARE AND ASSISTANCE

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of class, supervised laboratory experiences and a one-week supervised experience in a residential care facility. The aim of this course is to assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety, and independence of individuals in community and facility contexts.

HCA 108 PRACTICE EXPERIENCE IN HOME SUPPORT AND ASSISTED LIVING

This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunity is provided for students to become more familiar with the role of the HCA within the Home Support and Assisted Living setting and gain abilities that prepare graduates to assume the role of the Community Health Worker.

HCA 109 PRACTICE EXPERIENCE IN MULTI-LEVEL/COMPLEX CARE

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level/complex care setting. A portion of this clinical experience is devoted to working with individuals experiencing cognitive challenges. Opportunity is provided for students to gain expertise and confidence with the role of the HCA within the residential care facility.

Contacts

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Program Calendar

2010

- September 7 - Orientation Day
- September 8 - Fall term instruction begins
- December 10 - Fall term instruction ends
- December 13 - 22 - Exams begin

2011

- January 4 - Winter term instruction begins
- February 14 - 18 - Reading break
- April 8 - Winter term instruction ends
- April 11 - 21 - Winter term examinations
- May 2 - Spring term instruction begins

Note: Late applications may be accepted if space is available.

If there is a discrepancy in calendar dates between the University of Victoria and Selkirk College, the Selkirk College calendar will be considered correct.

Program Summary

All registered nurses who graduate in British Columbia are now required to complete a four-year baccalaureate degree in order to meet national and provincial standards for nursing education. Students entering the Bachelor of Science in Nursing Program at Selkirk College may complete the four-year baccalaureate degree on site. During the first two and one-half years, students will be considered Selkirk College students. For the last one and a half years, students will be enrolled with the University of Victoria with classes at Selkirk College Castlegar campus.

COLLABORATION FOR ACADEMIC EDUCATION IN NURSING

The Selkirk College Nursing Program is in partnership with the University of Victoria and seven other universities and colleges in BC and the NWT, forming the Collaboration for Academic Education in Nursing (C.A.E.N.) These collaborating programs offer the same nursing curriculum. Transferability is a core value of the collaboration and the Schools of Nursing facilitate student transfer between sites whenever possible.

Course of Studies

Translation Key:

Lec = Lecture Hours per week;

Sem = Seminar Hours per week;

Ttl = Total course hours per term

Lab = Lab Hours per week;

Prc = Practice Hours per week;

Courses marked as (D) may also be available via Distance Education.

Course	Name	Lec	Lab	Sem	Prc	Ttl
Term 1						
BIOL 164	Human Anatomy and Physiology I	3	3	0	0	0
ENGL 110 (D)	College Composition	3	0	0	0	0
NURS 112	Professional Practice I: Intro to Profession of Nursing	3	0	0	0	3
NURS 116	Health and Healing I: Living Health	3	3	0	0	6
NURS 117	Relational Practice I: Self and Others	3	0	0	0	3
NURS 119	Nursing Practice I: Intro to Nursing Practice	0	0	0	3	3
Total:		15	6	0	3	15

Course	Name	Lec	Lab	Sem	Prc	Ttl
Term 2						
BIOL 165	Human Anatomy and Physiology II	3	3	0	0	0
NURS 122	Professional Practice II: Intro to Discipline of Nursing	3	0	0	0	3
NURS 126	Health and Healing II: Health Indicators	3	3	0	0	6
NURS 129	Nursing Practice II: Coming to Know the Client	0	0	2	8	0
NURS 130	Consolidated Nursing Experience I	6	0	0	12	6
	Non-Nursing Elective	3	0	0	0	3
Total:		18	6	2	20	18

Course	Name	Lec	Lab	Sem	Prc	Ttl
Term 3						
AHSC 218	Applied Health Science I	3	0	0	0	3
NURS 216	Health & Healing III: Health Challenges/Healing Initiatives	3	3	0	0	6
NURS 217 (D)	Relational Practice II: Creating Health - Promoting Relationships	3	0	0	0	3
NURS 219	Nursing Practice III	0	0	2	14	16
Total:		9	3	2	14	28

Course	Name	Lec	Lab	Sem	Prc	Ttl
Term 4						
AHSC 228	Applied Health Science II	3	0	0	0	3
NURS 222	Professional Practice III: Nursing Ethics	3	0	0	0	3
NURS 226	Health & Healing IV: Health Challenges/Healing Initiatives	3	3	0	0	6
NURS 229	Nursing Practice IV	0	0	2	14	16
NURS 230	Consolidated Practice Experience II (Spring, 6 weeks)	0	0	0	35	0
Total:		9	3	2	49	28

Course	Name	Lec	Lab	Sem	Prc	Ttl
Term 5						
NURS 316	Health and Healing V: Complex Health Challenges/Healing Initiatives	3	3	0	0	6
NURS 317	Relational Practice III: Connecting Across Difference	3	0	0	0	3
NURS 319	Nursing Practice V Non-Nursing Elective	0	0	2	16	0
	Total:	3	0	0	0	3
		9	3	2	16	12

Course	Name	Lec	Lab	Sem	Prc	Ttl
Term 6						
NURS 341	Professional Growth IV: Nursing Inquiry	3	0	0	0	0
NURS 342	Health and Healing VI: Global Health Issues	3	0	0	0	3
NURS 350	Health & Healing VII: Promoting Community and Societal Health	3	0	0	0	0
NURS 351	Nursing Practice VI	0	0	3	6	0
NURS 370	Consolidated Practice Experience III (Spring, 6 weeks) Non-Nursing Elective	0	0	0	35	0
		3	0	0	0	0
NURS 470	Consolidated Practice Experience IV (Summer 6 weeks)	0	0	0	35	35
	Total:	12	0	3	76	38

Course	Name	Lec	Lab	Sem	Prc	Ttl
Term 7						
NURS 360	Professional Growth IV: Research	3	0	0	0	0
NURS 430	Professional Growth V: Nurses Influencing Change	3	0	0	0	0
NURS 431	Nursing Practice VII	0	0	3	6	0
	Total:	6	0	3	6	0

Course	Name	Lec	Lab	Sem	Prc	Ttl
Term 8						
NURS 475	Consolidated Practice Experience V (6 weeks)	0	0	0	35	0
NURS 491	Nursing Practice VIII (6 weeks)	0	0	0	35	0
	Total:	0	0	0	70	0

Special Costs, Travel, and Relocation Requirements

- In addition to the usual expenses for tuition and fees, Nursing students can expect to pay approximately \$350 for a uniform, shoes, stethoscope and other items.
- Placement in practice areas is arranged by the faculty in accordance with the availability of suitable learning experiences and the student's learning needs. It is not possible to accommodate personal considerations related to residence or family responsibilities. Individuals enrolling in the Nursing program are advised that **access to a reliable motor vehicle is a necessity, and a valid BC Driver's License is mandatory.**
- **"Travel requirement"** includes local hospitals and agencies in Castlegar, Nelson, and Trail and Rossland during all semesters.

- **"Relocation requirement"** for Consolidated Practice Experiences may include communities throughout the East and West Kootenay regions, or elsewhere.
- In some cases, due to limited availability of practice placements, students may have to relocate for consolidated practice experiences.
- Students will be required to obtain and maintain current CPR certification, (HCP Level). This must be done prior to the beginning of Year 1 Consolidated Practice Experience and maintained while in the program. The cost for such certification will be additional to other course fees in the Nursing program. Recertification is required every two years.

TRANSFERRING TO UNIVERSITY

During Third Year Fall Term, students will apply to University of Victoria. For the following three terms students will be considered University of Victoria students but will continue to study at Selkirk College, Castlegar campus.

Please note that completion of terms 1-5 does not automatically guarantee admission to the University of Victoria. To achieve maximum benefit from the program, Nursing core courses must be taken concurrently. Because individual courses change each year to accommodate new knowledge, changing practice conditions, etc., selected core courses in that term may be repeated if an acceptable grade is not achieved in any one core course. Students must complete each term before proceeding into the following term. Non-Nursing Electives

Students may select three university transfer courses (three credits per course) of their choice. Each course must be transferable to the University of Victoria for 1.5 units (which is the equivalent of a 3-credit course from Selkirk College). If a student chooses to complete their degree through one of the following partner institutions instead of University of Victoria (Vancouver Island University, UBC Okanagan and Thompson Rivers University), these institutions all require two first year English courses to meet degree requirements. Students considering transfer to these institutions should consider taking a second English course (e.g. English 111) as one of their electives.

Nursing Electives

One nursing elective will be taken by distance during year four. Elective choices vary from year to year and information will be provided to students for choosing electives.

Career Potential

Following registration with the College of Registered Nurses of BC (CRNBC), graduates are eligible to practice nursing in a variety of settings, or enrol in post-basic nursing specialty programs such as operating room nursing, critical care nursing, pediatric nursing, maternal and child health nursing, outpost nursing, or mental health nursing. Many post-basic specialty programs require a period of nursing practice before entry. A post-basic certificate in Gerontological Nursing is available through Distance Education.

Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet these Collaborative Nursing Program requirements:

- High school graduation (or equivalent).
- Completion of the following courses (or equivalent): ENGL 12 with a “C+” grade or better
- BIOL 12 with a “C+” grade or better
- CHEM 11 with a “C+” grade or better
- Principles of MATH 11 or Applications of Math 12 with a “C+” grade or better.
- Applicants graduating from high school as of 2012 will require Foundations of Math 12 or Pre-Calculus 11 with a “C+” grade or better
- One of the following with a grade of - ‘C+’ or better: Biology 11 (recommended)
- Chemistry 12
- Physics 11 or 12
- Current immunization.
- Criminal record search.

Students lacking academic prerequisites may enrol in upgrading courses offered by the College at most campuses and College Extension Centres. Mature students who lack high school graduation will normally be expected to successfully complete those courses specified above plus at least one university level course in order to qualify for admission to the Nursing Program. (ENGL 110 is strongly recommended.) Applicants are advised to consult a College counselor regarding course selection.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

NOTES

- Communications 12 will not be accepted in lieu of ENGL 12.
- A score equivalent to “C+” on the Language Proficiency Index (LPI) can be used in lieu of ENGL 12.
- A minimum “C+” grade in a higher level high school or university transfer course in the same subject can be used in lieu of each course above. Courses selected may qualify as program requirements.

- Students who obtained the above requirements more than five years ago will be required to provide evidence of recent study. This will consist of one course in academic upgrading or university transfer in one of the above subjects.
- Applicants with previous related work experience or documented formal learning may be eligible for advance credit which is determined through Prior Learning Assessment.
- Fully qualified applicants are accepted in the order in which their applications are completed; therefore, it is important that the application form and supporting documentation are submitted as early as possible. Applications are received during the 7 month period preceding the entry date. Before an application can be approved for admission, the following documents must be received by the Admissions Office: Completed application form.
- Official transcripts for all relevant courses.
- Three completed personal reference forms.
- Completed applicant information questionnaire.
- Applicants enrolled in prerequisite and/or upgrading courses may be offered provisional acceptance.
- This is a limited enrolment program.
- The wait list is not carried forward from one year to another. Applicants who are not admitted in a given year should reapply *early* for the next year, according to Admission policy.
- Advanced credit may be granted, on application, for support courses (other than Nursing). Applications for advance credit must be received by the Registrar prior to entering the Nursing program. For detailed information please refer to the Nursing Program Admission Policies, or consult the School Chair.
- Students in good standing who are forced to interrupt their program normally may re-enter within one year of departure without penalty, subject to availability of space.
- Performance appraisal based on learning outcomes and the professional judgment of instructors, places emphasis on personal interaction and communication, as well as on practice knowledge and competence.

In order to progress from one semester to the following semester in the Nursing Program the following requirements must be met:

- Satisfactory completion of all courses in the semester with a minimum grade of 60%.
- A minimum cumulative average of 65%

and/or a GPA of no less than 2.33. All other admission criteria must continue to be met throughout the program.

CRIMINAL RECORDS

All applicants must submit a Criminal Record Check as part of the application process.

All applicants must complete assessment tests in reading, writing and math before registration.

Elective Courses

Note: All students must complete four electives, one of which must be at the 300 or 400 level. One or more of these may be Nursing electives in addition to the courses listed below. One elective must be completed in each of the first three years of the program. Any university-transfer course that can transfer to University of Victoria is eligible for a non-nursing elective. The nursing electives available may change from year-to-year and will be made known to students in advance.

Course Descriptions

BIOL 164 HUMAN ANATOMY AND PHYSIOLOGY I

This course provides an integrative approach to the normal structure and function of the human body. Repair and replication, structural support, nervous integration, movement and metabolism are examined at the cellular, tissue and system levels. Recent scientific discoveries are presented as a means of relating the systems studied to various applied disciplines including health care and Kinesiology.

Prerequisites BIOL 12, CHEM 11, and one of BIOL 11, CHEM 12, or PHYS 12 (BIOL 11 recommended) with a grade of “C” or better.

ENGL 110 COLLEGE COMPOSITION

Students needing a year of Introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive alternative to English 110/111 for students wishing to continue in the study of Arts or Humanities. English 110: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites A “C” or better in ENGL 12 or equivalent or LPI level 4.

This course is available via Distance Education.

NURS 112 PROFESSIONAL PRACTICE I: INTRO TO PROFESSION OF NURSING

This course is an introduction to the profession of nursing. Participants examine the foundational concepts of the curriculum and how the concepts relate to nursing practice. Participants also explore the history of nursing and have the opportunity to explore and critically reflect upon the political and socioeconomic forces that have shaped the status of women in society and the evolution of the nursing profession. Standards of nursing practice and responsibility for safe and ethical nursing practice are explored.

Prerequisites Admission to the nursing program.

NURS 116 HEALTH AND HEALING I: LIVING HEALTH

This course is an introduction to the meaning of health including personal, family, community, and societal health. Participants examine theoretical and conceptual frameworks of health including health promotion, primary health care, prevention, and determinants of health. By reflecting on personal experiences, participants have the opportunity to identify personal resources and/or challenges that impact health as well as recognize the diversity of beliefs, values, and perceptions held by others. Opportunities to learn basic health assessment skills are included.

Prerequisites Admission to the nursing program.

NURS 117 RELATIONAL PRACTICE I: SELF AND OTHERS

The premise underlying this course is that nursing is an experience lived between people. Participants explore the multiple factors that influence their own capacity to be in caring relation to others. They learn to question personal perspectives of experience; to uncover attitudes, beliefs and values; and to share and acknowledge differences. Emphasis is placed on a phenomenological attitude to view the structure and experiences that make up their own and other people's lives.

Prerequisites Admission to the nursing program.

NURS 119 NURSING PRACTICE I: INTRO TO NURSING PRACTICE

This course provides an introduction to nursing practices with opportunities to engage with healthy families in the community and with nurses in practice to explore the breadth of nursing practice. Participants integrate their learning from other semester one courses with their beginning understanding of nursing practice.

Prerequisites Admission to the nursing program.

BIOL 165 HUMAN ANATOMY AND PHYSIOLOGY II

A continuation of Biology 164, this course covers the cardiovascular, respiratory, lymphatic, urinary and digestive systems. Endocrinology is discussed throughout as a means of integrating the various systems to the function of the body as a whole. The focus remains on application of knowledge gained in this course.

Prerequisites BIOL 164 with a "C" or better or written permission of the Instructor and School Chair.

NURS 122 PROFESSIONAL PRACTICE II: INTRO TO DISCIPLINE OF NURSING

This course is an introduction to the discipline of nursing. Participants explore the historical development of nursing knowledge and theory as well as contemporary understandings of nursing as a discipline and the body of knowledge that defines it. Relationships between practice, theory, and research are explored.

Prerequisites Admission to the nursing program.

NURS 126 HEALTH AND HEALING II: HEALTH INDICATORS

Building on Health and Healing I, this course focuses on individual, family, and community health assessment. Participants have opportunities to explore and critique theoretical and conceptual frameworks in relation to health assessment including early childhood development, family development, healthy aging, and community development. Assessment is explored within the context of decision-making. Opportunities to learn basic health assessment skills are continued.

Prerequisites Admission to the nursing program.

NURS 129 NURSING PRACTICE II: COMING TO KNOW THE CLIENT

The nursing practice experience provides opportunities to develop caring relationships with groups, families and individuals across the lifespan. Emphasis is placed on health assessment and coming to know how clients understand and promote their health, and the role of the nurse in partnering with the client. Participants work with groups, families, and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all courses in the semester.

Prerequisites Admission to the nursing program.

NURS 130 CONSOLIDATED PRACTICE EXPERIENCE I

This practice experience is designed to assist participants to move forward with the health focus of year one towards the focus of health challenges in year two. This course consists of time in the nursing learning center to practice skills that are foundational to providing personal care and time in a practice setting where students have the opportunity to provide personal care while furthering the development of their assessment skills and their understanding of health and health promotion.

Prerequisites Admission to the nursing program.

NON-NURSING ELECTIVE

This course is available via Distance Education.

AHSC 218 HEALTH SCIENCES III

The major emphasis of this introductory course is to gain a foundational knowledge of concepts related to human pathophysiology. This course will examine the presentation and pathogenesis of health challenges across the life span including pharmacology, microbiology, diagnostics, epidemiology, genetics, and nutrition. Topics will be closely coordinated with practice, nursing learning centre and the health courses.

Prerequisites Admission to Year 2 of the Nursing Program.

NURS 216 HEALTH & HEALING III: HEALTH CHALLENGES/HEALING INITIATIVES

Building on the learners' understanding of health, the focus of this course is on people's experience with healing for both chronic and episodic health challenges. Participants integrate theory and concepts of health as they relate to healing. This course is complementary to Health Sciences III and provides opportunities for learners to integrate pathophysiology with their understanding of health and healing and the nursing approaches that accompany this understanding.

Prerequisites Promotion to Study Semester 3.

NURS 217 RELATIONAL PRACTICE II: CREATING HEALTH - PROMOTING RELATIONSHIPS

Building on Relational Practice I, in this course participants move beyond personal discovery to a focus on relational caring. The major emphasis of the course is relational practice with individuals, families, and groups from diverse backgrounds of age, culture, and experience. This is an experiential course designed to deepen the participants' understanding of caring and how the connection between caring and relationship provides the context for health and healing. Participants explore theories and processes of

caring, relational identity development of self as nurse, and relational practice as enacted across a range of settings and contexts.

Prerequisites Promotion to Study Semester 3: Relational Practice I

Corequisites: This course is available via Distance Education.

NURS 219 PROMOTING HEALTH AND HEALING

This nursing practice experience provides opportunities to develop caring relationships with individuals and families for the purpose of health promotion while coming to understand their unique health and healing processes. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals experiencing common health challenges (both episodic and chronic) in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice. The community and society are considered as contextual influences on the promotion of health and healing for the individual and the family.

Prerequisites Promotion to Study Semester 3.
Travel requirement.

AHSC 228 HEALTH SCIENCES IV

The major emphasis of this course builds on concepts related to human pathophysiology. This course will examine the pathogenesis of health challenges across the life span including pharmacology, microbiology, diagnostics, epidemiology, genetics, immunology and nutrition. Topics will be closely coordinated with practice, nursing learning centre and the health courses.

Prerequisites AHSC 218-3.

NURS 222 PROFESSIONAL PRACTICE III: NURSING ETHICS

Building on previous Relational Practice and Professional Practice courses, this course focuses on the growing body of knowledge related to nursing ethics. Beginning with an understanding of bio-medical ethics that have dominated nursing ethics in the past and moving to an understanding of developing ethical theory related to nursing and nursing issues, participants will have opportunities to explore nursing ethics in the context of their nursing practice.

Note: This course is co-taught by Nursing and University Transfer (Philosophy).

Prerequisites Promotion to Study Semester 4.

NURS 226 HEALTH & HEALING IV: HEALTH CHALLENGES/HEALING INITIATIVES

Participants in this course continue to develop an understanding of people's experiences with healing related to a variety of increasingly complex chronic and episodic health challenges within a variety of practice contexts. This course is complementary to Health Sciences IV and provides opportunities for learners to integrate pathophysiology with their understanding of health and healing and the nursing approaches that accompany this understanding.

Prerequisites Promotion to Study Semester 4.

NURS 229 PROMOTING HEALTH AND HEALING

This nursing practice experience continues to provide opportunities for learners to develop caring relationships with individuals and families for the purpose of health promotion while coming to understand their health and healing processes when experiencing more complex health challenges, both episodic and chronic. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice. The community and society are considered as contextual influences on the promotion of health for the individual and the family.

Prerequisites Promotion to Study Semester 4.
Travel requirement.

NURS 230 CONSOLIDATED PRACTICE EXPERIENCE II (SPRING, 6 WEEKS)

In this consolidated practice experience, opportunities are provided to develop caring relationships for the purpose of healing and health promotion with individuals and families experiencing increasingly complex chronic and episodic health challenges. The community and society are considered as contextual influences on the promotion of health for the individual and the family. Participants have opportunities to consolidate learning from the first and second year of the program in a variety of settings.

Prerequisites Promotion to Study CPE. **Travel requirement.**

NURS 316 COMPLEX HEALTH CHALLENGES

This course builds on Health and Healing I and II and Health Sciences III and IV and provides opportunities for participants to build on their nursing knowledge and understanding of health and healing in relation to complex episodic and chronic health challenges. This advanced course will focus on current topics and emerging knowledge related to a variety of health care contexts.

Prerequisites Promotion to Study Semester 5.

NURS 317 RELATIONAL PRACTICE

Building on the concepts introduced in Relational Practice I and II and other previous courses, Relational Practice III provides a synthesis of knowledge that is the basis of critical analysis. This course focuses on enhancing participants' everyday relational practice with individuals, families, and groups. The emphasis is on engaging with the complexities of difference in everyday nursing practice and the challenges these complexities might pose for being in-relation with clients.

Prerequisites Promotion to Study Semester 5.

NURS 319 NURSING PRACTICE

This nursing practice experience continues to provide opportunities for learners to develop caring relationships with individuals and families, while coming to understand their health and healing process within the context of complex health issues. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in the semester into their nursing practice, with an emphasis on the complex health challenges.

Prerequisites Promotion to Study Semester 5.
Travel requirement.

NON-NURSING ELECTIVE

This course is available via Distance Education.

NURS 341 PROFESSIONAL GROWTH IV: NURSING INQUIRY

(University of Victoria at Selkirk College). In this course, various modes of nursing inquiry are addressed. Relationships between practice, theory, and research are explored. Past and present contributions to nursing knowledge are discussed.

NURS 342 GLOBAL HEALTH ISSUES

Participants in this course continue to develop an understanding of people's experience with health and healing related to a variety of increasingly complex chronic and episodic global health challenges and issues. Emphasis is placed on the role of the nurse as care provider, community organizer/facilitator, educator and advocate within the context of the global society and the changing health care environment. Participants examine a variety of emerging health issues and trends using these as a context for further developing their personal understanding of nursing practice that supports meaningful interactions with individuals, families, groups, communities and society.

NURS 350 HEALTH AND SOCIETY

This course focuses on the role of the nurse in the promotion of community and societal health. It

is a companion course with Health and Healing VI and participants will continue to develop their competencies in relational practice within the context of community and society as client. The political role of the nurse is explored as the emphasis is placed upon working with communities from a social justice and equity perspective. Community development and capacity building, as a pattern of community health promotion practice, is explored. In addition students will further develop their understanding of teaching and learning focusing on transformative and emancipatory approaches.

Prerequisites Promotion to Study Semester 5.
Travel requirement.

NURS 351 NURSING PRACTICE

This nursing practice experience provides opportunities to develop caring relationships with families, groups, and communities and/or populations with emphasis on health promotion and community empowerment. Participants have opportunities to work with a community on an identified health issue.

Prerequisites Nursing Practice IV. Travel requirement.

NURS 370 CONSOLIDATED PRACTICE EXPERIENCE III (SPRING, 6 WEEKS)

(University of Victoria at Selkirk College). This consolidated practice experience is designed to provide opportunities for participants to integrate learning from previous terms, and to advance their professional nursing practice. Participants have opportunities to consolidate learning and advance their decision making in a variety of settings. Nursing practice experiences consist of an eight week preceptorship. Attendance at course workshops is required.

Prerequisites Successful completion of Study Term 6. Travel requirement. Relocation may be required.

NURS 470 CONSOLIDATED PRACTICE EXPERIENCE IV

(University of Victoria at Selkirk College). This consolidated practice experience is designed to provide opportunities for participants to integrate learning from previous semesters, and to advance their professional nursing practice. Participants have opportunities to consolidate learning and advance their decision-making in a variety of settings. Nursing practice experiences consist of a six week preceptorship. Attendance at course workshops is required.

Prerequisites Nursing 370. Successful completion of Study Term 6. Travel requirement. Relocation may be necessary.

NURS 360 PROFESSIONAL GROWTH IV: NURSING RESEARCH

(The University of Victoria at Selkirk College). The intent of this course is to enhance participants' abilities to comprehend, critique, and utilize nursing research. Participants critically reflect on various research methodologies. Participants experience ways to critically examine their practice in relation to nursing research and to pose researchable questions to inform evidence-based practice.

Prerequisites Successful completion of Study Term 6

NURS 430 PROFESSIONAL GROWTH V: LEADERSHIP IN NURSING

(University of Victoria at Selkirk College). This course explores the ways nurses can influence and create change for the promotion of societal health. Emphasis is placed on selected strategies for enhancing nursing influence on the evolving Canadian health care system.

Prerequisites Nursing 350 and 351.

NURS 431 NURSING PRACTICE VII: ENGAGING IN NURSING LEADERSHIP

(University of Victoria at Selkirk College). This nursing practice experience provides opportunities for participants to engage in influencing change for the promotion of societal health within the Canadian health care system. The nursing practice experience focuses on participant's growth in their practice as professional nurses. They have opportunities to collaborate with interdisciplinary and multi-sectoral groups.

NURS 475 CONSOLIDATED PRACTICE EXPERIENCE V (6 WEEKS)

(University of Victoria at Selkirk College). This final consolidated practice experience is designed to provide opportunities for participants to integrate learning from previous semesters, and to advance their professional nursing practice. In a variety of settings, participants have opportunities to consolidate learning, and advance their clinical decision making. Nursing practice experiences consist of a six week preceptorship. Attendance at course workshops is required.

Prerequisites Nursing 370 and 470. Successful completion of Study Term 7. Travel requirement. Relocation may be necessary.

NURS 491 NURSING PRACTICE VIII (6 WEEKS)

This nursing practice experience provides opportunities for participants to consolidate their learning and explore the transition to professional nursing as a BSN graduate. Participants also explore transitions in the health care system and the

workplace that affect nurses. Participants develop their practice and enhance their knowledge within a specific area, for example, a particular setting of practice, a certain client population, or a specific health challenge.

Prerequisites Nursing 370, 470, and 475. Travel Requirement. Relocation may be necessary.

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Program Calendar

If offered starting in 2010, the following dates will apply:

2010

- September 7 Student orientation
- September 8 Fall term instruction begins
- November 19 - Fall term instructions ends
- November 22 to December 17 - Practicum

2011

- January 4 Winter term instruction begins
- February 14 - 18 - Reading break
- March 12 - Winter term instruction ends
- March 15 - April 16 - Practicum
- April 19 - May 21 - Preceptorship

Program Summary

This program is typically offered every second year, **alternating** with the delivery of the Health Care Assistant Certificate Program (Formally the Home Support/Resident Care Attendant program). Please refer to the website for up-to-date information on which program (HCA or APN) will be offered in 2010.

Program Objectives

The focus of this program is to prepare experienced HS/RCA's to work as Licensed Practical Nurses. As an LPN, you will be a part of a dynamic health care team that works within a variety of health care settings with individuals across the life span who require support with health promotion, illness prevention and acute care interventions.

The APN program is offered over 2 semesters and includes 11 theory courses, a practicum placement within each semester that focuses on the particular client population and a 5 week preceptorship at the end of the program that consolidates learning and prepares the learner for the roles and expectations of the graduate. Successful completion of the learning activities, clinical placements and final exams of program courses are required. Graduates of the program are eligible to write the Canadian Practical Nursing Registration Exams (CPNRE) and to apply for licensure as a Licensed Practical Nurse in British Columbia.

Course of Studies

Translation Key:

Ttl = Total course hours per term

Courses marked as (D) may also be available via Distance Education.

Course	Name	Ttl
TERM 1		
AMT 215	Human Anatomy and Physiology	60
APN 200	Professional Growth (Foundations)	30
APN 205	Health A	30
APN 210	Health A	60
APN 220	Human Relations	30
APN 225	Nursing Arts A	45
APN 230	Pharmacology	30
APN 250	Practicum	120
	Total:	405
TERM 2		
APN 260	Health III	30
APN 265	Healing III	60
APN 270	Professional Growth II	15
APN 275	Nursing Arts III/Clinical	145
APN 280	Practicum	125
APN 290	Preceptorship	150
	Total:	525

Career Potential

The APN program will prepare graduates with the ability to provide care in partnership with other health care professionals to selected clients chosen on the basis of acuity and complexity. The graduate's acquired skill levels are vast, ranging in detail and involvement. The LPN role is a sought after profession with possible work environments that included hospitals, residential facilities and community-based organizations.

Admission Requirements

- Grade 12 graduation GED (all applicants MUST have either Grade 12 graduation or the GED)
- Biology 12 (Human Biology) with a grade of C or equivalent within the last 5 years
- English 12 with a "B" or equivalent. Equivalency can be obtained by completing the VCC reading and writing assessment exam
- VCC math assessment exam
- Acceptable RCA or HS/RCA Certificate (certificates issued prior to 1993, including a Caring for Dementia course)

- Minimum 600 hours as Resident Care Attendant in a facility working with a group of patients at the same time (confirmed by employer's letter) within the past two years
- Current Immunization
- Criminal record check: Each applicant is responsible for any costs incurred. Applicants who have drug-related charges should consult with the Registrar's Office prior to applying to the program. The CRS must be received by the Registrar's Office prior to the first day of class.

All requests for transfer credits or course exemptions for all courses in the program must be submitted with application to the program.

All of the above admissions requirements must be attached to your application.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Upon Acceptance

- Current CPR Certificate (Basic Life Support C).
- Proof of a negative TB skin test or chest xray.

Recommended Characteristics

- Excellent command of oral and written English.
- A caring attitude. A sincere interest in people of all ages who require all levels of care. This includes individuals who are: mentally or physically disabled, experiencing life-threatening situations, confused or requiring rehabilitation.
- Good manual dexterity.
- Any supportive courses in human biology, psychology, sociology, First Aid or previous related work experience or education would be an asset.
- Good computer skills including working knowledge of word processing, email and internet searches.
- A basic foundation in mathematical calculations of decimals, fractions and metric conversions.
- Flexibility to adjust early morning and evening practicum shifts, to a variety of clinical settings and locations.

Special Requirements

- In addition to the usual expenses for tuition, texts and fees, APN students can expect to pay approximately \$550 for uniforms, shoes, stethoscope and other items.
- Placement in practice areas is arranged by the faculty in accordance with the availability of suitable learning experiences and the student's learning needs. It is not possible to accommodate personal considerations related to residence or family responsibilities. Individuals enrolling in the Nursing program are advised that **access to a reliable motor vehicle is a necessity, and a valid BC Driver's License is mandatory.**
- **"Travel requirement"** includes local hospitals and agencies in Castlegar, Nelson, and Trail during all semesters.
- **"Relocation requirement"** (Consolidated Practice Experiences) may include communi-

ties throughout the East and West Kootenay regions, or elsewhere.

- In some cases, due to limited availability of practice placements, students may have to relocate for consolidated practice experiences.

Students will be required to obtain and maintain current CPR certification, (Level "C"). This should be done prior to entry and maintained while in the program. The cost for such certification will be additional to other course fees in the Nursing program. Recertification is required every two years.

Course Descriptions

APN 215 HUMAN ANATOMY AND PHYSIOLOGY

This course gives an overview of the structure and function of the ten body systems. It also discusses various health promotion strategies that work toward the optimal function of these systems.

APN 200 PROFESSIONAL GROWTH (FOUNDATIONS)

This course sets the scene for the changing role from Resident Care Attendant to Practical Nurse. The learner is introduced to the evolution of Practical Nursing as a profession and its position within the health care system. The attitudinal, philosophical, ethical and legal bases for practice are explained and explored through the matrices of student as life-long learner, practitioner changing role, and member of the health care team providing a service to the public. Learning self-direction is a major focus and many supportive approaches are used to enable the learner to move from high teacher structure to high student structure in interactions

APN 205 HEALTH A

This course explores the concept of health as a process on which our daily choices have a significant effect. The integration of body, mind, and spirit are examined to develop an appreciation for the idea that everything we do, think, feel and believe has an impact on our state of health. Health promotion is examined throughout the life span. The learner has the opportunity to examine: health promotion as an approach to improving health, physical growth, psychosocial, cognitive, and moral development (fetal stage to middle adulthood).

APN 210 HEALING A

This course focuses on the experience of healing by people of all ages with chronic challenges and/or disability. Students integrate theory and

concepts of normal anatomy and physiology and health as they relate to healing. A variety of activities are offered to allow students to examine the Practical Nurse's role in promoting health and healing with others.

APN 220 HUMAN RELATIONS

This is an experiential course designed to enhance the participant's interpersonal communication. The major themes of the course are: interpersonal style and how it affects others; caring within the context of human relationships; acquisition of strategies to adapt communication with individuals of all ages who are physically and/or mentally disabled; skills needed to work with co-workers in providing care to the elderly; and skills needed for dealing with conflict and aggression.

APN 225 NURSING ARTS A

This course emphasizes the expansion of practical nursing skills in the promotion of health and healing when caring for clients in community, home, and continuing care settings. It is intended to augment the holistic view of care by providing the skills necessary for competent care of mentally and/or physically disabled clients and the elderly. The focus is on what is believed to be the foundation of care in any practice setting, the accurate and comprehensive assessment of clients as unique individuals. The laboratory component as well as selected clinical experience (in actual care settings) permits integration of theory to practice.

APN 230 PHARMACOLOGY

This course introduces students to basic pharmacology and the safe use of drugs with individuals with disabilities of all ages who are in stable condition in community care, home care and continuing care settings. The learning activities are designed to guide students through the theory necessary to gain a fundamental grasp of basic pharmacology. Students learn the principles of pharmacology, the safe administration of medications including drug calculations, the principles of drug administration, and drug distribution systems, as well as the effects of commonly used drugs on the body systems. The course also includes the legal and ethical responsibilities of drug administration.

APN 250 PRACTICUM

This practicum is intended to provide the learner with a supervised experience to practise in an expanded role as a practical nursing student, to increase clinical knowledge, and foster greater insight and awareness when caring for the elderly in intermediate and extended care settings.

APN 260 HEALTH III

This course focuses on the promotion of health for individuals across the life span in acute care. Health promotion programs are examined. The role of the practical nurse in supporting and assisting clients in acquiring information is explored to include the maternal and child client group. The responsibilities of accurate reporting and documenting are discussed. The nurse also needs to understand the collaboration between various health sectors to ease transition when clients enter or leave acute care. Opportunities for client teaching and learning are stressed.

APN 265 HEALING III

This course emphasizes the promotion of healing of individuals across the life span in acute care and chronic diseases. The practical nurse must understand the pathophysiology, clinical manifestations and the appropriate nursing interventions to plan and deliver care for clients.

APN 270 PROFESSIONAL GROWTH II

This course is intended to prepare the learner for the role of a licensed practical nurse. It further explores his/her role as an advocate and partner. Issues such as Standards of Practice and professional and union affiliations in practical nursing are discussed. Being a more effective team member, change theory and lifelong learning are explored.

APN 275 NURSING ARTS III/CLINICAL

This course emphasizes the development of practical nursing skills in the promotion of health and healing when caring for individuals who require acute nursing interventions. Building on the theory and practice from semesters 1 and 2, a nursing process approach to the management of care is reinforced while integrating new knowledge and technical skills relevant in an acute setting. The focus is performing accurate, comprehensive nursing assessments and using the nursing process to determine care for clients requiring acute care across the life span. Opportunities for client teaching and learning are stressed. The laboratory setting as well as the hospital setting provides the opportunity for integration of theory to practice.

APN 280 PRACTICUM

This five-week practicum provides the learner with experiences which enhance his/her ability to integrate and build on theory and practice in caring for individuals across the life span, who require acute nursing interventions. The selection of learning experiences should be based on client acuity and complexity. The distinct role of the practical nurse as a partner, collaborator and advocate with the health care team and the client's needs is emphasized.

APN 290 PRECEPTORSHIP

The intent of the preceptorship is to provide transition for the learner from student to graduate. During this time, the learner works closely with a preceptor who guides the learner as a facilitator, teacher, and as a mentor to help the learner gain further insights, awareness and knowledge through the realities of the work setting. Program instructors collaborate with the preceptor and learner to facilitate the preceptorship.

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PHARMACY TECHNICIAN

ELEVEN-MONTH CERTIFICATE AT CASTLEGAR

Program Calendar

2010

- Jan.8 - Fall term instruction ends.
- Jan.11 - Winter term instruction begins.
- April 9- Winter term instruction ends.
- April 12 - Lab instruction begins.
- May 28 - Lab instruction ends.
- May 30 - Practicums begin.
- July 31- Practicums end.

Program Summary

The **Pharmacy Technician program** at Selkirk College provides students community and hospital training that prepares them to be ready for parity pharmacy technician jobs. Our fully accredited program is a blend of **online pharmacy technician courses** for the first eight months and face to face lab classes. The last seven weeks of Term 2 lab classes are completed on the Selkirk College Campus in Castlegar, British Columbia. The program will commence August each year with an intake of twenty full-time students. Program courses are supported by texts with web links to additional reading and resources. Lab component skills consist of pharmacy computer software systems, sterile product preparation, prescription dispensing and compounding skills. Practicums are four weeks each in a hospital and community setting. Practicums are completed by July 31st.

Course of Studies

Translation Key:

Ttl = Total course hours per term

Courses marked as (D) may also be available via Distance Education.

Course	Name	Ttl
	Term 1	
PTEC 100 (D)	Pharmacy Seminar	60
PTEC 104 (D)	Pharmacy Billing, Regulations and Protocols	90
PTEC 105 (D)	Pharmacy Calculations	150
PTEC 107 (D)	Pharmacology I	120
PTEC 109 (D)	Pharmacy Practice I	120
	Total:	540

Course	Name	Ttl
	Term 2	
PTEC 106 (D)	Merchandising Concepts	90
PTEC 108 (D)	Pharmacology II	150
PTEC 110 (D)	Pharmacy Practice II	90
PTEC 113 (D)	Introduction to Aseptic Technique	30
PTEC 114	Sterile Products Lab	60
PTEC 115	Prescription Dispensing Lab	60
PTEC 116	Compounding Lab	60
PTEC 119	Computer Skills for Prescription Processing	60
	Total:	600

Course	Name	Ttl
	Term 3	
PTEC 120 (D)	Hospital Pharmacy Preceptorship	140
PTEC 129 (D)	Practicum	140
	Total:	280

Program Objectives

The Pharmacy Technician program prepares a person to function, under the supervision of a pharmacist to work in either a community or hospital setting performing technical production-oriented tasks. Program goals are based on learning outcomes developed by the Canadian Pharmacy Technician Educators Association (CPTEA), and the Canadian Association of Pharmacy Technicians (CAPT).

Career Potential

JOB DESCRIPTION

Pharmacy Technicians work under the supervision of a licensed Pharmacist providing skills that do not require the professional judgment of the pharmacist. Under the direction of a pharmacist, the pharmacy technician performs pharmacy-

related functions, in compliance with policies and procedures that provide optimal pharmaceutical care.

Pharmacy technicians assist in a variety of technical tasks. Qualifications desired are:

- strong organization skills
- understanding of third party benefit plans
- respect and confidentiality of patient information
- computer literacy/proficiency in pharmacy software programs

Duties include:

- compounding pharmaceuticals
- sterile product preparation (hospital)
- preparing medication for dispensing
- third party billing
- purchasing, merchandising, inventory control and records maintenance

CAREER OPPORTUNITIES

As a member of the healthcare team, qualified graduates find employment in hospitals, clinics and retail pharmacies. New and expanding opportunities are becoming available for careers with insurance companies, pharmacy software vendors, pharmaceutical manufacturing and clinical research. As healthcare organizations restructure to decrease healthcare costs, it is anticipated that a well-trained Pharmacy Technician will have increased opportunities for employment. When considering the Pharmacy Technician Program, you may wish to do some research regarding traditional and non-traditional career opportunities. This could involve **visiting your local hospital and retail pharmacies** to talk to pharmacists and pharmacy technicians about the requirements and expectations this career choice can have for you.

Admission Requirements

- Academic BC high school graduation or its equivalent plus the following courses with a C grade or better: Biology 12, Chemistry 11, English 12, Principles of Math 11 or Applications of Math 12, or their equivalents.
- Typing at a speed of 35 words per minute.
- Current basic computer skills: Windows, word processing and Internet abilities.
- All students are required to complete the Computer Placement Test for assessment of their English and Math skills prior to entry into the program.
- General Criminal Record Check: Applicants must submit an official police criminal record search as part of the application process. The criminal record search will be available, on request, to any hospital, clinic, or community pharmacy receiving students for Preceptorship. Certain criminal records may be unacceptable to some placement agencies and facilities. The School of Health and Human Services will not be responsible for seeking alternative placements for students who are denied access to a Preceptorship because of a criminal record. Students are advised that certain criminal records may prevent completion of a Preceptorship and thus completion of the program graduation requirements.
- Immunization: Students entering the Pharmacy Technician Program must meet requirements for immunization established for health care workers by the Ministry of Health prior to entry into any practicum setting.
- Personal Reference: All applicants must submit two personal references as indicated in the application package as part of the formal admission process.
- Personal Health Record: A personal health history document must be submitted prior to acceptance into the program.
- Personal Information: All applicants must complete a brief personal history and short essay as to why they wish to become a Pharmacy Technician as part of the admission process.
- Mature Students A “mature student” is at least 19 years of age and has been out of the school system for at least one year on or before the first day of classes of the program.
- A mature student, with reasonable potential for success on the basis of work experience or other criteria may be admitted, notwithstanding some deficiency in prior formal education.
- A mature student shall normally meet the specific program or course prerequisites.

- Mature students should apply at least one year in advance of the anticipated start date, as academic upgrading may be necessary.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Additional Note:

Program requires WHIMIS; Basic level CPR (C) and Basic First Aid to be completed before entering Practicum. Registration for these can be obtained by contacting your local college campus.

Applicants Seeking Specific Upgrading

- Individuals seeking a specific skill set through courses that are a part of the Pharmacy Technician Program will be considered on a case by case basis.
- In such cases the admissions protocols may be waived by the instructor in consultation with the School Chair.

Advanced Credit

- To transfer credit from another institution, application must be made to and approval obtained from the Registrar.
- Course equivalency will be determined by the Registrar in accordance with Selkirk College Policy B3002.1 (Admissions & Standards), part 1, section 4.0. Course equivalency will be based upon assessment by the department concerned.
- A student who applies for advanced standing from another Pharmacy Technician Program will be considered on an individual basis.
- Application for advanced credit is to be made prior to entry into the Pharmacy Technician Program.

Additional Comments:

- English 12 Literature is not accepted for English 12 prerequisite.
- Pre-entry into program upgrading requirements for Math, Chemistry, Biology, Typing, Computer skills can be obtained online or in face to face classes. Contact admissions for the campus or online offering that is convenient for you. Allow six months to one year to complete upgrade courses depending on your circumstances and course available.

Exceptions:

- Working pharmacy technicians or other health profession diploma holders, may enter

the program on a reduced PTEC program course load while completing prerequisites.

- Students applying to enter the pharmacy technician program with diplomas or degrees in other health professions will need to consult with the Program coordinator for an evaluation of similar courses taken in science or other college or university programs.
- Students that have taken pharmacy technician programs or medical terminology from other schools or institutions will need to provide transcripts and course outlines for the registrar & program coordinator to evaluate placement on entry to the Selkirk College Pharmacy Technician program.

Course Descriptions

PTEC 100 PHARMACY SEMINAR

Pharmacy Seminar provides a communications platform for students to become familiar with the role of a pharmacy technician. During the first week the learner is introduced to the Pharmacy Technician Handbook and fall term course work, followed by an orientation in using message boards and chat groups. Thereafter weekly check in chat sessions provide a forum to present topics related to the work of the pharmacy technician and pharmacist in a pharmacy setting.

Prerequisites Acceptance into the Pharmacy Technician Program.

This course is available via Distance Education.

PTEC 104 PHARMACY BILLING, REGULATIONS AND PROTOCOLS

In this course the provincial and federal laws governing the dispensing of pharmaceuticals and the roles and functions of the pharmacist will be reviewed as will the context of practice for both the pharmacist and the pharmacy technician. Also included will be exposure to the professional ethics of both the pharmacist and pharmacy technician and an overview of the functions of the College of Pharmacists in regulation of their practice. Third party billing plans will be discussed from the perspective of determining claim processes used by each agency.

Prerequisites Acceptance into the Pharmacy Technician Program.

This course is available via Distance Education.

PTEC 105 PHARMACY CALCULATIONS

Beginning with number systems, decimals, and fractions, the fundamentals of pharmaceutical math concepts are used to perform calculations. Emphasis is on the metric system, in keeping with

health care standards in Canada. Also included are ratios and proportions, dilutions and concentrations, percentage strengths, milliequivalents, and conversions among systems such as Apothecary, Avoirdupois and household measurements.

Prerequisites Acceptance into the Pharmacy Technician Program.

Corequisites: Pharmacy Seminar 100. This course is available via Distance Education.

PTEC 107 PHARMACOLOGY I

This is part one of a two-part course, which provides an introduction to general principles of pharmacology. It includes an overview of body systems that will enhance the understanding of drug actions. An emphasis is placed on learning brand and generic drug names used in common medical conditions. Common drug interactions and side effects are included.

Prerequisites Acceptance into the Pharmacy Technician Program.

This course is available via Distance Education.

PTEC 109 PHARMACY PRACTICE I

This course begins with an overview of the history of the pharmacy across time to bring context to the role of the pharmacist and pharmacy technician in the modern day pharmacy. It then focuses upon the language used in the pharmacy, including Latin abbreviations and terms and the appropriate use of medical terminology. Drug forms, dosages, routes and timing of drug administration, and interactions of drugs are thoroughly explained.

Prerequisites Acceptance into the Pharmacy Technician Program.

This course is available via Distance Education

PTEC 106 MERCHANDISING CONCEPTS

This course is an introduction to retailing in the Canadian environment. The course will include: consumer behaviour, retail marketing factors, retail location, retail image, store design and layout, retail product assortment, retail pricing and promotion, customer service and loyalty, handling customer complaints. Inventory management techniques such as inventory levels and pricing; an overview of electronic commerce and financial evaluation strategies are integrated within the course material. PTEC 106 Merchandising Concepts supplements the retail portion of Pharmacy Practice II.

Prerequisites Acceptance into the Pharmacy Technician Program.

This course is available via Distance Education.

PTEC 108 PHARMACOLOGY II

This is part two of a two-part course, which is a continuation of pharmacology general principles.

It includes an overview of body systems that enhances the understanding of drug actions. Emphasis is placed on learning brand and generic drug names used in common medical conditions. Common drug interactions and side effects are included.

Prerequisites Acceptance into the Pharmacy Technician Program. This course is available via Distance Education.

PTEC 110 PHARMACY PRACTICE II

Pharmacy Practice II is an introductory course that uses a body systems approach to study over-the-counter-drugs and herbal products.

Learners are also introduced to the home health care market where knowledge of specialty products and medical devices is an asset to working in a community pharmacy.

Prerequisites Acceptance into the Pharmacy Technician Program. This course is available via Distance Education.

PTEC 113 INTRODUCTION TO ASEPTIC TECHNIQUE

This introductory course presents the theory portion of sterile product preparation. Topics include aseptic principles, the aseptic environment, parenteral solutions, cytotoxic agents, documentation and quality assurance as recommended by the Canadian Society of Hospital Pharmacists.

Prerequisites Successful completion of PTEC 104; PTEC 105; PTEC 109

This course is available via Distance Education.

PTEC 114 STERILE PRODUCTS LAB

The focus of this lab course is the application of theory and practical hands-on skills performed by pharmacy technicians in sterile product preparation. Performance skills are evaluated in product preparation in vertical and horizontal air flow hoods, equipment maintenance, handling hazardous products and quality assurance documentation.

Prerequisites Successful completion of PTEC 104; PTEC 105; PTEC 109; PTEC 113.

PTEC 115 PRESCRIPTION DISPENSING LAB

This is a laboratory based course. In a simulated community pharmacy setting, computer and dispensing technical skills are practiced. Learners maintain patient profiles, prescription and narcotic files.

Prerequisites PTEC 105 with a B+ or better, and successful completion of PTEC 100, 104, 106, 107, 108, 109, and 110.

Corequisites: PTEC 119.

PTEC 116 COMPOUNDING LAB

This course reviews all aspects of the compounding process from equipment use and maintenance to the correct formulae preparation of mixtures such as creams, ointments, solutions and suspensions. Lab sessions include preparing compounds, labelling and presentation of products. Emphasis is placed on accuracy and the preparation of a safe pharmaceutically elegant product.

Prerequisites PTEC 105 with a B or better, and successful completion of PTEC 100, 104, 106, 107, 108, 109, and 110.

Corequisites: PTEC 115, 119.

PTEC 119 COMPUTER SKILLS FOR PRESCRIPTION PROCESSING

This course is a hands on introduction to a patient management pharmacy software system. Software functions include: updating and creating patient, drug, doctor, mixture profiles; new prescriptions, refills, part fills; prescription transfers to other pharmacies and third party billing procedures.

Prerequisites PTEC 105 with a B or better, and successful completion of PTEC 100, 104, 106, 107, 108, 109, and 110.

PTEC 120 HOSPITAL PHARMACY PRECEPTORSHIP

Available only on the recommendation of the program coordinator; The work experience preceptorship is offered to previous pharmacy technician community certificate holders who have had credentials and education assessed and have completed the required Selkirk Pharmacy Technician courses. Preceptorship transitions a student to pharmacy technician with the necessary manual skills, technical knowledge and clinical experience required on the job. Under supervision of a hospital pharmacist, students are oriented to hospital policies and procedures and other duties expected of a hospital pharmacy technician. This can include practical experience in admixture preparation, compounding, inventory control, drug distribution, packaging and computer-entry tasks.

Prerequisites Successful completion of all pharmacy technician theory and lab courses. This course is available via Distance Education.

PTEC 129 PRACTICUM

The Practicum is 140 - 160 hours in each a community and hospital pharmacy, comprising of work experience under the supervision of a preceptor pharmacist. The Practicum experience is aimed at facilitating the transition from student to the role of a pharmacy technician. Students will receive orientation to relevant policies and procedures with each pharmacy. Practicum experience will vary depending upon the pharmacy.

Community experience may include front store merchandise maintenance, customer service and other related duties. Dispensary duties may include: data entry of patient, drug, doctor profiles, third party billing, filling prescriptions and preparing compounds. Hospital experience may include admixture preparation, compounding, inventory control, drug distribution, packaging and computer entry tasks.

Prerequisites Successful completion of all Pharmacy Technician theory and lab courses. This course is available via Distance Education.

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NURSING UNIT CLERK

SIX-MONTH CERTIFICATE ONLINE

Program Calendar

Does a challenging, interesting career as a support person for a hospital health care team appeal to you? Selkirk's Nursing Unit Clerk Program prepares students for employment in an acute care hospital setting and provides certification opportunities for students working as Unit Clerks (also called Nursing Unit Assistants, Hospital Unit Coordinators).

2010

Intake dates for part-time only:

- January 25
- March 8
- April 26

June 4, 2010 - end of term. No instructional support in June, July and August. No further intakes until:

- September 7: full-time and part-time
- October 18: full-time and part-time
- November 29: part-time only

2011

Intake dates for part-time only:

- January 24
- March 7
- April 26

June 10, 2011 - end of term. No instructional support in June, July and August. No further intakes until:

- September 6: full-time and part-time
- October 17: full-time and part-time
- November 28: part-time only

Program Objectives

The program reflects real work situations and provides a curriculum designed to give learners the opportunity to gain the skills necessary to compete for employment and fulfill the role of a Nursing Unit Clerk, while encouraging a desire for life-long learning.

The program is not taught on Campus. The program is delivered in an online format. Students must have computer skills to complete this program, i.e. be familiar with internet, e-mail, word processing and file management. If you don't have these skills, courses are available by distance education through Selkirk College.

Completion Options

This 720-hour program may be taken full-time or part-time. Full-time students complete the program in six months, part-time students have up to two years to complete the program. The program courses have designated start and end dates. Students must follow the schedules and complete courses within the maximum time allotment.

Course of Studies

Translation Key:

Ttl = Total course hours per term

Courses marked as (D) may also be available via Distance Education.

Course	Name Term 1	Ttl
NUCL 146 (D)	Hospital Orientation	60
NUCL 152 (D)	Patient Chart Records	75
NUCL 154 (D)	Admissions, Discharges and Transfers	75
NUCL 156 (D)	Drug Nomenclature	90
NUCL 162 (D)	Medication Orders	60
NUCL 164 (D)	Laboratory Orders I	60
NUCL 166 (D)	Laboratory Orders II	60
NUCL 168 (D)	Diagnostic Orders	60
NUCL 170 (D)	Medical / Surgical Orders	60
NUCL 180 (D)	Practicum	120
	Total:	720

Career Potential

Graduates of this program obtain employment in hospitals. This program is designed to provide off-campus training with instructional support for students seeking future employment as a Nursing Unit Clerk within a hospital setting, and to provide certification opportunities for students currently working as unit clerks.

Admission Requirements

Fully qualified applicants are accepted in the order in which their applications are received and completed, therefore, it is important that the application form and supporting documentation are submitted as early as possible. For an application to be considered complete, Admissions must be provided with a completed application form and documentation of the following:

- Grade 12 or equivalent, or mature student status.
- Criminal records search - available from local RCMP detachment.
- Medical Terminology - MTAT 140* and MTAT 141* with a grade of C or better, or equivalent (transcripts required).
- Typing/Keyboarding - Test result showing 50 nwpm (supervised, 5 minute timed).
- Up to date immunizations - Immunization form mailed from Admissions upon receipt of application.
- Computer skills - Transcripts, certificates, employer letter, resume.

***These Medical Terminology courses are available online through Selkirk College. Contact Admissions for more information.**

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Application Procedure

Applications may be sent in from the website or printed from the website. Send completed applications and admission requirement documentation to Distance Admissions on the Castlegar Campus.

Once your application file is complete (documentation of all admission requirements has been received), an acceptance letter will be mailed. Students may register to begin the program upon receipt of the acceptance letter. Tuition and fees are due at the time of registration. To order your texts for the course, telephone the Bookshop on the Castlegar Campus at (250) 365-1281. Payment for texts is due at the time they are ordered.

Work Practicum

This is a placement in an acute care hospital where students work under the supervision of experienced Unit Clerks. Placement requests are sent to a hospital of the student's choice in their local area. Prospective hospitals are contacted by the College, only; students are not to solicit

placements. Every attempt is made to find a placement in the student's local area, but in some cases the student may be required to travel to another area. Students are eligible for a work practicum after they have successfully completed all other mandatory courses. Students must receive credit for practicum before certification is granted. Students currently employed as Unit Clerks may apply for prior learning assessment for the work practicum. Students seeking placements within IHA and FHA are advised to attend an on-campus computer training session prior to practicum.

Course Descriptions

NUCL 146 HOSPITAL ORIENTATION

This course introduces the learner to hospital departments, staff and communications, with emphasis on the role of the Nursing Unit Clerk (NUC) as the communications coordinator for the nursing unit. Case study discussions will be used to help the learner problem-solve authentic workplace situations.

This course is available via Distance Education.

NUCL 152 PATIENT CHART RECORDS

This course introduces the learner to the various forms that constitute a patient chart in the hospital and the Nursing Unit Clerk's (NUC) responsibility for those forms. Information is given about charting rules and procedures, patient confidentiality and how to maintain a patient chart. Using case study examples and actual forms from the hospital, the learner will create patient charts.

This course is available via Distance Education.

NUCL 154 ADMISSIONS, DISCHARGES AND TRANSFERS

This course introduces the learner to the Nursing Unit Clerk's (NUC) role in patient admission, discharge and transfer procedures within the hospital. Information is given about the Admitting Department, their role in these procedures and how the NUC interacts with this department. Using case study examples and actual forms from the hospital, the learner creates admission charts, a transfer chart and a discharge chart.

Prerequisites NUCL 152

This course is available via Distance Education.

NUCL 156 DRUG NOMENCLATURE

This course introduces the learner to the brand and generic names, categories and actions of some of the more commonly used drugs in the hospital. Information is given about pharmacological terminology and physicians' medication orders. This course provides the learner with the

pharmaceutical knowledge required to process physicians' medication orders.

This course is available via Distance Education

NUCL 162 MEDICATION ORDERS

This course introduces the learner to physicians' medication orders and the Nursing Unit Clerk's (NUC) role in processing medication orders. Information is given about the types and categories of orders, the use of abbreviations and acronyms, the components of a medication order, intravenous (IV) solutions and IV therapy orders. Actual forms and physicians' orders from the hospital will be used for practice.

Prerequisites NUCL 156

This course is available via Distance Education.

NUCL 164 LABORATORY ORDERS I

This course introduces the learner to the five departments within Laboratory Department (Lab), the role of the Nursing Unit Clerk (NUC) in processing Lab orders and how the NUC interacts with the Lab. Information is given about the various specimens obtained, abbreviations and acronyms used in Lab orders and requisitioning orders for the Hematology and Chemistry departments within the Lab. Actual requisitions and physicians' orders from the hospital will be used for practice. Case study discussions are used to help learners problem-solve authentic workplace situations.

This course is available via Distance Education.

NUCL 166 LABORATORY ORDERS II

This course introduces the learner to the Microbiology, Blood Bank and Pathology departments of the Laboratory (Lab) and the Nursing Unit Clerk's (NUC) role in processing orders for these departments. Information is given about the use of abbreviations and acronyms, specimens obtained, requisitioning orders for these departments and for specimens sent out to British Columbia Cancer Agency (BCCA) and the Provincial Laboratory in British Columbia. Actual requisitions and physicians' orders from the hospital will be used for practice. Case study discussions are used to help learners problem-solve authentic workplace situations.

Prerequisites This course is available via Distance Education

NUCL 168 DIAGNOSTIC ORDERS

This course introduces the learner to the diagnostic departments of Medical Imaging, Electrodiagnostics and Pulmonary Laboratory within the hospital and the Nursing Unit Clerk's (NUC) role in processing diagnostic orders. Information is given about the abbreviations and acronyms used in diagnostic orders, preparations for Medical Imaging procedures and requisitioning

orders for these departments. Actual requisitions and physicians' orders from the hospital will be used for practice. Case study discussions are used to help learners problem-solve authentic workplaces situations.

This course is available via Distance Education.

NUCL 170 MEDICAL / SURGICAL ORDERS

This course assists the learner in reviewing all program information; it is an accumulation of information learned in previous courses. A sampling of actual, typical orders from medical and surgical units is included. The course introduces the learner to admitting, pre-operative (pre-op), discharge and post-operative (post-op) orders, abbreviations and acronyms used for surgical procedures and the Nursing Unit clerk's role in processing physicians' orders.

This course is available via Distance Education.

NUCL 180 PRACTICUM

The Practicum course provides the learner with a consolidated clinical experience where they can apply theory from the Nursing Unit Clerk Program. Students work full shifts with an experienced Nursing Unit Clerk who acts as Preceptor, following the Preceptor's work rotation.

Prerequisites Successful completion of all theory courses in the Nursing Unit Clerk program.

This course is available via Distance Education.

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HUMAN SERVICES

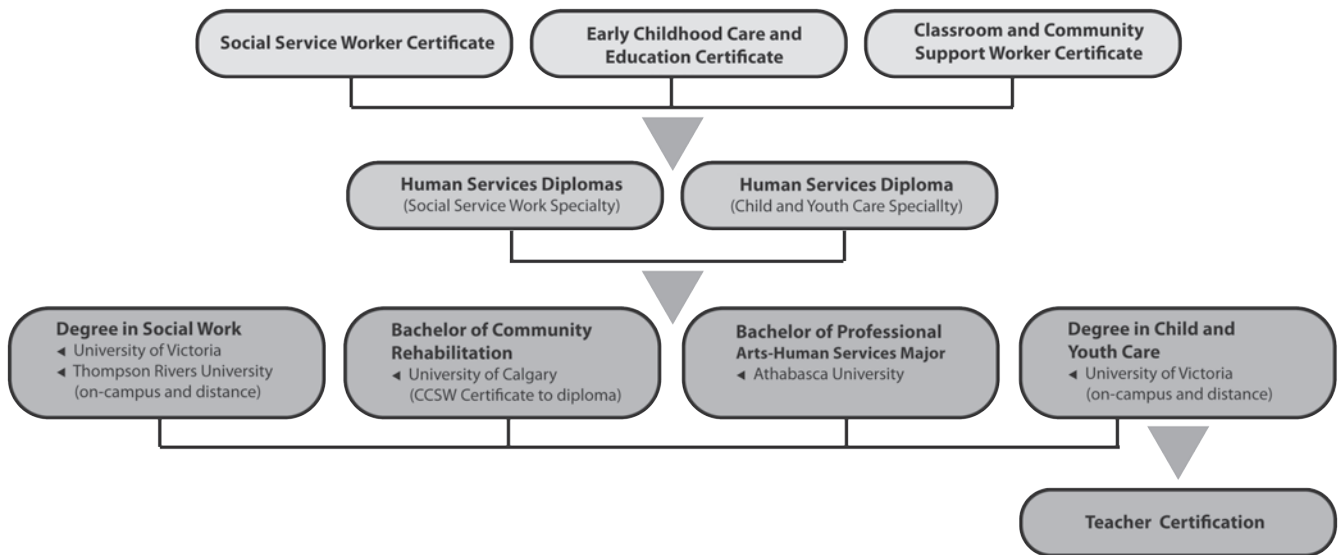
At Selkirk College, our skilled instructors will provide you with the academic, theoretical, philosophical and practical education you need to make a contribution to your community.

The overall goal of the Human Services instructional area is to provide certificate and diploma level programs that are current, relevant and responsive to individual student needs, and that provide skills and competencies that enable students to find employment in a chosen field or to be successful in further study.

Program offerings are based on a humanistic framework in which people are encouraged and supported in working towards personal fulfillment. Quality instruction is achieved through integration of experiential value-based instruction, case study analysis, theoretical analysis, cooperative learning strategies, and practical application of skills in practice settings.

Refer to the Human Services programs policies.

HUMAN SERVICES CERTIFICATE AND DIPLOMA PROGRAMS CHART



Program Calendar

2010

- September 7 & 8 - Student Orientation
- September 9 - Fall term instruction begin
- December 10 - Fall term instruction ends

2011

- January 4 - Winter term instruction begins
- February 14 - 18 - Reading Break
- April 8 - Winter term instruction ends

Program Objectives

We are a nine-month full-time college and community based program providing certification as a Classroom and Community Support Worker and the first year of study toward a Diploma in Human Services.

We provide education and training to:

- prepare graduates for leadership and excellence in their profession while assuring preparedness for lifelong learning and continued post-secondary education,
- a commitment to personal and professional wellness and
- a working knowledge of the importance of community partnerships.

This nine-month experience provides depth in the development of:

- knowledge (head),
- solid value base (heart) and
- professional and skills practice (hands)

Degree and Diploma Options

This certificate serves as a prerequisite for entry into the Human Services Diploma. Completion of the Human Services Diploma provides students with sufficient credit to enter third year of a Child and Youth Care, Bachelor of Social Work Degree, or a Bachelor of Community Rehabilitation, depending on the selection of elective courses. Please see diagram: Human Services Certificate and Diploma Programs chart.

Course of Studies

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Courses marked as (D) may also be available via Distance Education.

Course	Name	Lec	Lab
Term 1			
CCSW 155-3	Foundations of Practice	3	0
CCSW 156-3	Support Strategies	3	0
CCSW 170-2	Augmentative Communication	2	0
ENGL 110-3 (D)	College Composition	3	0
FAM 180-3	Family Dynamics	3	0
HSER 174-3	Interpersonal Communications	3	0
PSYC 100-3 (D)	Introductory Psychology I	3	1
Total:		20	1

Course	Name	Lec	Lab
Term 2			
CCSW 160-3	Classroom Support Strategies	3	0
CCSW 161-3	Person-Centered Planning	3	0
CCSW 165-3	Health and Wellness	3	0
CCSW 179-1	Application of Theory to Practice	1	0
CCSW 195-6	Practicum I	3.5	0
PSYC 101-3 (D)	Introductory Psychology II	3	1
SSW 161-3	Introduction to Social Policy	3	0
Total:		18.5	1

Course	Name	Lec	Lab
Term 3			
CCSW 196-5	Practicum II	5	40
Total:		5	40

Career Potential

The Certificate program prepares students to work with individuals across the lifespan in a variety of multi-disciplinary settings. Students become certified as educational assistants in schools or as support workers in residential, supported employment and recreational settings. Graduates of this program have a very high rate of employment following program completion. Students are prepared to continue their studies in diploma and degree programs.

Admission Requirements

Students may complete the program on a full or part-time basis. Part-time students are required to have their planned program reviewed by a program instructor who will provide advice regarding the selection of appropriate part-time options.

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following program requirements:

- English 12 or equivalent with a grade of "C" or better, or a minimum Language Proficiency Index (LPI) score of level 4.
- résumé.
- a completed Selkirk College application form.
- official transcripts of secondary and post-secondary education.
- two completed personal reference forms.
- completed health information form.
- completed criminal record check.
- complete assessment testing for reading, writing and math before registration.
- basic computer skills.

Course Descriptions

CCSW 155 FOUNDATIONS OF PRACTICE

This course introduces students to the theory and philosophical perspectives necessary for working with individuals who are challenged by a disabling condition. Values regarding service delivery are explored through a historical review of the disability movement and an examination of new initiatives and trends. This course also explores the impact of specific challenging conditions on the individual, the family and the service providers' practice. Through personal reflection and research the roots of person centred support will be explored and students will develop their own personal and professional philosophy of support work.

CCSW 156 SUPPORT STRATEGIES

This course focuses on support strategies used with individuals who have disabilities. The analysis and understanding of behaviour as a means of communication is explored. Strategies are learned and practised in context to support individuals with the development of pro-social skills, life, vocational, and academic skills. Non-violent Crisis Intervention and an awareness of issues related to healthy sexuality and the ethics of touch are explored. Emphasis is placed on the ethics of support work and effective implementation of strategies to support individuals with disabilities to be as independently as possible.

CCSW 170 AUGMENTATIVE COMMUNICATION

This course explores the alternative forms of communications for people with little or no speech. Non-speech communication programming is examined through review of normal and disordered language and the strengths and weaknesses of various augmentative communication systems. Communication systems studied include sign language and other manual systems, pictogram/ ideogram communication and electronic systems.

ENGL 110 COLLEGE COMPOSITION

Students needing a year of Introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive alternative to English 110/111 for students wishing to continue in the study of Arts or Humanities. English 110: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites A "C" or better in ENGL 12 or equivalent or LPI level 4.
This course is available via Distance Education.

FAM 180 FAMILY DYNAMICS

This course is designed to provide students with a variety of theoretical perspectives to understanding families. It considers the diversity of families including exploration of cultural differences, same-sex parents, single parents and blended families. The role of marriage is examined, as well as childbearing and socialization. Issues such as middle age, empty nest, aging in the family, and special concerns such as chronic illness, disability, alcoholism, violence, and poverty are introduced.

Prerequisites ENGL 12 or equivalent.

HSER 174 INTERPERSONAL COMMUNICATIONS

Provides the student with an opportunity to examine personal goals, values and attitudes; develop and practice listening and responding skills, and become more aware of personal strengths and limitations. Designed to help gain self-understanding in order to be more effective in working with people.

PSYC 100 INTRODUCTORY PSYCHOLOGY I

An introduction to the methods, theory and practice of psychology as a science. Among others, topics will include motivation and emotion, learning and memory, biological foundations, sensation and perception. Other topics are added at the discretion of the individual instructor. Class demonstrations and activities are used to illustrate concepts. Teaching methods and resources in the course vary with the instructor.

Prerequisites ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

This course is available via Distance Education.

CCSW 160 CLASSROOM SUPPORT STRATEGIES

This course focuses on integration of children into inclusive school situations with an emphasis on guidance approaches, teaching strategies, curriculum adaptation and the interrelationship of assessment and curriculum. Child development principle will provide the basis for program planning and implementation. The importance of cultural diversity and the role of the educational assistant will be stressed.

CCSW 161 PERSON-CENTERED PLANNING

This course focuses on the need for planning, advantages and disadvantages of planning and the key elements of the planning process. The course examines how to identify and obtain information relevant to planning, formulation of long and short-term objectives, prioritization of objectives, and translation of objectives into action. Emphasis

is placed on viewing planning as a dynamic process and analysis of human interaction as part of the planning process. Models for structuring positive interaction of all planning team members are reviewed.

CCSW 165 HEALTH AND WELLNESS

This course is designed to introduce the essential concepts of health and wellness with emphasis on six dimensions of wellness including: emotional, intellectual, spiritual, occupational, social and physical. Students will examine health and wellness from two perspectives: from the perspective of the students' lives and also the lives of others. The course will emphasize the importance of lifestyle changes being self-directed and on understanding ways in which we can support change in others and ourselves. Topics include: stress management, diet and nutrition, ageing, intimacy and relationships, immunity, safety, lifestyle, developing relationships and quality of life.

CCSW 179 APPLICATION OF THEORY TO PRACTICE

This course provides an overview of the role of the Special Education teacher assistant and of the community support worker. Codes of ethics, standards of practice, relevant policies and their application to practice are discussed as well as the practice of working as part of a multidisciplinary team. Content focuses on integration of relevant theory from other CCSW courses into practice to enhance theoretical learning. Students will develop short- and long-term professional goals and objectives and develop a professional portfolio in preparation for employment or continuing education.

CCSW 195 PRACTICUM I

This course provides students with an opportunity to work and observe in an educational or community living setting under the direction of college instructors and on-site staff. The focus of this practicum is to provide students with an opportunity to interact with children or adults with challenging conditions, to develop objective documentation skills and to observe the techniques and procedures used by on-site staff. This is a 19-day practicum beginning with two preparation days. A weekly seminar, CCSW 179, will allow students time for integration of their work experience and peer support.

PSYC 101 INTRODUCTORY PSYCHOLOGY II

Topics include thinking and other cognitive processes, development of the individual, personality, behaviour disorders, health and social psychology. Other topics are added at the discretion of the instructor. Class demonstrations and activities are used to illustrate concepts.

Prerequisites PSYC 100 with a grade of “C” or better or written permission of the Instructor and School Chair.

This course is available via Distance Education.

SSW 161 **INTRODUCTION TO SOCIAL POLICY**

Social issues confront us every day in our dealings with people and governments. This course will examine some of the issues and how they have developed, how they are handled politically, what services exist to meet social problems we all encounter (e.g. gender issues, First Nation issues, poverty, child abuse, alcoholism, crime, families in conflict, etc.) and what might be done to improve the human condition.

Prerequisites ENGL 110 or equivalent.

CCSW 196 **PRACTICUM II**

Practicum is an opportunity for students to demonstrate their abilities in field settings. It provides students with opportunities to learn experientially and to apply concepts from the classroom.

Practicum offers students opportunities to self-evaluate and receive feedback about their knowledge, skills, abilities and attitudes in the field of Classroom and Community Support. This is a five-week block practicum requiring twenty five practicum days.

**FOR LATEST INFORMATION
VISIT SELKIRK.CA**

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EARLY CHILDHOOD CARE AND EDUCATION

3 TERM CERTIFICATE (10 MONTH) PROGRAM AT CASTLEGAR

Program Calendar

2010

- September 7 & 8 - Student Orientation
- September 9 - Fall term instruction begins
- December 10 - Fall term instruction ends

2011

- January 4 - Winter term instruction begins
- February 14-18 - Reading break
- April 8 - Winter term instruction ends
- April 26 - June 4 - Spring term

Program Objectives

A career in the field of Early Childhood Care and Education combines challenge with creativity and enjoyment of people. The three-semester, 10 month, ECCE program at Selkirk College provides students with the knowledge, values and skills necessary to facilitate the growth and development of children two and one-half years through school-age.

Degree and Diploma Options

This certificate serves as a prerequisite for entry into the Human Services Diploma. Completion of the Human Services Diploma provides students with sufficient credit to enter third year of a Child and Youth Care, Bachelor of Social Work Degree, or a Bachelor of Community Rehabilitation, depending on the selection of elective courses.

Graduates pursuing further education can transfer six unassigned units (12 credits) and four and a half units (9 credits) of assigned university credit to the Child and Youth Care Degree program at University of Victoria or enter directly into the Human Services Diploma program at Selkirk College. Completion of the Human Services Diploma will provide students with sufficient credits to enter third year of a Child and Youth Care or Bachelor of Social Work degree; depending on selection of required and elective courses. Students entering the basic certificate with a view to diploma and degree completion should discuss academic career plans with program instructors upon entrance in order to plan efficient course selections. When students complete their ECCE certificate with an overall grade point average of "B", or receive HS coordinator approval, they will be formally accepted in the HS Diploma.

Course of Studies

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week

Courses marked as (D) may also be available via Distance Education.

Course	Name	Lec	Lab	Prac Wrk	Ttl Term Hours
Term 1					
ECCE 168	Clinical Practicum I	1	0	3	60
ECCE 178	Foundations of Professional Practice I	4	0		60
ECCE 180	Family Dynamics	3	0		45
ECCE 186 (D)	Child Health and Safety	3	0		45
ECCE 188	Responsive Child-Centered Environments	4	0		60
HSER 174	Interpersonal Communications	3	0		45
PSYC 100 (D)	Introductory Psychology I	3	1		60
	Total:	21	1	3	375

Course	Name	Lec	Lab	Prac Wrk	Ttl Term Hours
Term 2					
ECCE 169	Clinical Practicum II	1	0	3	60
ECCE 179	Foundations of Professional Practice II	4	0		60
ECCE 189	Responsive Child-Care Centered Environments II	4	0		60
ECCE 193	Child-Centered Partnerships I	4	0		60
ECCE 195	Practicum I	1	0	8	135
ENGL 110 (D)	College Composition	3	0		45
PSYC 240 (D)	Child Development	3	0		45
	Total:	20	0	11	465

Course	Name	Lec	Lab	Prac Wrk	Ttl Term Hours
Term 3					
ECCE 293 (D)	Child-Centered Partnerships II	3	0		45
ECCE 294	Practicum III	1	0		225
	Total:	4	0		270

Please see diagram: Human Services Certificate and Diploma Programs chart.

Career Potential

Graduates are qualified as assistant early childhood educators, and after completing an additional 500 hours of work experience are eligible to receive a license to practice as an Early Childhood Educator from the Community Care Facilities Branch, Ministry of Health (BC). For information regarding requirements for registration as an Early Childhood Educator in British Columbia please see the Early Childhood Education Information webpage at <http://www.hlth.gov.bc.ca/ccf/ece/index.html> The Early Childhood Education Registry can also be contacted at (250) 952-1726.

Graduates are in demand to work in childcare centres, nursery schools, preschool recreation, school-age programs, early learning and literacy programs and family centers.

Admission Requirements

Students may complete the program on a full or part-time basis. Each term will include courses available in the evening and in a distance or on-line format. In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Early Childhood Care and Education program requirements:

- Grade 12 or its equivalent (consideration will be given to mature students).
- English 12 or equivalent with a grade of "C" or better.

- Transcripts of secondary and post-secondary education.
- Résumé.
- A completed health information form
- Documentation of successful completion of 60 hours of supervised paid or volunteer work with groups of young children.
- Completed Selkirk College application form.
- Completed criminal record check.
- All applicants must complete assessment tests in reading, writing and math before registration.
- Two completed personal reference forms.
- Driver's license is recommended.

N.B. A scheduled orientation and interview session with Early Childhood Care and Education instructors will be held to discuss the nature of the ECCE program and requirements for practicum placements.

NOTES

- In order to qualify as an Early Childhood Educator with the Community Care Facilities Branch, it is necessary to complete 500 hours work experience in a licensed early childhood program under the supervision of a qualified Early Childhood Educator.
- The Early Childhood Care and Education Certificate program is the prerequisite for post-basic training programs.
- All students must earn an approved First-Aid certificate prior to receiving their Early Childhood Care and Education certificate.
- In addition to usual expenses for fees and books, students have added expenses for regular travel to area early childhood centres. Individuals enrolling in the program are advised that access to a reliable vehicle is necessary as travel to centres is the responsibility of the student.

Course Descriptions

ECCE 168 CLINICAL PRACTICUM I

This course provides students with practical experience in observing and recording children's individual abilities and interests over time. The course is designed to integrate theories and practices in the ECCE field. Students observe and participate in child care programs in the region. Reflective practice and professional conduct are developed.

Corequisites: ECCE 188.

ECCE 178 FOUNDATIONS OF PROFESSIONAL PRACTICE I

This course provides an overview to the role of the professional in early childhood care and education. Learners are supported in examining personal values, beliefs and assumptions about young children, families and services for children and families.

ECCE 188 RESPONSIVE CHILD-CENTERED ENVIRONMENTS

This course provides opportunities to learn about warm, caring, responsive relationships and emotionally safe child-centered environments. Students explore the areas of art, music, movement and drama within the conceptual frameworks of developmentally appropriate practice, the competent child, diversity, child-centered environments, sensory motor exploration, emergent curriculum and creativity.

HSER 174 INTERPERSONAL COMMUNICATIONS

Provides the student with an opportunity to examine personal goals, values and attitudes; develop and practice listening and responding skills, and become more aware of personal strengths and limitations. Designed to help gain self-understanding in order to be more effective in working with people.

PSYC 100 INTRODUCTORY PSYCHOLOGY I

An introduction to the methods, theory and practice of psychology as a science. Among others, topics will include motivation and emotion, learning and memory, biological foundations, sensation and perception. Other topics are added at the discretion of the individual instructor. Class demonstrations and activities are used to illustrate concepts. Teaching methods and resources in the course vary with the instructor.

Prerequisites ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

This course is available via Distance Education.

ECCE 186 CHILD HEALTH AND SAFETY

The focus of this course is on personal wellness and the planning, establishment and maintenance of a safe and healthy environment in programs for children from birth to school age. Topics include: food preparation and handling; planning nutritious snacks and meals; diapering and toileting; accident prevention and hazard identification; medication; illness management and assessment; modeling healthy practices and utilizing community health resources.

This course is available via Distance Education.

ECCE 180 FAMILY DYNAMICS

This course is designed to provide students with a variety of theoretical perspectives to understanding families. It considers the diversity of families including exploration of cultural differences, same-sex parents, single parents and blended families. The role of marriage is examined, as well as childbearing and socialization. Issues such as middle age, empty nest, aging in the family, and special concerns such as chronic illness, disability, alcoholism, violence, and poverty are introduced.

Prerequisites ENGL 12 or equivalent.

ECCE 169 CLINICAL PRACTICUM II

This course provides students with practical experience in observing and recording children's individual abilities and interests over time. The course is designed to integrate theories and practices in the ECCE field. Students observe and participate in child care programs in the region. Reflective practice and professional conduct are developed.

Prerequisites All fall semester courses.

Corequisites: ECCE 186 and ECCE 193.

ECCE 193 CHILD-CENTERED PARTNERSHIPS I

In this course, learners reflect upon values, beliefs and attitudes towards building warm relationships with children. Understanding of self within the guiding relationship is developed. With the use of problem solving techniques, students learn the skills of guiding and caring for children and creating emotionally safe, respectful environments that are empowering and that enhance autonomy and maximize potential.

ECCE 195 PRACTICUM I

This course provides the learner with practical experience in an early childhood centre. Students integrate learning and demonstrate skills in interpersonal communication, observing and recording children's responses and abilities, program planning, guiding and caring and growing professional awareness. Seminars are scheduled for reflective discussion of practicum learning.

ENGL 110 COLLEGE COMPOSITION

Students needing a year of Introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive alternative to English 110/111 for students wishing to continue in the study of Arts or Humanities. English 110: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites A “C” or better in ENGL 12 or equivalent or LPI level 4.

This course is available via Distance Education.

PSYC 240 **CHILD DEVELOPMENT**

An introduction to normal child development, this course explores selected aspects of the physical, cognitive, emotional, and moral development of children from birth to adolescence; and examines the major theories of child development.

Prerequisites PSYC 100/101 or equivalent or written permission of the Instructor and School Chair.

This course is available via Distance Education.

ECCE 179 **FOUNDATIONS OF PROFESSIONAL PRACTICE II**

This course provides an overview of the field of early childhood education from a philosophical perspective. An ecological approach is used to explore issues such as diversity, personal and professional ethics, legal requirements and other factors relevant to children, families and child care environments. Students examine anti-bias principles and approaches to working with young children. By exploring their own adult role in play environments, learners will integrate thinking regarding philosophies of least restrictive environments and inclusionary practices

ECCE 189 **RESPONSIVE CHILD-CENTERED ENVIRONMENTS II**

This course builds on the concepts and theories of ECCE 188 with an emphasis on play theory, social relationships and skills, and creative and cognitive processes in children ages three to six years. Learners examine the interface of adults and children in a child-centered environment. Students learn ways of supporting and extending the interests, understandings and problem-solving abilities of young children.

ECCE 293 **CHILD-CENTERED PARTNERSHIPS II**

The concepts and skills of ECCE 193 are further developed and enhanced. Students examine guiding relationships and apply principles and skills to complex situations. Ways of enhancing partnerships with families through active support to parents are learned and practiced.

This course is available via Distance Education.

ECCE 294 **PRACTICUM III**

Block practicum for 6 weeks in April/May In this course, students synthesize learning with practical application. The focus is on collaboration with families and community in the creation of inclusive, responsive, culturally- sensitive, child-centered environments for young children. Learners continue to engage in the process of

self-reflection and individual goal setting regarding exemplary professional practice. Seminars are scheduled for reflective discussion of practicum learning.

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**FOR LATEST INFORMATION
VISIT SELKIRK.CA**

Program Calendar

2010

- September 7 & 8 - Student Orientation
- September 9 - Fall term instruction begins
- December 10 - Fall term instruction ends

2011

- January 4 - Winter term instruction begins
- February 14-18 - Reading break
- April 8 - Winter term instruction ends
- May 5 - Spring term begins
- Beginning of June - Spring semester ends

Program Objectives

A Human Services Diploma Program is available at Selkirk College:

- This program meets the admission requirements for entry into the third year of the four-year degree program from the School of Child and Youth Care (CYC) at the University of Victoria, University of the Fraser Valley or Vancouver Island University and/or third year of a four year degree program from the School of Social Work (SSW) at the University of Victoria or Thompson Rivers University. The Schools of Social Work at the University of the Fraser Valley and University of Northern BC (UNBC) may accept the diploma for admission, with additional courses.
- This program provides more advanced training and recognition to certificate level and experienced practitioners in a specific human service field whose goal is to continue their learning and career advancement in a specific practice realm.

Additional Information

- The Diploma program may be completed on a full- or part-time basis.
- Students attending full or part-time with the intent of completing the full Diploma program are required to attend a program orientation interview. Students taking courses for professional development only will not be required to attend an interview. These students are required to complete a general college admission form and submit a course registration form for the specific courses they wish to take. Admission to these courses will be granted on a space availability basis.

Course of Studies

Translation Key:

Lec = Lecture Hours per week;

Courses marked as (D) may also be available via Distance Education.

Course	Name	Lec
	Term 3	
HSER 254	Core Concepts in Human Services	3
HSER 258	Fundamentals of Change I	3
HSER 276	Issues in Youth	3
PSYC 240 (D)	Child Development	3
	Total:	12

Course	Name	Lec
	Term 4	
HSER 255	Professional Foundations for Human Services	3
HSER 259	Fundamentals of Change II	3
HSER 264	Introduction to Professional Child and Youth Care	3
ENGL 111 (D)	Introduction to Literature	3
PSYC 241 (D)	Adult Development	3
HSER 257	Mental Health Issues: Practical Responses (elective)	3
FNST 287	First Nations Practice Studies (Elective)	3
	Total:	21

Course	Name	Lec
	Term 5	
HSER 270	Practicum in a Child and Youth Care Setting	5
	Total:	5

- Some practicum sites may require an up-to-date criminal records check.
- All applicants must complete assessment tests in reading, writing and math before registration.
- Students in a certificate program are given an orientation to the diploma program at the end of the first year. Students entering the second year without a certificate program must schedule an interview with the program coordinator.

education settings. Students are prepared to take on more advanced practice in a team setting. Also students are prepared to continue their studies in degree programs.

Note: With increased employer expectations for work readiness, the Human Services Diploma broadens one's scope of employment and income potential.

Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Human Service Diploma entrance requirements:

- A certificate in Early Childhood Care and Education (ECCE), Social Services Worker(SSW) or Classroom andCommunity Support Worker(CCSW) with an overall GPA of "B", or School Chair approval. Applicants whose credential was earned more than five years ago are required to meet School Chair approval based on evidence of related work in Human Services or Continuing Education. Applicants with 30 university transfer credits, significant paid experience in a helping profession, and who meet all personal suitability requirements, will be considered on an individual basis.

- A résumé and two letters of reference from people who can attest to your suitability to the human services field. Students who have graduated from a Selkirk Human Services Certificate program in the past two years are exempted from this requirement. Please note: Depending on your certificate you may need to take additional courses to complete your diploma. (Example: English 111, SSW 160 or ADD 184)

Course Descriptions

HSER 254 **CORE CONCEPTS IN HUMAN SERVICES**

This course introduces students to the concepts of theory and practice in Human Services and the interrelationship between the two. A number of theoretical perspectives on change, such as developmental, feminist and multicultural, are explored both from a Social Work and Child and Youth Care practice perspective. Each approach offers a basis for understanding behaviour and supporting behavioural change. These approaches offer the basis for developing a beginning of an integrated knowledge base for approaching practice.

Prerequisites HS Certificate or Instructor's permission.

HSER 258 **FUNDAMENTALS OF CHANGE I**

This course is designed to assist the student to develop self-awareness as a helper and to develop both an understanding and a beginning level of skill. Students are required to participate in exercises, role plays, simulations and video taping in interviews and counselling in order to accomplish the course objectives.

Prerequisites HS Certificate or Instructor's permission.

HSER 276 **ISSUES IN YOUTH**

Issues in Youth will explore the issues that face those in adolescence and early adulthood in various societies. 'Adolescence' and 'early adulthood' are terms used to describe a time of life in which major developmental and social changes occur. An exploration of adolescence and early adulthood, and the issues that are unique to these stages of life in various societies will occur. Students will be exposed to theories of adolescence, issues of gender, sociological explanations of existing issues, and to local and international programs designed to address these issues. This online course complements face-to-face contacts that will occur during the semester.

Prerequisites ENGL 110.

PSYC 240 **CHILD DEVELOPMENT**

An introduction to normal child development, this course explores selected aspects of the physical, cognitive, emotional, and moral development of children from birth to adolescence; and examines the major theories of child development.

Prerequisites PSYC 100/101 or equivalent or written permission of the Instructor and School Chair.

This course is available via Distance Education.

GERO 200 **CONTEMPORARY ISSUES IN GERONTOLOGY**

Contemporary Issues in Gerontology will provide students with an understanding of how the process of aging affects individuals and how an aging population affects and influences Canadian society. Aging will be examined within historical, contemporary and culture contexts. Topics will include aging and health, aging demographics, the psychology and sociology of aging, finances and economics, retirement, leisure, housing and transportation, and family social supports. Participants will have the opportunity to identify and examine their personal beliefs and values about the aging process throughout the course.

Prerequisites Certificate/Diploma in any Health or Human Service Discipline is preferred. This course is available via Distance Education.

HSER 255 **PROFESSIONAL FOUNDATIONS FOR HUMAN SERVICES**

The foundations of human services professional practices are explored through an examination of the issues surrounding professional identity, ethical practice, and the interdisciplinary team approach. The skills required for communicating as a professional and as a team member, both oral and written, are developed throughout the course.

Prerequisites HS Certificate or Instructor's permission.

HSER 259 **FUNDAMENTALS OF CHANGE II**

This course is designed to assist students to build advanced helping skills on the base developed in HSER 258. Students learn to use their helping relationships and interpersonal communication skills within the framework of the helping process model. Students are required to demonstrate their skill development on video tape, as well as demonstrate analytical skills that will require both self-awareness and knowledge of the helping model. The focus is on the skills required to carry out action planning, support of action and evaluating of outcome in helping interventions.

Prerequisites HS Certificate or Instructor's permission.

HSER 264 **INTRODUCTION TO PROFESSIONAL CHILD AND YOUTH CARE**

This course is designed to provide an overview of the child and youth care field, and the professional identity of child and youth care workers, which will enable students to work with and advocate for children, youth and families more effectively. The historical development of the field is explored and students gain a working understanding of the key concepts and basic principles of practice in the child and youth care field. They also develop a clear understanding of the similarities and differences in the role and function of child care professionals and other human service professionals.

Prerequisites ENGL 110.

PSYC 241 **ADULT DEVELOPMENT**

An introduction to normal adult development, this course examines critical issues and theories of adolescence, and early, middle and late adulthood.

Prerequisites PSYC 100/101 or equivalent or written permission of the Instructor and School Chair.

This course is available via Distance Education.

HSER 257 (recommended elective) **MENTAL HEALTH ISSUES: PRACTICAL SOLUTIONS**

Practical Responses to Mental Health and Addictions Problems, provides instruction in a variety of rehabilitative and treatment modalities used in work with marginalized populations. Attitudes toward mental health and substance use problems and how they impact helper effectiveness are explored in a supportive milieu. Evidence-based practices such as Psychosocial Rehabilitation and Harm Reduction are used as frameworks for the development of skills and knowledge. Students are introduced to strategies for overcoming stigma and supporting client empowerment in a variety of community and facility settings.

FNST 287 **FIRST NATIONS PRACTICE STUDIES (ELECTIVE)**

This course allows students to explore issues directly impacting First Nations communities. An exploration of factors impacting the development of current issues as well as current approaches used to address these issues is undertaken.

Prerequisites ENGL 110.

**HSER 270 PRACTICUM IN A CHILD
AND YOUTH CARE SETTING**

A 200 to 250 hour practicum located in a child and youth care setting. This practicum requires students to work directly with children and/or youths in order to promote professional skill acquisition and integration. Emphasis is placed on observation and recording skills, awareness of personal functioning in relation to the children and/or youths. The ability to demonstrate beginning-level case management planning, intervention, and case-presentation skills with both a one-to-one focus and a group focus are also emphasized.

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HUMAN SERVICES DIPLOMA: SOCIAL SERVICE WORKER (SSW) SPECIALTY

TWO-YEAR DIPLOMA AT CASTLEGAR CAMPUS

Program Calendar

2010

- September 7 & 8 - Student Orientation
- September 9 - Fall term instruction begins
- December 10 - Fall term instruction ends

2011

- January 4 - Winter term instruction begins
- February 14-18 - Reading break
- April 8 - Winter term instruction ends
- Spring term begins April 26th
- Spring term ends the beginning of June

Program Objectives

A Human Services Diploma Program is available at Selkirk College:

- To provide access to all prerequisites for entry into the third year of the four-year degree program from the School of Social Work (SSW) at the University of Victoria, UBC Okanagan or Thompson Rivers University. The Schools of Social Work at the University of the Fraser Valley and University of Northern BC (UNBC) may accept the diploma as prerequisite. The Child and Youth Care Program (CYC) at the University of Victoria, University of the Fraser Valley or Vancouver Island University may also grant third year of a four year degree program with additional courses.
- To provide more advanced training and recognition to certificate level and experienced practitioners in a specific human service field whose goal is to continue their learning and career advancement in a specific practice realm.

Additional Information

- The Diploma program may be completed on a full- or part-time basis.
- Students attending full or part-time with the intent of completing the full Diploma program are required to attend a program orientation interview. Students taking courses for professional development only will not be required to attend an interview. These students are required to complete a general college admission form and submit a course registration form for the specific courses they wish to take. Admission to these courses will be granted on a space availability basis.

Course of Studies

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Courses marked as (D) may also be available via Distance Education.

Course	Name	Lec
	Term 3	
HSER 254	Core Concepts in Human Services	3
SSW HSER 258	Fundamentals of Change I	3
HSER 276	Issues in Youth	3
PSYC 240 (D)	Child Development	3
GERO 200 (D)	Contemporary Issues in Gerontology (elective)	3
	Total:	15

Course	Name	Lec
	Term 4	
HSER 255	Professional Foundations for Human Services	3
HSER 257	Mental Health Issues: Practical Responses (elective)	3
HSER 259	Fundamentals of Change 2	3
HSER 281	Directed Studies - Methods	3
PSYC 241 (D)	Adult Development	3
FNST 287	First Nations Studies (elective)	3
	Total:	18

Course	Name	Lec
	Term 5	
HSER 280	Advanced Human Service Practicum (Optional)	5
	Total:	5

- Some practicum sites may require an up-to-date criminal records check.
- All applicants must complete assessment tests in reading, writing and math before registration.
- Students in a certificate program are given an orientation to the diploma program at the end of the first year. Students entering the second year without a certificate program must schedule an interview with the program coordinator.
- Students must be computer literate. All assignments must be typewritten and most courses have a e-campus support site.

Note: With increased employer expectations for work readiness, the Human Services Diploma broadens one's scope of employment and income potential.

Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Human Service Diploma entrance requirements:

- A certificate in ECCE, SSW or CCSW with an overall GPA of "B", or School Chair approval. Applicants whose credential was earned more than five years ago are required to meet School Chair approval based on evidence of related work in Human Services or Continuing Education. Applicants with 30 university transfer credits, significant paid experience in a helping profession, and who meet all personal suitability requirements, will be considered on an individual basis.
- A résumé and two letters of reference from people who can attest to your suitability to the human services field. Students who have graduated from a Selkirk Human Services

Career Potential

The Diploma program prepares students to work with individuals across the lifespan in a variety of multi-disciplinary settings such as schools, community centres, government and non government or community agencies, correctional or residential programs, and early childhood education settings. Students are prepared to take on more advanced practice in a team setting. Also students are prepared to continue their studies in degree programs.

Certificate program in the past two years are exempted from this requirement. Please note: Depending on your certificate you may need to take additional courses to complete your diploma. (Example: English 111, SSW 160 or ADD 184)

Elective Courses

In addition to the required courses listed, students must take two additional electives from University Arts and Sciences and/or Human Services courses. Consult your faculty advisor to develop your course schedule.

ENGL 111 is listed as a required course. However, SSW students will have already completed this course.

Course Descriptions

HSER 254 CORE CONCEPTS IN HUMAN SERVICES

This course introduces students to the concepts of theory and practice in Human Services and the interrelationship between the two. A number of theoretical perspectives on change, such as developmental, feminist and multicultural, are explored both from a Social Work and Child and Youth Care practice perspective. Each approach offers a basis for understanding behaviour and supporting behavioural change. These approaches offer the basis for developing a beginning of an integrated knowledge base for approaching practice.

Prerequisites HS Certificate or Instructor's permission.

HSER 258 FUNDAMENTALS OF CHANGE I

This course is designed to assist the student to develop self-awareness as a helper and to develop both an understanding and a beginning level of skill. Students are required to participate in exercises, role plays, simulations and video taping in interviews and counselling in order to accomplish the course objectives.

Prerequisites HS Certificate or Instructor's permission.

HSER 276 ISSUES IN YOUTH

Issues in Youth will explore the issues that face those in adolescence and early adulthood in various societies. 'Adolescence' and 'early adulthood' are terms used to describe a time of life in which major developmental and social changes occur. An exploration of adolescence and early adulthood, and the issues that are unique to these stages of

life in various societies will occur. Students will be exposed to theories of adolescence, issues of gender, sociological explanations of existing issues, and to local and international programs designed to address these issues. This online course complements face-to-face contacts that will occur during the semester.

Prerequisites ENGL 110.

PSYC 240 CHILD DEVELOPMENT

An introduction to normal child development, this course explores selected aspects of the physical, cognitive, emotional, and moral development of children from birth to adolescence; and examines the major theories of child development.

Prerequisites PSYC 100/101 or equivalent or written permission of the Instructor and School Chair.

This course is available via Distance Education.

GERO 200 CONTEMPORARY ISSUES IN GERONTOLOGY

Contemporary Issues in Gerontology will provide students with an understanding of how the process of aging affects individuals and how an aging population affects and influences Canadian society. Aging will be examined within historical, contemporary and culture contexts. Topics will include aging and health, aging demographics, the psychology and sociology of aging, finances and economics, retirement, leisure, housing and transportation, and family social supports. Participants will have the opportunity to identify and examine their personal beliefs and values about the aging process throughout the course.

Prerequisites Certificate/Diploma in any Health or Human Service Discipline is preferred. This course is available via Distance Education.

HSER 255 PROFESSIONAL FOUNDATIONS FOR HUMAN SERVICES

The foundations of human services professional practices are explored through an examination of the issues surrounding professional identity, ethical practice, and the interdisciplinary team approach. The skills required for communicating as a professional and as a team member, both oral and written, are developed throughout the course.

Prerequisites HS Certificate or Instructor's permission.

HSER 257 (recommended elective) MENTAL HEALTH ISSUES: PRACTICAL SOLUTIONS

Practical Responses to Mental Health and Addictions Problems, provides instruction in a variety of rehabilitative and treatment modalities used in work with marginalized populations. Attitudes toward mental health and substance use problems and how they impact helper effectiveness are

explored in a supportive milieu. Evidence-based practices such as Psychosocial Rehabilitation and Harm Reduction are used as frameworks for the development of skills and knowledge. Students are introduced to strategies for overcoming stigma and supporting client empowerment in a variety of community and facility settings.

HSER 281 DIRECTED STUDIES - METHODS

This is a directed studies methods course for working with a specified client population. Students are expected to demonstrate a basic understanding of the specific theoretical approaches to working with the specific client population. Further, they are expected to demonstrate an in depth understanding of the specific concerns and issues related to a distinctive group, such as people with specific disabilities, drug and alcohol addictions, people who experience violence, community-based advocacy, etc. Each student is required to develop a contract with an appropriate faculty member that includes the required outcomes.

PSYC 241 ADULT DEVELOPMENT

An introduction to normal adult development, this course examines critical issues and theories of adolescence, and early, middle and late adulthood.

Prerequisites PSYC 100/101 or equivalent or written permission of the Instructor and School Chair.

This course is available via Distance Education.

HSER 259 FUNDAMENTALS OF CHANGE

This course is designed to assist students to build advanced helping skills on the base developed in HSER 258. Students learn to use their helping relationships and interpersonal communication skills within the framework of the helping process model. Students are required to demonstrate their skill development on video tape, as well as demonstrate analytical skills that will require both self-awareness and knowledge of the helping model. The focus is on the skills required to carry out action planning, support of action and evaluating of outcome in helping interventions.

Prerequisites HS Certificate or Instructor's permission.

FNST 287 FIRST NATIONS PRACTICE STUDIES (ELECTIVE)

This course allows students to explore issues directly impacting First Nations communities. An exploration of factors impacting the development of current issues as well as current approaches used to address these issues is undertaken.

Prerequisites ENGL 110.

HSER 280 ADVANCED HUMAN SERVICE PRACTICUM

Practicum A second level or advanced practicum for individuals who have completed a previous block practicum or have demonstrated those skills through a PLA. After an orientation to the agency, students are expected to provide direct services, assuming full responsibility with appropriate supervision, to specified clients, or client groups. Students will develop competence in providing a specific service and in participating as a team member in the agency. The practicum is normally 250 hours.

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Program Calendar

2010

- September 7 & 8 - Student Orientation
- September 9 - Fall term instruction begins
- December 10 - Fall term instruction ends

2011

- January 4 - Winter term instruction begins
- February 14-18 - Reading break
- April 8 - Winter term instruction ends

Program Objectives

The Social Service Worker program at Selkirk College is a challenging, exciting program that introduces students to the helping professions. Social Work values form the foundation of this beneficial and rewarding program. Graduates of the Social Service Worker program are prepared to practice in a number of Community Service agencies, institutions and schools. Students gain a firm and appropriate base for continuing their professional education in either Child and Youth Care or Social Work.

Students are introduced to the profession of social work, to social justice, and the theoretical underpinnings of human service practice. The program teaches practical interviewing, communication and support skills that include individual, group and family strategies. There is an emphasis on both written and oral communication as well as on the promotion of self awareness, personal growth and readiness for practice. Critical thinking, team building and problem solving skills are integral parts of the training. Feminist and First Nations approaches to practice are modeled and taught as well as an appreciation for diversity of people and practices. Anti-oppressive perspectives are promoted.

Practicum provides an opportunity to explore a variety of services and programs serving a wide range of populations that includes people who are poor, are young, are old, have a mental illness, have behavioral problems, or other issues that interfere with their ability to cope successfully in a demanding society. The program prepares students to work as entry level practitioners in the Human Services field. A commitment to life-long learning is emphasized and modeled in the Social Service Worker program.

Course of Studies

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Courses marked as (D) may also be available via Distance Education.

Course	Name	Lec	Lab
	Term 1		
ENG 110-3(D)	College Composition	3	0
FAM 180-3	Family Dynamics	3	0
HSER 174-3	Interpersonal Communications	3	0
PSYC 100-3 (D)	Introductory Psychology I	3	1
SSW 160-3	Introduction to Social Work	3	0
SSW 162-3	Community Resources	3	0
	Total:	18	1

Course	Name	Lec	Lab
	Term 2		
ADD 184-3	Introduction to Concepts of Chemical Dependence	3	0
ENGL 111-3(D)	Introduction to Literature	3	0
PSYC 101-3 (D)	Introductory Psychology II	3	1
SSW 157-3	Group Skills	3	0
SSW 161-3	Introduction to Social Policy	3	0
SSW 163-5	Field Work I	3.5	0
SSW 166-1	Application of Theory to Practice	0	1
	Total:	18.5	1

Course	Name	Lec	Lab
	Term 3		
SSW 168-5	Field Work II (Block Placement)	5	0
	Total:	5	0

Degree and Diploma Options

This certificate serves as a prerequisite for entry into the Human Services Diploma. Completion of the Human Services Diploma provides students with sufficient credit to enter third year of a Child and Youth Care, Bachelor of Social Work Degree, or a Bachelor of Community Rehabilitation, depending on the selection of elective courses. Please see diagram: Human Services Certificate and Diploma Programs chart.

Career Potential

Employment opportunities exist in a wide range of settings including private social agencies, schools, and non-profit and government organizations. Graduates of the Selkirk College Social Service Worker program have found employment as child & youth care workers, community youth workers, adolescent group home workers,

transition house workers, geriatric workers, mental health outreach workers & in group homes and hospital social service workers.

Students interested in pursuing a degree in Social Work or Child and Youth Care at the University of Victoria can graduate with up to 18 university transfer units (36 credits) [six of those units (12 credits) are "unassigned credit" available to applicants who have completed a recognized paraprofessional program]. Students interested in a BSW degree or a BA in Child and Youth Care should confirm details with the University of Victoria. For a BSW degree students should also contact Thompson Rivers University, University College of the Fraser Valley, and the University of Northern BC.

Note: With increased employer expectations for work readiness, the Human Services Diploma broadens one's scope of employment and income potential.

Admission Requirements

Students may complete the program on a full or part-time basis. All qualified applicants are required to have their planned program reviewed by a program instructor who will provide advice regarding the selection of appropriate full and part-time options.

In addition to meeting the general entrance requirements for Admission to Selkirk College, an applicant must meet the following Social Service Worker program requirements:

- Grade 12 or equivalent (consideration will be given to mature students).
- English 12 or equivalent with a grade of “C” or better. (or a minimum Language Proficiency Score (LPI) of level 4).
- A completed application form.
- Résumé.
- Two completed personal reference forms.
- Official copies of all relevant transcripts.
- Completed criminal record check.
- A work reference based on 60 hours of paid or volunteer social services related work experience.
- Driver’s licence and transportation.

Practicum Requirements

Program practicum requirements include both field observations and field work.

Course Descriptions

ENGL 110 COLLEGE COMPOSITION

Students needing a year of Introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive alternative to English 110/111 for students wishing to continue in the study of Arts or Humanities. English 110: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites A “C” or better in ENGL 12 or equivalent or LPI level 4.

This course is available via Distance Education.

FAM 180 FAMILY DYNAMICS

This course is designed to provide students with a variety of theoretical perspectives to understand-

ing families. It considers the diversity of families including exploration of cultural differences, same-sex parents, single parents and blended families. The role of marriage is examined, as well as childbearing and socialization. Issues such as middle age, empty nest, aging in the family, and special concerns such as chronic illness, disability, alcoholism, violence, and poverty are introduced.

Prerequisites ENGL 12 or equivalent.

HSER 174 INTERPERSONAL COMMUNICATIONS

Provides the student with an opportunity to examine personal goals, values and attitudes; develop and practice listening and responding skills, and become more aware of personal strengths and limitations. Designed to help gain self-understanding in order to be more effective in working with people.

PSYC 100 INTRODUCTORY PSYCHOLOGY I

An introduction to the methods, theory and practice of psychology as a science. Among others, topics will include motivation and emotion, learning and memory, biological foundations, sensation and perception. Other topics are added at the discretion of the individual instructor. Class demonstrations and activities are used to illustrate concepts. Teaching methods and resources in the course vary with the instructor.

Prerequisites ENGL 12 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

This course is available via Distance Education.

SSW 160 INTRODUCTION TO SOCIAL WORK

This course is designed to introduce students to the practice of social work considering the ideological and historical influences which have shaped social work in Canada. The value, knowledge and skill foundations to this challenging profession are investigated. Further, it explores the roles of social workers and their methods of intervention based on several practice frameworks, including systems, strengths perspectives, structural, feminist and Aboriginal approaches. Throughout the course, the present trends and directions of the profession and field are discussed.

Prerequisites ENGL 12 or equivalent with a grade of “C” or better.

SSW 162 COMMUNITY RESOURCES

This course is designed to provide an orientation to professionals and agencies providing social services in the West Kootenay as well as to prepare students for practicum activities. Students visit a variety of settings where services are available to deal with a wide range of issues. Resource people are brought in to furnish workshops and information which supplements the course

content. The course is an introduction to the notion of applying theory to practice. These experiences should assist students in making their choice of field placement for the winter term as well as increasing their understanding of the depth and breadth of the social service system in this area. Data collection, observation and analytical skills will be developed and demonstrated through this course.

ADD 184 INTRODUCTION TO ADDICTION

This course is designed as an introduction to the study of addiction, both substance and behavioural. Current research in the pharmacological, physiological, social and spiritual causes of addiction are considered as well as current models for understanding dependence, recovery and relapse. Students learn how the addictive process is assessed and treated based on the physical, emotional, social and spiritual needs of the client. Family support, self-help programs, harm reduction and current trends in addictive substances and behaviours are also explored.

Prerequisites ENGL 12 or equivalent.

ENGL 111 INTRODUCTION TO LITERATURE

Students needing a year of introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive alternative to English 110/111 for students wishing to continue in the study of Arts or Humanities. English 111 is a one-semester introduction to literary genres through the study of drama, poetry, the short story, and the novel. The course will give students the opportunity to read, discuss, and write about texts in the different genres.

Prerequisites ENGL 110 with a grade of “C” or better.

This course is available via Distance Education.

PSYC 101 INTRODUCTORY PSYCHOLOGY II

Topics include thinking and other cognitive processes, development of the individual, personality, behaviour disorders, health and social psychology. Other topics are added at the discretion of the instructor. Class demonstrations and activities are used to illustrate concepts.

Prerequisites PSYC 100 with a grade of “C” or better or written permission of the Instructor and School Chair.

This course is available via Distance Education.

SSW 157 GROUP SKILLS

Effective social service workers need a good understanding of groups and group skills. This knowledge and skill development can be applied to a large number of settings: in the workplace as a team member; working with specific client groups including children, adolescents, families,

special interest groups, learning and discussion groups; planning, implementing and evaluating community development work. Students will work in groups to gain first-hand experience in group dynamics.

SSW 161 INTRODUCTION TO SOCIAL POLICY

Social issues confront us every day in our dealings with people and governments. This course will examine some of the issues and how they have developed, how they are handled politically, what services exist to meet social problems we all encounter (e.g. gender issues, First Nation issues, poverty, child abuse, alcoholism, crime, families in conflict, etc.) and what might be done to improve the human condition.

Prerequisites ENGL 110 or equivalent.

SSW 163 FIELD WORK I

This Winter semester of practical experience in a social service organization involves a one week orientation followed by one day a week in the field placement. Required competencies must be demonstrated at an appropriate level in order to advance to final practicum course.

Prerequisites Completion of all first semester courses.

SSW 166 APPLICATION OF THEORY TO PRACTICE

This weekly on-line seminar in the Winter semester is for students enrolled in SSW 163. Discussions will focus on field placement activities. The emphasis of the course is on applying the theory of social services to its practice.

SSW 168 FIELD WORK II (BLOCK PLACEMENT)

A full time work study program for five weeks after Winter semester that affords the student an opportunity to practice the skills learned in the previous two semesters. Field work provides an opportunity for students to demonstrate competency required for permanent employment in Social Service Agencies. On-line weekly seminars will support this practicum.

Prerequisites SSW 163 and completion of all program courses.

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hospitality & tourism

AT SELKIRK COLLEGE

Nelson is the best place to learn about hospitality and tourism. The cultural and recreation scenes are renowned, and Selkirk College's Tenth Street Campus has been tailored to meet your educational needs.

Employment prospects for graduates from this program are excellent. There is high demand for the expertise and experience students acquire in these programs. Looking for your dream career? This could be your lift ticket.

PROFESSIONAL COOK TRAINING

This program teaches the culinary ABC's, from soups and salads to meats, veggies and desserts. Students learn to plan menus, prepare ingredients and cook meals—for groups of 4 to 400. This provincially standardized program prepares graduates for success in restaurants, cafeterias and fast-food outlets.



RESORT AND HOTEL MANAGEMENT

This two-year program focuses on resorts and hotels but introduces students to all areas of hospitality. Graduates are well prepared to thrive in a fast-paced, exciting and growing industry. A broad range of career paths are available, and all courses qualify for university transfer. A high demand for skilled managers means the sky is the limit for graduates.



SKI RESORT OPERATIONS AND MANAGEMENT

Where better to learn to operate and manage a ski resort than in the West Kootenay region? Whitewater Ski Resort is less than 30 minutes from our campus, and Red Mountain Ski Resort is just an hour away. This two-year diploma program is the longest running program of its kind in Canada. Courses are specially developed for the ski and snowboard industry and qualify for university transfer.



GOLF CLUB OPERATIONS ONLINE (GCOOL)

This ten-course certificate is perfectly suited to existing golf club staff members who need to upgrade skills to acquire management positions, to young people wishing to break into the golf industry, or to retired people wanting to pursue a second career at one of Canada's 2,200 golf clubs.



Program Calendar

Professional Cook 1

2010

- September 13 Fall semester begins
- December 17 Fall semester ends

2011

- January 4 Winter semester begins.
- February 14-18 Reading Week
- April 15 Winter semester ends

Professional Cook 2

2010

- Start Date - October 5
- Term Break: December 17 - January 3

2011

- Classes resume January 4
- End Date January 21

NOTE:

As a result of the recent Industry Training Authority's revised training model the Professional Cook Training program curriculum is currently in development. Our website will be updated shortly with the revised program curriculum (selkirk.ca/ht/cook).

Program Objectives

Selkirk College offers two levels of the provincially standardized cooking program. This program is designed to provide skills and knowledge for students/graduates to become competent, professional, frontline employees. A certificate will be issued to those who successfully complete Professional Cook 1 and Professional Cook 2.

Professional Cook 1

Professional Cook 1 is a 28 week provincially standardized program designed to train people for employment in restaurants, institutions, and fast-food outlets.

Professional Cook 2

Professional Cook 2 is a 14 week, provincially standardized program designed to introduce students to the complexity, diversity and attractiveness of the Cooking profession. Students acquire practical experience preparing a la carte, table d'hote and prix fixe menu items for patrons of the College's training dining room.

Course of Studies

Translation Key:

Ttl = Total course hours per term

Course	Name
Term 1	
COOK 100 A	Occupational Skills
COOK 100 B	Stocks, Soups and Sauces
COOK 100 C	Vegetables and Fruits
COOK 100 D	Starches
COOK 100 E	Meats
COOK 100 F	Poultry
COOK 100 G	Seafood
COOK 100 H	Garde Manger
COOK 100 I	Eggs, Breakfast Cookery and Dairy
COOK 100 J	Baked Goods and Desserts
COOK 100 K	Beverages

Course	Name
Term 2	
COOK 101 A	Occupational Skills
COOK 101 B	Soups, Stocks and Sauces
COOK 101 C	Vegetables and Fruit
COOK 101 D	Starches
COOK 101 E	Meats
COOK 101 F	Poultry
COOK 101 G	Seafood
COOK 101 H	Garde Manger
COOK 101 I	Eggs, Breakfast Cookery and Dairy
COOK 101 J	Baked Goods and Desserts
COOK 101 K	Beverages

Course	Name
Term 3	
COOK 200 A	Occupational Skills
COOK 200 B	Stocks, Soups and Sauces
COOK 200 C	Vegetables and Fruits
COOK 200 D	Starches
COOK 200 E	Meats
COOK 200 F	Poultry
COOK 200 G	Seafood
COOK 200 H	Garde Manger
COOK 200 J	Baked Goods and Desserts

Career Potential

The demand for professional cooks is very high and growing. There is tremendous potential for placement in many types of industry establishments. Students have found excellent steady employment in hospitals, camps, major resorts and hotels. Also many small establishments and restaurant chains employ our students locally and throughout BC and Alberta. If you would like more information on possible employment opportunities please feel free to call Selkirk College (250) 352-6601.

Admission Requirements

ACADEMIC

Admission is open to individuals who:

- have graduated from a BC senior secondary school or equivalent (may be under 19 years of age).
- an official secondary school transcript must be submitted.
- mature students must be least 19 years of age and have completed Grade 10 or equivalent with passing grades in Math and English, **OR**
- are at least 19 years of age and have been admitted at the discretion of the School Chair.

GENERAL

- All applicants are required to complete pre-admission Computer Placement Tests in Math and English placement.
- All applicants are required to complete a personal interview with the program instructor. Where circumstances make a personal interview impractical, a telephone interview may be conducted. It is recommended that applicants bring a resume to the interview. **NOTE:** Interview results are not used as criteria for admission.
- All applicants are required to present evidence of a recent medical examination and proof of a recent TB test.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Prior Learning Assessment

Selkirk College recognizes experience and expertise gained by students prior to entry into College programs. Through a prior learning assessment and recognition (PLAR) process, a student may receive course credits for knowledge and experience acquired in the workplace. Through an interview and documentation process including the student, a PLAR advisor, and the instructor, the student's experience is evaluated in relation to the course requirements. Through PLAR a student may receive credit for one or more courses in a given program.

COOK 100 A OCCUPATIONAL SKILLS THEORY/PRACTICAL

Trade Knowledge

Cooks need to understand the personal and professional expectations of various occupations in the trade as well as the training and certification programs available throughout their career.

Safety Standards

There are many hazards present in the kitchen and a cook must have a good working knowledge of recommended safety and fire prevention procedures.

Menu Planning

Cooks prepare food from a variety of different menu styles and formats, and should be familiar with common menu terminology and composition

COOK 100 B STOCKS SOUPS AND SAUCES

Stocks

Correctly prepared stocks are essential to the preparation of many dishes, and cooks must know the correct preparation methods and uses of a variety of types of stock.

Thickening and Binding Agents

A number of different thickening and binding agents are used in food preparation, and cooks must select and use them correctly for a variety of tasks.

Soups

A variety of soups are prepared for use in most foodservice establishments, and cooks must know how to correctly prepare the basic types of clear and thick soups.

Sauces

Sauces are an integral part of many dishes, and cooks must know how to prepare and correctly use the leading types of sauces.

COOK 100 C VEGETABLES AND FRUITS

Vegetables

Cooks must identify, select and prepare a variety of vegetables on a daily basis for use in other dishes and as accompaniments.

Fruit

Fruits and fruit juices are being used more and more frequently in food preparation. Cooks must be able to identify, select, and prepare them correctly

COOK 100 D STARCHES

Potatoes

A variety of potatoes and potato dishes are used daily in most food service establishments. Cooks must identify different varieties of potatoes and then prepare them in a number of different ways correctly.

Pastas and Farinaceous Products

Pasta and noodle dishes are an integral part of many menus. Cooks must be able to correctly identify, use, and prepare a variety of pasta and noodle dishes.

COOK 100 E MEATS

Cut and Process Meats

Cooks must be able to identify various types of meat and cut and process them correctly. Cuts of meat are prepared differently according to their characteristics, and cooks must be able to identify the characteristics of each different type.

Cook Meats

Meats are prepared in a variety of ways and cooks must be able to identify, select, and prepare different types of meat using dry, moist, and combination methods.

COOK 100 F POULTRY Cut and Process Poultry

Cooks must be able to identify various types of poultry and cut and process them correctly. Cuts of poultry are prepared differently according to their characteristics, and cooks must be able to identify the characteristics of each different type.

Cook Poultry

A variety of poultry and poultry products are used in most foodservice operations, and cooks must be able to identify, select and prepare them correctly.

COOK 100 G **SEAFOOD**

Cut and Process Seafood

Cooks must be able to identify, cut and process a variety of types of fish and shellfish for use in the kitchen.

Cook Fish

Fish dishes are key components of many menus, and cooks must be able to prepare fish dishes in a variety of ways.

Cook Shellfish

Shellfish form the basis for many menu items, and cooks must know how to prepare shellfish in a variety of different ways.

COOK 100 H **GARDE MANGER**

Dressings, Condiments and Accompaniments

Salads are a key component of most menus, and cooks must be able to identify and prepare a variety of salad dressings.

Salads

Different types of salads and salad ingredients are components of most foodservice menus, and cooks must be able to identify and prepare the basic types of salads.

Sandwiches

Cooks must be able to identify and prepare a variety of hot and cold sandwiches

COOK 100 I **EGGS AND BREAKFAST COOKERY AND DAIRY**

Egg Dishes

Eggs and egg dishes are the key components of breakfast menus, and cooks must be able to identify and prepare eggs and egg dishes in a variety of ways.

Breakfast Accompaniments

In addition to egg dishes, there are a number of different accompaniments and breakfast items that cooks must be able to identify and prepare correctly.

Dairy Products and Cheeses

There are many different types of dairy products and cheese. Cooks must be able to identify, select, and use them in a variety of ways.

COOK 100 K **BEVERAGES**

Beverages are served in most foodservice establishments. Cooks must be able to identify and prepare common types of beverages.

COOK 101 A **OCCUPATIONAL SKILLS**

Trade Knowledge

Cooks need to understand the personal and professional expectations of various occupations in the trade as well as the training and certification programs available throughout their career.

Safety Standards

There are many hazards present in the kitchen and a cooks must have a good working knowledge of recommended safety and fire prevention procedures.

Menu Planning

Cooks prepare food from a variety of different menu styles and formats, and should be familiar with common menu terminology and composition.

COOK 101 B **STOCK, SOUPS AND SAUCES**

Stocks

Correctly prepared stocks are essential to the preparation of many dishes, and cooks must know the correct preparation methods and uses of a variety of types of stock.

Thickening and Binding Agents

A number of different thickening and binding agents are used in food preparation, and cooks must select and use them correctly for a variety of tasks.

Soups

A variety of soups are prepared for use in most foodservice establishments, and cooks must know how to correctly prepare the basic types of clear and thick soups.

Sauces

Sauces are an integral part of many dishes, and cooks must know how to prepare and correctly use the leading types of sauces.

COOK 101 C **VEGETABLES AND FRUITS**

Vegetables

Cooks must identify, select and prepare a variety of vegetables on a daily basis for use in other dishes and as accompaniments.

Fruit

Fruits and fruit juices are being used more and more frequently in food preparation. Cooks must be able to identify, select, and prepare them correctly

COOK 101 D **STARCHES**

Potatoes

A variety of potatoes and potato dishes are used daily in most food service establishments. Cooks must identify different varieties of potatoes and then prepare them in a number of different ways correctly.

Pastas and Farinaceous Products

Pasta and noodle dishes are an integral part of many menus. Cooks must be able to correctly identify, use, and prepare a variety of pasta and noodle dishes.

Rice, Grains and Legumes

Rice is an essential accompaniment to many ethnic foods and one of the main starch components on many menus. Cooks must be able to correctly identify and prepare rice and a variety of rice dishes.

COOK 101 E **MEAT**

Cut and Process Meats

Cooks must be able to identify various types of meat and cut and process them correctly. Cuts of meat are prepared differently according to their characteristics, and cooks must be able to identify the characteristics of each different type.

Cook Meats

Meats are prepared in a variety of ways and cooks must be able to identify, select, and prepare different types of meat using dry, moist, and combination methods.

COOK 101 F **POULTRY**

Cut and Process Poultry

Cooks must be able to identify various types of poultry and cut and process them correctly. Cuts of poultry are prepared differently according to their characteristics, and cooks must be able to identify the characteristics of each different type.

Cook Poultry

A variety of poultry and poultry products are used in most foodservice operations, and cooks must be able to identify, select and prepare them correctly.

COOK 101 G **SEAFOOD**

Cut and Process Seafood

Cooks must be able to identify, cut and process a variety of types of fish and shellfish for use in the kitchen.

Cook Fish

Fish dishes are key components of many menus, and cooks must be able to prepare fish dishes in a variety of ways.

Cook Shellfish

Shellfish form the basis for many menu items, and cooks must know how to prepare shellfish in a variety of different ways.
Corequisites:

COOK 101 H GARDE MANGER

Dressings, Condiments and Accompaniments
Salads are a key component of most menus, and cooks must be able to identify and prepare a variety of salad dressings.

Salads

Different types of salads and salad ingredients are components of most foodservice menus, and cooks must be able to identify and prepare the basic types of salads.

Sandwiches

Cooks must be able to identify and prepare a variety of hot and cold sandwiches.

COOK 101 I EGGS, BREAKFAST COOKERY AND DAIRY

Egg Dishes

Eggs and egg dishes are the key components of breakfast menus, and cooks must be able to identify and prepare eggs and egg dishes in a variety of ways.

Breakfast Accompaniments

In addition to egg dishes, there are a number of different accompaniments and breakfast items that cooks must be able to identify and prepare correctly.

Dairy Products and Cheeses

There are many different types of dairy products and cheese. Cooks must be able to identify, select, and use them in a variety of ways.

COOK 101 J BAKED GOODS, AND DESSERTS

Principles of Baking

Cooks must be able to understand the principles and procedures used in baking and dessert preparation.

Pastries

Cooks must be able to identify and prepare a variety of pies and basic pastry items.

Desserts

A variety of basic desserts are a key component of most foodservice menus. Cooks must be able to identify and prepare different types of basic fruit desserts, custards, and puddings.

Quick Breads

Quick breads are used in a variety of different parts of the menu. Cooks must be able to identify and prepare different types of quick breads using the two major preparation methods.

Cookies

There are a number of varieties of cookies and different preparation methods for each. Cooks must be able to identify and correctly prepare cookies using the common methods.

Yeast Products

Basic yeast breads are a key component of most foodservice operations. Cooks must be able to identify and correctly prepare basic yeast doughs and products.

COOK 101 K BEVERAGES

Beverages

Beverages are served in most foodservice establishments. Cooks must be able to identify and prepare common types of beverages

COOK 200 A OCCUPATIONAL SKILLS

Trade Knowledge

Knowing the rights and responsibilities of employees and employers is an important part of any occupation.

Menu Planning

Cooks must understand the principles of menu planning in order to design an effective menu.

Ordering and Inventory

Managing inventory is essential to any foodservice establishment. Cooks must be able to follow routine inventory procedures on a daily basis.

Human Resource and Leadership Skills

Effective communication is a key part of the successful operation of any establishment. Cooks must be able to communicate effectively in order to work successfully as a team.

Front of House

A variety of different table settings are used in foodservice establishments. Cooks must know the appropriate table settings and service techniques for a variety of menu styles.

Cost Management

Managing costs and inventory is essential to any foodservice establishment. Cooks must be able to follow routine cost management procedures on a daily basis.

Ingredients and Nutritional Properties

Good nutrition is essential to good health. Cooks must understand the principles and procedures for preparing nutritious food.

COOK 200 B STOCKS, SOUPS AND SAUCES

Soups

Specialty soups such as consommé and bisque are a part of many menus. Cooks must know the correct procedures for preparing specialty soups

Sauces

Cooks must be able to prepare derivative sauces from the leading types of sauces, and use them correctly for a variety of menu items.

COOK 200 C VEGETABLES AND FRUITS

Vegetables

Cooks must prepare vegetables in a variety of methods, using additional techniques such as stuffing, turning, glazing, and gratinating.

Vegetarian Dishes

Vegetarian menu items are becoming increasingly popular, and cooks must be able to identify the leading vegetarian diets, choose suitable menu items, and prepare a variety of vegetarian dishes.

COOK 200 D STARCHES

Potatoes

Specialty potato dishes are the mainstay of many menus. Cooks must be able to prepare a variety of potato dishes in both small and large volumes.

Pastas and Farinaceous Products

Fresh and stuffed pastas and other farinaceous products are common items on many foodservice menus. Cooks must know how to prepare fresh pasta, stuffed pastas, and a variety of specialty pasta dishes and farinaceous products.

Rice, Grains and Legumes

Grains and legumes are becoming more and more popular on foodservice menus. Cooks must be able to identify and correctly prepare a variety of grains and legumes

COOK 200 E MEATS**Cut and Process Meats and Poultry**

In order to correctly prepare meat products, cooks must be able to identify the correct cutting and processing procedures for primary and secondary cuts of meat.

Cook Meats

Dry heat, moist heat, and combination methods of cooking meat are part of most foodservice menus. Cooks must be able to choose a suitable cooking method for various cuts, and then correctly prepare a variety of meat dishes.

COOK 200 F POULTRY**Cut and Process Poultry**

In order to correctly prepare meat and poultry products, cooks must be able to identify the muscle and bone structure and correct cutting procedures for primary and secondary cuts of meat and poultry.

Prepare Poultry

Cooks must prepare poultry using a variety of cooking methods.

COOK 200 G SEAFOOD**Cut and Process Seafood**

Cooks must cut, clean, and process a variety of seafood for use in the kitchen.

Cook Fish

Fish dishes are a component of many menus. Cooks must be able to correctly prepare a variety of fish dishes using various cooking methods.

Prepare Shellfish

Shellfish are used on many menus, and cooks must be able to correctly prepare a variety of shellfish and shellfish dishes.

COOK 200 H GARDE MANGER**Dressings, Condiments and Accompaniments**

Specialty salad dressings and cold sauces are used on many foodservice menus. Cooks must

be able to identify and correctly prepare and utilize a variety of dressings and cold sauces.

Salads

Specialty salads are becoming more and more common on many foodservice menus. Cooks must be able to identify and correctly handle specialty salad ingredients.

Hors-d'œuvre and Appetizers

There are many types of hot and cold hors d'œuvre. Cooks must be able to identify and correctly prepare a variety of common types of hors d'œuvre.

Presentation Platters

Presentation platters are a key component of banquet preparation in many foodservice establishments. Cooks must know the principles and correct preparation of a variety of vegetable, fruit, cheese, and meat platters.

COOK 200 J BAKED GOODS AND DESSERTS**Pastries**

Specialty pastry items are components of many menus. Cooks must be able to identify and correctly prepare a variety of specialty pastries and pastry products.

Yeast Products

A variety of yeast risen products are used in the kitchen. Cooks must be able to identify and correctly prepare a variety of specialty yeast doughs and yeast risen products.

Cakes and Tortes

There are numerous types of cakes and tortes that are common to many menus. Cooks must know the basic methods of preparing and decorating a variety of cakes, cheesecakes, and charlottes.

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GOLF CLUB OPERATIONS ONLINE CERTIFICATE

TEN COURSE CERTIFICATE ONLINE AT TENTH STREET CAMPUS

Certificate Program

In response to requests for flexible golf management career development courses and less costly delivery methods, Selkirk College is the **first accredited** post secondary institution in Canada to offer a comprehensive online certificate in **golf management**. This program is perfectly suited to existing golf club staff who need to upgrade **golf management** skills to acquire management positions, to young people wishing to break into the golf industry, or to retired people wanting to pursue a second career at one of Canada's 2,200 golf clubs.

GCOOL golf club manager career development offerings can be pursued two ways:

- A complete 10-course Golf Club Operations Online (GCOOL) Certificate. Course testimonials are available.
- Individual 45-hour courses [12 weeks to complete each course, see courses]

All ten courses are offered twice a year:

- November 1 - January 30
- February 1 - April 23

GCOOL offerings are different than distance learning of a decade ago. New technology facilitates a much richer learning environment by employing audio and video, interactive PowerPoint sessions, and online discussion forums. Selkirk College does everything possible to make the instructional approaches suit learner preferences. If you want to advance your current **golf management** career with accredited certification, or if you wish to improve your chances of entering this dynamic industry, online golf management courses are a rapid and very cost effective option.

Admission Requirements

GCOOL golf online courses are open admission, but experience reveals that applicants who hope to complete courses successfully should have solid computer, verbal and written skills. Students are required to have computer access and high-speed Internet.

Course Descriptions

GCOOL 101 FINANCIAL CONTROLS FOR GOLF CLUBS

The goal of this course is to give a starting point to evaluate financial activities. Plain-language explanations and golf specific examples will help you identify areas in your club that could be

Course of Studies

Translation Key:

Ttl = Total course hours per term

Course	Name	Ttl
Term 1		
GCOOL 101 (D)	Financial Controls for Golf Clubs	45
GCOOL 102 (D)	Overview of Golf Club Operations	45
GCOOL 103 (D)	Food and Beverage Controls	45
GCOOL 104 (D)	Financial Tools for Golf Club Managers	45
GCOOL 105 (D)	Golf Shop Operations	45
GCOOL 106 (D)	Golf Club Marketing	45
GCOOL 107 (D)	Turfgrass Management	30
GCOOL 108 (D)	Human Resources for Golf Clubs	45
GCOOL 109 (D)	Leadership in the Golf Industry	45
GCOOL 110 (D)	Tournaments and Special Events Planning	45
	Total:	450

improved, and methods you can use to evaluate planned changes to operating activities.

This course is available via Distance Education.

GCOOL 102 OVERVIEW OF GOLF CLUB OPERATIONS

This is just the course for you if you want to learn or understand so much more about Canadian golf club operations. You'll learn about Canada's two basic types of golf clubs: private (there are four of them) and public (there are three), and their organizational structure and characteristics.

You'll discover the four types of Canadian private golf clubs: member-owned, equity-owned, single or corporate owned, and semi-private, ranging from the most exclusive of golf clubs to golf clubs that will allow anyone to play.

You'll also familiarize yourself with Canada's public golf clubs: the municipal, resort, and "owner/operator" golf clubs.

You'll see how these golf clubs are managed by a single general manager or a triumvirate partnership of the club manager, golf pro, and golf course superintendent all working together and all reporting to the golf club's board of directors or owner.

You will learn about the historic evolution of clubs and the major issues and trends facing golf clubs of today.

You'll bone up on the organizational structure and terms of reference of the board of directors, the volunteer committees, the general manager, and all department heads. You'll review how they all work as one large team to satisfy their particular clientele and you'll discover exactly what their roles and responsibilities are.

You'll ponder on how to manage the clubhouse with its inherited problems and realize the importance of formal and informal budgeting. You will become familiar with the "Daily Operation Report", a tool used for revenue and expense control and learn why there are so many difficulties in managing the golf club's food and beverage operation.

You'll discuss clubhouse maintenance, housekeeping, and locker room management from the toiletries to stock and laundry systems to be used.

Come join us for a thorough overview!
This course is available via Distance Education.

GCOOL 103 FOOD AND BEVERAGE CONTROLS

Food and Beverage control is critical to the financial well-being of any food operation. Fundamentals of internal controls and information systems for food and beverage operations will be covered. The course covers techniques of effective purchasing, receiving and production; sales control and food and beverage cost calculations. Labour cost control methods are explained and discussed. Note: It is recommended that students apply early in order to receive the textbook prior to the course start date.

This course is available via Distance Education.

GCOOL 104 FINANCIAL TOOLS FOR GOLF CLUB MANAGERS

Have you wondered about the best way to pinpoint the cause of some of the financial weaknesses in your organization? Do you know what questions to ask your accountant/bookkeeper so you get just the information you need? If you're feeling a little outside your area of expertise at the AGM or at Finance Committee

meetings, this course will help put many of your questions into perspective. The content is designed to help you make sense of much of the financial information provided to you every month, and to use this information to assist with making financial decisions in the future.

You don't have to be an accountant to understand the information you will encounter in this course — that's the whole point. Plain-language explanations and golf specific examples will help you identify areas in your club that could be improved and methods you can use to evaluate planned changes to operating activities.

Students in this course will be assigned short readings to clarify what is going to be discussed in the next on-line discussion group, and will use a variety of case examples to demonstrate how the information is relevant to your club's operations. The goal here is to give you a starting point to evaluate your financial activities and then discuss these points with fellow students. These discussions will certainly lead to the sharing of "best practices" used by other golf clubs. Some of these will work for you, some will not, but the discussion groups will offer you a wide range of options to help you with locating some of the causes of financial weaknesses that exist in many clubs.

Throughout this course you will see what data needs to be collected to improve your financial overview of the club activities. As they say "information is power", but collecting too much of, or the wrong type of information is an expensive and time consuming exercise. This course is available via Distance Education.

GC00L 105 **GOLF SHOP OPERATIONS**

The golf shop is the focal point of the club's activities. There is so much more member contact with the golf shop operation than with any other club department. Today's successful General Manager realizes the importance of operating a well organized, excellence-oriented shop (staffed with outstanding employees) where the main goal is to exceed the expectations of the client in every possible way.

You'll learn about all facets of the golf shop operation from the shop personnel, the golf shop's floor plan, layout, and design, to analysis of the sales, the preparation of a retail buying plan, inventory management and control, and the "open to buy" formula.

You'll discover the four elements of promotion, how to acquire and manage a golf car fleet and all about the advantages and disadvantages of golf shop contracting or leasing - the whole gamut. This course is available via Distance Education.

GC00L 106 **GOLF CLUB MARKETING**

This course will focus on the knowledge and skills necessary to successfully market a golf facility. With unerring focus on maximizing return on investment (ROI) from all marketing endeavors, students learn how to employ systematic research and strategic marketing planning tools. Also covered are the 11 P's of the marketing mix, the use of 3rd Millennium technology, how to interpret socio-economic trends, the gamut of modern advertising options, and how to employ public relations and media relations. Students also learn how to conduct marketing audits to determine strengths and weaknesses of existing marketing programs.

This course is available via Distance Education.

GC00L 107 **TURFGRASS MANAGEMENT**

Turf grass management is a great discipline for people who love golf and who love working outdoors in park-like settings. The tasks and responsibilities of the course superintendent are analyzed, and the principles of good turf grass management are studied. Students learn about course construction, irrigation, drainage, course design, soil management, fertilizers, mowing techniques and procedures, water management, equipment use and maintenance, how to mitigate insect pests and diseases, as well as alternatives to chemical turf treatments.

This course is available via Distance Education.

GC00L 108 **HUMAN RESOURCES FOR GOLF CLUBS**

This course takes a practical look at how to plan and put in place a comprehensive personnel administration system. The curriculum covers job analysis (determining the number and types of positions needed), the creation of job descriptions, recruitment and selection of job candidates, job interviews, reference checking, orientation, training, performance evaluation, disciplinary procedures and strategies, and termination processes that respect individual rights and that are also in accord with current legal statutes.

This course is available via Distance Education.

GC00L 109 **LEADERSHIP IN THE GOLF INDUSTRY**

One of the greatest challenges a manager faces is to create and maintain a harmonious and productive work force. Through an examination of one's own leadership style as it relates to accepted leadership theories, students learn how to achieve organizational and personal goals. Why people behave the way they do in an organization is studied along with delegation, motivation, decision making, effective business meeting structure, conflict management, coaching, and team building.

This course is available via Distance Education.

GC00L 110 **TOURNAMENTS AND SPECIAL EVENTS PLANNING**

No doubt one of the most popular courses among students, in this course you will discover the in's and out's of planning and conducting special activities and programs at the golf club.

You'll analyze the need for standard grass roots programming at the golf club level and learn, specifically, the importance of developing strong junior golf and members' programs.

You'll examine how to organize "opens," "invitations" and "corporate" golf days while learning about the financial impacts of these events at all levels. You'll learn to plan and coordinate exactly how to make tournaments and special events successful.

Catering to the wants and needs of the larger groups will be emphasized as you tune into the tricks and tips of tee time booking procedures, practice/teaching facility do's and don'ts and back shop operations supervision...the whole nine yards.

Join us to learn (while you earn)!

This course is available via Distance Education.

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FOR LATEST INFORMATION VISIT SELKIRK.CA

RESORT AND HOTEL MANAGEMENT

TWO-YEAR DIPLOMA AT TENTH STREET CAMPUS, NELSON

Program Calendar

2010

- September 7- Fall semester begins.
- October 5 - Year II begins.
- December 17 - Fall semester ends.

2011

- January 4 - Winter semester begins.
- February 14-18 Reading Week (*subject to change)
- April 22 - Winter semester ends.
- May 2 - Work semester begins for first year students.

Prior to May 31, 2010 only fully qualified students will be accepted. After June 1, 2010 partially qualified students may be accepted if seats are available in the program.

Program Objectives

The tourism sector may soon become the number one industry in BC; it already offers the most employment opportunities. There are currently approximately 115,000 direct tourism jobs in B.C. This two-year program is designed to prepare graduates for careers in tourism focusing primarily on resorts, hotels and restaurants but including all areas of hospitality.

Studies begin with an understanding of where tourism originates and encompass the supervision of hospitality facilities. Knowledge, skills and practices pertaining to the industry, such as the reception of guests, food and beverage services, recreation and convention planning, accounting, maintenance, supervisory and overall management techniques are topics covered. Communications and human relations are emphasized.

The objective of the program, through classroom instruction, practical lab training and work experience, is to enable students to develop the abilities, skills and attitudes to analyze situations objectively and to then make effective management decisions.

The guiding principle of the Resort and Hotel Management program is student centred involvement through project based learning. During the school year our students are involved in organizing and supporting Selkirk College as host institution for special events and conferences. Students participate in a professional internship program consisting of five months in the summer and fall between the first and second year of the program.

Course of Studies

Translation Key:

Ttl = Total course hours per term

Course	Name	Ttl
Term 1		
RHOT 150	Tourism: An Industry Perspective	45
RHOT 152	Supervisory Housekeeping and Maintenance	45
RHOT 155	Computer Applications	45
RHOT 159	Business Communications I	45
RHOT 161	Accommodations	60
RHOT 162	Supervisory Food and Beverage Service	45
	Total:	285

Course	Name	Ttl
Term 2		
RHOT 153	Organisational Leadership for the Resort Industry	45
RHOT 154	Hospitality Human Resources Management	45
RHOT 163	Mixology and Oenology	45
RHOT 164	Food and Beverage Cost Controls	45
RHOT 172	Kitchen Management/Food Preparation	45
RHOT 175	Hospitality Computer Applications	45
RHOT 180	Field Trip	30
	Total:	300

Course	Name	Ttl
Term 3		
RHOT 171	Work Term	500
	Total:	500

Course	Name	Ttl
Term 4		
RHOT 250	Tourism Marketing and Customer Service	45
RHOT 259	Management Communications	45
RHOT 265	Food Service Management	45
RHOT 269	Accounting	45
RHOT 272	Hospitality Law	45
RHOT 282	Dining Room Management	45
	Total:	270

Course	Name	Ttl
Term 5		
RHOT 251	Marketing II	45
RHOT 268	Entrepreneurial Training	45
RHOT 270	Convention, Sales and Catering Services	45
RHOT 273	Tourism and the Canadian Economy	45
RHOT 279	Conflict Resolution/Negotiation	45
	Total:	225

Career Potential

Selkirk graduates are equipped to move into supervisory positions in a wide range of planning and supervisory capacities across the entire spectrum of the resort and hotel industry. The list below indicates some of the career options available:

- resort and hotel supervisory positions (customer service, human resources, marketing, etc.).
- food and beverage supervisors in establishments of all sizes and settings.
- tour sales, planning, and coordination.
- tourism positions with organizations from local chambers of commerce to provincial ministries.
- conventions, event planning, consulting, packaging and programming, sales and coordination.

University Transferability

Through curriculum articulation agreements, Resort and Hotel Management graduates from Selkirk College may receive two year's credit towards four-year bachelor's degrees from the Vancouver Island University, Thompson Rivers University, University of Calgary, University of Victoria, Royal Roads University, Ryerson University, University of Guelph, Athabasca University, University of Lethbridge, and La Trobe and Griffith Universities in Australia. At Thompson Rivers University and Vancouver Island University, students will also receive two year's credit towards a four-year Bachelor of Tourism Management Degree. It is important to note that current tuition fees and costs of living in the West Kootenay can mean significant financial savings for Selkirk students who study in Nelson for the first two years before transferring to university or university colleges.

Admission Requirements

- Grade 12 completion with a "C" or better in English 12 or equivalent.
- Submission of a résumé, official high school transcript and a letter of reference from a previous employer.
- Completion of a personal interview. Note: Interview results are not used as criteria for admissions.

- All applicants must complete pre-admission assessment of language and mathematics skills unless specifically exempted. This assessment does not affect admissibility to a program, but is only for purposes of providing advisory information to applicants about their levels of academic skills in relation to the demands of the program to which they are applying. The results are intended to help applicants in their course planning; to allow them to make informed decisions regarding their readiness for enrolment; to improve student success in our courses and/or programs, and to reduce attrition due to lack of adequate skills. Registration will not be deemed to be complete until such assessment has been done. Exemptions will be granted to students who have already completed relevant post-secondary courses in mathematics and/or English. To obtain an exemption, please provide an appropriate transcript to the Admissions Office.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Admission Notes

- Preference will be given to fully qualified applicants who have a minimum of six months related work experience.
- Where circumstances make a personal interview impractical, a telephone interview may be conducted.
- It is strongly recommended that students have keyboarding skills and an understanding of Windows before starting the program.
- Additional expenses and travel are a requirement of this program and are the responsibility of the student. Approximately \$500 should be budgeted to cover these expenses.

Prior Learning Assessment

Selkirk College recognizes experience and expertise gained by students prior to entry into College programs. Through a prior learning assessment (PLAR) process, a student may receive course credits for knowledge and experience acquired in the workplace. Through an interview

and documentation process including the student, a PLAR advisor, and the instructor, the student's experience is evaluated in relation to the course requirements. Through PLAR a student may receive credit for one or more courses in a given program.

Course Descriptions

RHOT 150 TOURISM: AN INDUSTRY PERSPECTIVE

This course provides an overview of the tourism industry, examining the interrelationships between the eight sectors, and the economic, environmental, cultural, and social impact of tourism. Topics include the following: sectors of the tourism industry; size, scope, and infrastructure; definitions and conceptual models, trends, and current issues, travel motivators, career opportunities, ethical issues, tourism as a community-based industry, the geography of tourism in BC and Canada, and the role of tourism organizations.

RHOT 152 SUPERVISORY HOUSEKEEPING AND MAINTENANCE

This course provides an overview of the fundamentals of housekeeping and maintenance management in a hotel and resort setting. Areas discussed include: the role of the executive housekeeper, maintenance manager, labour cost control, scheduling, budgeting, cleaning procedures, material planning, and laundry operations. You will discuss energy saving trends and the environmental stewardship of hotels and resorts.

RHOT 155 COMPUTER APPLICATIONS

This course provides the student with a general introduction to computers and Microsoft application software. Microsoft Word 2007, Excel 2007 and the integration of these programs is covered.

RHOT 159 BUSINESS COMMUNICATIONS I

This course deals with both written and oral communication skills. Topics include writing formal reports and other business correspondence, making effective presentations, résumé preparation and research techniques.

RHOT 161 ACCOMMODATIONS

This course introduces the learner to the principles of managing the accommodation facility of a hotel or resort. The guest cycle, beginning with the reservation request through to final accounting documentation is covered. Other topics include types of lodging, current trends in guest services, competitive tactics, condominium and timeshare

operations, security and safety issues and contingency plans for emergency situations.

RHOT 162 SUPERVISORY FOOD AND BEVERAGE SERVICE

The food and beverage department plays an important role in the overall success of the operation at a resort or hotel. The purpose of this course is to introduce the fundamentals of food and beverage service and the impact it has on the success of the restaurant. The course will deal with the elements of service through theoretical discussion and hands on practical service through Scholars Dining Room.

The course will cover the theoretical components of customer service, restaurant sanitation, types of menus, menu terminology, types of food service, service of wine, suggestive selling, establishing and evaluating service standards, communications and handling the service with a computer system. The practical component will involve hands-on training through serving either in the College's Scholars Dining Room and/or at a college catered event.

RHOT 153 ORGANISATIONAL LEADERSHIP FOR THE RESORT INDUSTRY

This course explores how individuals function effectively in organisations by examining behaviour from individual, small group, inter-group and organisational perspectives. A participatory model using experiential exercises illustrates how groups help or hinder the organisation. Topics include: communication models, strategies for effective leadership, leadership styles, motivational techniques, group dynamics and behaviour, stress management, delegation, organisational structure and change, and values and attitudes. Students learn how to become effective members of groups by working together towards common goals.

RHOT 154 HOSPITALITY HUMAN RESOURCES MANAGEMENT

Human resources management has a profound effect on the success of tourism operations. This course focuses on the critical issues that concern managers in the tourism and hospitality industries topics include: human resources development, recruiting and hiring the right people, appraisal procedures, challenges and trends and employment standards.

RHOT 163 MIXOLOGY AND OENOLOGY

This course covers product knowledge of wine, liquor and beer. Basic methods of mixing cocktails, practical applications and equipment used are taught. This course also covers the regulatory requirements of the Liquor Control and

Licensing Bureau. Detailed analysis of major wine producing countries is a major component of this course. Students receive the provincially endorsed Responsible Beverage Service Program and, upon successful completion of the Provincial examination, receive a Serving it Right Certificate.

RHOT 164 FOOD AND BEVERAGE COST CONTROLS

Food and Beverage control is critical to the financial well-being of any food operation. Fundamentals of internal controls and information systems for food and beverage operations will be covered. The course covers techniques of effective purchasing, receiving and production; sales control and food and beverage cost calculations. Labour cost control methods are explained and discussed.

RHOT 172 KITCHEN MANAGEMENT/ FOOD PREPARATION

This course studies fundamental skills necessary to function competently in a kitchen. This hands-on course studies covers aspects of food preparation and safety considerations. During the course the students prepare lunch in the College cafeteria, learn how to create "eye appeal" in food preparation and prepare food for an evening event.

RHOT 175 HOSPITALITY COMPUTER APPLICATIONS

Students explore the information needs of lodging properties and food service establishments. Through hands-on experience, students are given the opportunity to learn a food and beverage computer system and a front office computer system.

RHOT 180 FIELD TRIP

This course is a five day credit bearing field trip to visit hotels, resorts and restaurants. Although locations change from year to year, they typically include resort areas throughout Western Canada. This trip provides an excellent opportunity for students to examine established lodging and food and beverage facilities, and meet with hospitality industry personnel from general managers to front line staff.

RHOT 171 WORK TERM

This full-time paid work experience (May through September) is monitored by the College and evaluation is completed by the employer and program instructors. Experiential learning is effective because it provides students with opportunities to acquire supervisory skills and competencies that are applicable to their future careers. This approach recognizes that a supervisor requires significant practice of the principles and skills learned during study and looks to the industry to provide an environment in which this practice

can take place. This work term gives students an opportunity to apply and extend academic knowledge while employed with qualified employers throughout B.C., Canada and the world.

Prerequisites Successful completion of all courses in the first year of the RHOT program with a "C" or better.

RHOT 250 TOURISM MARKETING AND CUSTOMER SERVICE

The roles and functions of marketing in the hospitality/tourism industry are examined. The principles of customer service excellence and service recovery are discussed in detail. Students are lead through the five steps of the marketing planning process discovering how the "nine P's" are used in the marketing of tourism products and services. Students will learn how to conduct a situational analysis, the role of marketing research, segmentation practices, consumer behaviour and motivation, the five components of the Promotional mix in depth.

RHOT 259 MANAGEMENT COMMUNICATIONS

In this course students will learn skills to help them communicate more effectively. In addition to theories about intrapersonal, interpersonal and group dynamics, this course will incorporate a series of practical exercises. Topics include writing formal reports, making effective presentations, and preparing for and chairing meetings. Selected topics and case studies assist students in developing the skills necessary for successful communications in the hospitality industry.

RHOT 265 FOOD SERVICE MANAGEMENT

The Food and Beverage department at a hotel or resort is a high profile department and can be a substantial profit centre. The purpose of this course is to show how to effectively manage the food and beverage operation to provide desired levels of profitability and customer satisfaction. Through lectures and hands-on operations exercises the student will study food and beverage operations and learn how to analyze and implement changes that will affect the success of the food service department.

RHOT 269 ACCOUNTING

This course introduces students to basic terminology, concepts and principles of accounting. Accounting focuses on preparing, analysing and interpreting financial statements. Topics include: accounting as an information system, introduction to accounting theory, income measurement, traditional record keeping procedures, journals, cash and investments, balance sheet equations, the accounting cycle, and preparing working papers. Participants will work through the accounting cycle.

RHOT 272 HOSPITALITY LAW

This course outlines Canadian law applicable to the hospitality industry. The course material identifies areas where there may be potential legal problems and discusses rights and liabilities relative to relationships within the hospitality industry. Topics include: constitutional law, the definition of hotels and related establishments, hotel bookings, the common law of contract, reception and safety of guests and their property, property law dealing with the sale of goods, human rights, working conditions and labour relations, and insurance and ownership relations.

RHOT 282 DINING ROOM MANAGEMENT

This hands-on course gives a students a basic understanding of the principles of food production and service and practical skills and knowledge for the effective management of food and beverage service outlets. Emphasis is on training skills and human interaction techniques as well as quality control, financial controls and customer relations. Students are actively involved in the menu planning (both food and wine) for our dining room and special event functions.

RHOT 251 MARKETING II

In the contemporary world of hotel and resort management a solid understanding of marketing concepts and strategies is crucial. This course is an extension of Marketing I but differs in that the primary focus is on the practical application of marketing theory techniques and strategies, including: analysing the entirety of the marketing mix, creating a marketing audit instrument, development of a comprehensive marketing plan, building confidence in the design and application of tactics useful in sales and advertising and promotion.

RHOT 268 BUDGETING

Students learning to prepare departmental budgets and integrate them into a master budget.

RHOT 268 ENTREPRENEURIAL TRAINING

The principles and practices of developing a successful tourism or hospitality business are undertaken. Course work includes analysis, creating a vision, goals, financial and business plans, advertising and marketing applications, and research methods and techniques.

RHOT 270 CONVENTION, SALES AND CATERING SERVICES

Convention and meeting business is a significant part of the resort and hotel business. This course provides insight into the scope and various segments of the convention and banquet market and shows the relationship between professional service and operational success. The students will learn how to sell and service the convention and banquet business to ensure successful events.

RHOT 273 TOURISM AND THE CANADIAN ECONOMY

An introduction to basic micro and macro economics with applications to tourism and the Canadian economy. Topics include the operation of markets, costs of production, types of markets, inflation, growth, unemployment and exchange rates.

RHOT 279 CONFLICT RESOLUTION/ NEGOTIATION

Various topics are introduced and discussed including resolution styles, adversarial versus collaborative styles, dynamics of conflicts, and the uses/misuses of power. Cross cultural communication is also examined in the context of potential for conflict and misunderstanding in the work environment.

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SKI RESORT OPERATIONS AND MANAGEMENT

TWO-YEAR DIPLOMA AT TENTH STREET, NELSON

Program Calendar

2010

- August 3 - Year 2 Fall term begins.
- September 7 - Year 1 Fall term begins.
- October 29 - Year 2 Fall term ends, work term begins.
- December 17 - Year 1 Fall term ends.

2011

- January 4 - Year 1 Fall Winter term begins.
- February 14 - 18 Reading Break (*subject to change)
- April 22 - Year 1 Winter term ends.
- April 18 - 22 Year 2 Work Term Reports.
- August 2nd Year 2 Fall term begins.

***Late applications may be accepted if space is still available.**

Program Objectives

The Ski Resort Operations and Management Program provides education and training in ski industry subjects for students who desire a career in the ski and snowboard industry. The curriculum contains specific industry course content not commonly available at post-secondary educational institutions.

The Ski Resort Operations and Management Program is reviewed annually by an advisory committee of senior ski industry representatives. Some courses may be subject to change.

The aim of this program is to accelerate the movement of graduates into supervisory and management level positions. The program relies heavily on the ski industry to provide direct exposure to actual ski facilities. Close contact with industry operations is provided through field trip visits that introduce students to industry supervisory and management personnel.

Field trips provide students with first-hand exposure to new construction and installations, snowmaking plants, ski lift designs, as well as to consumer and industry trade shows. Direct meetings with ski industry managers and supervisors at resorts visited give students a chance to explore job opportunities for their work semester and after graduation.

During the first three semesters which span 14 months, students take 23 courses focussed on tourism, business, and operational subjects that prepare them for a role in the ski and snowboard industry. Included in these first three semesters are three five-day field trips to different ski regions in British Columbia and Alberta.

Course of Studies

Translation Key: Ttl = Total course hours per term

Courses marked as (D) may also be available via Distance Education.

Course	Name	Ttl
Term 1		
SROM 150	Tourism: A Ski Industry Perspective	45
SROM 155	Computer Applications	45
SROM 158 (D)	Ski Area Risk Prevention and Management	45
SROM 159	Business Communications I	45
SROM 169	Financial Accounting	45
SROM 171	Ski Area Planning	45
SROM 172 (D)	Ski Lift Functions, Maintenance and Regulations	45
SROM 180	Field Study	30
	Total:	345

Course	Name	Ttl
Term 2		
SROM 151	Tourism Marketing and Customer Service	45
SROM 153	Organizational Leadership for the Resort Industry	45
SROM 154 (D)	Human Resources Management	45
SROM 156	Data Base Management and Web Design	45
SROM 157	Ski Retail/Rental Shop Management	45
SROM 160	Ski Resort Guest Services and Snow School Operations	30
SROM 166	Ski Resort Facilities Maintenance	30
SROM 173	Ski Resort Slope Grooming Operations	30
SROM 175	Snowmaking Systems Operations	30
SROM 184	Snow Safety/Ski Patrol Operations	30
SROM 190	Field Study	30
	Total:	405

Course	Name	Ttl
Term 3		
SROM 251	Ski Area Marketing and Special Events	45
SROM 254	Ski Area Food and Beverage Administration	45
SROM 256	Ski Area Budgeting and Business Management	45
SROM 258	Human Resources Management for the Resort Industry	45
SROM 272	Ski Lift Operations	30
SROM 280	Ski Area Construction and Project Management	45
SROM 290	Field Study	30
	Total:	285

Course	Name	Ttl
Term 4		
SROM 288	Ski Resort Winter Work Term	500
	Total:	500

During the fourth semester, students undertake a 21-week paid work semester at a ski resort, which may lead to full-time employment. The work term is a co-operative education endeavour that involves both employer and college supervision of the students' work experience. Students choose their work placement and negotiate with employers to determine possibilities for job rotation and other learning opportunities. Students receive one on-site visit from an instructor during the work semester and must complete a major written report and verbal presentation to receive credit for this work term.

Distance Learning Courses

Selkirk College offers ski resort management distance learning courses to students who cannot attend the College on a full-time basis. Courses are available to those who are new to the ski industry and to ski resort employees who want to advance their ski industry careers.

- COMM 240 - Financial Accounting equivalent of SROM 169 Financial Accounting
- SROM 172 - Ski Lift Functions, Maintenance, and Regulations equivalent of SROM 172 classroom version
- SNOW 152 - Snow Sports Leadership and Communications equivalent of SROM 153 Organizational Leadership
- SNOW 154 - Snow Sports Human Resources Management equivalent of SROM 258 Human Resources Management
- SNOW 156 - Ski Resort Risk Management - Online equivalent of SROM 158 - Ski Area Risk Prevention Management

For information about Ski Resort Management Distance Learning courses, contact admissions (250) 352-6601.

Career Potential

The ski industry in western Canada is well positioned to meet an increasing world-wide demand for high quality winter and summer mountain recreational facilities and Selkirk College graduates are in demand as the industry grows. The 2010 Olympics slated for Vancouver and Whistler B.C. will have an impact on ski resorts in both British Columbia and Alberta between 2005 and 2015 as they did for Calgary and Alberta for the 1988 Winter Olympics. Demand for new ski industry professionals is expected to increase in Western Canada over this period.

Graduates of the Ski Resort Operations and Management Program may follow a variety of ski resort career paths. The list below indicates just some of the departmental options available for our graduates.

Technical

- Lift Operations
- Lift Maintenance
- Grooming Operations
- Snowmaking Operations
- Ski Patrol and Avalanche Control
- Building Maintenance

Service

- Ski and Snowboard School
- Rental Shop Operations
- Retail Shop Operations
- Food and Beverage Operations
- Childminding Centers
- Terrain Park Operations

Administrative

- Guest Services and Hosting
- Ticket Office Sales
- Human Resources and Payroll
- Bookkeeping and Banking
- Accounting / Budgeting
- Reservations / Accommodations
- Marketing and Promotions
- Special Event Management

The seasonality of ski resort jobs results in somewhat higher rates of employee turnover than in non-seasonal businesses, and this creates opportunities for graduates to advance into supervisory and middle management positions. In fact, many students are able to secure supervisory positions for their work terms or shortly after graduation. Graduates often need to find suitable summer employment that meshes with the ski season prior to becoming year round full time employees. Because our program provides "Transferable Skills" to our students, off season employment options in the summer tourism industry are readily available. Four season resorts also provide the opportunity for year around employment for graduates from this program.

OTHER SKI INDUSTRY EMPLOYMENT OPTIONS

- Cat Skiing Operations and Heliskiing Operations
- Lift construction companies
- Ski and Snowboard equipment manufacturers
- Retail wholesale agencies
- Sporting goods retail operations

Degree Program Transferability

Through curriculum articulation agreements, Ski Resort and Operations Management graduates from Selkirk College may receive up to two year's credit towards four-year bachelor's degrees from several institutions. Selkirk has formal agreements with the following universities, but others also accept transfer credit from the SROAM Program.

- University of Lethbridge, Lethbridge, Alberta, Bachelor of Business Management Website <http://www.uleth.ca/>
- Thompson Rivers University, Kamloops British Columbia, Bachelor of Tourism Management Website <http://www.tru.ca/>
- Vancouver Island University, Nanaimo, British Columbia, Bachelor of Tourism Management Website <http://www.mala.bc.ca>
- Royal Roads University, Victoria, Bachelor of Tourism Management, <http://www.royalroads.ca/>

It is important to note that current tuition fees and costs of living in the West Kootenay can mean significant financial savings for Selkirk students who study in Nelson for the first two years before transferring to university or university colleges.

ADMISSION REQUIREMENTS

ACADEMIC

- Completion of BC grade 12 or equivalent (e.g.: G.E.D., A.B.E. Provincial)
- English 12 with a grade of "C" or better.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

GENERAL

- Interview. A personal or telephone interview will be completed with a ski program instructor. Where circumstances make a personal interview impractical, a telephone interview may be conducted. Areas discussed during the interview include: Knowledge of the sport and the ski industry;

- Commitment to a career in the ski industry and to the program.

Note: Interview results are not used as criteria for admissions.

- Ski Industry Experience. At least one season of full-time work at a ski resort is strongly recommended. Part-time work or related experience in retail, adventure tourism or hospitality are considered in lieu of full-time ski industry experience.
- Applicants are to provide a standard résumé outlining their work experience in the ski industry or related tourism sectors such as retail, accommodations or food and beverage.
- All applicants must complete pre-admission tests in reading, writing and math.
- All applicants will be required to complete a questionnaire which will be sent to them upon receipt of the initial application to this program.

NOTES

- It is strongly recommended that students have keyboarding skills and an understanding of Microsoft Windows prior to program commencement.
- Students currently in the process of meeting academic entrance requirements are encouraged to apply as early as February for the current year's intake.
- A current high school student must include a letter from his/her principal or counsellor outlining the student's present standing in prerequisite requirements and a statement about the applicant's ability to successfully complete the training.
- This program has an enrollment objective of 30 students per year. Students are accepted on a first come, first served basis subject to meeting all program registration requirements.
- Field trips are a requirement of the program. Transportation and travel expenses range from \$300 to \$400 per semester and are an extra expense to be paid by the student.
- This is a popular program; candidates are strongly advised to apply early.

Prior Learning Assessment

Selkirk College recognizes experience and expertise gained by students prior to entry into College programs. Through a prior learning assessment (PLAR) process, a student may receive course credits for knowledge and experience acquired in the workplace. Through an interview and documentation process including the student,

a PLAR advisor, and the instructor, the student's experience is evaluated in relation to the course requirements. Through PLAR a student may receive credit for one or more courses in a given program.

Course Descriptions

SROM 150 TOURISM: A SKI INDUSTRY PERSPECTIVE

This course provides an introduction to the tourism industry and its intrinsic relationship to the ski and snow-sports industry. From a general tourism industry viewpoint, the course examines the interrelationship of the eight tourism sectors, the benefits and drawbacks of tourism growth and development, and national and global trends that effect travel and tourism in Canada currently. Specific to the ski industry, the course explores new and proposed resort developments, and the gravitation of the ski resort industry towards four season operation. Through guest speakers, students are introduced to cat-skiing operations and related job opportunities in businesses that support the ski resort industry such as lift construction.

SROM 155 COMPUTER APPLICATIONS

This course provides the student with a general introduction to computers and Microsoft application software. Microsoft Word 2007, Excel 2007 and the integration of these programs is covered.

SROM 158 SKI AREA RISK PREVENTION AND MANAGEMENT

This course concentrates on analysis and management of ski area risk potential. You will use case studies and current ski industry issues to study risk identification and evaluation, risk control, skier and snowboarder safety, legal liability and waivers, workplace safety, recordkeeping, emergency procedures, risk financing and insurance. This course is available via Distance Education.

SROM 159 BUSINESS COMMUNICATIONS I

This course deals with both written and oral communication skills. Topics include writing formal reports and other business correspondence, making effective presentations, résumé preparation and research techniques.

SROM 169 FINANCIAL ACCOUNTING

This introductory accounting course incorporates important principles and concepts as it takes you from the basic accounting equation to the preparation of the income statement and balance sheet. The classification of accounts and the use of special journals, worksheets and microcomput-

ers are covered as are merchandise operations; valuation and control of cash, receivables and inventory; acquisition, depreciation and disposal of plant and equipment; and natural resources and intangibles.

Equivalents: COMM 240.

SROM 169 FINANCIAL ACCOUNTING

This introductory accounting course incorporates important principles and concepts as it takes you from the basic accounting equation to the preparation of the Income Statement and Balance Sheet. Also included in this course are the recording of entries to special journals, adjusting entries, payroll, and merchandising. The course concludes with students using their acquired skills in preparing a business year end with financial statements.

SROM 171 SKI AREA PLANNING

SROM 171 provides an introduction to a wide range of ski resort planning and development topics. In SROM 171 you will study the mountain environment, ski resort environmental impact issues and mitigation practices, ski area feasibility and physical site evaluation, ski area planning parameters, and the B.C. Commercial Alpine Ski Policy. You will learn about the requirements for ski resort mapping and you will practice several ski area planning skills, including topographic map interpretation, slope and fall line analysis, ski resort terrain capacity calculations, and mountain design. Finally, you will study ski resort base area design and ski resort real estate development.

SROM 172 SKI LIFT FUNCTIONS, MAINTENANCE AND REGULATIONS

Ski lifts, or passenger ropeways, are central to the operation of mountain resorts. In SROM 172 you will examine the various mechanical components of fixed and detachable grip chairlifts, the two main types of passenger ropeway used at ski resorts. You will also study the maintenance requirements necessary to ensure safe and uninterrupted uphill transportation for resort guests. Finally, you will review the regulations and regulatory agencies that promote safe lift operations and safe lift maintenance practices in British Columbia and Canada. This course is available via Distance Education.

SROM 180 FIELD STUDY

Each of these 3 numbered courses consists of a five day field trip to visit ski areas. Although venues change from year to year, the field trips typically include visits to major ski resorts and regions throughout western Canada. The purpose of these visits is to talk with ski area managers and supervisors, on location, about their duties and responsibilities and to inspect operating departments at each ski resort visited. This trip provides

an excellent opportunity for candid conversations between students and ski industry personnel. Students also inspect real facilities and equipment such as detachable chairlifts at these resorts. These 3 field trips are an excellent opportunity for students to arrange potential jobs for their work semester and post-graduation careers.

SROM 151 TOURISM MARKETING AND CUSTOMER SERVICE

SROM 151 introduces you to the roles and functions of marketing in the tourism industry, as well as common tourism marketing practices. You will examine a range of marketing tools including market research, traditional and new media, promotions, programming, and customer relations. You will also study market segmentation and customer behavior, and you will conduct a ski resort marketing situation analysis. The course focuses strongly on ski industry marketing practices.

SROM 153 ORGANIZATIONAL LEADERSHIP FOR THE RESORT INDUSTRY

One of the greatest challenges a ski resort manager faces is to create and maintain a harmonious and productive work group. Traditional leadership is applied to the unique demands of the seasonal resort industry. Through an examination of one's own leadership style as it relates to some of the common theories, you learn how to achieve these goals. Why people behave the way they do in an organization is studied along with motivation, group dynamics, delegation, decision-making and team building.

SROM 154 HUMAN RESOURCES MANAGEMENT

Human resources management has a profound effect on the success of tourism operations. An understanding of sound human resources theory and practices is necessary in the service sector where the link between the tourism operation and the guest is so critical. Innovative approaches to human resources management are necessary to recruit and retain the right people in the industry. This course focuses on the critical issues that concern managers in the tourism industry: human resources development, team building, motivational techniques, recruiting and hiring the right people, appraisal procedures, challenges and trends and employment standards. This course is available via Distance Education.

SROM 156 DATA BASE MANAGEMENT AND WEB DESIGN

The first segment of this course will cover the basic concepts of understanding, querying and maintenance of Microsoft Access 2007. In the second segment of the course the students study results of Google Analytics on specific

websites and become aware of accessibility issues with regard to standard-based web designing practices.

Students review social media marketing concepts then create a business blog that assimilates marketing of that business. In this process students use an image manipulation program to create/rework and upload photos/videos.

SROM 157 SKI RETAIL/RENTAL SHOP MANAGEMENT

Key snow-sports retailing topics such as the buying cycle, product merchandizing, mark-up, inventory control, and retail shop layout and design are introduced. There is a focus on financial management in retail emphasizing pricing, discounting, gross margin and its relationship to mark-up, and calculation of retail open-to-buy. For rental shop management, rental, shop design, customer processing, rental shop waivers, and risk management issues are all presented. Guest speakers from industry and visits to ski resort retail and rental operations provide additional depth and ski industry orientation to this course content.

SROM 160 SKI RESORT GUEST SERVICES AND SNOW SCHOOL OPERATIONS

An important interface between the ski resort and its customers occurs at the Guest Services and Ticket Sales department. This course examines the many facets of daily ticket office operations including: seasons pass sales systems, daily lift ticket sales, cash and credit card procedures, float controls, lift ticket and seasons pass waivers and sales/receipts balancing. Students are also introduced to computerized point-of-sales systems for seasons pass sales, lift ticket sales and lift access control. The management controls needed to minimize both internal and external fraud and theft are also presented to complete the overview of this ski resort department.

SROM 166 SKI RESORT FACILITIES MAINTENANCE

Effective management of a ski resort requires smooth functioning of all base area services and facilities including: snow removal, parking lots, maintenance shops, and base area buildings that cater to the ski resort guests. Students will learn the complexity of the base area infrastructure required to service guests in a harsh alpine environment. Regulations, function and preventative maintenance of six main building systems including: potable water, wastewater disposal, electrical supply, HVAC, refrigeration systems, and Fire protection systems are all presented. Field trips and guest speakers are used to augment information presented in class.

SROM 173 SKI RESORT SLOPE GROOMING OPERATIONS

Slope grooming technology and operations play a major role in providing a high quality riding experience and high levels of guest satisfaction. In SROM 173 you will study the basic design and functioning of slope grooming vehicles and implements designed specifically for the ski industry. You will examine grooming operations, including snow science related to slope grooming, slope grooming methods and techniques, slope grooming operating plans, and slope grooming expenses and budgeting. Field sessions will allow you to examine grooming equipment and participate in on one or more "ride-along" sessions at Whitewater ski area.

SROM 175 SNOWMAKING SYSTEMS OPERATIONS

SROM 175 introduces you to the various components of ski resort snowmaking systems and accepted concepts, principles, and operational and management practices for machine snowmaking for the snow resort industry. You will learn about the physics and mechanics of snowmaking and its uses within a snow resort context, as well as its impacts on mountain resort operations and resort costs of operation. You will study snowmaking system components, including snow guns, water pumps and air compressors, system infrastructure, and system controls. You will also examine ski area snowmaking system design, operational practices, snowmaking capital and operating costs, and methods of achieving energy efficient ski resort snowmaking operations.

SROM 184 SNOW SAFETY/ SKI PATROL OPERATIONS

During SROM 184 you will review the primary management issues and operational activities of the snow safety or ski patrol department, with a focus on managing avalanche hazards. You will examine the major elements of ski resort avalanche hazard assessment and safety including avalanche terrain, mountain weather, snow pack features, and avalanche rescue. As part of your study of avalanche hazards and safety, you will have the opportunity to complete the Canadian Avalanche Centre (CAC) Avalanche Skills Training (AST) Level I course which involves two full days of field study. In addition to examining avalanche hazard concerns and issues, you will study several snow safety/ski patrol operations and management topics, including avalanche hazards and ski area planning, ski resort avalanche control, ski patrol operations, ski resort accident investigation and recording, ski lift evacuation, and ski patrol facilities and equipment.

SROM 190 FIELD STUDY

This course consists of a five day credit bearing field trip to visit ski areas. Although venues change from year to year, it typically includes major ski resorts and regions throughout western Canada. The purpose of this visit is to talk with ski area managers and supervisors, on location, about their operations and to inspect those operations. Often the ski area visit provides “hands-on” supplements to the contents of on-going SROM courses and involve field work assignments. This trip provides an excellent opportunity for candid conversations with ski industry personnel from general managers to line staff, as well as an excellent opportunity to examine facilities and equipment.

SROM 251 SKI AREA MARKETING AND SPECIAL EVENTS

In today’s competitive recreation and tourism marketplace, competent ski area operators understand the essential role marketing plays in keeping ski lifts, cafeterias and lodges busy. In SROM 251 you will explore how ski resorts use primary and secondary market research, advertising media, the Internet, brochures, consumer ski shows and news releases to boost skier visits. You will also examine the important role of special events and you will learn event management practices. As much as possible, you will apply your studies to hands-on projects that allow you some direct experience in applying marketing concepts and methods to actual ski resort case studies and/or projects that offer direct involvement with ski resort marketing and event management activities.

SROM 254 SKI AREA FOOD AND BEVERAGE ADMINISTRATION

This course provides an overview of food and beverage operations with major emphasis on ski area operations. Students learn how to utilize effective cost controls for the operations. Menu development and analysis as well as basic layouts for food and beverage areas are studied including an emphasis on cafeteria (mass feeding) operations.

SROM 256 SKI AREA BUDGETING AND BUSINESS MANAGEMENT

The material covered in Ski Area Budgeting and Business Management will introduce students to the analysis of financial data for a standard Income Statement and Balance Sheet. Financial ratios that are normally used to predict the business health of a ski resort will be covered. Using CVP numerical analysis, students will learn the impact of future proposed financial changes on the fiscal health of a ski resort’s finances. Problem solving will help students to understand these financial concepts. Creation of budget templates on EXCEL spreadsheets for “wages and salaries”, and “departmental contribution margin” will round out the course content.

SROM 258 HUMAN RESOURCES MANAGEMENT FOR THE RESORT INDUSTRY

As labour markets tighten around the globe, good human resources management is essential to attracting and retaining effective staff. This is particularly true in seasonal resorts and ski areas where the link between staff and the guest is so critical. Innovative approaches to human resources management are necessary to recruit and retain the right people in the industry. In this course you will focus on the critical issues that concern managers in the tourism industry: human resource planning, recruitment and selection, orientation, training and development, performance management and progressive discipline, challenges and trends, employment standards and labour relations.

SROM 272 SKI LIFT OPERATIONS

SROM 272 is a continuation of SROM 172. Ski lift operational considerations are the primary focus of this course. You will learn about lift capacity, standard and emergency operating procedures, lift operations supervision, lift operator training, lift operations budgeting, and lift operations human resources management issues. You will also examine the broad range of passenger ropeways available for use in the ski industry, from simple rope tows to technologically advanced multiple haul rope systems. SROM 272 incorporates elements of LIFT 150 - Ski Lift Operations Train-the-Trainer, a course created by Selkirk College for lift operations personnel. Through the LIFT 150 portion of the course you will have the opportunity to earn the LIFT 150 certificate, a credential required by the BC Safety Authority to train lift operators in British Columbia.

SROM 280 SKI AREA CONSTRUCTION AND PROJECT MANAGEMENT

Ski area construction projects are the main focus of this course with trail construction and lift construction receiving the most emphasis. In addition to examining construction techniques and best practices, environmental mitigation practices will be emphasized. Because construction of buildings, parking lots, ski runs and ski lifts often impact watercourses, the course content covers government acts and regulations that affect construction around watercourses. Project planning using the PERT/CPM technique is introduced to the students for planning a hypothetical lift construction project.

SROM 290 FIELD STUDY

This course consist of a five day credit bearing field trip to visit ski areas. Although venues change from year to year, this field trip normally includes a visit to Whistler/Blackcomb Ski Resort. The purpose of these visits is to talk with ski area

managers and supervisors, on location, about their operations and to inspect those operations. These trips provide an excellent opportunity for candid conversations with ski industry personnel from general managers to line staff, as well as an excellent opportunity to examine facilities and equipment. Students have the opportunity to engage in screening interviews with resorts visited on this final major field trip.

SROM 288 SKI RESORT WINTER WORK TERM

Each student arranges work as a paid, full-time employee at a ski resort. For certain students, the employment may be at a cat-skiing operation, heli-skiing operation or industry product and service supplier. With assistance from ski program instructors, a suitable work opportunity is arranged commensurate with the experience and work term goals of each student. Some resort operators recruit Year II students directly at Selkirk College. Some resort operators organize a job rotation plan that provides for a wide range of ski industry work experience. A ski-program instructor visits the each student in January or early February to assess performance in conjunction with the student’s direct supervisor. Each student returns to Selkirk College in late April to do an oral presentation and complete a written project on their work term experience.

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international education

AT SELKIRK COLLEGE

Castlegar, British Columbia Canada

For more than 20 years Selkirk International has been offering a variety of full-time programs to international and Canadian students who have a broader world view. Services provided to international students' include home stay, student visas, medical coverage, academic advising and peer support.

INTERNATIONAL OPPORTUNITIES

Selkirk College students also have access to international work and study programs. Selkirk International offers assistance and information for international exchanges, internships and degree completion at partner institutions.

ENGLISH LANGUAGE PROGRAM

Whether you want to improve your English for personal communication, for further studies or for future career options, we can help you succeed.

ACADEMIC/CAREER PROGRAMS

Choose from a broad range of university transfer courses or general and specialized associate degree, diploma or certificate programs.

COMBINED ENGLISH CERTIFICATES

Earn certificates in English plus Humanities, Business or Early Childhood Care and Education.

SUMMER ENGLISH LANGUAGE TOURS/ WINTER ENGLISH LANGUAGE TOURS

Take our Summer Tour and improve your English with new friends while surrounded by the Kootenays' scenic beauty. Or combine English with some of Canada's best skiing and snowboarding in our Winter Tour.

TESOL ADVANCED DIPLOMA AND CERTIFICATE

There is a growing global demand for qualified English language teachers. Selkirk can help you get your Teaching English to Speakers of Other Languages (TESOL) Diploma to help you reach new educational horizons.

INTERNATIONAL BUSINESS

This program provides students with the advanced business competencies and skills needed to become competitive as business employees and owners in our globalized market place. The Advanced Diploma in International Business is designed to enhance students' skills in cross-cultural communication and leadership.



1.250.365.1293

Selkirk  College

selkirk.ca/international

ENGLISH LANGUAGE PROGRAM

ONE TO SIX SEMESTERS – DEPENDING ON STUDENT ENTRY LEVEL, CERTIFICATE AT CASTLEGAR

Program Calendar

2010

- January 4 - 5 – Winter Orientation
- January 6 - Classes start
- April 12-14 - Exam period
- April 30 – May 1 – Spring Orientation
- May 4 - Classes start
- July 20-22 - Exam period
- September 7-8 – Fall Orientation
- September 9 - Classes start
- December 14-16 - Exam period

2011

- January 4 - 5 – Winter Orientation
- January 6 - Classes start
- April 12-14 - Exam period

Program Summary

Selkirk International offers a comprehensive, full-time program in English language studies on the Castlegar Campus. Students who wish to improve their language skills for personal communication, for further academic studies, or for a future career will benefit from this program. Short-term summer and winter English study and recreation programs are also available for groups.

The English Language Program includes instruction in all English skill areas at fundamental, intermediate, and advanced stages. Students at all levels have a choice of oral communication seminars as well as additional elective courses. Advanced students may choose courses with either a communicative or an academic focus. The full English Language Program consists of an average of 22 hours of classes per week, depending on level and course selection.

Additional Information

Students at advanced levels in the English Language Program may also enrol in a limited number of other courses in other college program areas, such as University Transfer and Business Administration. Enrolment in such courses must be approved by the International Education Department and will depend upon the student's level of English and skill level in the subject area, the prerequisite requirements of the course(s) desired, and the availability of space in each course.

Students who complete the Advanced English program and wish to continue their study of English can enrol in and Provincial Level English

Course of Studies

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Sem = Seminar Hours per week;

Course	Name	Lec	Lab	Sem
	Term 1			
EASL 015	Level 01 - High Beginning Grammar	6	0	0
EASL 016	Level 01 - High Beginning Writing	2	0	0
EASL 017	Level 01 - High Beginning Reading	6	0	0
EASL 018	Level 01 - High Beginning Communications	4	0	2
EASL 025	Level 02 - Intermediate Grammar	6	0	0
EASL 026	Level 02 - Intermediate Writing	2	0	0
EASL 027	Level 02 - Intermediate Reading	6	0	0
EASL 028	Level 02 - Intermediate Communications	4	0	2
EASL 032	Computers With English I	0	2	0
EASL 035	Level 03 - Upper Intermediate Grammar	6	0	0
EASL 036	Level 03 - Upper Intermediate Writing	2	0	0
EASL 037	Level 03 - Upper Intermediate Reading	6	0	0
EASL 038	Level 03 - Upper Intermediate Communications	4	0	2
EASL 045	Level 04 - Advanced Grammar	4	0	0
EASL 046	Level 04 - Advanced Writing	4	0	0
EASL 047	Level 04 - Advanced Reading	6	0	0
EASL 048	Level 04 - Advanced Communications	4	0	2
EASL 055	Level 05 - Upper Advanced Grammar	4	0	0
EASL 056	Level 05 - Upper Advanced Writing	2	2	0
EASL 057A	Level 05 - Academic Reading	4	0	0
EASL 057B	Level 05 - Literature	4	0	0
EASL 058	Level 05 - Upper Advanced Communications	4	0	2
EASL 065	Level 06 - College Bridge Advanced Grammar	2	0	0
EASL 067	Level 06 - College Bridge Advanced Reading	2	0	0
EASL 068	Level 06 - Advanced Bridge Communications	4	0	2
EASL 072	Computers With English II	0	2	0
EASL 091-A	Music	0	0	2
EASL 091-B	Photography	0	0	2
EASL 091-C	Movies	0	0	2
EASL 091-D	Making Videos	0	0	2
EASL 091-E	Theatre	0	0	2
EASL 092-A	Volunteering	0	0	2
EASL 092-B	Community Contact	0	0	2
EASL 092-C	Canadian Studies	0	0	2
EASL 092-D	Leadership	0	0	2
EASL 093-A	Academic Preparation	0	0	2
EASL 093-B	Business Communications	0	0	2
EASL 093-C	Tourism Communications	0	0	2
EASL 093-D	Teaching and Learning a Language	0	0	2
EASL 093-E	Area Studies	0	0	2
EASL 094-A	Global Cooking	0	0	2
EASL 094-B	International Recreation	0	0	2
EASL 094-C	Outdoor Recreation	0	0	2
EASL 094-D	Nature Studies	0	0	2
EASL 094-E	Skiing/Snowboarding	0	0	2
EASL 095-A	Conversation	0	0	2
EASL 095-B	Pronunciation	0	0	2
EASL 095-C	Current Issues	0	0	2
EASL 095-D	Selected Topics	0	0	2
TOFL 051	TOEFL Test Preparation	2	0	0
TOIC 051	TOEIC Test Preparation	2	0	0
TREC 159	Business Communications	4	0	0
	Total:	106	6	58

51, as well as in additional courses offered in other college programs. Please note: College Bridge courses may not be offered in all semesters.

Graduating students may apply for admission to other college programs. Successful completion of the advanced level of the English Language Program and English 51 with a grade of “C” or better is required for entry to most programs.

Program Objectives

The objective of the program is to provide students with the language skills to communicate effectively in an English-speaking environment, as well as to succeed in college and university courses. Certificates are offered upon successful completion of different levels of the program.

Summer or Winter Tours

Selkirk College offers a variety of group summer and winter English Study and Recreation Programs from two to four weeks for college students, Elderhostel (mature students) and special interest groups. These programs combine conversational English and recreational activities, and allow students to experience Canadian nature, family life and culture. Students enjoy great golf, canoeing, and hiking in summer; or skiing or snowboarding at one of Canada’s finest ski areas in winter.

Note: Student authorizations/visas are not required for short-term programs of six months or less.

Admission Requirements

Applicants must meet Selkirk College general or international student admission requirements. International applicants seeking admission must be at least 18 years of age, and must have successfully completed the equivalent of British Columbia Grade 12. Applications should be received at least two months before classes begin.

New students will be interviewed, tested and placed according to their skill levels and needs.

Course Descriptions

EASL 015 LEVEL 01 - HIGH BEGINNING GRAMMAR

Students identify and practice basic grammatical structures in both written and oral form, including the simple present, past, and future verb tenses; question forms; plural and singular nouns; and time/number concepts.

EASL 016 LEVEL 01 - HIGH BEGINNING WRITING

Students begin to use the writing process, including generating ideas, outlining, drafting, and revising. They produce basic simple and compound sentences, standard punctuation, and identify elements of a paragraph.

EASL 017 LEVEL 01 - HIGH BEGINNING READING

Students develop basic vocabulary building with prefixes, suffixes and root words; use skimming and scanning techniques; and practice using a dictionary.

EASL 018 LEVEL 01 - HIGH BEGINNING COMMUNICATIONS

Communications is a high beginning course. Students form simple phrases and questions, report personal and factual information, use common functional words and phrases, and practice high frequency grammatical structures.

EASL 025 LEVEL 02 - INTERMEDIATE GRAMMAR

Students identify and use the following structures: verb tenses such as simple present, present progressive, simple past, past progressive, and future; parts of speech such as nouns, pronouns, modals, prepositions, adjectives and adverbs; simple and complex questions; count and non-count nouns and articles.

Prerequisites

EASL 015 with a grade of “C” or better, or equivalent.

EASL 026 LEVEL 02 - INTERMEDIATE WRITING

Students develop their skills using the writing process, including generating ideas, outlining, drafting and revising. They produce simple, compound and complex sentences; use connectors; practice punctuation and capitalization techniques; and develop descriptive and narrative paragraphs.

Prerequisites

EASL 016 with a grade of “C” or better, or equivalent.

EASL 027 LEVEL 02 - INTERMEDIATE READING

Students continue to develop their vocabulary, use skimming and scanning techniques, identify main ideas in a text, and understand meaning from context.

Prerequisites

EASL 017 with a grade of “C” or better, or equivalent.

EASL 028 LEVEL 02 - INTERMEDIATE COMMUNICATIONS

Students communicate basic needs related to personal and factual topics; develop vocabulary for everyday, informal conversation; demonstrate control of simple grammar; use some connectors in discourse; practice rhythm and stress patterns; and communicate in some authentic situations.

Prerequisites

EASL 018 with a “C” or better, or equivalent.

EASL 032 COMPUTERS WITH ENGLISH I

Students become familiar with word processing and the internet. They develop proficiency with Windows 2000 and XP, Microsoft Word and Microsoft PowerPoint.

EASL 035 LEVEL 03 - UPPER INTERMEDIATE GRAMMAR

Students identify and use a variety of grammatical structures, including verb tenses; compound sentences with connectors; gerunds and infinitives; adjective and noun clauses; comparative and superlative forms; quoted and reported speech; and conditional sentences.

Prerequisites

EASL 025 with a grade of “C” or better, or equivalent.

EASL 036 LEVEL 03 - UPPER INTERMEDIATE WRITING

Students apply components of the writing process, including generating ideas, outlining, drafting and revising; produce accurate simple, compound and complex sentences; use connectors and transition devices; use standard punctuation and capitalization techniques; and produce well-structured descriptive and narrative paragraphs.

Prerequisites

EASL 026 with a grade of “C” or better, or equivalent.

EASL 037 LEVEL 03 - UPPER INTERMEDIATE READING

Students continue to develop reading strategies such as skimming and scanning; identify the main idea of paragraphs and longer passages; make predictions of content; separate fact from fiction; and develop an expanded reading vocabulary.

Prerequisites

EASL 027 with a grade of “C” or better, or equivalent.

EASL 038 LEVEL 03 - UPPER INTERMEDIATE COMMUNICATIONS

Students take an active role in initiating, sustaining and closing social conversations; practice using vocabulary and idioms relevant to discussions and presentations on familiar topics; produce and comprehend a range of communicate functions; demonstrate correct usage of a range of grammatical structures; demonstrate understanding of appropriate body language, formal and informal language and nuance in familiar contexts; and practice projection, pitch, intonation and stress patterns.

Prerequisites

EASL 028 with a “C” or better, or equivalent.

EASL 045 LEVEL 04 - ADVANCED GRAMMAR

Students develop fluency and practice in the use of all verb tenses, including simple and progressive present; past and past progressive; present, past and progressive perfect; and future. They use adverb clauses of time and the passive, and practice with models of social interaction.

Prerequisites

EASL 035 with a grade of “C” or better, or equivalent.

EASL 046 LEVEL 04 - ADVANCED WRITING

Students develop, write, revise and edit assigned text; produce accurate complex sentences; refine use of connectors and transition devices; produce well-structured single and multi-paragraph compositions in a variety of genres; and demonstrate awareness of audience, purpose and effect.

Prerequisites

EASL 036 with a grade of “C” or better, or equivalent.

EASL 047 LEVEL 04 - ADVANCED READING

Students practice skimming and scanning using a variety of passages; recognize figurative language; differentiate between fact, opinion and inference; summarize main ideas and supporting details; and demonstrate understanding of new vocabulary by using context, clues, and sentence analysis.

Prerequisites

EASL 037 with a grade of “C” or better, or equivalent.

EASL 048 LEVEL 04 - ADVANCED COMMUNICATIONS

Students show an awareness of spoken language according to purpose, topic and audience; produce and comprehend a range of communicative functions; use a variety of complex sentence structures; demonstrate an expanded inventory of concrete and idiomatic words and phrases; express ideas and opinions on various topics inside and outside the classroom; and use appropriate sound, rhythm and stress patterns.

Prerequisites

EASL 038 with a “C” or better, or equivalent.

EASL 055 LEVEL 05 - UPPER ADVANCED GRAMMAR

Students will develop fluency and confidence using complex structures, including advanced forms of gerunds and infinitives; adjective, noun, and adverbial clauses; and coordinating and correlative conjunctions.

Prerequisites

EASL 045 with a grade of “C” or better, or equivalent.

EASL 056 LEVEL 05 - UPPER ADVANCED WRITING

Students develop, write, revise and edit essays in various forms, including comparison/contrast, cause/effect and argumentative; use a range of complex structures and vocabulary appropriate to audience, purpose, and effect; refine use of connectors and transition devices to create coherence and unity; organize well-developed five paragraph essays containing introductory, body and concluding paragraphs; identify and write a thesis statement; and begin to use basic referencing techniques.

Prerequisites

EASL 046 with a grade of “C” or better, or equivalent.

EASL 057A LEVEL 05 - ACADEMIC READING

Academic Reading is an upper advanced course. Students practice skimming and scanning techniques; summarize information and ideas in short and long academic passages; practice critical reading; recognize author’s purpose, attitude and tone; and demonstrate understanding of new vocabulary through use of context clues, and word/sentence analysis.

Prerequisites

EASL 047 with a grade of “C” or better, or equivalent.

EASL 057B LEVEL 05 - LITERATURE

Students recognize major themes in literature as they read and discuss short stories, poetry and essays from different cultures. They analyze and evaluate text critically; develop an awareness of style and tone; use context and word parts to increase vocabulary; and understand a range of literary terms.

Prerequisites

EASL 047 with a grade of “C” or better, or equivalent.

EASL 058 LEVEL 05 - UPPER ADVANCED COMMUNICATIONS

Students participate in complex conversations, activities and situations requiring a range of communicative functions; produce and comprehend complex vocabulary including idioms, colloquial expressions and technical terminology; accurately use a wide range of language structures with few

errors; comprehend and respond to discourse about less familiar topics; and utilize appropriate tone, nuance and register in extended natural speech.

Prerequisites

EASL 048 with a “C” or better, or equivalent.

EASL 065 LEVEL 06 - COLLEGE BRIDGE ADVANCED GRAMMAR

Students identify weaknesses in their writing and grammar, and refine their skills through self and peer editing, discussion and practice. There is a focus on common sentence problem areas such as fragments, splices, run-ons and misplaced and dangling modifiers, as well as paragraph and essay development.

Prerequisites

EASL 055 Grammar with a grade of “C” or higher or equivalent skills.

EASL 067 LEVEL 06 - COLLEGE BRIDGE ADVANCED READING

Students read, analyze and discuss a variety of novels, with a focus on character, plot, setting, tone, and theme; and demonstrate understanding through presentations and summaries.

Prerequisites

EASL 057 A and EASL 057B with a grade of “C” or equivalent skills.

EASL 068 LEVEL 06 - ADVANCED BRIDGE COMMUNICATIONS

Students initiate and participate in a range of complex communicative tasks. They comprehend and use advanced structures with few errors; respond to abstract ideas about various topics; maintain and extend an exchange; demonstrate leadership and independence through group projects; understand natural speech presented through various forms of media; and participate in peer and self-evaluation. Accuracy, fluency, comprehension and quantity of speech will be reinforced through dialogue, role-play, presentations, group projects, listening exercises and other communicative tasks.

Prerequisites

EASL 058 with a grade of “C” or higher, or equivalent skills.

EASL 072 COMPUTERS WITH ENGLISH II

Students become familiar with more advanced computer applications, including FrontPage, Microsoft Excel and PowerPoint.

Prerequisites

EASL 032 with a grade of “C” or better, or equivalent.

EASL 091A MUSIC

Students gain fluency and practice in the use of

spoken English through the medium of music. They develop vocabulary and reading skills, including an awareness of idiomatic language; practice rhythm and intonation of colloquial English; increase understanding of music from other cultures; and enhance confidence in English by speaking and performing in a group.

Corequisites:

Current enrollment in an English Language Program Communications course.

EASL 091B PHOTOGRAPHY

Students practice their conversational English skills while learning about the art of photography. They become familiar with various equipment (digital, manual, automatic), improving picture taking, use pinhole cameras, make photo-grams, visit galleries and studios, listen to guest photographers, and go out into the field to experiment with newfound skills. Students are expected to have their own cameras, (although other cameras will be available to share), and supply and develop their own film.

Corequisites:

Current enrollment in an English Language Program Communications course.

EASL 091C MOVIES

Students develop their ability to comprehend authentic samples of speech based on dialogue from popular motion pictures; improve speaking and listening skills through pre- and post-viewing discussion and presentations; and increase cultural awareness by viewing films from other cultures in a variety of genres.

Corequisites:

Current enrollment in an English Language Program Communications course.

EASL 091D MAKING VIDEOS

Students gain confidence and fluency in their use of English by creating a fictional video. Students work cooperatively to script, design, plan, act in, and produce a movie (15 minutes in length) by the end of the semester.

Corequisites:

Current enrollment in an English Language Program Communications course.

EASL 091E THEATRE

Students build confidence in presentation skills and non-verbal communication through skits, role-plays, mimes, theatre sports and performances. There is an emphasis on improving pronunciation, intonation and projection; working cooperatively with a group to develop a performance; and practicing directing skills.

Corequisites:

Current enrollment in an English Language Program Communications course.

EASL 092A VOLUNTEERING

Students develop fluency and confidence in communicative English while volunteering in business, educational and service settings within the community. Initially, the students participate in classroom activities in preparation for their volunteer placements. For the majority of the semester, the students volunteer weekly for a minimum of two hours. They then do presentations based on their volunteer experiences.

Corequisites:

Current enrollment in an English Language Program Communications course.

EASL 092B COMMUNITY CONTACT

Students practice English outside of the classroom while becoming familiar with Castlegar and the surrounding area. Students develop their speaking and listening skills while visiting a variety of cultural, educational and service settings in the community. Assignments and projects are based on field experiences.

Corequisites:

Current enrollment in an English Language Program Communications course.

EASL 092C CANADIAN STUDIES

Students learn about fundamental Canadian geography, history, and politics in the local community and/or from a national perspective. Various printmedia, videos, local events and guest speakers are employed to give international students a "hands-on" experience of life in Canada.

Corequisites:

Current enrollment in an English Language Program Communications course.

EASL 092D LEADERSHIP

Students discuss and practice elements of practical leadership as they work cooperatively on a service and/or community project. They improve listening and speaking skills by participating in class discussion, project planning and implementation; interact with guest speakers from the community; and increase cultural awareness by learning about leadership styles and issues in various contexts.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 093A ACADEMIC PREPARATION

Students focus on their academic speaking, listening, and note-taking skills. In particular, students are encouraged to extend their comprehension through increasingly advanced and technical material including lectures and authentic college-level videos. In addition, students are expected to critically reflect on and discuss the information presented.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 093B BUSINESS COMMUNICATIONS

Students develop and practice a variety of language skills for use in business. They participate in class discussion and make presentations on business related topics; increase cultural awareness by exploring assumptions and practices in international business contexts; develop a resume; and interact with native speakers from the business community.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 093C TOURISM COMMUNICATIONS

Through classroom lectures, readings, group projects and field trips, students enhance their understanding of the tourism industry. There is a focus on the social and economic impact of tourism, customer service, employment opportunities, and Canadian tourism destinations.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 093D TEACHING AND LEARNING A LANGUAGE

Students learn various methods and strategies for teaching a language. They practice these methods by analyzing their own language and developing lessons to teach other students. Areas of focus include pronunciation, grammar, vocabulary, phrases, simple conversations, games and songs.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 094A GLOBAL COOKING

Students gain fluency and confidence in communicative English while preparing multi-course menus from a variety of cultures. They develop vocabulary related to food items and preparation; use colloquial English while working collaboratively with others; practice practical cooking skills; increase awareness of cross-cultural food-related practices and understandings; and interact with native speakers participating as guest chefs.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 094B INTERNATIONAL RECREATION

Students increase communicative skills as they learn and teach both the rules and the methods of various recreational activities. Students are expected to lead sports and recreational activities popular in their cultures.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 094C **OUTDOOR RECREATION**

Students develop their speaking and listening skills as they receive instruction in, discuss, and enjoy outdoor activities popular in the Kootenay area. Activities may include, but are not limited to canoeing, hiking, and golfing.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 094D **NATURE STUDIES**

Students learn the nature of various regional flora and fauna and experience the West Kootenays as a diverse and unique geographical area. Student use English both in and out of the classroom to enhance their developing communication skills while experiencing nature, local history, and geography.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 094E **SKIING/SNOWBOARDING**

Students improve reading, speaking and listening skills through ski industry based readings, presentations and discussions. They interact with native speakers as they experience excursions to various local ski areas.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 095A **CONVERSATION**

Students develop their understanding and use of communicative strategies as they participate in discussions on multi-cultural topics of interest to Canadian and international students.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 095B **PRONUNCIATION**

Students recognize the major components of the English sound system such as stress, rhythm, intonation, vowels, diphthongs, and consonants; understand how these components contribute to expression of meaning; perceive these features in their own speech; and use specific strategies to improve their pronunciation.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 095C **CURRENT ISSUES**

Students read, discuss and debate various current issues and topics using a variety of local and national newspapers and periodicals. Guest speakers from other college program areas and the community will periodically join class discussions.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

EASL 095D **SELECTED TOPICS**

Students practice communicative language skills while exploring topics of interest to students and faculty members in the department. Topics may change from semester to semester and may include: intercultural communication, gender roles, media studies, and global economic shifts.

Corequisites:

EASL Current enrollment in an English Language Program Communications course.

TOFL 051 **TOEFL TEST PREPARATION**

Students are introduced to the new computer based format, and prepare for the listening comprehension, structure and written expression, reading, and essay writing sections of the TOEFL test. The TOEFL results are used for admission and placement at colleges and universities around the world.

Prerequisites

EASL Level 02 with a grade of "C" or better, or equivalent.

TOIC 051 **TOEIC TEST PREPARATION**

Students become familiar with TOEIC testing methods, questions, and techniques. Selkirk College is an official TOEIC testing site, so students have the opportunity to register and take the exam following the course.

Prerequisites

EASL Level 02 with a grade of "C" or better, or equivalent.

TREC 159 **BUSINESS COMMUNICATIONS**

Students are introduced to business communication tools including reports, memos, business letters, resumes, oral presentations and visual aids. They gain significant business-related reading, writing and speaking practice. ESL strategies are emphasized to give students the skills to become effective cross-cultural communicators. These strategies include clarity of written and spoken English, appropriate vocabulary and cultural variations in business organizations.

Prerequisites

EASL 048 with a grade of "C" or better, or equivalent.

Contacts

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Program Summary

There is a growing global demand for qualified English language teachers. The one semester TESOL Advanced Diploma Program provides Canadian and international students with an intensive overview of the fundamental elements of teaching English to speakers of other languages.

The program includes course work in the areas of second language acquisition theory and linguistics, curriculum design, materials development, intercultural communication, classroom management and assessment. The program consists of 21 hours a week of classes and practicum. Practice teaching within the Selkirk College English Language Program provides students with concrete experience.

Over the one semester program, there is a total of 294 contact hours - 252 hours of classes and coursework and 42 hours of practicum that include practice teaching, observation and meeting with experienced English language teachers.

Admission Requirements

Applicants must have successfully graduated from a degree or diploma program from a recognized institution, or have completed at least two years of post-secondary education. Prior work or volunteer educational experience, preferably with second language learners, and/or course work in education is desirable. Entrance requirements include an average of C+ in prior course work, an interview, and an essay. Applicants who are speakers of other languages must provide evidence of a minimal TOEFL score of 213 (computer), an IELTS score of 6.5, or have completed Level 5 (Upper Advanced) in the Selkirk English Language Program and English 090.

NOTE: To be eligible for an Advanced Diploma recognized by TESL Canada, applicants who are speakers of other languages must have a TOEFL score of 550 (pbt) or 213 (cbt) AND a TSE minimum score of 6 and a TWE minimum score of 5.

Course of Studies

Course	Name
TSOL 102	Second Language Acquisition and Theory
TSOL 104	Classroom Practice and Organization
TSOL 106	English Language Curriculum and Materials Development
TSOL 108	Language and Culture
TSOL 110	Practicum Experience and Seminar
TSOL 112	Grammar and Phonology
TSOL 114	Testing and Evaluation
TSOL 116	Computer Assisted Language Learning (CALL)

Course Descriptions

TSOL 102 SECOND LANGUAGE ACQUISITION AND THEORY

This course examines first and second language acquisition (SLA) from a theoretical and applied point of view. Consideration is given to sociolinguistic influences as well as historical and current methods for second language acquisition. The theoretical understandings developed in this course are designed to contribute to a teacher's own philosophy, style, approach and classroom techniques.

TSOL 104 CLASSROOM PRACTICE AND ORGANIZATION

This course prepares students to make the successful transition to teaching in the English Language classroom. Both theoretically and practically, students explore the needs and challenges of effective classroom organization and management. Current approaches, learner variables, task development and a learner-centered classroom that focus on student success are considered.

TSOL 106 ENGLISH LANGUAGE CURRICULUM AND MATERIALS DEVELOPMENT

Students are provided with an introduction to English language curriculum studies in the context of current approaches to teaching English as an additional language. Students have opportunities to work with and develop materials related to the specific language skills of listening, speaking, reading and writing. Student work in this course can be applied to lesson preparation for the TESOL program practicum.

TSOL 108 LANGUAGE AND CULTURE

This course examines differing world views of language and culture, cultural patterns and the role of English in a multicultural context. The course is designed to encourage students to discover and challenge their own cultural assumptions and values, and to apply their research and further understanding to their teaching principles and strategies in the second language classroom.

TSOL 110 PRACTICUM EXPERIENCE AND SEMINAR

A teaching practicum is an integral part of the TESOL program. Students participate in formal classroom observations and then proceed to solo practice teaching. Students have the opportunity to choose a specific skill area class to focus on within the extensive Selkirk College English Language program. Through observation, practice teaching, evaluation and review, students are able to gain firsthand experience. Experienced instructors in the program provide guidance, supervision and ongoing support. A one-hour weekly group seminar provides the opportunity for students to share and reflect on their experience.

TSOL 112 GRAMMAR AND PHONOLOGY

This course provides students with an overview of common grammar structures and opportunities to discuss and develop different ways of incorporating grammar in an English Language program curriculum.

TSOL 114 TESTING AND EVALUATION

This course focuses on basic concepts and constructs of language assessment. There is an examination of measurement criteria and types of tests. Both formal and informal methods of testing, as well as the issues related to assessment of student proficiency are considered.

TSOL 116 COMPUTER ASSISTED LANGUAGE LEARNING (CALL)

This course focuses on the integration of computer technology into the English language learning classroom. Students survey, evaluate and use word processing, email, MS Powerpoint, Internet resources, and Moodle software as tools in a computer-mediated communication environment. Hands-on task-based and project-based assignments provide the students with a practical basis for developing interactive, and meaningful computer activities and assignments for teaching and learning language.

Contacts

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industry & trades training

AT SELKIRK COLLEGE

Over the next 15 years, thousands of skilled trades people will be required in British Columbia to fill vacancies created by a growing economy and the impending retirement of baby boomers. Selkirk programs give you the tools you need today for the jobs of tomorrow.

ENTRY LEVEL (FOUNDATION) PROGRAMS

Our Entry Level (Foundation) programs combine theory with hands-on training and are designed to develop the skills needed to be safe and successful in an apprenticeship. Students who complete an Entry Level (Foundation) program are eligible for credit from the Industry Training Authority (ITA) for the theory portion of level one (in some cases level two) of the applicable apprenticeship program. Entry level graduates will also receive some credit towards the work-based hours required for their apprenticeship. High school students are able to take college level trades training through the Accelerated Credit Enrolment in Industry Training (ACE IT) program. High school students should ask their high school counsellor about ACE IT opportunities in their district.

- Carpentry - 24 weeks
- Electrical - 24 weeks
- General Mechanics (Automotive, Heavy Duty, Commercial Transport) - 36 weeks
- Millwright/Machinist - 36 weeks
- Fine Woodworking (Joinery/Cabinet Making) - 36 weeks

APPRENTICESHIP PROGRAMS

Apprenticeship training combines paid, work-based training (about 80%) with in-school technical training (about 20%). Successful completion of both components, along with examinations, earns you a certificate or ticket to become a certified tradesperson through the Industry Training Authority (ITA). We offer the in-school technical training portion in the following trades:

- Carpentry: levels 1-4 (each level 6 wks)
- Electrical: levels 1-4 (each level 10 wks)
- Millwright: levels 2-4 (each level 7 wks)
- Professional Cook: level 1 (28 wks) and level 2 (14 wks)

OTHER CAREER ORIENTED PROGRAMS

ESTHETICS - 32 WEEKS

Get the skills you need for a career in the professional body care industry. This provincially accredited certificate program will prepare you to write the examination for the Special Beauty Culture License as required by the Cosmetology Industry Association of British Columbia.

HAIRDRESSING (COSMETOLOGY) - 36 WEEKS

Hairstyling skills and beauty culture are the focus of this provincially articulated program. Classroom instruction and a hands-on practicum at a commercial salon will prepare you to write the examination for the Cosmetology Industry Association of BC Hairdressing Certificate.



By Dan Lee



WELDING - C LEVEL (28 WEEKS), B LEVEL (16 WEEKS), A LEVEL (8 WEEKS)

These programs deliver provincial curriculum through practical skills training. Completion of the training program plus a specified number of hours on the job at each level will earn you provincial certification from the Industry Training Authority (ITA).

SKILLED TRADES EXPLORATORY PROGRAM (STEP) FOR WOMEN - 11 WEEKS

Explore your career options in the trades industry. Gain basic technical knowledge and hands-on skills in the following trades: Carpentry, Electrical, General Mechanics, Millwright, Machinist and Welding. You will also receive certification in Forklift Operation, Occupational First Aid Level I and Workplace Hazardous Materials Information Systems (WHMIS).

BC ELECTRICAL CODE - SELF PACED

This comprehensive BC Electrical Code course is offered through online distance education and includes tutorial support. Gain experience in the proper use of the code book and on the correct interpretations of applicable code rules, along with a working knowledge of the BC Safety Standards Act, the BC General Regulation, the Electrical Safety Regulation and the BC Authorization Procedures for electrical contractors.

REFRIGERATION PLANT OPERATOR - SELF PACED

This 9-unit course, which is approved by the BC Boiler Inspection Branch, is taught entirely through distance education. Completion of this course provides students with four months of credit towards the one year of operating time required to write the Provincial Certificate as a Refrigeration/Ice Plant Operator.

BC ELECTRICAL CODE

CERTIFICATE AT SILVER KING NELSON

Program Objectives

Selkirk College offers this comprehensive BC Electrical Code course through distance education with tutorial support based on the 2009 21st edition of the Canadian Electrical Code. Students will gain experience in the proper use of the code book and on the correct interpretations of applicable code rules. Students will also gain a working knowledge of the British Columbia Safety Standards Act, the British Columbia General Regulation and the Electrical Safety Regulation, and the BC Authorization Procedures for electrical contractors.

The course is designed to help students navigate through the code book much more quickly than ever before. If the electrical code is all new to you, you should gain a fundamental understanding of the rules and regulations governing the installation of electrical work in Canada. You will gain knowledge of the calculations that are a large part of the code regulations. Many examples are included in the coursework.

Duration

The course work is challenging, however most students that are able to devote eight to ten hours per week to the assigned work can complete this course within six months. Students who already have some familiarity with the Code will likely be able to finish the course in less time. Maximum time allowed for completion is eight (8) months.
BC Safety Authority Recognized

In British Columbia, if you wish to be named on an Electrical Permit or an Electrical License or if you wish to sign a declaration for a particular project, you must be qualified as a Field Safety Representative (FSR). You will then have responsibility for code compliance of that project. A FSR named on an application for an operating permit or contractor's licence must, in addition to the duties of a FSR, represent the operating permit holder or licensed contractor in code, technical and worker qualification matters that are within the scope of the Field Safety Representative's certificate of qualification.

To become a FSR you are required to show evidence of having successfully completed a course in the application of electrical codes and standards required by the provincial safety manager and to pass a BC Safety Authority exam. This course qualifies as 'recognized' by the BC Safety Authority. This course is also excellent for those electricians, technologists or engineers that merely want to refresh their knowledge and update their skills to the latest edition of the code.

Admission Notes

Continuous intake.

Beneficial for Apprentices and Journeyperson Electricians. Others may take this course for general interest.

In order to be recognized for BC Safety Authority for application for a Class A, B or C Field Safety Representative examination the student must be a valid holder of an Interprovincial Standards Examination Certificate of Qualification in the trade of Electrician. (Red Seal)

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

This course will provide you with a good working knowledge of the current Canadian Electrical Code - Part I, with the BC Amendments, BC Bulletins, Authorization Procedure, the Safety Standards Act and the General Regulation, and Electrical Safety Regulations.

This course consists of:

- Ten (10) lesson units
- Assignment file (one assignment for each lesson)

Note: Students are required to obtain a current copy of CEC Part 1, 2009 21st edition, before commencing the course. Copies are available at most electrical wholesalers. Copies can also be ordered through most book stores or online at www.csa.ca

Contacts

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Program Calendar

2010

- Level 3 - January 4 - February 12
- Level 4 - January 4 - February 12
- Level 2 - February 15 - March 26
- Level 4 - February 15 - March 26
- Level 3 - March 29 - May 7
- Level 2 - August 16 - September 24
- Level 1 - September 27 - November 5
- Level 3 - November 8 - December 17

2011

- Level 4 - January 3 - February 11
- Level 3 - January 3 - February 11
- Level 3 - February 14 - March 25
- Level 4 - February 14 - March 25
- Level 2 - March 28 - May 8
- Level 4 - September 26 - November 4 (projected)
- Level 1 - November 7 - December 16 (projected)

Note: The above projected dates/Levels are subject to change.

Program Objectives

Selkirk College, in cooperation with the Industry Training Authority, offers Carpentry Technical Training for all four levels required for apprenticeship. Each level consists of a six week program that meets 30 hours per week.

The apprenticeship process requires time spent on the job supplemented by in-school training. A carpentry apprentice must complete a four-year program including 5,000 workplace hours and 720 in-school hours of training completed in four levels, each for six weeks. After completion and achievement of a passing grade, the apprentice will hold the BC Certificate of Apprenticeship, BC Certificate of Qualification, and the Interprovincial Standard Endorsement also known as Red Seal.

Career Potential

Carpenters perform all work in connection with the assembly and erection of forms for concrete, wood and metal frame construction, and install interior and exterior finishing for residential, commercial and industrial projects, while conforming

to plans, specifications and local building codes. A carpenter may work independently or within an organization. Most carpenters earn between \$15 and \$30 per hour depending on their skill, qualifications, location and employer. Carpenters can advance to senior level positions such as foreperson, contractor or subcontractor where they can earn \$50 or more per hour.

Admission Requirements

- indentured in Carpentry Apprenticeship, and
- graduation from a British Columbia Senior Secondary School or equivalent, and
- physically fit (mobility, lifting), have good manual dexterity, good hand-eye coordination and balance, and be able to work at heights and in adverse weather.

Course of Studies

CRPLN 190	Carpentry Apprenticeship Level 1
CRPLN 290	Carpentry Apprenticeship Level 2
CRPLN 390	Carpentry Apprenticeship Level 3
CRPLN 490	Carpentry Apprenticeship Level 4

CRPLN 190 CARPENTRY APPRENTICESHIP LEVEL 1

- Safe Work Practices
- Documentation and Organizational Skills
- Tools and Equipment
- Survey Instruments
- Site Layouts
- Build Concrete Framework
- Frame Residential Housing
- Apply Building Science

Prerequisites Indentured in Carpentry Apprenticeship

CRPLN 290 CARPENTRY APPRENTICESHIP LEVEL 2

- Safe Work Practices
- Documentation and Organizational Skills
- Tools and Equipment
- Survey Instruments
- Rigging and Hoisting Equipment
- Site Layout
- Build Concrete Formwork

Prerequisites Indentured in Carpentry Apprenticeship

CRPLN 390 CARPENTRY APPRENTICESHIP LEVEL 3

- Documentation and Organizational Skills
- Tools and Equipment
- Survey Instruments
- Frame Residential Housing
- Apply Finishing Materials
- Apply Building Science

Prerequisites Indentured in Carpentry Apprenticeship

CRPLN 490 CARPENTRY APPRENTICESHIP LEVEL 4

- Documentation and Organizational Skills
- Survey Instruments
- Site Layout
- Build Concrete Formwork
- Frame Residential Housing
- Apply Finishing Materials

Prerequisites Indentured in Carpentry Apprenticeship

Contacts

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CARPENTRY FOUNDATION

24 WEEK CERTIFICATE AT SILVER KING, NELSON

Program Calendar

2010

- July 5 to December 16
- February 1 - July 16 (**will be offered in Nakusp**)

2011

- July 4 to December 15

Program Objectives

Carpentry Foundation Technical Training will provide students with the opportunity to build a career in carpentry. Combining theory and shop time the program covers the first year ITA Level 1 Carpentry Apprenticeship Technical Training and prepares students for entry into employment and into the BC Provincial Apprenticeship program.

Career Potential

Carpenters perform all work in connection with the assembly and erection of forms for concrete, wood and metal frame construction, and install interior and exterior finishing for residential, commercial and industrial projects, while conforming to plans, specifications and local building codes. A carpenter may work independently or within an organization. Most carpenters earn between \$15 and \$30 per hour depending on their skill, qualifications, location and employer. Carpenters can advance to senior level positions such as foreperson, contractor or subcontractor where they can earn \$50 or more per hour.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 10, Applications of Math 11 or Essentials of Math 12, and
- physically fit (mobility, lifting), have good manual dexterity, good hand-eye coordination and balance, and be able to work at heights and in adverse weather.
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have

completed or are in the process of obtaining Principles of Math 10 or equivalent with a “C” grade or better. (This course must be completed prior to the program entry date.)
A refundable tool deposit of \$100 will be required at the start of the program.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

- Residential Construction Career Exploration
- Construction Math
- Safe Work Practices
- Drawings and Specifications
- Materials Identification
- Hand Tools
- Portable Power Tools
- Stationary Tools
- Survey Instruments
- Concrete Form Work
- Residential House Framing
- Windows and Doors
- Residential Building Renovations
- Building Science
- Shop Skills
- Work Experience

Contacts

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**FOR LATEST INFORMATION
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Program Calendar

2010

- Level 2 - January 4 - March 12
- Level 3 - January 4 - March 12
- Level 4 - January 4 - March 12
- Level 2 - March 15 - May 21
- Level 3 - March 15 - May 21
- Level 4 - March 15 - May 21
- Level 1 - August 3 - October 8
- Level 4 - August 3 - October 8
- Level 2 - October 12 - December 17
- Level 4 - October 12 - December 17

2011

- Level 3 - January 4 - March 11
- Level 4 - January 4 - March 11
- Level 2 - March 14 - May 20
- Level 3 - March 14 - May 20
- Level 4 - March 14 - May 20

Program Objectives

Selkirk College offers all four levels of Electrical technical training in cooperation with the Industry Training Authority (ITA). The theory courses prepare students to become Journeyman Electricians by completing the required technical training for Levels 1, 2, 3 and 4. Each level consists of a ten-week program that meets 30 hours per week.

Admission Requirements

- indentured in Electrical Apprenticeship,
- recommended: graduation from a British Columbia Senior Secondary School or equivalent, including English 12, Math 12 and Physics 11.

Course of Studies

ECAL 190	Electrical Apprenticeship Level 1
ECAL 290	Electrical Apprenticeship Level 2
ECAL 390	Electrical Apprenticeship Level 3
ECAL 490	Electrical Apprenticeship Level 4

ECAL 190 ELECTRICAL APPRENTICESHIP LEVEL 1

- Use Essential Skills
- Use Safe Work Practices
- Use Tools and Equipment
- Apply Circuit Concepts
- Use Test Equipment
- Read and Interpret Drawings and Manuals
- Apply the CEC, Regulations and Standards
- Install Low Voltage Distributions Systems
- Install Control Circuits

Prerequisites Indentured in Electrical Apprenticeship

ECAL 290 ELECTRICAL APPRENTICESHIP LEVEL 2

- Use Essential Skills
- Apply Circuit Concepts
- Use Test Equipment
- Apply the CEC, Regulations and Standards
- Install Low Voltage Distributions Systems
- Install Electrical Equipment
- Install Control Circuits

Prerequisites Indentured in Electrical Apprenticeship

ECAL 390 ELECTRICAL APPRENTICESHIP LEVEL 3

- Apply Circuit Concepts
- Use Test Equipment
- Apply the CEC, Regulations and Standards
- Install Low Voltage Distributions Systems
- Install Electrical Equipment
- Install Control Circuits

Prerequisites Indentured in Electrical Apprenticeship

ECAL 490 ELECTRICAL APPRENTICESHIP LEVEL 4

- Apply Circuit Concepts
- Use Test Equipment
- Apply the CEC, Regulations and Standards
- Install Low Voltage Distributions Systems
- Install Electrical Equipment

- Install Control Circuits
- Install Signal and Communication Systems
- Install High Voltage Systems

Prerequisites Indentured in Electrical Apprenticeship

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ELECTRICAL FOUNDATION

24-WEEK CERTIFICATE AT SILVER KING, NELSON

Program Calendar

2010

- January 4 - Programs continue.
- February 25 - Fall Program ends.
- February 1 - Winter Program begins.
- July 16 - Winter Program ends.
- **August 3 - Summer Program begins.**
- **September 7 - Fall Program begins.**
- December 20 - Winter break.

2011

- January 4 - Programs continue.
- January 27 - Summer Program ends.
- **January 31 - Winter Program begins.**
- March 3 - Fall Program ends.
- July 14 - Winter Program ends.

Notes: Applicants are advised that this is a popular program. Prospective students should apply well in advance. Dates are subjected to change.

Program Objectives

The Electrical Foundation Program at Selkirk College prepares learners for entry level positions as apprentice electricians with electrical contracting companies involved in residential, commercial, and industrial construction in addition to positions with firms and institutions involved in any type of electrical work.

Students work and learn in classroom, laboratory, and shop environments where they develop the ability to access and utilize resource material, follow proper procedure and make sound decisions while properly installing and maintaining electrical equipment.

This program provides close contact with electrical industry employers and tradespeople throughout British Columbia through field visitations and employment placements.

The program addresses the need to cultivate generic skills such as good communications skills; ability to learn independently; social skills; ethics; positive attitudes; valuing diversity; responsibility; teamwork; ability to adapt to changing circumstances; thinking skills: problem-solving and research skills.

Graduates of the Electrical Foundation Program at Selkirk College are able to find employment as electrical apprentices engaged in the installation and maintenance of electrical power, lighting,

heating, control, alarm, data and communication systems in residential, commercial and industrial settings as well as numerous other related fields.

Notes

Prospective students are advised that, due to the small size of the West Kootenay economy, only a very low percentage of Selkirk Electrical Entry graduates find apprenticeships locally. The majority find employment outside the Kootenays in the Lower Mainland, Vancouver Island, the Okanagan, Northeast BC, and Alberta. Employment success is greatly enhanced if graduates are willing to relocate.

Career Potential

Employment in electrical trades is forecast to grow at about the average for all occupations through to 2011. About 1261 new jobs and an additional 1472 replacement jobs will become available as workers retire. This forecast reflects the historic relationship between population growth and construction activity and the generally good level of investment and housing activity.

Construction is the major industry employing workers in this occupational group. The construction industry is expected to grow at the rate of 1.6% per year between 2001 and 2011, which is slightly higher than the provincial average for all industries. Industry sources expect higher than average levels of residential construction and thus expect higher employment growth over the short term. Because the construction industry employs such a large number of workers, there will be a significant number of openings for electricians in the long term, especially to replace an aging workforce. Experienced electricians can progress to such supervisory positions as foreman, superintendent, estimator or electrical inspector. With some money and management skills, electricians can start their own contracting businesses.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 11 or Applications of Math 12 with a "C" grade or better.
- completion of Principles of Math 12 and Physics 12 is recommended but not mandatory.
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have completed or are in the process of obtaining Principles of Math 11 or equivalent with a "C" grade or better. (This course must be completed prior to the program entry date.)

Employers may desire a higher level of Math and Physics as part of hiring policies.

A refundable tool deposit of \$100 will be required at the start of the program.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

ELELN 100-A	Electrical Fundamentals
ELELN 100-B	DC Circuit Analysis
ELELN 100-C	Electromagnetism and Applications
ELELN 100-D	Meters and Test Equipment - Part I
ELELN 100-E	Prints and Drawings
ELELN 100-F	AC Motor Controls and Industrial Wiring - Part I
ELELN 100-G	Canadian Electrical Code and Wiring - Part I
ELELN 100-H	Industrial Power Electronics - Part I
ELELN 100-I	Electrical Shop: Electrical Installations and Wiring Methods

Course Descriptions

ELELN 100 A ELECTRICAL FUNDAMENTALS

A review of some components of Physics including metric/imperial units, work, power and energy, and simple machines is undertaken. The basic principles of the nature of electricity will be examined in the classroom and laboratory. Students are introduced to the use of voltmeters, ammeters and ohmmeters. Students apply their knowledge of circuit concepts and components by designing, assembling, and analyzing basic circuits.

ELELN 100B DC CIRCUIT ANALYSIS

Students will examine the properties and operating characteristics of series, parallel, combination, voltage divider, bridge, and 3-wire DC circuits in the classroom and laboratory with emphasis on fault detection and troubleshooting. Basic circuit concepts such as power supplies, control devices, protection devices, and conductors will be introduced. Analysis will follow using electrical measuring instruments, Ohm's Law, Watt's Law, and Kirchhoff's voltage and current laws. Students learn the characteristics of electrical system wiring methods for a variety of applications and choose the proper wiring method for an assortment of installation requirements.

ELELN 100C ELECTROMAGNETISM AND APPLICATIONS

Students learn the concepts of magnetism and electromagnetism. Emphasis is placed on understanding the operating principles of electromagnetic devices such as motors, generators, solenoids, relays, contactors, and motor starters. Alternating Current electrical generation is examined.

ELELN 100D METERS AND TEST EQUIPMENT - PART I

Students examine and design the internal circuitry of galvanometers, ammeters, voltmeters, wattmeters, watt-hour meters, and ohmmeters. The use of meters for measuring current, voltage, resistance, power, and energy is practised.

ELELN 100E PRINTS AND DRAWINGS

Students engage in the practice of reading, drawing, and interpreting of working drawings and sketches. Electrical blueprints and plans are studied with emphasis on schematics, wiring diagrams, power risers, and block diagrams.

ELELN 100F AC MOTOR CONTROLS AND INDUSTRIAL WIRING - PART I

An extensive coverage of industrial motor control systems is undertaken. Students learn elementary control circuits, then design, construct, and troubleshoot elaborate circuits. This portion of the program includes extensive lab and shop components. Wiring methods unique to industrial power systems are studied and practiced in the shop.

ELELN 100G CANADIAN ELECTRICAL CODE AND WIRING - PART I

Students study Sections 0, 2, 4, 6, 8, 10, 12, 14, 16, 26, 62, and 76 of the Canadian Electrical Code, as well as relevant sections of the Electrical Safety Act of British Columbia. Emphasis is placed on practical application of the code.

ELELN 100H INDUSTRIAL POWER ELECTRONICS - PART I

Students are introduced to solid-state components and use a variety of power supplies, transistors, and diodes to construct rectifier circuits. Lab analysis is employed to observe operating characteristics of these circuits.

ELELN 100I ELECTRICAL SHOP: ELECTRICAL INSTALLATIONS AND WIRING METHODS

Introduction to hand and power tools as used in the electrical trade. The design, installation, and troubleshooting of residential power, lighting, alarm, data and communication as well as industrial motor control systems will be practised in the shop.

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ESTHETICS

SEVEN MONTH CERTIFICATE AT SILVER KING, NELSON

Program Calendar

2010

- January 4 - Program continues.
- April 22 - Program ends.
- **September 7** - Orientation Day.
- December 20 - Winter break.

2011

- January 4 - Program continues.
- April 21 - Program ends.
- **September 6** - Orientation Day.
- December 19 - Winter break.

Program Objectives

Graduates of this program will have the skills and knowledge to conduct themselves in an ethical manner, with deportment and confidence, while providing excellent customer service. They will know how to observe the rules of personal hygiene and grooming and will be able to perform all the procedures learned with an awareness of the safety factors involved.

On finishing this course graduates will have a basic understanding of various bacteria and will know how to follow the procedures for sanitation and sterilization. Knowledge of the histology and physiology of the skin and an understanding of the structure and functions of the major body systems are gained, as is an ability to recognise different skin types along with their associated abnormalities.

Graduates will be able to cleanse and manipulate the face and neck and use various types of skin care appliances, they will have an understanding of cosmetic chemistry, such as moisturizing and nourishing cream, skin toners and the pH scale. Also on a practical level graduates will have mastered the performance of specialized skin treatments including facials, makeup, hair removal and manual/mechanical muscle toning. Graduates will be able to perform a professional manicure and pedicure, and will be able to recognize the presence of disorders and diseases of the nails. Upon successful completion of this program, graduates are qualified to write the examination for the Special Beauty Culture License as required by the Cosmetologists Association of British Columbia.

Course of Studies

Course

Name

Term 1

ESTH 120	Introduction to Esthetics - Spa Industry
ESTH 121	Hygiene, Bacteriology, Sanitation
ESTH 122	Skin: Anatomy, Physiology and Disorders
ESTH 123	Basic Skin Care
ESTH 124	Facial Treatment - Cosmetic Massage 1
ESTH 125	Manicure - Artificial Nails 1
ESTH 126	Foot Care 1
ESTH 127	Hair Removal - Waxing 1
ESTH 128	General Trade/Selling/Professionalism/Reception/Monitor
ESTH 131	Cosmetic Chemistry - Product Knowledge
ESTH 132	Anatomy and Physiology
ESTH 133	Basic Makeup

Course

Name

Term 2

ESTH 134	Facial Treatment - Cosmetic Massage 2
ESTH 135	Manicure - Artificial Nails 2
ESTH 136	Foot Care 2
ESTH 137	Hair Removal - Waxing 2
ESTH 140	Small Business Management
ESTH 143	Makeup
ESTH 144	Facial Treatment - Cosmetic Massage 2A
ESTH 145	Manicure - Artificial Nails 2A
ESTH 146	Foot Care 2A
ESTH 147	Hair Removal - Waxing 2A
ESTH 148	Advanced Topics
ESTH 149	General Trade Practices - Professionalism

Career Potential

Individuals who acquired their license can find employment in sales and customer service, department stores, drug stores, beauty salons, day spas, distribution outlets, cosmetic manufacturers, beauty institutes, health clubs, cruise ships, resorts and cosmetic firms.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent.*
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.
- an interview with the instructor may be required before commencement of the program.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have successfully completed Grade 10 or equivalent.

In addition, candidates should have the ability to understand written and verbal instruction in English, possess basic communication skill required for providing customer services, exhibit good hand-eye coordination, have normal colour vision, have good depth perception and the ability to perceive line and form, possess good manual and finger dexterity, and be able to stand for long periods of time.

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Course Descriptions

ESTH 120 INTRODUCTION TO ESTHETICS - SPA INDUSTRY

This is a comprehensive look at the history of esthetics, as a background to the entire field of study. Current career opportunities are examined along with the necessary skills and equipment required in order to succeed as a professional esthetician. Time evaluation for various treatments is taught, as are safety and first aid procedures.

ESTH 121 HYGIENE, BACTERIOLOGY, SANITATION

The importance of personal and public hygiene is emphasised in this course. A study is made of the bacteriology of the skin, with a look at related diseases and disorders. Proper sanitation and sterilization procedures are established.

ESTH 122 SKIN: ANATOMY, PHYSIOLOGY AND DISORDERS

Here the skin is studied at both a microscopic and biological level. Students take an in depth look at how the skin is structured, its properties and functions. The course deals with the recognition and treatment of various disorders of the skin including lesions and blackheads.

ESTH 123 BASIC SKIN CARE

All aspects of basic skin care are covered here, from the importance of a liability release form prior to treatment, through to the client consultation itself. Students are familiarized with the classification of skin types, skin analysis and the nutrition and health of the skin.

ESTH 124 FACIAL TREATMENT - COSMETIC MASSAGE 1

Students work through the preparation of both the treatment area and the client prior to a facial. An understanding of what facial treatment products are available, their application and suitability to the various skin types is gained. Basic facial steps without the use of equipment and basic massage movements are covered, as is an overview of the anatomy and physiology of the face and décolleté. Contraindications (a factor that renders the carrying out of a particular treatment inadvisable) and safety for all skin types are studied.

ESTH 125 MANICURE - ARTIFICIAL NAILS 1

This course covers the fundamentals and theory of both manicuring and the application of artificial nails. It begins with manicuring procedures and the selection and preparation of instruments through to the anatomy and physiology of the hand and arm, diseases and disorders of the hands

and nails and the shapes of hands and nails. The course then goes on to cover cuticle treatment, massage for arms and hands, types of manicures and polish application. The application of artificial nails, their repair and follow up treatments, concludes this module.

ESTH 126 FOOT CARE 1

Here the focus is on the care and treatment of the foot. A foundation is established by studying the anatomy and physiology of the legs and feet. Diseases and disorders related to foot care are noted along with the relevant treatments available. The procedures of foot care along with the preparation and selection of instruments are taught. Shaping nails, nail repair, the removal of dead skin and foot and leg massage make up the rest of this course.

ESTH 127 HAIR REMOVAL - WAXING 1

This is the study of hair and its removal. The composition, structure and functions of hair are examined along with hair removal products or depilatories. Preparation of the treatment area, including an analysis of the clients skin, the procedure of waxing, and follow-up treatment is covered.

ESTH 128 GENERAL TRADE/SELLING/ PROFESSIONALISM/RECEPTION/MONITOR

Conduct, communication and professionalism are focused on in this broad ranging course. Students look beyond the treatments themselves to the demands of the working environment. Areas covered include the assessment of a clients needs and attitudes, reception and monitor duties and appointment booking. On a communications level subjects include client greeting, client consultation and telephone manner. Time is given to image projection, appropriate dress, personal development, motivation and goal setting. Promotion of the services offered, maintaining client satisfaction and attendance requirements are covered. The course also deals with the legal requirements when performing esthetic treatments, the Cosmetology Act and Association and the rules for professional ethics and standards.

ESTH 131 COSMETIC CHEMISTRY - PRODUCT KNOWLEDGE

How products are made, what they are made of and why, is the essence of this course. Students take an in-depth look at organic and inorganic chemistry, the properties of common elements, compounds and mixtures, and the pH scale. Product knowledge includes an understanding of moisturizers, nourishing creams and skin tonics.

ESTH 132 ANATOMY AND PHYSIOLOGY

This is an overview of the body, how it is structured and its major systems; integumentary,

muscular, nervous, sensory, endocrine, circulatory, lymphatic, respiratory, digestive, urinary, reproductive. Students become familiar with anatomical terms and definitions.

ESTH 133 BASIC MAKEUP

Makeup is studied as an art and science. Starting with client consultation and preparation, through to ethics and attitude towards makeup. An analysis is made of basic facial shapes and features, so the correct choice of makeup options can be made. Makeup is looked at regarding colour psychology, the selection of appropriate foundation, and use of blusher, eyeliner, mascara and lip colour, and the art of facial contouring. Students are instructed in basic day makeup and the enhancement of eyebrows and eyelashes.

ESTH 134 FACIAL TREATMENT - COSMETIC MASSAGE 2

Here students are introduced to the use of electricity, galvanic current and high frequency in esthetics. There is an opportunity to practice with the equipment used in facials, including light therapy. Time management skills are honed to ensure facial treatments are completed within the allotted time.

ESTH 135 MANICURE - ARTIFICIAL NAILS 2

The goal of this course is build on the theoretical knowledge gained in Manicure and Artificial Nails I by giving students the opportunity to practice manicuring and artificial nail application on clients. The correct use of implements and products on clients, including following all sanitary and safety rules, is emphasised.

ESTH 136 FOOT CARE 2

This course is designed to build on the theoretical expertise gained from the preceding course, Foot Care I. The goal here is to spend time in the practical application of foot care using the proper implements and products on clients, including following all sanitary and safety rules.

ESTH 137 HAIR REMOVAL - WAXING 2

In this course students are given time in the salon to put into practice the theory learned in Hair Removal and Waxing 1. The goal being the proper use of implements and products on clients, including following all sanitary and safety rules.

ESTH 140 SMALL BUSINESS MANAGEMENT

This course is designed to compliment the esthetician skills acquired so that graduates have an understanding of the setting up and running of a small business, and the confidence to enter the job market. Starting a salon is covered from initial capitalization, business planning and daily operation, to basic business law and accounting

procedures. Salon layout requirements, salon policy and insurance requirements are part of this course. Students are also taught job search requirements, resumé writing and job search techniques.

ESTH 143 MAKEUP

Here makeup is taken to the next level. Students are taught to interview the client in order to identify the appropriate makeup techniques that should be applied, and in order to make appropriate cosmetic choices for the individual concerned. Makeup application is broadened out to include techniques for evenings and special occasions.

ESTH 144 FACIAL TREATMENT - COSMETIC MASSAGE 2A

More practical opportunities are given here for the application of facial treatments for specific skin types and problems, with the proper use of equipment and appropriate products.

ESTH 145 MANICURE - ARTIFICIAL NAILS 2A

The goal of this course is the practical application of manicuring and artificial nail completion, using the proper implements and products on clients, making sure all sanitary and safety rules are followed.

ESTH 146 FOOT CARE 2A

The goal of this course is to offer more practical opportunities regarding foot care. Students perform pedicures using the proper implements and products on clients. Sanitary and safety rules are emphasised.

ESTH 147 HAIR REMOVAL - WAXING 2A

More time is spent in the salon in the practice of waxing. Students make use of the proper implements and products on clients, and follow all sanitary and safety rules.

ESTH 148 ADVANCED TOPICS

Advanced Topics deals with treatments from phytotherapy (the esthetic use of plants, shrubs, trees, aromatic essential oils, seaweed, herbal and floral extracts), to water therapies, the reduction of cellulite, and to salon chemical peeling. Instructors address the enemies of the skin, aging factors and cosmetic surgery.

ESTH 149 GENERAL TRADE PRACTICES - PROFESSIONALISM

This course takes the information learned in General Trade Practices, Professionalism and Selling I to the next level. More time is spent developing interpersonal skills (communication with teachers, fellow students and clients),

operational skills (reception duties, appointment booking, client consultation and record keeping) and sales techniques. Once again the importance of projecting a professional personal image is emphasised for the successful esthetician.

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Program Calendar

2010

- January 4 - Program continues.
- May 30 - Program ends.
- May 28-30 - Year End Show.
- **September 7** - Orientation Day.
- December 20 - Winter break.

2011

- January 4 - Program continues.
- May 29 - Program ends.
- May 27-29 - Year End Show.
- **September 6** - Orientation Day.
- December 19 - Winter break.

Note: Applicants are advised that this is a popular program. Prospective students should apply well in advance.

Program Objectives

The working environment in the nine-month Fine Woodworking Program at Selkirk College is a very supportive and creative one, and provides a unique opportunity to acquire a sound foundation in professional woodworking. The curriculum encompasses a broad overview of woodworking operations and technology while allowing the student time to explore areas of personal interest. This demanding program is designed to prepare students to pursue a career in professional woodwork as a skilled employee or a self-employed entrepreneur. Upon completion of the program, the flexible and portable skills you possess are an excellent head start in the fields of furniture or cabinet making, designing of wood products, or in the pursuit of goals in related fields. This experience will better equip you to meet the rapidly changing needs of our modern world.

There is discussion on how each course relates to making a living as a professional woodworker. Topics that are discussed and practised include: photographing your work, and the planning and setup of a professional show, CAD drafting, wood carving (optional). The program is broad in scope and encourages students to strive for quality design, originality, and enhanced workmanship skills, to improve chances of success in the marketplace.

If successful in the first year of the Fine Woodwork program, students will receive credit for Level 1 and Level 2 technical training of their Joinery Apprenticeship.

Course of Studies

Translation Key:

Ttl = Total course hours per term

Course	Name	Ttl
	Term 1	
CRWW 160	Woodshop Tools and Techniques	190
CRWW 161	Joinery Principles and Practices	460
CRWW 162	Specialized Techniques	70
CRWW 164	Materials Technology	50
CRWW 165	Wood Finishing	70
CRWW 175	Furniture Design	60
CRWW 176	Drafting for Furniture	130
CRWW 179	Kitchen Design and Construction	50
	Total:	1080

Students are responsible to pay for materials used in constructing their projects. Depending on the size and scope of their project this cost could be up to \$1000.00.

Principles of Math 11 or equivalent with a "C" grade or better. (This course must be completed prior to the program entry date.)

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Career Potential

Graduates of these programs are found throughout North America. They are often self-employed, or may be employed in cabinet or furniture shops. There remains a demand for the woodworker who exhibits pride in his/her work and who strives for quality, balanced design and honest value in his/her product. These traits, when combined with a sound technical background, greatly enhance your chance of success.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 11, Applications of Math 11, Essentials of Math 11 or equivalent with a "C" grade or better.
- the probability of succeeding in this program improves if candidates possess strong reading and comprehension skills.
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.
- basic computer skills highly recommended.

* Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have completed or are in the process of obtaining

Course Descriptions

CRWW 160 WOODSHOP TOOLS AND TECHNIQUES

This course provides a comprehensive introduction to woodworking tools and equipment by examining the safe and skillful use of both hand and power tools, including their selection, purpose and maintenance. Techniques for small production runs, including jig and fixture design are also examined.

CRWW 161 JOINERY PRINCIPLES AND PRACTICES

You will study the principles of joinery as applied to furniture and cabinet construction. As this is primarily a practical course, you will experience joint selection, joinery by both hand and machine tool processes, and the organization of the process while engaged in construction of furniture pieces, preferably to your own design.

CRWW 162 **SPECIALIZED TECHNIQUES**

The utilization of specialized woodworking techniques enables you to enhance both the design and execution of your product. Wood bending (steam and lamination), curved panels, veneering, turning, carving and inlay work all provide an opportunity to design and create objects that stand apart in the market place.

CRWW 164 **MATERIALS TECHNOLOGY**

This in-depth look at wood, and how and why it behaves in the manner it does, provides the necessary background to understand the principles of joinery.

CRWW 165 **WOOD FINISHING**

A comprehensive study of the methods and materials used to finish wood. This course includes both a technical explanation of, and practical experience in, the applications of stains and dyes, fillers, penetrating finishes and top coats.

CRWW 175 **FURNITURE DESIGN**

An examination of basic design theory provides the foundation for successful furniture design. A review of the history of furniture creates an awareness of the design continuum, while practical experience in sketching, drafting, model-making and mock-up prepares your ideas for construction.

CRWW 176 **DRAFTING FOR FURNITURE**

This course is a comprehensive experience in the drafting of furniture. After an introduction to the drafting process the student is expected to produce detailed construction drawings of each of their projects prior to construction. The first project will be drawn using pencil and drafting boards. Students will learn CAD drafting early in the year so they will be able to draft their remaining projects on the computer.

CRWW 179 **KITCHEN DESIGN AND CONSTRUCTION**

How one functions within a kitchen, the space requirements and space utilization are discussed. The use of the 32 mm cabinet construction system is examined, with particular emphasis on methods appropriate to the small shop. A set of kitchen cabinets is constructed in this course.

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CONTACTS

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Program Calendar

2010

- January 4 - Program continues.
- May 27 - Program ends.
- **September 7** - Orientation Day.
- December 20 - Winter break.

2011

- January 4 - Program continues.
- May 26 - Program ends.
- **September 6** - Orientation Day.
- December 19 - Winter break.

Program Objectives

This program encompasses three mechanical trades: Automotive Service Technician, Commercial Transport Mechanics and Heavy Duty Mechanics. Module one, or Entry Level Training of these three trades is covered in detail within the guidelines of the Industry Training Authority, preparing graduates to become indentured as an apprentice in their chosen trade.

The theory portion of the program is delivered in a classroom lecture mode along with self-directed activities, while the hands-on portion is accomplished in the College's mechanical shop. The ratio of shop time to classroom time is approximately 60:40 and based on a 4-day week. Upon graduation, you possess the skills, knowledge and attitudes necessary to gain employment in one of the above areas as a Level 1 apprentice.

As part of the program, all students are given an opportunity to acquire an Air Brake Endorsement on their driver's licence, a Forklift Operators Certificate, Occupational First Aid Level 1, and WHMIS Certification.

Career Potential

Skilled trades people are in demand all across the country in well respected jobs that offer good pay, great benefits and endless opportunities. The career path of a trades or technology graduate can lead to senior management, contractor or entrepreneur, there are no limits.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 10, Applications of Math 11, Essentials of Math 12 or equivalent, and
- Communications 11 or equivalent with a "C" grade or better.
- recommend possession of a valid driver's license class 5, 7 Learner or higher.
- must be capable of doing physical work.
- basic keyboarding and computer skills are an asset.
- all applicants are required to complete a computerized test in reading, writing and mathematics once they have submitted their application.

* Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they completed or are in the process of obtaining Principles of Math 10 or equivalent and Communications 11 or equivalent with a "C" grade or better. (These courses must be completed prior to the program entry date.)

Employers may require higher level of Math as part of their hiring policies.

NOTE:

You will be required to provide a pair of work gloves (leather palm), welding gloves, safety toe boots, appropriate winter clothing. Coveralls will be supplied at a minimal cost. You are also required to purchase the necessary textbooks and supplies associated with the mechanical trades at an approximate cost of \$900. The college will loan all other books and tool kits needed to complete the course upon payment of a refundable tool deposit of \$100. It is recommended that students have their own vehicle/transportation.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

- Safe Work Practices
- Prepare for Employment
- Work Practices and Procedures
- Heavy Duty Wheeled Equip & Attachments
- Track Machines & Attachments
- Wire Rope & Winches
- Hydraulic Systems
- Hydraulic Brake System
- Air Brake Systems
- Alternate Brake Systems
- Air Operated Systems
- Diesel Engines
- Electrical and Electronic Systems
- Spark Ignition Systems
- Mechanical Diesel Fuel Systems
- Power Train Components

Contacts

Industry and Trades Contact
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Dan Obradovic
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dobradovic@selkirk.ca

HAIRDRESSING

NINE-MONTH CERTIFICATE AT SILVER KING, NELSON

Program Calendar

2010

- January 4 - Program continues.
- May 27 - Program ends.
- **September 7** - Orientation Day.
- December 20 - Winter break.

2011

- January 4 - Program continues.
- May 26 - Program ends.
- **September 6** - Orientation Day.
- December 19 - Winter break.

Program Objectives

The primary objective of the program is to develop skills in hairstyling techniques and to gain knowledge of related areas which will enable graduates to perform the work of an operator. Students receive theoretical and practical skills training throughout the program including a weekly practicum at a commercial salon. Learning is accomplished through practical instruction and student participation with equipment, tools, and materials used in the hairdressing trade.

Students who successfully complete the program are awarded a Selkirk College Certificate of Completion and are eligible to write the examination for the Cosmetology Industry Association of BC Hairdressing Certificate.

Career Potential

Employment success rates have been favourable with the vast majority of graduates finding relevant employment within six months of graduation. Prospects for employment success are greatly enhanced if graduates are free to relocate to other areas. The following career opportunities are available to program graduates: hairstylist, technician, platform artist, salon management, cruise ship salon operator, film stylist, instructor, inspector, examiner, and salesperson.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent,*
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.

Course of Studies

HAIR 110	Introduction to Hairdressing
HAIR 152	Infection Control
HAIR 154	Shampoo and Massage I, II
HAIR 156	Trichology and Chemistry
HAIR 158	Hairstyling and Blow Drying I, II, III
HAIR 160	Communications I, II, III
HAIR 162	Hair Shaping and Hair Cutting I, II, III
HAIR 164	Chemical Texturizing I, II, III
HAIR 166	Hair Colouring I, II, III
HAIR 168	Salon Business and Management II, III
HAIR 170	Wigs and Hair Additions
HAIR 172	Practicum

- an interview with an instructor may be required before commencement of the program.
- applicants must be non-allergic to the solutions used in this occupation. This occupation is physically demanding and reasonable physical conditioning is necessary and people skills required.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have successfully completed Grade 10 or equivalent.

Note: Professional clothes must be worn to all classes and practicums (no jeans).

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course Descriptions

HAIR 110 INTRODUCTION TO HAIRDRESSING

This course covers the history of hairdressing, trade terminology, required skills and equipment, the role of the Cosmetology Industry Association of British Columbia, and Hairdressing Code of Ethics. Students will practice personality development, motivation and goal setting; professional image projection; safety procedures and first-aid.

HAIR 152 INFECTION CONTROL

This course focuses on personal grooming and public hygiene, bacteriology and related diseases/disorders, sanitation and sterilization.

HAIR 154 SHAMPOO AND MASSAGE I, II

Following theoretical study and analysis, students will practice the provision of client services including preparation, analysis of hair and scalp condition, appropriate product selection, shampooing, and appropriate follow-up treatments in a salon setting. Two days are dedicated to learning and practicing massage techniques.

HAIR 156 TRICHOLOGY AND CHEMISTRY

Histology (the study of skin), the physiology of hair, hair structure, hair chemistry, and the structure of skin are covered in a classroom setting.

HAIR 158 HAIRSTYLING AND BLOW DRYING I, II, III

Students are introduced to the concepts of client lifestyle analysis, head form analysis, and hair growth analysis. Students will develop terminology associated with styling and the tools used for various techniques. Techniques include finger waving, pin curling, skip waving, moulding, roller placement, thermal styling, braiding, combing out and finishing techniques. Techniques and applications for both short and long hair styling are examined.

HAIR 160 COMMUNICATIONS I, II, III

Principles of professional communication, client consultation, and maintaining client satisfaction are introduced with an emphasis on verbal and non-verbal communication skills, critical thinking, conflict management and team building.

**HAIR 162 HAIR SHAPING
AND HAIR CUTTING I, II, III**

An extensive hands-on component of the program where the analysis of client lifestyle, physical characteristics, head form, and hair growth patterns are applied to the practice of shaping and cutting in a salon setting. Students will learn and practice the following hair-cutting techniques on live subjects and mannequins: sectioning and parting, body and hand positioning, tension control, cutting angles, scissor cuts, razor cuts, use of tapering shears, low and high elevation haircuts, wet to dry haircuts, form and balance.

HAIR 164 CHEMICAL TEXTURIZING I, II, III

Systems of permanent waving; client preparation; safety precautions and procedures; liability release forms; hair and scalp analysis; hair relaxing; strand tests; product knowledge; physical preparation methods; chemical application and removal; and follow-up treatments are learned and practiced in this unit.

HAIR 166 HAIR COLOURING I, II, III

Classifications of hair colours and lighteners, client preparation, liability release, safety precautions and procedures, hair and scalp analysis, strand tests, foiling, tint application, de-colourizing, low-lighting & highlighting, product knowledge, application and removal of chemicals, and follow-up treatments are learned and practiced.

**HAIR 168 SALON BUSINESS
AND MANAGEMENT II, III**

An introduction to the practicalities of small business management is undertaken. The principles of needs analysis, product knowledge, sales techniques, client identity, record keeping, book keeping, appointment & work scheduling, time management, reception services, salon layout & design, marketing, costs, revenues, and profits are undertaken.

HAIR 170 WIGS AND HAIR ADDITIONS

An introduction to the typology, measurement, fitting, cleaning, conditioning, cutting, colouring and styling of wigs, hair pieces and extensions.

HAIR 172 PRACTICUM

Students are assisted in securing weekly practicum positions in salons in communities of their choice. Under the supervision and discretion of the salon owner/operator, students will engage in activities in accordance with their demonstrated skill, knowledge and ability. Practicum placement provides valuable opportunities to integrate study with work.

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**FOR LATEST INFORMATION
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MILLWRIGHT APPRENTICESHIP

SEVEN-WEEK TECHNICAL TRAINING AT SILVER KING, NELSON

Program Calendar

2010

- Level 2 - January 4 - February 19
- Level 3 - February 22 - April 9
- Level 1 - September 13 - October 29
- Level 3 - November 1 - December 17

2011

- Level 4 - January 4 - February 18
- Level 2 - February 21 - April 8

Program Objectives

Selkirk College offers Millwright technical training in cooperation with the Industry Training Authority (ITA). The theory courses prepare students to become a Journeyman Millwright by completing the required technical training for Levels 2, 3 and 4. Each level consists of a seven-week program that meets 30 hours per week.

Admission Requirements

- indentured in Millwright Apprenticeship.
- recommended: Grade 10 or equivalent including English 10, Principles of Math 10 and Science 10.
- preferred: graduation from a British Columbia Senior Secondary School or equivalent.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

MILLIN 290 MILLWRIGHT APPRENTICESHIP LEVEL 2

- Trade Science
- Power Transmissions
- Material Handling Systems
- Cut, Fit and Fabricate

Course of Studies

MILLIN 290 Millwright Apprenticeship Level 2
MILLIN 390 Millwright Apprenticeship Level 3
MILLIN 490 Millwright Apprenticeship Level 4

- Install Equipment
- Lubricants, Seals and Bearings

Prerequisites Indentured in Millwright Apprenticeship.

MILLIN 390 MILLWRIGHT APPRENTICESHIP LEVEL 3

- Pumps
- Fluid Power
- Power Transmissions
- Install Equipment

Prerequisites Indentured in Millwright Apprenticeship.

MILLIN 490 MILLWRIGHT APPRENTICESHIP LEVEL 4

- Prime Movers
- Trade Science
- Fluid Power
- Power Transmissions
- Material Handling Systems
- Work Practices
- Install Equipment
- Compressors
- HVAC and Pollution Control
- Operational Equipment Effectiveness

Prerequisites Indentured in Millwright Apprenticeship.

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Program Calendar

2010

- January 4 - Program continues.
- May 27 - Program ends.
- **September 7** - Orientation Day.
- December 20 - Winter break.

2011

- January 4 - Program continues.
- May 26 - Program ends.
- **September 6** - Orientation Day.
- December 19 - Winter break.

Program Objectives

The Millwright/Machinist program is a nine-month entry-level trades training program in which you gain both theoretical knowledge and practical shop skills to a level equivalent to the first level of apprenticeship in each of the Millwright and Machinist trade areas. Successful graduates will be granted credit for the first level of the four-level Apprenticeship program in either Millwright or Machinist trade and the second level technical training for Millwright. This program prepares students for entry-level employment as a Millwright or Machinist within a variety of industrial worksites.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 10, Applications of Math 11, Essentials of Math 12 or equivalent with a C grade or better.
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have completed or are in the process of obtaining Principles of Math 10 or equivalent with a "C" grade or better. (This course must be completed prior to the Program entry date.)

NOTE: Employers may require higher level of Math as part of their hiring policies.

A refundable tool deposit of \$100 will be required at the start of the program.

Course of Studies

Course	Name
Term 1	
MILMAC 150	Introductory Millwright/Machinist
MILMAC 160	Intermediate Millwright/Machinist
MILMAC 170	Advanced Millwright/Machinist

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course Descriptions

MILMAC 150 INTRODUCTORY MILLWRIGHT/MACHINIST

Upon completion of this course you possess the skills and knowledge for safe work practices required of industrial workers in maintenance sites, machine shops, and field locations. You learn the math, science and drafting skills required of an entry-level worker in these sites and are able to use common hand tools and precision measuring instruments used in these trades. The proper use of lifts, scaffolding and techniques for lifting heavy loads is taught. Basic oxy-acetylene welding, the selection and use of fasteners and fittings, and basic electrical principles are also learned during this course.

MILMAC 160 INTERMEDIATE MILLWRIGHT/MACHINIST

In this course you learn the safe and proper operations of drilling machines, saws, lathes, shapers and milling machines. You gain an understanding of the introductory principles of fitting and assembly, metallurgy, gears and gear drives, and the characteristics and selection of proper lubricants. You learn basic arc welding and gain practical experience in all these areas by designing and building a project, in consultation with your instructor.

MILMAC 170 ADVANCED MILLWRIGHT/MACHINIST

During the final three-month period of the program you acquire advanced knowledge and skills of the machinist and millwright trades. Further study in metallurgy enhances your understanding of working with metal and metallic components. You gain proficiency working these materials and become proficient in more advanced operations on machine shop equipment including drilling machines, engine lathes, saws, grinders, shapers, planers, slotters and vertical and horizontal milling machines.

Theoretical understanding combined with practical experience in pneumatic and hydraulic systems and in the installation and alignment of machine components broaden your understanding of the knowledge areas associated with these trades. To better prepare you for employment, you also learn job search skills, résumé writing and interview procedures and expectations.

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REFRIGERATION PLANT OPERATOR

SIX-MONTH CERTIFICATE AT SILVER KING, NELSON

Program Objectives

A comprehensive nine-unit course approved by the BC Boiler Inspection Branch taught entirely through distance education. Completion of this course gives the student four months credit towards the one year of operating time required to write the provincial certificate as refrigeration/ice plant operator.

The course material serves as an invaluable resource while working in the refrigeration field. Students can register at any time for this course. Tuition includes six months of telephone tutorial plus all printed materials. If necessary, a two month extension can be granted for an additional charge of \$200.

Career Potential

The title "Power Engineer" is now the standardized Canadian designation for what used to be called a: Steam Engineer, Stationary Engineer, Operating Engineer, or Power Plant Operators. A Power Engineer is responsible for providing light, heat, climate control, and power in buildings, industrial processes and thermal electric generating stations. These technically skilled professionals are in steady demand in Canada and around the world.

Admission

Continuous intake.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

This course will provide the knowledge required to challenge the BC Fifth Class Power Engineer Certification examinations. Course studies consist of nine units with one assignment for each unit. A final exam is to be written upon successful completion of the nine assignments. The following is a summary of the course content.

- Act and Codes
- Applied Science
- Safety
- Welding and Plumbing
- Pumps, Piping and Valves
- Boiler Details
- Boiler Fittings
- Fuels and Combustion
- Boiler Controls
- Boiler operation, maintenance and water treatment
- Heating Systems and Human Comfort
- Refrigeration and Air conditioning; Systems and Auxiliaries
- Refrigeration and Air-conditioning Controls
- Air Compression
- Electricity

**FOR LATEST INFORMATION
VISIT SELKIRK.CA**

Contacts

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Program Calendar

2010

- January 4 - Program continues.
- May 27 - Program ends.
- **September 7** - Orientation Day.
- December 20 - Winter break.

2011

- January 4 - Program continues.
- May 26 - Program ends.
- **September 6** - Orientation Day.
- December 19 - Winter break.

Program Objectives

This program encompasses three mechanical trades: Automotive Service Technician, Commercial Transport Mechanics and Heavy Duty Mechanics. Module one, or Entry Level Training of these three trades is covered in detail within the guidelines of the Industry Training Authority, preparing graduates to become indentured as an apprentice in their chosen trade.

The theory portion of the program is delivered in a classroom lecture mode along with self-directed activities, while the hands-on portion is accomplished in the College's mechanical shop. The ratio of shop time to classroom time is approximately 60:40 and based on a 4-day week. Upon graduation, you possess the skills, knowledge and attitudes necessary to gain employment in one of the above areas as a Level 1 apprentice.

As part of the program, all students are given an opportunity to acquire an Air Brake Endorsement on their driver's licence, a Forklift Operators Certificate, Occupational First Aid Level 1, and WHMIS Certification.

Career Potential

Skilled trades people are in demand all across the country in well respected jobs that offer good pay, great benefits and endless opportunities. The career path of a trades or technology graduate can lead to senior management, contractor or entrepreneur, there are no limits.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 10, Applications of Math 11, Essentials of Math 12 or equivalent, and
- Communications 11 or equivalent with a "C" grade or better.
- recommend possession of a valid driver's license class 5, 7 Learner or higher.
- must be capable of doing physical work.
- basic keyboarding and computer skills are an asset.
- all applicants are required to complete a computerized test in reading, writing and mathematics once they have submitted their application.

* Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they completed or are in the process of obtaining Principles of Math 10 or equivalent and Communications 11 or equivalent with a "C" grade or better. (These courses must be completed prior to the program entry date.)

Employers may require higher level of Math as part of their hiring policies.

NOTE: You will be required to provide a pair of work gloves (leather palm), welding gloves, safety toe boots, appropriate winter clothing. Coveralls will be supplied at a minimal cost. You are also required to purchase the necessary textbooks and supplies associated with the mechanical trades at an approximate cost of \$900. The college will loan all other books and tool kits needed to complete the course upon payment of a refundable tool deposit of \$100. It is recommended that students have their own vehicle/transportation.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

- Safe Work Practices
- Prepare for Employment
- Work Practices and Procedures
- Heavy Duty Wheeled Equip & Attachments
- Track Machines & Attachments
- Wire Rope & Winches
- Hydraulic Systems
- Hydraulic Brake System
- Air Brake Systems
- Alternate Brake Systems
- Air Operated Systems
- Diesel Engines
- Electrical and Electronic Systems
- Spark Ignition Systems
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SKILLED EXPLORATORY PROGRAM (STEP) FOR WOMEN

11-WEEK CERTIFICATE AT SILVER KING, NELSON

THIS PROGRAM IS CURRENTLY UNDER REVIEW. PLEASE CONSULT THE WEBSITE FOR FURTHER INFORMATION

<http://www.selkirk.ca/programs/trades/skilledtradesexploratoryprogramstepforwomen/details/>

Program Objectives

Upon completion of the 11-week Skilled Trades Exploratory Program (STEP) for Women, the students will have gained basic technical knowledge and basic hands-on skills in the following trades: Electrical, Millwright, Machinist, Welding, Carpentry and General Mechanics. The students will also have gained a basic knowledge of subjects such as Trade Math, Trade Science, Drafting, Blueprint Reading, Layout, Measuring Practices, Rigging and Fasteners & Fittings. The students will also receive training and certification in Occupational First Aid Level I, Forklift Operation and WHMIS.

The Skilled Trades Exploratory Program (STEP) will also provide the students with the opportunity as a group to visit industrial worksites within our region to see where and how tradespersons perform their work.

As a result of participating in the Skilled Trades Exploratory Program (STEP) for Women, the students will have gained the knowledge that will enable them to determine if they wish to pursue a career as a tradesperson, and if so, in which particular trade.

Career Potential

There is a looming shortage of skilled and semi-skilled trade workers. The economy will be negatively impacted if employers are unable to hire people with needed trade skills. We know we must begin training people now if we hope to meet the demands of business and industry. Selkirk College is providing an opportunity to explore the possibility of a rewarding career in trades. This program will make these trades more accessible to women by helping them to develop a career plan.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent.*
- basic computer literacy.
- all applicants are required to complete a computerized basic skills assessment test in reading, writing and mathematics once they have submitted their application.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have successfully completed Grade 10 or equivalent.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

- Program Orientation
- Occupation First Aid Level I
- WHMIS
- Career Preparation
- Trade Math, Science and English
- Drafting Blueprint Reading
- Rigging, Ladders and Scaffolds
- Forklift Certification
- Electrical
- Millwright/Machinist
- Mechanics
- Carpentry
- Welding
- Equipment Operation
- Worksite Visits
- Fasteners and Fittings

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**FOR LATEST INFORMATION
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Programs

- Level C Welder- 28 Week Certificate.
- Levels B, A - Testing and Upgrading Tickets.

Program Calendar

2010

- January 4 - Program continues.
- April 1- Program ends.
- **September 7** - Orientation Day.
- December 20 - Winter break.

2011

- January 4 - Program continues.
- March 31 - Program ends.
- **September 6** - Orientation Day.
- December 19 - Winter break.

Note: The above program calendar is for C Level Welder. Both B Level and A Level Welding are continuous intake from September to May. Please contact Admissions for availability.

Program Objectives

In accordance with the BC Provincial Welding Trades Advisory Committee in cooperation with the Ministry of Advanced Education, students who successfully complete all welding modules are trained to a province-wide competency level. On completion of each level of training, graduates will possess the skills necessary to function as a safe and competent Welder at that level.

In the Province of British Columbia welding training and accreditation is provided in the following format:

- **C Level Welder:** training in several processes and procedures to a basic competency level in welding.
- **CWB:** unclassified Welders tested and licensed by a Canadian Welding Bureau (CWB) member shop or union.
- **B Level:** intermediate training in several processes and procedures.
- **Pressure Tickets:** after becoming a registered B Level Welder, American Society of Mechanical Engineers (ASME) procedure Boiler and Pressure Vessel Code procedures may be obtained.

- **A Level:** advanced training in several processes and procedures.
- **Night School:** all C, B, and A levels upgrade hobby backyard mechanics.

Additional Information

Welder Certification Company Training

Courses are also available. For more information please contact Colin A. Makeiv (ext. 236) or Rob Schwarzer (ext. 250) on the Silver King Campus phone (250) 352-6601 or fax (250) 352-3180.

Procedure and Process Qualification (Tickets)

Various organizations [Candian Welding Bureau (CWB), Mechanical Contractors Association (MCA), American Society of Mechanical Engineers (ASME), Boiler and Pressure Vessel Safety Branch] have registered procedures to which welders can/may qualify. Various companies require their welders to qualify to various registered procedures. Companies or individuals interested in arranging training or testing are urged to contact this department to explore time frame and cost factors.

Career Potential

Graduates of each level of training have a variety of employment opportunities. Nearly every industry, union agency and manufacturing facility employs welders, not only in BC and Canada, but worldwide (for those who love to travel). For students interested in obtaining the A Level and several pressure tickets, the top end of the salary scale can exceed \$100,000 per year. Most medium to large companies use a welding process in one or more departments. This training provides the means of entry into management, technical services, engineering, fabrication, machining, mechanical, maintenance, inspection and quality control and more.

Admission Requirements

C Level Welder

The Level C Welder program is 28 weeks of training which provides you with theory and practical skills preparing you for the growing workforce. Through one-on-one shop time, theory and practical hands-on training, you will gain entry level knowledge of Welder job requirements.

ADMISSION REQUIREMENTS

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 10, Applications of Math 11 or Essentials of Math 12 or equivalent with a "C" or better, and
- English 10 with a "C" or better.
- good hand/eye coordination.
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have completed or are in the process of obtaining Principles of Math 10 or equivalent with a "C" grade or better. (This course must be completed prior to the program entry date.)

Note: Employers may require a higher level of Math as part of their hiring policies.

Students must supply some hand tools, safety boots, leatherwear and purchase module texts at a cost of approximately \$600. A refundable tool deposit of \$100 will be required at the start of the program.

B Level Welding

Approximately four months training plus eight months work experience are required for your B Level training. Selkirk College offers a series of competency-based courses on a continuous basis from September to May. Due to the wide scope of these courses, an interview with the appropriate instructor BEFORE registering is strongly recommended.

ADMISSION REQUIREMENTS

- successful completion of C Level Welding program including C Level Endorsement Stamp.
- minimum of five months work experience as a Welder.

- students must supply some hand tools and purchase B Level module texts at a cost of approximately \$100.
- an interview with the instructor prior to registering is strongly recommended.

Students are required to have C Level module texts in addition to above.

A Level Welding

Approximately two months training plus ten months work experience are required for your A Level training. Selkirk College offers a series of competency-based courses on a continuous basis from September to May. Due to the wide scope of these courses, an interview with the appropriate instructor BEFORE registering is strongly recommended.

ADMISSION REQUIREMENTS

- successful completion of B Level Welding program including B Level Endorsement Stamp.
- minimum of eight months work experience as a Welder.
- students must supply some hand tools and purchase A Level module texts at a cost of approximately \$50.
- an interview with the instructor prior to registering is strongly recommended.

Students are required to have C and B Level module texts in addition to above.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies C Level Welder-Fitter

C LEVEL WELDING

- P1 Introduction and Program Orientation
- P2 OFC Oxy-fuel Gas Cutting
- P3 OAW/OAB Oxyacetylene Welding/Brazing

- P4 Shielded Metal Arc Welding (SMAW I)
- P5 AAG Air Carbon Arc Gouging
- P6 Gas Metal Arc Welding/Flux Cored Arc Welding (GMAW/FCAW I)
- RK1 Material Handling
- RK2a Blueprint Reading I
- RK2b Mathematics
- RK3 Metallurgy I

WELDER-FITTER

- WFS —A1 Use Safe Work Practices
- WFS —B1 Solve Basic Math Problems
- WFS —C1 Describe Basics of Blueprints
- WFS —C2 Read Blueprints
- WFS —D1 Identify Material Handling Equipment
- WFS —D2 Identify Material Handling Procedures
- WFS —D3 Move Materials
- WFS —E1 Use Metal Forming Equipment
- WFS —E2 Use Metal Cutting Equipment
- WFS —E3 Use Metal Drilling Equipment
- WFS —F1 Describe Layout Processes
- WFS —F2 Describe Project Assembly Procedures
- WFS —F3 Assemble Projects

Course of Studies B Level Welding

- P7 Shielded Metal Arc Welding (SMAW II)
- P8 Gas Metal Arc Welding (GMAW II)
- P9 Flux Cored Arc Welding (FCAW II)
- P10 Gas Tungsten Arc Welding (GTAW I)
- RK4 Welding Quality Control and Inspection Standards
- RK5 Welding Codes Standards and Specifications
- RK6 Blueprint Reading II
- RK7 Welding Metallurgy II

Course of Studies A Level Welding

- P11 Shielded Metal Arc Welding (SMAW III)
- P12 Gas Tungsten Arc Welding (GTAW II)
- RK8 Welding Metallurgy III
- RK9 Blueprint Reading III

Contacts

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**FOR LATEST INFORMATION
VISIT SELKIRK.CA**



renewable resources AT SELKIRK COLLEGE

The School of Renewable Resources is committed to providing the most flexible, nationally accredited environmental science programming in Canada. A one year advanced certificate, three nationally accredited technology diploma programs, an advanced diploma and Bachelor degree in Geographic Information Systems and an internationally recognized research centre are all integrated to help students achieve success in environmental science and geomatics.

RENEWABLE ENERGY

A growing field that combines vocational electrical training with instruction in renewable energy technologies including geothermal, micro hydro, wind, solar and biomass.



FOREST TECHNOLOGY

This is a strong field-based program that leads to immediate employment with government agencies and the forest industry sector.



GEOGRAPHIC INFORMATION SYSTEMS

The advanced diploma and Bachelor degree in Geographic Information Systems (GIS) are built on the technical diploma foundation and provide specialized training for becoming a geospatial expert with expertise in GIS, remote sensing, 3D visualization and internet mapping technologies.

INTEGRATED ENVIRONMENTAL PLANNING TECHNOLOGY

This program prepares professionals for careers in environmental assessment, monitoring and planning with potential employment in government private industry and consulting.

RECREATION, FISH & WILDLIFE TECHNOLOGY

Graduates serve the growing need for technologists in parks, recreation, and fish and wildlife management. Careers include fish and wildlife conservation as well as park and resource management.

ONE-YEAR ADVANCED CERTIFICATE

- Renewable Energy

NATIONALLY ACCREDITED TWO-YEAR DIPLOMAS

- Forest Technology
- Integrated Environmental Planning Technology
- Recreation, Fish & Wildlife Technology

ADVANCED DIPLOMA/BACHELOR DEGREE

- Geographic Information Systems

APPLIED RESEARCH

- Selkirk Geospatial Research Centre

CO-OP OPPORTUNITIES

For details on Co-op Education opportunities in these programs call 250.365.1280 or visit selkirk.ca/coop.

FOREST TECHNOLOGY

TWO-YEAR DIPLOMA AT CASTLEGAR

Program Calendar

2010

- September 7 - Student Orientation All Programs
- September 8 - Fall term instruction begins
- December 10 - Fall term instruction ends
- December 13 - 22 - Fall term examinations - Castlegar Campus

2011

- January 4 - Winter term instruction begins
- February 14 - 18 - Reading Break
- April 8 - Winter term instruction ends
- April 11 -21 - Winter term examinations - Castlegar Campus
- April 19 - 30 - Field School

Program Objectives

Selkirk College's Forestry Program is known throughout the country for excellence in forest technology education. As an environmental science this program emphasizes an ecological approach to forest land management. Subject areas include applied ecology, planning, regeneration, inventory, hydrology, habitat and forest protection in a Nationally Accredited program. Selkirk College students spend more than 50 percent of their class time in the fieldlearning in real world projects. The program also emphasizes achievement of proficiency in advanced technology including Geographic Information Systems and Global Positioning Systems. The College's graduates are benefiting from our training and the recognition by government, industry and communities of the importance of better forest management.

Curriculum Advisory

The curriculum for this program is developed in consultation with the Program Advisory Committee (PAC). The PAC membership includes people who hire our students and many are past graduates. Organizations currently having representatives on the committee include: Ministry of Forest, small and large forest companies, and forest consultants. The PAC meets regularly, and their feedback may result in changes to the program.

Course of Studies

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 1			
MATH 160	Technical Mathematics	3	0
RRS 152	Surveying	1	4
RRS 161	Environmental Field Techniques	2	3
RRS 162	Botany and Forest Ecology	2	3
RRS 164	Geology, Landforms and Soils	2	3
RRS 191	Introduction to Computers	0	2
TWC 150	Introduction to Technical Communications I	3	0
	Total:	13	15

Course	Name	Lec	Lab
Term 2			
IEP 166	Applied Microbiology I (Elective)	2	3
MATH 190	Resource Statistics I	2	1
RRS 154	Map and Air Photo Use	0	4
RRS 158	Introduction to GIS	3	0
RRS 163	Forest Ecology (Elective)	2	3
RRS 170	Fish and Wildlife Ecology	2	3
TWC 151	Introduction to Technical Communications II	3	0
	Total:	14	14

Course	Name	Lec	Lab
Term 3			
FOR 278	Field School	0	0

Course	Name	Lec	Lab
Term 4			
FOR 250	Silviculture I	3	4
FOR 252	Forest Resource Management	2	0
FOR 260	Applied Forest Hydrology and Forest Road Engineering	3	4
FOR 265	Forest Measurements	2	3
FOR 271	Applied Ecology	2	3
FOR 274	Forest Health Management	2	3
	Total:	14	17

Course	Name	Lec	Lab
Term 5			
FOR 200	Field Trip Study	0	0
FOR 251	Silviculture II	3	4
FOR 253	Forest Policy	1	2
FOR 261	Forest Harvesting	3	4
FOR 275	Forest Pest Management	1	3
RRS 250	Integrated Resource Management	2	2
RRS 290	Computer Applications	0	3
	Total:	10	18

Degree Programs

The Forest Technology Program now ladders into the Selkirk College Bachelor In Geographic Information Systems and counts as the first two years of this program. Alternately, there is a long-standing tradition of our graduates transferring and successfully completing university degrees. Selkirk's Forest Technology graduates have successfully transferred credit towards degrees in universities throughout Canada and the United States. Selkirk College also has formal transfer arrangements with the following institutions: University of Northern BC, Thompson Rivers University, and Royal Roads University.

Common Core

The first year of Forest Technology, Recreation, Fish & Wildlife Technology and Integrated Environmental Planning Technology programs consist of a core of common courses emphasizing resource skills, knowledge and attitudes in: inventory, measurement, mapping, communications, math, and interpretation.

The second year of each program synthesizes the skills, knowledge, and attitudes of first year with applied management, planning, and advanced techniques and principles. Integration of learning in each program is required.

Students interested in dual diplomas can now complete any second or third diploma with one additional year of study.

CO-OP Education Option

Renewable Resources students have the opportunity to enrol in Co-op Education. This program consists of four-month work terms that allow students to access unique experiential learning. Co-op work terms are administrated as regular course work with both cost and reporting requirements. Benefits include maintenance of full-time student status as well as access to employment and experience unavailable outside of the Co-op Program. For more information contact the Co-op Education Office at (250) 365-1280.

CO-OP 170 / 270 / 370 WORK TERMS

These courses provide the practical application of academic studies. Students spend work terms at an employer site. A report covering each work term is required.

15 Credit-hours / work term

Career Potential

Graduates are immediately employable and have developed careers throughout BC, Canada and internationally with government, small and large industry, non government organizations, First Nations and the consulting sector. 85% of our graduates find both seasonal and full time forestry employment within two months of graduation. This nationally accredited program enables a direct track for registration with the Association of BC Forest Professionals. Finally, program staff are committed to helping students find relevant experience and employment.

Admission Requirements

Program staff are committed to help students preparing for admission into the program. In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following School of Renewable Resources program requirements:

HIGH SCHOOL GRADUATES

- Completion of senior secondary school graduation (or equivalent) with the following courses or their equivalents: BIOL 11, ENGL 12, and Principles of MATH 11 with a "C+".

MATURE STUDENTS

- Mature student entry is possible without secondary school completion but mature applicants must have BIOL 11 or 12 and ENGL 12, or equivalent courses with a "C+", and Principles of MATH 11 with a "C+".
- Applicants may be required to complete preparatory modules in mathematics, writing and computers, where identified by the school.

In individual cases, related work experience can be considered in the application process at discretion of the School Chair.

All applicants must be in good health and reasonably good physical condition. A demonstrated interest in, and aptitude for, outdoor work is essential as much of the work is done in the field, often under adverse and arduous weather and topographic conditions.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

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For any questions related to prerequisites and support, please contact School Chair.

Computer Competency

Computer competency is an important element of success in the program. It is strongly recommended that students have entry level experience with MS Word / MS Excel / and the internet prior to starting the program.

Course Descriptions

MATH 160 TECHNICAL MATHEMATICS

This is an applied math course, focusing on the technical math skills required in Renewable Resources work. Topics include: computation, 2-D and 3-D trigonometry, conversion factors, derived and empirical formulas, exponentials and logarithms, and map scales.

Prerequisites

Principles of Math 1 11, Principles or Applications of Math 12, Math 80 or equivalent.

RRS 152 SURVEYING

Practical use of common survey instruments and techniques used by resource management technicians. Use and maintenance of basic surveying instruments and equipment; measurement of distance, direction, and elevation; obtaining and recording topographic and planimetric data.

Prerequisites

Principles of Math 1 11, Principles or Applications of Math 12, Math 80 or equivalent.

RRS 161 ENVIRONMENTAL FIELD TECHNIQUES

Environmental Field Techniques RRS 161 is an introduction to measurements and the sampling methods used to assess, classify, and evaluate vegetation of forest and range land, wildlife populations, streams, and air and water quality. Emphasis is placed on proper techniques for laying out plots, collection methods for various types of data, and the proper use of measurement equipment.

Prerequisites Principles of Math 11, Principles or Applications of Math 12, Math 80 or equivalent.

RRS 162 BOTANY AND FOREST ECOLOGY

This course is an introduction to the basics of Botany and Forest Ecology. Topics include plant identification of approximately 100 native plants that occur in the West Kootenay. Ecosystem description follows the Biogeoclimatic Ecosystem Classification system. Lectures cover topics in photosynthesis, respiration, transpiration,

translocation, ecosystem classification and the distribution of various ecosystems in British Columbia. Approximately 70% of labs occur in the field.

Prerequisites (A grade of “C” or better is required to use a course to satisfy a prerequisite requirement.) BIOL 11 or BIOL 50.

Corequisites: RRS 164.

RRS 164 GEOLOGY, LANDFORMS AND SOILS

This course covers identification of common rocks and minerals, landforms, and soils of British Columbia and study of their properties in relation to management of the forest environment and landscape.

RRS 191 INTRODUCTION TO COMPUTERS

This course introduces basic computer concepts to students and provides the necessary underlying skills for the modern work environment. The course also covers techniques used by many of the other subjects within the RRS programs. Students will develop familiarity with computer operating systems, word processing, presentation, and spreadsheet/database application software. Emphasis will be placed on the analysis and visualization of data specific to the natural sciences.

TWC 150 INTRODUCTION TO TECHNICAL COMMUNICATIONS I

A review of basic English skills is undertaken in this course. Also included is an introduction to general principles in written technical communication and its application to renewable resource management. Classroom sessions focus on developing writing skills, academic research and documentation, the organization and interpretation of data, oral presentation skills, and job search techniques.

IEP 166 APPLIED MICROBIOLOGY

This introductory, applied environmental microbiology course covers basic microbiological theory and skills including safe lab practices; aseptic technique; preparation of media; isolation and growth of pure cultures; gram staining; microbial enumeration using pour plates, spread plates, membrane filtration and optical density; and identification of micro-organisms using biochemical tests.

MATH 190 RESOURCE STATISTICS

This course covers standard tests and techniques of statistics and the application of these statistical measures in renewable resources management.

Prerequisites Successful completion of Math 160.

RRS 154 MAP AND AIR PHOTO USE

This course emphasizes the practical application of maps and air photos in resource management. Students become familiar with types of maps and air photos, indexing systems, using maps and air photos in the field, map reading and measuring techniques, photo interpretation and measuring techniques, obtaining data for mapping, stratification of air photos, and remote sensing techniques.

Prerequisites RRS 152, MATH 160, RRS 161.

RRS 158 INTRODUCTION TO GIS

This course will provide training in Computer Drafting, Geographic Information Systems (GIS) and Global Positioning Systems (GPS) as relevant to the fields of environment, forestry, fish, wildlife and recreation. Emphasis will be placed on developing hands-on expertise with drafting and GIS Software such as ArcGIS and Softree. Global Positioning Systems (GPS) data collected in the field will be integrated into mapping exercises for analysis and display.

Prerequisites RRS 152, RRS 190

Corequisites: RRS 154.

RRS 163 FOREST ECOLOGY

This course builds upon the concepts from RRS 162 with further studies of local forest ecosystems. Students will identify key forest structural components and study the role that disturbance (such as fire), environmental gradients, and competition play in defining a species' niche. Participants will also examine the role of primary and secondary growth, nutrient uptake, reproduction, and survival mechanisms for plants. Winter plant identification, ecosystem form and function, and plant adaptations to timberline will also be examined. A practical field based assignment will form a major portion of the term assessment.

Prerequisites RRS 162, RRS 164.

RRS 170 FISH AND WILDLIFE ECOLOGY

Identification and ecology of vertebrate animals, habitat requirements and habitat disturbance implications. Guidelines and management strategies to minimize impact of other resource uses on fish and wildlife.

Prerequisites RRS 162 or IEP 160.

Corequisites: RRS 163 or IEP 161.

TWC 151 INTRODUCTION TO TECHNICAL COMMUNICATIONS II

An introduction to general principles in written technical communication and oral presentation. Lectures focus upon business correspondence, the informal and formal report, technical style, and graphic illustration. Students practice delivery

techniques for oral presentations of technical data in renewable resource management. Collaborative activities and teamwork skills are practiced and encouraged.

Prerequisites TWC 150.

FOR 278 FIELD SCHOOL

Ten days of practical field work at the end of the Winter semester. Major projects are planting, silvicultural measurements, juvenile spacing, and field mapping and engineering. This course is scheduled for two weeks (seventy hours) after final exams in late April.

Prerequisites Successful completion of all first year courses.

FOR 250 SILVICULTURE I

This course prepares the students for immediate employment as a forest technician in British Columbia through instruction in silvicultural theory, the application of silvicultural treatments and the use of sampling to monitor silviculture activities. Ecological, operational, economic, and legislative considerations will be presented. The emphasis of this course is on the silvics of southern interior tree species, silviculture surveys, reforestation (natural and artificial regeneration), site preparation, field assessments and preparation of logical and feasible reforestation prescriptions. Field and office case studies are used throughout.

Prerequisites All first year courses.

FOR 252 FOREST RESOURCE MANAGEMENT

This course serves as an introduction to the prominent legislation, which directs forest management practices and forest tenures in British Columbia. Topics include; current issues, administration and ownership, access to legislation, introduction to forest tenures, review of main legislation, decision making and financial analysis, resource sustainability and allowable annual cut determination.

Prerequisites RRS 160.

FOR 260 APPLIED FOREST HYDROLOGY AND FOREST ROAD ENGINEERING

This course covers applied hydrology, total chance access planning, slope stability and environmental impacts, route corridor reconnaissance, road location, road standards, survey and design, road construction, bridges and drainage structures, legislation, permits and costing.

Prerequisites All first year courses.

FOR 265 FOREST MEASUREMENTS

A study of the policies and procedures used for timber cruising, log scaling and waste assessment

in British Columbia. Using timber valuation as a focal point, emphasis is placed on field data collection techniques, sampling methods, statistics and data compilation. The roles of the Ministry of Forests and the forest industry are also explored.

Prerequisites All first year courses.

FOR 271 APPLIED ECOLOGY

This course provides enhanced and new skills related to the successful management of forest ecosystems. The course emphasis is on applied ecological principles, data collection and analysis, and the applied use of relevant legislation and guidebooks. Subject matter includes ecosystem classification, stand and landscape level ecology, plant autecology, soils, riparian management areas, watershed management, biodiversity, and prescription design. All subject areas are covered in the classroom or the field.

Prerequisites All first year courses.

FOR 274 FOREST HEALTH MANAGEMENT

This course consists of an extensive field examination of a wide range of prominent forest health agents and conditions. This includes field recognition, biology, ecological role and forest management implications of various forest insects, fungi and abiotic agents. Other topics include the recognition and management of invasive weed species, assessment of forest health agents in conjunction with silviculture surveys and harvesting prescriptions, management of root diseases and assessment of bark beetle occurrences.

FOR 200 FIELD TRIP STUDY

During the spring of the fourth semester, second year students will participate in a field trip to study away from the Castlegar Campus. The field trip provides an opportunity for students to see, first hand, current management practices, ecosystems and resource management issues in other regions of the province. Students will be actively involved in trip planning and will be presented with opportunities to develop communication skills, job finding skills and professionalism. This course is available only to students registered in the second year of the Forestry program.

FOR 251 SILVICULTURE II

This course is a continuation of Forestry 250. Treatments studied include seed and cone collection, and stand tending (juvenile spacing, commercial thinning, pruning, brushing and weeding, and fertilization) and selection of appropriate silviculture systems and development of silviculture and stand management prescriptions. All topics are studied in the classroom and in the field.

Prerequisites FOR 250 and Fall term second year courses.

FOR 253 FOREST POLICY

This course explores the Acts and Regulations affecting forest management in BC, the rights to harvest timber, the tenure system, appraisals and value of timber, elements of the Forest and Range Practice Act, private land management, and resource management ethics.

Prerequisites FOR 252.

FOR 261 FOREST HARVESTING

An in-depth examination of total chance harvest planning; harvest systems including, ground, cable and aerial; layout considerations; log transport; and the environmental impacts of harvesting operations.

Prerequisites FOR 260.

FOR 275 FOREST PEST MANAGEMENT

This winter semester course expands on materials presented in the Forest Health Management Course. Emphasis is placed on the ecological role and management strategies for selected insect defoliators, bark beetles, wood boring insects, stem and foliage diseases, dwarf mistletoes, stem decays and exotic species. The class also examines the assessment of danger trees, agents found in forest nurseries, cone and seed damage and natural population regulation mechanisms.

Prerequisites RRS 152, RRS 160, FOR 274, MATH 190.

RRS 250 INTEGRATED RESOURCE MANAGEMENT

This course introduces students to the process of identifying, evaluating and integrating a wide range of social, economic and environmental values in the resource management discipline. The course makes use of a variety of delivery techniques including lecture, discussion, student presentations, group activities, assigned readings and guest speakers. Topics include dispute resolution, current issues, resource valuation and economic concepts, non-timber forest products, range management, Aboriginal issues, resource planning, public participation, visual landscape management and timber supply review process.

Prerequisites All first year courses and all fall term second year courses.

RRS 290 COMPUTER APPLICATIONS

This course introduces computer applications most commonly used in the resource management industry. Instruction includes: Digital mapping with RoadENG and ArcGIS 9 incorporating

local and provincial data. Topics such as traverse reduction, map assembly and display, as well as data transfer are covered. GIS File Management, basic data translation and data analysis, is covered through hands on exercises, as we manipulate and display data using these software tools. Students will emerge from this course with a set of GIS savvy skills.

Prerequisites All first year courses.

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GEOGRAPHIC INFORMATION SYSTEMS

ONE-YEAR ADVANCED DIPLOMA AT CASTLEGAR CAMPUS

Geographic Information Systems training at Selkirk College prepares individuals to be trained geospatial experts in the environmental planning, business, industry and resource sectors. Emphasis is given to real world projects that require the latest technology enabling students to gain expertise in Geographic Information Systems, (GIS) remote sensing, Internet mapping technology, database management applications, global positioning systems (GPS), 3D visualization and a variety of related software applications. We offer two credentials in GIS:

- Advanced Diploma
- Bachelor Degree

With the approval of the new Bachelor Degree in Geographic Information Systems (BGIS March 2007), Training in geospatial technologies at Selkirk College took a major step forward. Built on the foundation of the Advanced Diploma in Geographic Information Systems, the BGIS allows students to extend their academic maturity to a Baccalaureate Level. With unmatched flexibility, students can enter and exit at a variety of points and attain cutting edge skills that can be widely applied.

For more information download an application package or contact the School Chair for more information.

Program Calendar

2010

- September 7 - Student Orientation
- September 8 - Term 1 Fall term instruction begins
- December 10 - Fall term instruction ends
- December 13 - 22 - Fall term examinations

2011

- January 4 - Term 2 Winter instruction begins
- February 14 - 18 Reading Break
- April - Aug - Term 3 Practicum

Program Objectives

The Advanced Diploma in Geographic Information Systems is a 12-month program that utilizes advanced geospatial technology to provide leading-edge training. The program prepares individuals to be trained geospatial experts in the environmental planning, business, industry and resource sectors. Emphasis in the program will be upon providing opportunities for learners to work on real world projects that require the latest technol-

Course of Studies

Translation Key:

Ttl = Total course hours per term

Course	Name	Ttl
Term 1		
GIS 302	GIS Applications I	48
GIS 303	Applications II	48
GIS 306	Introduction to Remote Sensing I	48
GIS 310	GIS Data Management	48
GIS 318	Cartography and Mapping Fundamentals	48
GIS 320	GIS Professional Development I	16
GIS 321	Multimedia	16
GIS 323	Introduction to GPS	48
GIS 329	Visual Basic Programming	48
	Total:	368
Course	Name	Ttl
Term 2		
GIS 307	Introduction to Remote Sensing II	48
GIS 313	Database Systems I	48
GIS 314	Database Systems II	48
GIS 316	CAD Mapping	48
GIS 325	Internet Mapping	48
GIS 331	Advanced GIS Applications	48
GIS 427	Project Management	48
GIS 433	Modeling and Customization	48
GIS 435	Spatial Statistics	48
	Total:	432
Course	Name	Ttl
Term 3		
GIS 490	Thesis Preparation	35
GIS 491	Thesis Completion	35
	Total:	70

ogy enabling them to build advanced expertise in Geographic Information Systems, (GIS) remote sensing, Internet mapping technology, database management applications, global positioning systems (GPS), 3D visualization and a variety of related software applications. This is an intensive program designed for learners entering with a recognized diploma/associate degree or higher and a background in the aforementioned computerized technologies; however, applicants with the requisite work experience and a background in GIS will be considered.

Co-op Education

Advanced Diploma In GIS students have the opportunity to enrol in Co-op Education. This program consists of four-month work terms that allow students to access unique experiential learning. Co-op work terms are administered as regular course work with both cost and reporting requirements. Benefits include maintenance of full-time student status as well as access to

employment and experience unavailable outside of the Co-op program. For more information, contact the Co-op Education Office at (250) 365-1280.

Career Potential

Graduates possess a highly desirable skill set that makes them immediately employable in a diverse range of employment sectors. Graduates may decide to apply their skill set to a previous occupation or field of study or to complement a new career direction. GIS graduates will find work in private sectors, consulting and government agencies. Graduates will use their training to analyze geospatial data and build comprehensive databases to find solutions to challenging questions. Graduates can expect to work as GIS Analysts, GIS Applications Specialists, GIS project managers and Land Managers.

Admission Requirements

Academic

- The minimum requirement for entry is completion of a recognized college diploma/associate degree or applied/academic degree from an accredited post secondary institution in a related discipline. Such related disciplines include environmental studies, geology, surveying, geography, forestry, business, law enforcement, municipal planning, wildlife biology, emergency services, health care, surveying, recreation, or another field deemed acceptable by the School Chair. Minimum entry is also possible with equivalent education or work experience such as a background doing research or using the software programs described in 2 below.
- Demonstrated competency in computer hardware and software technology, including database management, spreadsheet use, word processing, computer graphics and presentations is required. In addition, some proficiency with GIS software applications is recommended. Demonstrated competency includes evidence of successful completion of course work at the 100 or 200 level. Applicants without GIS software experience may be required to complete a basic introductory course prior to program admission.
- Students may be required to complete the Computer Placement Test for assessment of their English and Math skills prior to entry into the program if they have not previously done so at Selkirk College. This will be the case unless they meet the stated exemptions outlined in Selkirk College Policy B3003.0: Pre -Admission Basic Skills Assessment. International students will be expected to provide a TOEFL exam score of 550 or above unless they have equivalent documentation of English proficiency. (A "B" or above in English 12 or an LPI score of 4 or above would be examples of such equivalency.)
- Applicants may be required to complete modules in mathematics, writing and computer technology skills if knowledge gaps in one or more of these areas are identified by the School Chair.
- General Personal Reference. All applicants must submit two personal references on the form provided in the application package.
- Letter of Intent. All applicants must complete a brief essay of 500 words or less that states their background and personal interest in the Advanced Diploma in GIS. Applicants should highlight experience in GIS and computer skills in their essay.
- Specific Requirements for Students Without A Formal Credential from an Accredited Post-Secondary Institution An applicant with

reasonable potential for success on the basis of work experience or other criteria may be admitted, notwithstanding some deficiency in prior formal education.

- Applicants with no accredited post-secondary credential may require academic upgrading. They are urged to apply for the program at least one year in advance.

Application Procedure

- Before an applicant's file is considered complete, the following must be received by the Admissions Office: Completed application form,
- Official transcripts of all relevant post-secondary education,
- Official transcripts of high school grades will be required for applicants entering without a credential from an accredited post-secondary institution,
- Two personal reference forms completed by a current or previous instructor, counsellor or employer, e.g., supervisor. Personal references should be submitted by the referee directly to the Admissions Office. (Photocopies are not acceptable),
- Completed letter of intent.

Course Descriptions

GIS 302 GIS APPLICATIONS I

Introduction to the fundamentals of GIS theory, history and application. Emphasis will be placed on understanding how geospatial features are represented or captured as data and how these data can be managed, analyzed and presented using state-of-the-art GIS tools. Hands-on expertise will be developed with ESRI's ArcGIS software.

GIS 303 APPLICATIONS II

A continuation of GIS Applications I, this course will build upon the fundamentals of GIS theory by examining data accuracy, scale, management and metadata, cartography, advanced analysis, 3D modelling, batching and scripting, and accessing, importing, and translating data. GIS needs assessments and project management issues will also be introduced. The lab portion of this course will focus on the use of ArcGIS and extensions for data creation, management, editing, display, queries, and analysis.

GIS 306 INTRODUCTION TO REMOTE SENSING I

This course will integrate both lecture and lab time to cover the foundations of remote sensing and engage in specific applications such as image classification and multi-spectral analysis.

GIS 310 GIS DATA MANAGEMENT

This course is an introduction to the fundamentals of spatial data and data management principles. With a focus on BC provincial data, and in relation to federal, provincial, municipal, regional and industry standards, students will learn about the variety and types of data and datasets commonly used. Topics include the ethics of data use, access to BC data, data translation and management tools and data management principles.

GIS 318 CARTOGRAPHY AND MAPPING FUNDAMENTALS

Presentation of high quality maps that readily reveal land management, planning or environmental concerns is critical to ensure that important messages are conveyed in an easily interpretable fashion. This course introduces the concepts of cartographic design including 3D Visualization. Mapping fundamentals will address topics in coordinate systems, projections and datums and will be examined in their relationship to GIS technology.

GIS 320 GIS PROFESSIONAL DEVELOPMENT I

Knowledge of current and relevant trends in the GIS profession is essential for emerging technologists to achieve success in the professional world. This seminar course will feature GIS professionals from a diversity of sectors to discuss topics that include new and emerging geospatial technologies, professionalism, ethics, and project management skills.

GIS 321 MULTIMEDIA

Presentation of GIS information using a diversity of media is essential in conveying key messages to aid decision-making processes. This multimedia course consists of a series of workshops designed to build skills in Photoshop, Dreamweaver and Adobe Illustrator. GIS and CAD data is integrated into these software programs to enhance the quality of presentation over to the web, as images for presentations, and in creating visually captivating posters.

GIS 323 INTRODUCTION TO GPS

This course will introduce the fundamental concepts of Global Positioning Systems (GPS) and the applied technologies for GPS data collection and GIS integration. Through interactive instruction and hands-on course exercises, students will work with a variety of GPS tools and

field collection techniques to learn how to create, edit, update and manage geographic information. Emphasis areas will include familiarity with GPS receivers, GPS processing software, data collection standards, and cartography.

GIS 329 VISUAL BASIC PROGRAMMING

This course introduces the fundamentals in programming theory and practical skills while using Visual Basic for Applications. Students will use Visual Basic for Applications to customize off-the-shelf software such as Excel.

GIS 307 INTRODUCTION TO REMOTE SENSING II

Building upon the skills introduced in Introduction to Remote Sensing I, this course will continue with remote sensing software applications using PCI Geomatica V.9 that include; image processing, and geo-referencing.

GIS 313 DATABASE SYSTEMS I

As an integral part of GIS, the associated relational database system is used for query and analysis operations that aid in solving spatial problems. This introduction to relational database systems includes topics of; database models, structured query language (SQL), database design, data definition, data dictionaries and linking databases.

GIS 314 DATABASE SYSTEMS II

The purpose of this course is to introduce both conceptual and practical aspects of designing and developing first, a relational database, and second, a geodatabase. The course will provide an overview of common foundational design methodologies for both a relational database and a geodatabase. Included in this overview, the course will cover database design and implementation using Access 2007, Oracle and ArcSDE.

Prerequisites GIS 313.

GIS 316 CAD MAPPING

This course provides an introduction to AutoCAD's computer-assisted design and drafting software for GIS students. Students will learn the fundamentals of the drafting environment, including setting up their workspace, utilizing common tools, creating powerful drawings, and creating print layouts.

This course will continually touch upon the differences and similarities of CAD and GIS as well as when and how GIS professionals will use CAD in their career. GIS students will gain appreciation of the complementary technology that CAD offers.

GIS 325 INTERNET MAPPING

The full range of Internet and Intranet mapping, including static maps, online data, and internet map and file services, is investigated. Most of the emphasis of the course will be on the use of ESRI's ArcIMS software to serve maps over the internet. We will also consider the freeware option MapServer and the OpenGIS Consortium's standards and GML (geographic markup language) which are currently under development.

GIS 331 ADVANCED GIS APPLICATIONS

This course will examine the role of GIS in both municipal and regional government settings. The first half of the course will focus on municipal GIS and includes training in AutoDesk Map to maintain municipal cadastre base mapping. The second half of the course will focus on Regional District GIS including a strong background in Regional District governance and subsequent service delivery options. GIS Applications will examine the multitude of GIS datasets, their analysis, and application to real-world issues specific to local government.

GIS 427 PROJECT MANAGEMENT

GIS project management will focus on skills pertaining to issues surrounding the management of GIS projects from start to finish. Emphasis areas will include description of the project work environment, organizational skills and tools, deliverable oriented performance appraisals, leadership and team orientation. In addition to these emphasis areas, supporting information covering proposal writing, costing, budgeting, meeting preparation, time management and communication skills will be addressed.

GIS 433 MODELING AND CUSTOMIZATION

The objective of the course is to give students a basic understanding of the concepts and techniques for solving planning problems more efficiently through automation and customization of Geographic Information Systems. The course will focus on planning applications development using VBA programming and ArcGIS technology. Students will be exposed to a number of fundamental concepts of object modeling.

GIS 435 SPATIAL STATISTICS

Spatial Statistics is a two part course that starts with a review of essential statistical techniques and secondly consists of a concentration on statistical approaches related to spatial analysis. Emphasis will be placed on integrating practical examples into course exercises and projects. Basic statistical concepts of interpreting data, probability distributions, hypothesis testing, correlation and regression will be addressed along with geostatistical functions such as interpolation, point pattern analysis, kriging, and trend surface analysis.

GIS 490 THESIS PREPARATION

Geographic Information Systems facilitates the solving of real-world problems. Special Projects A involves the design and planning of a project idea from initial concept to anticipated final outputs. Topics include an overview of the steps necessary to successfully integrate GIS into the decision-making process. Specific skills will be developed in project management, data management, identification of sources of error, determining analysis methods and recommending suitable final outputs.

GIS 491 THESIS COMPLETION

Special Projects B is the implementation of a project as outlined and defined in Special Projects A. Implementation will involve building the database, conducting analysis with a variety of geoprocessing tools and producing final products. This course provides an opportunity for students to integrate their knowledge of CAD, GIS, remote sensing and databases to solve a specific problem.

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FOR LATEST INFORMATION VISIT SELKIRK.CA

Program Calendar

2010

- September 7 - Student Orientation
- September 8 - Fall term instruction begins
- December 10 - Fall term instruction ends
- December 13 - 22 - Fall term examinations

2011

- January 4 - Winter term instruction begins
- February 14 - 18 - Reading Break
- April 8 - Winter term instruction ends
- April 11 - 21 - Winter term examinations

Program Summary

The Bachelor in Geographic Information Systems (BGIS) is a program that provides unrivaled flexibility in gaining a high sought after skill set that can be applied in a larger variety of disciplines.

The BGIS gives you a unique opportunity to add extensive knowledge of cutting-edge technology to an existing career specialty. If you're getting ready to launch your career in health care, land management, resource development, environmental planning, climate research or a related field, consider the value of a BGIS.

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INTEGRATED ENVIRONMENTAL PLANNING

TWO-YEAR DEGREE AT CASTLEGAR CAMPUS

Program Calendar

2010

- September 7 - Student Orientation All Programs
- September 8 - Fall term instruction begins
- December 10 - Fall term instruction ends
- December 13 - 22 - Fall term examinations

2011

- January 4 - Winter term instruction begins
- February 14 - 18 - Reading Break
- April 8 - Winter term instruction ends
- April 11 - 21 - Winter term examinations
- April 19 - 30 - Field School

Program Objectives

The Integrated Environmental Planning (IEP) program prepares students to meet growing needs for technologists capable of assisting in all areas of environmental assessment and monitoring. Program graduates are familiar with planning processes and their respective environmental information needs. Graduates of this program are trained in Geographic Information Systems (GIS) data entry and spatial analysis using Arc GIS and other software, environmental chemistry, ecology, hydrology, communication, economics, and planning to name a few. Graduates possess the practical field and laboratory skills and technical competencies not only to acquire, compile, analyze, evaluate and present environmental information, but also to integrate it effectively into formal planning and review processes.

Common Core

The first year of Forest Technology, Recreation, Fish & Wildlife Technology and Integrated Environmental Planning Technology programs consists of a core of common courses emphasizing resource skills, knowledge and attitudes in inventory, measurement, mapping, communications, math, and interpretation.

The second year of each program synthesizes the skills, knowledge, and attitudes of first year with applied management, planning, and advanced techniques and principles. Integration of learning in each program is required.

Students interested in dual diplomas can complete any second or third diploma with one additional year of study.

Course of Studies

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 1			
MATH 160	Technical Mathematics	3	0
RRS 152	Surveying	1	4
RRS 161	Environmental Field Techniques	2	3
RRS 162	Botany and Forest Ecology	2	3
RRS 164	Geology, Landforms and Soils	2	3
RRS 191	Introduction to Computers II	0	2
TWC 150	Introduction to Technical Communications I	3	0
Total:		13	15

Course	Name	Lec	Lab
Term 2			
IEP 166	Applied Microbiology (Elective)	2	3
MATH 190	Resource Statistics	2	1
RRS 154	Map and Air Photo Use	0	4
RRS 158	Introduction to GIS	3	0
RRS 163	Forest Ecology (Elective)	3	3
RRS 170	Fish and Wildlife Ecology	2	3
TWC 151	Introduction to Technical Communications II	3	0
Total:		15	14

Course	Name	Lec	Lab
Term 3			
IEP 275	Field School	0	70
Total:		0	70

Course	Name	Lec	Lab
Term 4			
IEP 163	Environmental Chemistry	3	3
IEP 250	Integrated Environmental Planning Applications II	3	5
IEP 254	Hydrology I	2	3
IEP 260	Systems Ecology I	2	3
IEP 270	Computer Applications I	1	4
MATH 291	Resource Statistics II	0	2
Total:		11	20

Course	Name	Lec	Lab
Term 5			
IEP 200	Field Trip Study	0	0
IEP 251	Integrated Environmental Planning Applications III	2	3
IEP 255	Hydrology II	1	3
IEP 261	Systems Ecology II	2	3
IEP 263	Water Pollution Chemistry	3	3
IEP 264	Air Pollution Chemistry	3	3
IEP 271	Computer Applications II	3	0
MATH 292	Resource Statistics III	0	2
Total:		14	17

Co-op Education

Renewable Resources students have the opportunity to enrol in Co-op Education. This program consists of four month work terms that allow students to access unique experiential learning. Co-op work terms are administrated as regular course work with both cost and reporting requirements. Benefits include maintenance of full time student status as well as access to employment and experience unavailable outside of the Co-op program. For more information contact the Co-op Education Office at (250) 365-1280.

CO-OP 170 / 270 / 370 WORK TERMS

These courses provide the practical application of academic studies. Students spend work terms at an employer site. A report covering each work term is required.

15 Credit-hours / work term.

Career Potential

Graduates of the Integrated Environmental Planning Technology program will be immediately employable by government, industry, environmental consulting and other individuals who understand the environment and the importance of its consideration in development of land-use, reclamation and resource planning.

Approximately half of all IEPT graduates continue their education at university (Selkirk College advanced diploma in GIS, RRU, U of L, UNBC, U of A, BCIT, NAIT, BCIT or TRU) and then find work in the environmental sector.

The other half of program graduates go directly from Selkirk to employment in the environmental field. There are IEPT graduates working as GIS technologists, GIS analysts, wildlife technologists, environmental coordinators, zero waste co-ordinator, environmental compliance technologists etc. Below is a partial list of employers where IEP graduates have found employment:

- Golder & Associates, Castlegar and Calgary
- Morrow Environmental Consultants, various locations
- Environment Canada, Nanaimo, BC
- Department of Fisheries and Oceans,
- BC Hydro, Trail, BC
- Regional District Kootenay, Nelson and Trail
- Teck Cominco
- Oil exploration firms, Northern BC

Regarding job prospects, sources like Environmental Science & Engineering and the Environmental Careers Organization (eco.ca) (formerly

Canadian Council on Human Resources for the Environmental Industry (www.cchrei.ca)) have excellent, current analyses on the status and growth of the Canadian and international environmental sectors and related career opportunities. Canada's environmental sector is growing faster than the Canadian economy as a whole, and different studies have identified thousands of job openings in the Canadian environmental sector.

Several IEPT graduates have also completed environmental work contracts in developing countries (Thailand, the Phillippines, and Nigeria).

There is an incredible range in diversity of careers in the environmental sector. From your perspective, the more important question is where in the environmental sector would you like to work?

You may be interested in environmental protection, drinking water, wastewater, stormwater, groundwater, air quality, air monitoring, air pollution abatement, global climatic change, waste management, waste reduction, environmental planning, GIS, public health, environmental education, renewable energy are parts of the environmental sector.

The Selkirk IEPT program can help you meet your career objectives. The IEPT program is a two year, college-level technology program. There are approximately 30 hours of instruction per week over four semesters. Approximately one half of class time is in the field. One of Selkirk's greatest advantages is its setting. Selkirk is located at the confluence of the Kootenay and Columbia rivers in the West Kootenay valley. There are riparian, low-elevation and sub-alpine ecosystem sites all within a short distance of the college. There are also great outdoor recreation opportunities. You will learn a range of skills: applied environmental technologies, math, statistics, computer applications, GIS (computerized map making is a college strength), environmental planning, technical writing. Every class of IEPT students has also formed strong, lasting friendships with classmates - the people you work with and with whom you share common values and beliefs.

Selkirk College does not guarantee that graduates will find work in the environmental sector. However, graduates with an average grade of B+ or better, and willing to relocate have historically been very successful finding work. ECO co-ordinates wage subsidy programs to support employers who hire graduates for environmental technology positions. In the past, approximately 80% of IEP graduates have found work related to their studies within six months of graduation. Further, Selkirk College provides many on-going services to help graduates find related employment.

If you wish to visit the campus and tour the facilities or if you have any other questions, please do not hesitate to contact the Chair of the School of Renewable Resources.

Degree Completion

The Integrated Environmental Planning program now ladders into the Selkirk College Bachelor In Geographic Information Systems and counts as the first two years of this program.

There is a long-standing tradition of our graduates transferring and successfully completing university degrees. Selkirk's Integrated Environmental Planning graduates have successfully transferred credit towards degrees in Universities throughout Canada and the United States. Selkirk College also has formal transfer arrangements with the following institutions: Royal Roads University, University of Lethbridge, Thompson Rivers University, Seneca College, Cape Breton University, University of Alberta and the University of Northern BC. These universities and others, recognize the IEP Diploma and transfer credits earned toward degree programs in Environmental Science or Management. Royal Roads, Thompson Rivers University and the University of Lethbridge offer a full two years of credit for an IEP diploma.

Admission Requirements

Program staff are committed to help students preparing for admission into the program. In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following School of Renewable Resources program requirements:

HIGH SCHOOL GRADUATES

- Completion of senior secondary graduation (or equivalent) with the following courses or their equivalents.

Mature Students

- Mature student entry is possible without secondary school completion but mature applicants must have BIOL 11 or 12 and ENGL 12, or equivalent courses with a "C+" and Principles of MATH 11 with a "C+".
- Applicants may be required to complete preparatory modules in mathematics, writing and computers, where identified by the school.

In individual cases, related work experience can be considered in the application process at discretion of the School Chair.

All applicants must be in good health and reasonably good physical condition. A demonstrated interest in, and aptitude for, outdoor work is essential as much of the work is done in the field, often under adverse and arduous weather and topographic conditions.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

For any questions related to prerequisites and support, please contact School Chair.

Computer Competency

Computer competency is an important element of success in the program. It is strongly recommended that students have entry level experience with MS Word / MS Excel / and the internet prior to starting the program.

Course Descriptions

MATH 160 TECHNICAL MATHEMATICS

This is an applied math course, focusing on the technical math skills required in Renewable Resources work. Topics include: computation, 2-D and 3-D trigonometry, conversion factors, derived and empirical formulas, exponentials and logarithms, and map scales.

Prerequisites Principles of Math 11, Principles or Applications of Math 12, Math 80 or equivalent.

RRS 152 SURVEYING

Practical use of common survey instruments and techniques used by resource management technicians. Use and maintenance of basic surveying instruments and equipment; measurement of distance, direction, and elevation; obtaining and recording topographic and planimetric data.

Prerequisites Principles of Math 11, Principles or Applications of Math 12, Math 80 or equivalent.

RRS 161 ENVIRONMENTAL FIELD TECHNIQUES

Environmental Field Techniques RRS 161 is an introduction to measurements and the sampling methods used to assess, classify, and evaluate vegetation of forest and range land, wildlife populations, streams, and air and water quality. Emphasis is placed on proper techniques for laying out plots, collection methods for various types of data, and the proper use of measurement equipment.

Prerequisites Principles of Math 11, Principles or Applications of Math 12, Math 80 or equivalent.

RRS 162 BOTANY AND FOREST ECOLOGY

This course is an introduction to the basics of Botany and Forest Ecology. Topics include plant identification of approximately 100 native plants that occur in the West Kootenay. Ecosystem description follows the Biogeoclimatic Ecosystem Classification system. Lectures cover topics in photosynthesis, respiration, transpiration, translocation, ecosystem classification and the distribution of various ecosystems in British Columbia. Approximately 70% of labs occur in the field.

Prerequisites (A grade of "C" or better is required to use a course to satisfy a prerequisite requirement.) BIOL 11 or BIOL 50.

Corequisites: RRS 164.

RRS 164 GEOLOGY, LANDFORMS AND SOILS

This course covers identification of common rocks and minerals, landforms, and soils of British Columbia and study of their properties in relation to management of the forest environment and landscape.

RRS 191 INTRODUCTION TO COMPUTERS

This course introduces basic computer concepts to students and provides the necessary underlying skills for the modern work environment. The course also covers techniques used by many of the other subjects within the RRS programs. Students will develop familiarity with computer operating systems, word processing, presentation, and spreadsheet/database application software. Emphasis will be placed on the analysis and visualization of data specific to the natural sciences.

TWC 150 INTRODUCTION TO TECHNICAL COMMUNICATIONS I

A review of basic English skills is undertaken in this course. Also included is an introduction to general principles in written technical communication and its application to renewable resource management. Classroom sessions focus on

developing writing skills, academic research and documentation, the organization and interpretation of data, oral presentation skills, and job search techniques.

IEP 166 APPLIED MICROBIOLOGY

This introductory, applied environmental microbiology course covers basic microbiological theory and skills including safe lab practices; aseptic technique; preparation of media; isolation and growth of pure cultures; gram staining; microbial enumeration using pour plates, spread plates, membrane filtration and optical density; and identification of micro-organisms using biochemical tests.

MATH 190 RESOURCE STATISTICS

This course covers standard tests and techniques of statistics and the application of these statistical measures in renewable resources management.

Prerequisites Successful completion of Math 160.

RRS 154 MAP AND AIR PHOTO USE

This course emphasizes the practical application of maps and air photos in resource management. Students become familiar with types of maps and air photos, indexing systems, using maps and air photos in the field, map reading and measuring techniques, photo interpretation and measuring techniques, obtaining data for mapping, stratification of air photos, and remote sensing techniques.

Prerequisites RRS 152, RRS 161.

RRS 158 INTRODUCTION TO GIS

This course will provide training in Computer Drafting, Geographic Information Systems (GIS) and Global Positioning Systems (GPS) as relevant to the fields of environment, forestry, fish, wildlife and recreation. Emphasis will be placed on developing hands-on expertise with drafting and GIS Software such as ArcGIS and Softree. Global Positioning Systems (GPS) data collected in the field will be integrated into mapping exercises for analysis and display.

Prerequisites RRS 152, RRS 190 or IEP 190.

Corequisites: RRS 154.

RRS 163 FOREST ECOLOGY

This course builds upon the concepts from RRS 162 with further studies of local forest ecosystems. Students will identify key forest structural components and study the role that disturbance (such as fire), environmental gradients, and competition play in defining a species' niche. Participants will also examine the role of primary and secondary growth, nutrient uptake, reproduction, and survival mechanisms for plants. Winter plant identification, ecosystem form and function,

and plant adaptations to timberline will also be examined. A practical field based assignment will form a major portion of the term assessment.

Prerequisites RRS 162, RRS 164.

RRS 170 FISH AND WILDLIFE ECOLOGY

Identification and ecology of vertebrate animals, habitat requirements and habitat disturbance implications. Guidelines and management strategies to minimize impact of other resource uses on fish and wildlife.

Prerequisites RRS 162.

Corequisites: RRS 163.

TWC 151 INTRODUCTION TO TECHNICAL COMMUNICATIONS II

An introduction to general principles in written technical communication and oral presentation. Lectures focus upon business correspondence, the informal and formal report, technical style, and graphic illustration. Students practice delivery techniques for oral presentations of technical data in renewable resource management. Collaborative activities and teamwork skills are practiced and encouraged.

Prerequisites TWC 150.

IEP 275 FIELD SCHOOL

Ten days of practical field work at the end of the winter semester. Scheduled after final exams in late April. (2 Credit-hours)

Prerequisites Successful completion of all first year courses in IEP. Ten days field work.

IEP 163 ENVIRONMENTAL CHEMISTRY

This introductory chemistry course covers basic environmental chemistry theory and techniques. The course provides training in lab safety, use of laboratory glassware, skills like preparation and dilution of stock solutions, use of standard methods for water quality tests like suspended and dissolved solids, pH, conductivity, alkalinity, and dissolved oxygen by titration.

Prerequisites IEP 166.

IEP 250 INTEGRATED ENVIRONMENTAL PLANNING APPLICATIONS II

In this course, the first of a two-course sequence including IEP 251, small teams of students apply the knowledge and skills acquired previously and concurrently in other program courses to design and begin to implement a comprehensive, self-directed study to achieve a specified planning objective in a designated geographic area. Each team establishes study requirements, develops a complete study proposal and work plan, obtains and evaluates relevant existing information about the study area, collects and compiles field data

needed to verify or update existing data or to describe additional environmental characteristics of the area, and prepares and submits a baseline data report.

Prerequisites IEP 151.

IEP 254 HYDROLOGY I

This course is an introductory study of water in our environment including its properties, the natural processes which affect it, and practical experience in the collection and analyses of field and laboratory data using standard techniques and equipment.

Prerequisites IEP 163.

IEP 260 SYSTEMS ECOLOGY I

This course is an introduction to the science of ecology, building on concepts and information introduced in first year IEP and RRS courses. Emphasis is placed on the basics of ecology, and will focus on the structure and function of various communities including alpine, subalpine, wetland, and riparian ecosystems. Labs will explore various methods of sampling, analysing, and reporting on the physical site factors, habitat, vegetation and wildlife components of these communities.

Prerequisites RRS 162, 170, 190, 191.

Corequisites: IEP 250, 270.

IEP 270 COMPUTER APPLICATIONS I

Geographic Information Systems (GIS) provides the capability to effectively analyze spatial data to assist in the decision making process for those in government, industry and consulting. This course introduces the fundamental concepts and applications of GIS as relevant to environmental planning. Emphasis is placed on developing hands-on expertise with desktop GIS software (ArcView) for displaying and querying spatial data, manipulating tabular data, initiating queries, developing charts and producing map layouts.

Prerequisites RRS 191.

MATH 291 RESOURCE STATISTICS II

This course is a continuation of Math 191-2 (Resource Statistics I). Topics include linear regression and correlation, inferential statistics, confidence intervals, hypothesis testing, goodness of fit and contingency tables.

Prerequisites MATH 191.

IEP 200 FIELD TRIP STUDY

During the spring of the 4th semester, second year students will participate in a field trip to study away from the Castlegar campus. The field trip provides an opportunity for students to see first hand, current management practices, ecosystems and resource management issues in other regions of the province. Students will be actively involved

in trip planning and will be presented with opportunities to develop communication skills, job finding skills and professionalism. This course is available only to students registered in the second year of the IEP Program. The course fee changes yearly dependant upon trip logistics. This fee ranges between \$250 and \$300 plus additional expenses that are not covered by the college.

IEP 251 INTEGRATED ENVIRONMENTAL PLANNING APPLICATIONS III

In this course, knowledge and skills acquired in other program courses are again used by established, self-directed student teams to complete the planning studies initiated in IEP 250. This course focuses on analyses and aggregation of data collected in the previous semester, predictions of environmental effects of different development options, evaluations of the ecological and socioeconomic significance of those effects, a comparison of the options based on those evaluations, and the selection and presentation of a final development plan.

Prerequisites IEP 250.

IEP 255 HYDROLOGY II

This course is a more in-depth study of the effects of water on our environment. Practical examples are presented for examination, data collection, analyses, and interpretation in several areas including: weather and climate, snowpack, limnology, groundwater, surface runoff and flooding, small hydropower and hydraulic modeling.

Prerequisites IEP 254.

IEP 261 SYSTEMS ECOLOGY II

This course examines the botanical component of ecosystems, beginning with a continuation from IEP 260. In addition, this course provides a detailed coverage of the use of various botanical keys for plant identification of Pterophytes, Gymnosperms, and Angiosperms. Protocol for conducting a rare plant survey are developed using the system of Red and Blue lists developed by the BC Conservation Data Centre and Committee on the Status of Endangered Wildlife in Canada. The application of botanical and ecological skills to the restoration of ecosystems in BC is discussed in a final project for the course.

Prerequisites IEP 260, RRS 162. (A grade of "C" or better is required to use a course to satisfy a prerequisite requirement.)

IEP 263 WATER POLLUTION CHEMISTRY

This course continues the study of environmental chemistry with an emphasis on water quality, water and wastewater treatment. This course reinforces laboratory safety and lab skills acquired in year one. The course explores properties of water and introduces the use of colorimetry and

atomic absorption spectrophotometry (AAS). Labs cover a benthic invertebrate study, toxicity testing, coagulant dosing, testing water for chlorine residual, and the quantitative determination of a metal in water samples using both a colorimetric method and AAS. In addition to water analysis, data analysis and data presentation using a spreadsheet is emphasized.

Prerequisites IEP 163, 166.

IEP 264 AIR POLLUTION CHEMISTRY

This course continues the study of environmental chemistry with an emphasis on air quality and reinforces laboratory safety and laboratory skills acquired in IEP 163, 166, and 263. The course explores air quality and methods for the collection and analysis of gases, particles and biological matter in air samples. Air stability, mass balance and stack dispersion modelling are introduced. A project to use lichens to assess air quality is included.

Prerequisites IEP 163, 166, 263.

IEP 271 COMPUTER APPLICATIONS II

This course explores advanced analysis techniques in Geographic Information Systems relevant to environmental planning issues. Students build upon prior expertise with GIS software to examine applications related to terrain and suitability modeling. Designed as a project-based course, students apply their skills to real-world project management by completing the steps required to take a GIS project from initial proposal to final map production and report generation.

Prerequisites IEP 270.

MATH 292 RESOURCE STATISTICS III

This course is a continuation of Math 291-2 (Resource Statistics II). Topics include sampling techniques, experimental design, and computer-based applications. Additional topics may include analysis of variance, non-parametric statistics, or time series forecasting.

Prerequisites MATH 291.

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2011

- January 4 - Winter term instruction begins
- February 14 - 18 - Reading Break
- April 8 - Winter term instruction ends
- April 11 - 21 - Winter term examinations
- April 19 - 30 - Field School

Program Objectives

The focus of the Recreation, Fish and Wildlife Program is to provide relevant learning experience for individuals seeking careers in parks, forest recreation, fish and wildlife management, conservation or commercial recreation. The emphasis of the program is in the growing field of recreation and tourism, and fish and wildlife management in the working forest and in protected areas. The program of study is designed to lead into three major areas of interest: recreation planning and management, fish and wildlife management, and ecosystem management. The dedicated individual, with adequate motivation and an interest in a very competitive field, can develop a rewarding career in recreation, fisheries or wildlife management.

Co-op Education

Renewable Resources students have the opportunity to enroll in Co-op Education. This program consists of four month work terms that allow students to access unique experiential learning. Co-op work terms are administrated as regular course work with both cost and reporting requirements. Benefits include maintenance of full time student status as well as access to employment and experience unavailable outside of the Co-op program. For more information contact the Co-op Education Office at (250) 365-1280.

CO-OP 170 / 270 / 370 WORK TERMS

These courses provide the practical application of academic studies. Students spend work terms at an employer site. A report covering each work term is required.

15 Credit-hours / work term

Course of Studies

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 1			
MATH 160	Technical Mathematics	3	0
RRS 152	Surveying	1	4
RRS 161	Environmental Field Techniques	2	3
RRS 162	Botany and Forest Ecology	2	3
RRS 164	Geology, Landforms and Soils	2	3
RRS 191	Introduction to Computers II	0	2
TWC 150	Introduction to Technical Communications I	3	0
	Total:	13	15

Course	Name	Lec	Lab
Term 2			
IEP 166	Applied Microbiology	2	3
MATH 190	Resource Statistics I	2	1
RRS 154	Map and Air Photo Use	0	4
RRS 158	Introduction to GIS	3	0
RRS 163	Forest Ecology	3	3
RRS 170	Fish and Wildlife Ecology	2	3
TWC 151	Introduction to Technical Communications II	3	0
	Total:	15	14

Course	Name	Lec	Lab
Term 3			
RFW 255	Outdoor Skills I - Spring Field School	0	0

Course	Name	Lec	Lab
Term 4			
RFW 200	Field Trip Study	0	0
RFW 251	Policy and Enforcement	0	3
RFW 256	Backcountry Risk Analysis and Mitigation	1	4
RFW 262	Ecosystem-Based Management	2	3
RFW 263	Outdoor Recreation Operations and Management	2	4
RFW 272	Techniques in Wildlife Mangement I	2	3
RFW 280	Fish Management I	2	4
	Total:	9	21

Course	Name	Lec	Lab
Term 5			
RFW 257	Avalanche Hazard Assessment and Management	4	0
RFW 265	Commercial Recreation Management	2	3
RFW 273	Techniques in Wildlife Management II	2	3
RFW 276	Resource Communications	0	3
RFW 281	Fish Management II	2	3
RFW 281	Integrated Resource Management	2	2
RRS 290	Computer Applications	0	3
	Total:	12	17

Common Core

The first year of Forest Technology, Recreation, Fish & Wildlife Technology and Integrated Environmental Planning Technology programs consist of a core of common courses emphasizing resource skills, knowledge and attitudes in: inventory, measurement, mapping, communications, math, and interpretation.

The second year of each program synthesizes the skills, knowledge, and attitudes of first year with applied management, planning, and advanced techniques and principles. Integration of learning in each program is required.

Students interested in dual diplomas can now complete any second or third diploma with one additional year of study.

Curriculum Advisory

The curriculum for this program is developed in consultation with the Program Advisory Committee (PAC). The PAC membership includes people who hire our students and many are past graduates. Organizations currently having representatives on the committee include: British Columbia conservation service, private consultants and government agencies. The PAC meets regularly, and their feed back may result in changes to the program.

Career Potential

Graduates are immediately employable and have developed careers such as: national park wardens, provincial park rangers, parks planning technicians, environmental interpreters, outdoor recreation technicians, fish and wildlife technicians, recreation resource officers, fisheries officers, and resource management technicians with private sector firms. Many graduates find work with consulting firms who serve the diverse resource management field. Employment rates over the past few years have over 75% of graduates working in the field of Recreation, Fish and Wildlife within two months of graduation.

Degree and Diploma Options

The Recreation Fish and Wildlife Program now ladders into the Selkirk College Bachelor In Geographic Information Systems and counts as the first two years of this program. There is a long standing tradition of our graduates transferring and successfully completing university degrees. Selkirk's Recreation Fish & Wildlife graduates have successfully transferred

credit towards degrees in Universities throughout Canada and the United States. Selkirk College also has formal transfer arrangements with the following institutions: University of Northern BC, University of British Columbia, Thompson Rivers University, University of Alberta. Additionally, students wishing to pursue Conservation Officer Training have successfully transferred credit to both Lethbridge College and Malaspina college.

Admission Requirements

Program staff are committed to help students preparing for admission into the program. In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following School of Renewable Resources program requirements:

Highschool Graduates

- Completion of senior secondary school graduation (or equivalent) with the following courses or their equivalents.
- Biology 11 C+
- Principles of Math 11 C+
- English 12 C+

Mature Students

- Mature student entry is possible without secondary school completion but mature applicants must have BIOL 11 or 12 and ENGL 12, or equivalent courses with a "C+", and Principles of MATH 11 with a "C+".
- Applicants may be required to complete preparatory modules in mathematics, writing and computers, where identified by the school.

In individual cases, related work experience can be considered in the application process at discretion of the School Chair.

All applicants must be in good health and reasonably good physical condition. A demonstrated interest in, and aptitude for, outdoor work is essential as much of the work is done in the field, often under adverse and arduous weather and topographic conditions.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

For any questions related to prerequisites and support, please contact the School Chair.

Computer Competency

Computer competency is an important element of success in the program. It is strongly recommended that students have entry level experience with MS Word / MS Excel / and the internet prior to starting the program.

Course Descriptions

MATH 160 TECHNICAL MATHEMATICS

This is an applied math course, focusing on the technical math skills required in Renewable Resources work. Topics include: computation, 2-D and 3-D trigonometry, conversion factors, derived and empirical formulas, exponentials and logarithms, and map scales.

Prerequisites Principles of Math 11, Principles or Applications of Math 12, Math 80 or equivalent.

RRS 152 SURVEYING

Practical use of common survey instruments and techniques used by resource management technicians. Use and maintenance of basic surveying instruments and equipment; measurement of distance, direction, and elevation; obtaining and recording topographic and planimetric data.

Prerequisites Principles of Math 11, Principles or Applications of Math 12, Math 80 or equivalent.

RRS 161 ENVIRONMENTAL FIELD TECHNIQUES

Environmental Field Techniques RRS 161 is an introduction to measurements and the sampling methods used to assess, classify, and evaluate vegetation of forest and range land, wildlife populations, streams, and air and water quality. Emphasis is placed on proper techniques for laying out plots, collection methods for various types of data, and the proper use of measurement equipment.

Prerequisites Principles of Math 11, Principles or Applications of Math 12, Math 80 or equivalent.

RRS 162 BOTANY AND FOREST ECOLOGY

This course is an introduction to the basics of Botany and Forest Ecology. Topics include plant identification of approximately 100 native plants that occur in the West Kootenay. Ecosystem description follows the Biogeoclimatic Ecosystem Classification system. Lectures cover topics in photosynthesis, respiration, transpiration, translocation, ecosystem classification and the distribution of various ecosystems in British Columbia. Approximately 70% of labs occur in the field.

Prerequisites (A grade of “C” or better is required to use a course to satisfy a prerequisite requirement.) BIOL 11 or BIOL 50.

Corequisites: RRS 164.

RRS 164 **GEOLOGY, LANDFORMS AND SOILS**

This course covers identification of common rocks and minerals, landforms, and soils of British Columbia and study of their properties in relation to management of the forest environment and landscape.

RRS 191 **INTRODUCTION TO COMPUTERS**

This course introduces basic computer concepts to students and provides the necessary underlying skills for the modern work environment. The course also covers techniques used by many of the other subjects within the RRS programs. Students will develop familiarity with computer operating systems, word processing, presentation, and spreadsheet/database application software.

TWC 150 **INTRODUCTION TO TECHNICAL COMMUNICATIONS I**

A review of basic English skills is undertaken in this course. Also included is an introduction to general principles in written technical communication and its application to renewable resource management. Classroom sessions focus on developing writing skills, academic research and documentation, the organization and interpretation of data, oral presentation skills, and job search techniques.

IEP 166 **APPLIED MICROBIOLOGY**

This introductory, applied environmental microbiology course covers basic microbiological theory and skills including safe lab practices; aseptic technique; preparation of media; isolation and growth of pure cultures; gram staining; microbial enumeration using pour plates, spread plates, membrane filtration and optical density; and identification of micro-organisms using biochemical tests.

MATH 190 **RESOURCE STATISTICS**

This course covers standard tests and techniques of statistics and the application of these statistical measures in renewable resources management.

Prerequisites Successful completion of Math 160.

RRS 154 **MAP AND AIR PHOTO USE**

This course emphasizes the practical application of maps and air photos in resource management. Students become familiar with types of maps and air photos, indexing systems, using maps and air photos in the field, map reading and measuring techniques, photo interpretation and measuring

techniques, obtaining data for mapping, stratification of air photos, and remote sensing techniques.

Prerequisites RRS 152, MATH 160, or RRS 161.

RRS 158 **INTRODUCTION TO GIS**

This course will provide training in Computer Drafting, Geographic Information Systems (GIS) and Global Positioning Systems (GPS) as relevant to the fields of environment, forestry, fish, wildlife and recreation. Emphasis will be placed on developing hands-on expertise with drafting and GIS Software such as ArcGIS and Softree. Global Positioning Systems (GPS) data collected in the field will be integrated into mapping exercises for analysis and display.

Prerequisites RRS 152, RRS 190 or IEP 190.

Corequisites: RRS 154.

RRS 163 **FOREST ECOLOGY**

This course builds upon the concepts from RRS 162 with further studies of local forest ecosystems. Students will identify key forest structural components and study the role that disturbance (such as fire), environmental gradients, and competition play in defining a species' niche. Participants will also examine the role of primary and secondary growth, nutrient uptake, reproduction, and survival mechanisms for plants. Winter plant identification, ecosystem form and function, and plant adaptations to timberline will also be examined. A practical field based assignment will form a major portion of the term assessment.

Prerequisites RRS 162, RRS 164.

RRS 170 **FISH AND WILDLIFE ECOLOGY**

Identification and ecology of vertebrate animals, habitat requirements and habitat disturbance implications. Guidelines and management strategies to minimize impact of other resource uses on fish and wildlife.

Prerequisites RRS 162.

Corequisites: RRS 163.

TWC 151 **INTRODUCTION TO TECHNICAL COMMUNICATIONS II**

An introduction to general principles in written technical communication and oral presentation. Lectures focus upon business correspondence, the informal and formal report, technical style, and graphic illustration. Students practice delivery techniques for oral presentations of technical data in renewable resource management. Collaborative activities and teamwork skills are practiced and encouraged.

Prerequisites TWC 150.

RFW 255 **SPRING FIELD SCHOOL**

During a two-week course in the spring, students gain practical skills directly related to their field of studies. Activities may include electro-fishing, flat-water canoeing, and wildlife enhancement. Scheduled after final exams in late April (ten days, seventy hours).

RFW 200 **FIELD TRIP STUDY**

During the 4th semester, second year RFW students will participate in field-based studies away from the Castlegar Campus. This two-week field trip provides students with the opportunity to refine field technical skills within different ecosystems and regions of the province. Students will undertake experimental field activities in two focused areas of study; Outdoor Recreation Pursuits and Fish and Wildlife Management. Students will be actively involved in the planning for these trips and will be presented with opportunities to develop team skills, leadership and professionalism throughout the course duration.

Prerequisites Registration in second year RFW program.

RFW 251 **POLICY AND ENFORCEMENT**

This course provides an overview of environmental legislation used in resource management in British Columbia. The course begins with an introduction to statute law and the court system, and progresses to interpreting specific environment acts, regulations and policies. There is a strong focus on research skills. Local case studies are used when possible.

RFW 256 **BACKCOUNTRY RISK ANALYSIS AND MITIGATION**

In this course, students integrate the knowledge and skills acquired in other program courses to identify, analyze, and manage areas of public and occupational risk within backcountry environments. Human, terrestrial, aquatic, and environmental hazards and risk are explored including an examination of leadership and decision-making skills, natural hazard analysis, land-use planning, risk management and mitigation, advanced navigation techniques, backcountry rescue, meteorology, and field weather forecasting.

Prerequisites All first year courses.

RFW 262 **ECOSYSTEM MANAGEMENT**

The application of ecological principles, data collection, data analysis and implementation of an ecosystem approach to various land management plans. Emphasis is placed on the practical application of the Forest Practices Code guidebooks and related legislation. All topics are covered in the classroom and the field.

Prerequisites Completion of all first year courses.

RFW 262 ECOSYSTEM-BASED MANAGEMENT

This course expands on environmental assessment skills, and knowledge of ecological principles learned in first year classes. Students develop skills in the recognition of prominent forest insects, fungi, abiotic agents and invasive non-native species. The course emphasizes the application of ecological knowledge in resource management activities and strategies. Applied topics include: ecological restoration, fire ecology, wildlife/danger tree assessment, riparian area management, ecological assessment, wetland ecology management, and management of invasive non-native weed species.

Prerequisites All first year courses.

RFW 263 OUTDOOR RECREATION OPERATIONS AND MANAGEMENT

This course is designed to prepare the student for employment in the field of outdoor recreation, particularly parks. The variety of organizations offering outdoor recreation opportunities in B.C. and their roles in the province are examined. Practical field skills such as trail and campground design, construction, and maintenance as well as analytical skills such as monitoring and managing impacts, assessing public safety, developing site plans and incorporating multiple natural resource and social values in protected area management will be studied and practiced. Examples or real contemporary recreational management issues are used to make the course current and relevant.

Prerequisites All first year courses.

RFW 272 TECHNIQUES IN WILDLIFE MANAGEMENT I

This course prepares the student for immediate employment as a wildlife technician and park interpreter in British Columbia through instruction in wildlife management theory and the application of techniques used in wildlife management.

Prerequisites Completion of all first year courses.

RFW 280 FISH MANAGEMENT I

This course covers the ecology and management of freshwater fish and aquatic ecosystems, including standard field and laboratory techniques used to sample these ecosystems. The emphasis is on evaluating, assessing and managing freshwater ecosystems in BC.

Prerequisites All first year courses.

RFW 257 AVALANCHE HAZARD ASSESSMENT AND MANAGEMENT

This course extends the study of natural hazard assessment and land management to winter backcountry environments. The course is delivered as a project-based analysis of a local

provincial park or recreation area, in which students identify and analyze avalanche terrain and site-specific snowpack characteristics for the risk of human and structural exposure to snow avalanches. Topics include avalanche forecasting and public safety, land use planning, hazard mitigation, techniques in snowpack assessment and monitoring, avalanche rescue and hazard mapping. Successful students receive a certificate in avalanche safety recognized by the Canadian Avalanche Association.

Prerequisites RFW 256.

RFW 265 COMMERCIAL RECREATION MANAGEMENT

Students will be exposed to the elements of commercial recreation operations from the proposal stage to the delivery stage including the nature and demand for outdoor commercial recreation activities. Particular attention is paid to the current policies and regulations governing commercial recreation in the province. Additional skills and knowledge related to contract management, developing and evaluating project proposals will be developed.

RFW 273 TECHNIQUES IN WILDLIFE MANAGEMENT II

This course is a direct extension of RFW 272, continuing the development of an understanding of the ecological principles on which wildlife management is based.

Prerequisites RFW 272.

RFW 276 RESOURCE COMMUNICATIONS

Effective communication is critical to all RFW work environments. Communications is a two-way process and will be examined through exposure to a variety of approaches. Outgoing communication through writing, signs, brochures, displays and presentations will be emphasized as well as incoming communication through public involvement and questionnaires. Students will work on real-life projects to gain practical experience.

RRS 250 INTEGRATED RESOURCE MANAGEMENT

This course introduces students to the process of identifying, evaluating and integrating a wide range of social, economic and environmental values in the resource management discipline. The course makes use of a variety of delivery techniques including lecture, discussion, student presentations, group activities, assigned readings and guest speakers. Topics include dispute resolution, current issues, resource valuation and economic concepts, non-timber forest products, range management, Aboriginal issues, resource planning, public participation, visual landscape management and timber supply review process.

Prerequisites RRS 250.

RFW 281 FISH MANAGEMENT II

This course covers the ecology and management of freshwater fish and aquatic ecosystems, including standard field, laboratory and office techniques used to sample in these ecosystems. The emphasis is on evaluating, assessing and managing freshwater ecosystems in BC. This course is a continuation of the material in RFW 280.

Prerequisites RFW 280.

RRS 290 COMPUTER APPLICATIONS

This course introduces computer applications most commonly used in the resource management industry. Instruction includes: Digital mapping with RoadENG and ArcGIS 9 incorporating local and provincial data. Topics such as traverse reduction, map assembly and display, as well as data transfer are covered. GIS File Management, basic data translation and data analysis, is covered through hands on exercises, as we manipulate and display data using these software tools. Students will emerge from this course with a set of GIS savvy skills.

Prerequisites All first year courses.

Contacts

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THIS PROGRAM IS PLANNED AS COST RECOVERY AND AS SUCH ITS OFFERING IS REVIEWED EACH YEAR. PLEASE SEE THE WEBSITE FOR UPDATES.

Program Calendar

2010

- September 7 - Student Orientation All Programs
- September 8 - Fall term instruction begins
- December 10 - Fall term instruction ends
- December 13 - 22 - Fall term examinations

2011

- January 4 - Winter term instruction begins
- February 14 - 18 - Reading Break
- April 8 - Winter term instruction ends
- April 11 - 21 - Winter term examinations

Program Summary

Certificate in Renewable Energy Technician Program Information

Pre-requisites for the Certificate in Renewable Energy Technician

- English 12 with a C grade
- Principles of Math 11 with a C+ or Math Applications 11 with a B

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

The Vision

Our vision of graduates from this program is they possess a credential that provides an increased awareness and understanding of the field of renewable energy, can communicate this awareness and understanding to others, have the ability to support professional and technical personnel in entry level renewable energy related positions, and have an awareness of renewable energy related employment and educational options available to them.

An Introduction

Converging political, economic, and environmental trends coupled with advancing technologies have accelerated global development of renewable

Course of Studies

Translation Key:

Lec = Lecture Hours per week; Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 1			
RNW 101	Introduction to Renewable Energy	1	4
RNW 105	Green Electricity: Small Hydro, Wind Power, Solar PV	1	3
RNW 111	Electrical Fundamentals	0	4
RNW 117	Renewable Energy Technical Applications	3	0
RNW 120	Renewable Energy Measurements	1	4
	Total:	6	15

Course	Name	Lec	Lab
Term 2			
RNW 102	Applied Energy Conservation	3	0
RNW 103	Biomass Energy Systems	1	3
RNW 107	Green Heat: Solar Thermal and Geexchange Systems	1	4
RNW 108	Mapping Technology for Site Planning	3	0
RNW 113	Principles of Heat Transfer & Control	1	3
TWC 150	Technical Writing	3	0
	Total:	12	10

energy systems and conservation. Selkirk College's Certificate in Renewable Energy program is for the culturally creative who wish to learn more about the grassroots shift towards energy sustainability and reduced carbon footprint. Our program is also for members of organizations (municipalities, regional districts, counties, school boards, post-secondary institutions, commercial and industrial corporations, and NGOs) to learn more regarding the profound transformation in energy supply and consumption, and its social, economic and operational implications.

The Program

The one-year Certificate in Renewable Energy program aids students to understand the rapidity of change, technical diversity, and synergies in the emerging field of Renewable Energy. Our program provides a comprehensive introductory education to renewable energy and conservation. During the two fifteen week semesters students complete a sequence of 12 courses that help build a solid foundation and awareness of the diverse renewable energy technologies including: hydro electricity, solar photovoltaic, solar thermal, wind, geothermal, and biomass. Students receive an introduction to applied energy conservation, electrical fundamentals, principles of heat transfer and electronic controls. Field skills, computer applications, graphics, mapping, math and other fundamental skills related to renewable energy are included.

Career Opportunities

Required skills for careers in renewable energy are varied. Selkirk's Certificate in Renewable Energy program puts students on track to follow a variety of pathways careers in renewable energy. The program has a co-op option. This one year certificate prepares students for entry level jobs as support personnel to technicians, technologists, construction industries, engineers, architects, local governments, foresters, planners, and other professionals. They may find themselves assisting in the provision of energy audits, planning, installation, advising, public education, site evaluation, and data collection. Graduates will be prepared for continued education or experiential learning to further their skill development and specialization.

Course Descriptions

RNW 101-3 INTRODUCTION TO RENEWABLE ENERGY

Renewable Energy and the Environment introduces students to a variety of renewable energy technologies and trends. It also explores the career skills necessary for employment in the industry through a series of seminars and field trips. Students will learn through classroom lectures and outside field trips.

RNW 105 GREEN ELECTRICITY: SMALL HYDRO, WIND POWER, SOLAR PV ENERGY SYSTEMS

Green Electricity: Small Hydro, Wind, and Solar Photovoltaic Systems introduces renewable electric power generation, how to assess a site for renewable power generation, and system components. The cost and performance of different technologies are compared. Off-grid, grid-tie and hybrid renewable power generating configurations are considered.

Prerequisites English 12 or equivalent, Principles of Math 11 with a C+ or Math Applications 11 with a B are required for program admission, and successful completion of all courses in the first semester or permission of the Chair of the School of Renewable Resources.

RNW 111 ELECTRICAL FUNDAMENTALS

Electrical Fundamentals (RNW 111) covers Direct Current and Alternating Current Analysis. Topics include: Voltage, Current, resistance, Ohm's Laws, Electromagnetism, Meters, Motors, Generators, Protection devices, Construction drawings.

RNW 117 RENEWABLE ENERGY TECHNICAL APPLICATIONS

This course is specifically for the certificate in the Renewable Energy Program. It covers concepts related to renewable energy including units for energy for power, unit conversion, and dimensional analysis; equations for estimating energy input, output, efficiency, and losses for renewable energy technologies; simple project budgets showing estimated revenue, expenses, depreciation, and future value; and creation of charts illustrating relationships like peak loads or power versus wind speed. Students will estimate solutions, write full solutions using a scientific calculator, and create spreadsheets to solve problems.

RNW 120 RENEWABLE ENERGY MEASUREMENTS

Renewable Resource Measurements; Earth, Water, Wind & Fire introduces measurement techniques applicable to a range of renewable resource technologies. Students will work in the field and lab to learn basic measurement skills including chain and compass surveying; use of a clinometer; use of a portable GPS unit; measuring tree height, volume, annual growth, and biomass potential from plants and algae; soil properties, including soil thermal conductivity used for ground source heating and cooling, hydrology skills to assess small hydro potential; and weather measurements like heat, precipitation, humidity, wind speed, and solar insolation. Students will complete a simple heat loss calculation and a GSHP sizing exercise. Graduates will be able to demonstrate field knowledge or skills at a level consistent with expectations for entry-level renewable energy technicians.

RNW 102 APPLIED ENERGY CONSERVATION

Energy Conservation II reviews energy conservation in the contexts of transportation and building design. Transportation topics address energy efficiency of different modes of travel, technologies and public policies to improve transportation energy efficiency. Building design topics include energy-efficient building-envelopes, insulated foundations, solar walls, energy-efficient components, the role of the building code, and planning to maximize site efficiencies like ground source heating and cooling, solar gain and cooling with shading. Retrofitting and new construction energy efficiency strategies are compared. Students will learn to use the software programs Hot2000, complete an energy audit, make recommendations on energy conservation, and calculate energy reductions, the cost and payback period for their recommendations in a written report.

Prerequisites Completion of Semester 1 courses.

RNW 103 BIOMASS ENERGY SYSTEMS

Biomass Energy Systems introduces biomass energy systems by looking at solid, liquid and gaseous fuels derived from organic materials. The course differentiates between non-renewable and renewable biomass - biomass that is replenished by natural processes within a reasonable length of time - at longest, within an average human life span. The carbon cycle, fossil fuel, greenhouse gas generation and sequestration are considered. This course reviews energy from biomass sources like forestry, agricultural and solid waste, energy crops and algae. Technologies to convert biomass into heat, liquid, or gaseous fuels are studied.

Prerequisites Completion of Semester 1 courses.

RNW 107 GREEN HEAT: SOLAR THERMAL AND GEOEXCHANGE SYSTEMS

Green Heat: Solar Thermal and Geo-Exchange Systems introduces solar thermal and geo-exchange heat transfer systems, components, controls, and design considerations. Case studies examine systems for domestic hot water, space heating or both. Single residential and district heating systems are examined.

Prerequisites English 12 or equivalent, Principles of Math 11 with a C+ or Math Applications 11 with a B are required for program admission, and successful completion of all courses in the first semester or permission of the Chair of the School of Renewable Resources.

RNW 108 MAPPING TECHNOLOGY FOR SITE PLANNING

This course will give students an introduction to a variety of mapping and analysis tools that can be used in gathering and manipulating GPS field data and preparing site plans at different scales which would support the development and implementation of Renewable Energy initiatives.

Software covered in the course will include Google Earth, Google Sketch up, DR Garmin, and ARC Gis

RNW 113 PRINCIPLES OF HEAT TRANSFER/ELECTRONIC CONTROLS

Principles of Heat Transfer and Electronic Controls covers refrigeration and heat transfer theory and applied skills. The course builds on RNW 111 Electrical Fundamentals and covers inductors, capacitors, and resistors; basic semiconductor and microprocessor theory; relevant sections of the BC Electrical Code; and reading data sheets, electrical and electronic spec sheets.

Prerequisites English 12 or equivalent, Principles of Math 11 with a C+ or Math Applications 11 with a B.

TWC 150 INTRODUCTION TO TECHNICAL COMMUNICATIONS I

A review of basic English skills is undertaken in this course. Also included is an introduction to general principles in written technical communication and its application to renewable resource management. Classroom sessions focus on developing writing skills, academic research and documentation, the organization and interpretation of data, oral presentation skills, and job search techniques.

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university arts & sciences

AT SELKIRK COLLEGE

If you are considering a university degree, don't overlook the advantages of starting out at Selkirk College. Our arts and sciences faculty is world class. All faculty have Master's degrees and over one-third of them have PhDs, but their primary focus is teaching, not research. You will enjoy small class sizes and facilities that include an extensive library collection, wireless computer access, a new state-of-the-art biology lab and breathtaking field sites.

GENERAL UNIVERSITY STUDIES

Take a single course or work towards a degree. At Selkirk you can choose from over 100 fully transferable university courses.



ASSOCIATE DEGREES

With this provincially established credential, you can earn the first two years of a four-year Bachelor degree, then transfer to a university in BC or across Canada.

ASSOCIATE OF ARTS DEGREES

- Elementary Education
- English
- Entry to Traditional Chinese Medicine
- General Arts
- History
- Peace Studies
- Psychology
- Writing Studies

ASSOCIATE OF SCIENCE DEGREES

- Biochemistry
- Biology
- General Science

DIPLOMAS AND OTHER PROGRAMS

ENGINEERING

Take the challenging two-year Applied Science (Engineering) Program, which transfers into third year of engineering programs at BC Universities.

For details on Co-op Education opportunities in this program call 250.365.1280 or visit selkirk.ca/coop.

PEACE STUDIES

The Peace Studies program combines core peace studies courses with a broad base in university liberal arts and sciences.

WRITING STUDIES

With a strong emphasis on portfolio development and professional practices, you will be better positioned to compete for placement in university writing programs or to continue with your own writing practice.

UNIVERSITY PREPARATORY COURSES

Are you missing prerequisites for a particular course or program? Selkirk College also offers high school equivalency courses.

COLLEGE PREPARATORY (UPGRADING)

CASTLEGAR

General Information

Students who lack the admission requirements for the program they want may still gain admission by taking a combination of university and upgrading courses during the first year. This mode of entry may extend the length of their program.

College Preparatory courses are available as prerequisites for Biology, Chemistry, English, Math and Physics courses offered in various university and diploma programs. Also see courses offered under Adult Basic Education.

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Contacts

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uas@selkirk.ca

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Course of Studies

College preparatory courses are offered in fall (term 1), winter (term 2) and spring (term 3).

Term 1

Course

BIOL 050
CHEM 050
ENGL 051
MATH 050
MATH 051
PHYS 050

Name

Introduction to Biology I
Basic Principles of Chemistry
Introductory Composition
Algebra and Trigonometry I
Algebra and Trigonometry II
Basic Principles of Physics

Term 2

Course

BIOL 051
CHEM 050
ENGL 051
MATH 050
MATH 051

Name

Introduction to Biology II
Basic Principles of Chemistry
Introductory Composition
Algebra and Trigonometry I
Algebra and Trigonometry II

Term 3

Course

ENGL 051

Name

Introductory Composition (Subject to sufficient enrollment)

General Information

Selkirk College offers well over one hundred first and second year university courses that have formal transfer to universities and university colleges in British Columbia, and generally also transfer to universities in other parts of Canada and the United States. Detailed course-by-course transfer information among institutions within BC can be found in the BC Online Transfer Guide. Students may choose to study full or part time, take a single course or complete up to two full years of university studies.

Students who successfully complete two full years (normally sixty credits or twenty courses) of general university studies courses will be awarded a **Liberal Arts and Science Diploma**. To qualify for this diploma a student must obtain a minimum overall grade point average of 2.00 ("C" average), and have completed at least one three-credit university transfer course in English.

Selkirk College university level courses transfer into **Bachelor of Arts** programs at universities, with courses available in Anthropology, Creative Writing, Economics, English, French, Geography, History, Peace Studies, Philosophy, Psychology, Spanish, Sociology, and Women's Studies.

Course credits may also be transferred into **Bachelor of Science** programs, with courses offered in Astronomy, Biology, Chemistry, Computer Science, Geography, Geology, Mathematics, Physics and Statistics.

Courses are available that meet the admission requirements for **Bachelor of Education** programs at the elementary and secondary level. In addition, UBC and Selkirk College collaborate to provide the **West Kootenay Teacher Education Program (WKTEP)** for individuals who already possess an appropriate university degree.

Many professional schools and faculties at universities and university colleges will only admit students who have completed one or more years of specific **Pre-Professional Programs** of Arts and Sciences courses. Pre-professional program requirements may be fulfilled by choosing the appropriate mix of university transfer courses. Examples of professions for which pre-professional programs are offered at Selkirk College include:

- Agricultural Sciences
- Architecture
- Dental Hygiene
- Dentistry
- Dietetics/Nutrition
- Home Economics

- Law
- Library Science
- Medicine
- Pharmacy
- Physiotherapy
- Veterinary Medicine

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**FOR LATEST INFORMATION
VISIT SELKIRK.CA**

ARTS — GENERAL ASSOCIATE DEGREE

TWO-YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR

Program Objectives

To earn an Associate of Arts degree the student must:

Select a two-year program of study in consultation with a Selkirk College counsellor. An appointment may be made by calling the Counselling Office at 1.888.953.1133, ext 273.

Fulfill all the requirements for an Associate of Arts degree as outlined below.

Students may have to complete discipline specific course requirements (see individual program descriptions).

Associate of Arts degree requirements (see also summary table below):

- Completion of 60 semester credits of courses that have assigned or unassigned university transfer credit at the 100-level or higher at accredited provincial universities;
- Completion of at least 15 of these 60 semester credits at Selkirk College;
- Completion of at least six semester credits in courses that have assigned or unassigned university transfer credit at the 100-level in English;
- Completion of at least 18 credits in Humanities and Social Science courses (other than English) that have assigned or unassigned university transfer credit at the 100 or 200-level; at least six of these credits must be in the Humanities, and at least six of these credits must be in the Social Sciences;
- Completion of at least 18 semester credits in Arts courses that have assigned or unassigned university transfer credit at the 200-level or higher; these credits must be in at least two different subject areas;
- Completion of at least nine credits in Science courses, including at least three credits in Mathematics or Computing Science or Statistics and at least three credits in a laboratory Science course (i.e. any course in the Sciences list worth three credits or more and with a lab of at least two hours, but excluding any course in Applied Science, Computing Science, Math or Statistics);
- Completion of an additional nine semester credits or more in courses that have assigned or unassigned university transfer credit at the 100-level or higher;

In addition the student must have achieved an overall grade of “C” or better in each course. Only those courses with university transfer credit at accredited provincial universities (UBC, UVIC, SFU and UNBC) will count towards the Associate Degree. For transfer information see the BC Transfer Guide at www.bctransferguide.ca.

General Course Requirements for an Associate of Arts Degree

COURSE/PROGRAMS	CREDITS	CONDITIONS
English	6	100 level
Arts Courses	18	100 level of which six must be Humanities, six must be Social Sciences
Arts Courses	18	200 level or higher; credits must be in at least two subject areas
Science Courses	9	100 level or higher; three credits of Mathematics, Computing Science, or Statistics, three credits of Laboratory Science: requires a minimum two-hour lab and excludes any course in Engineering (Applied Science), Computing Science, Mathematics, or Statistics. Three additional Science credits at the 100 level or higher.
University Transfer Courses	9	100 or 200 level; Arts, Sciences or university transferable courses in other program areas
TOTAL	60	

Note: Always consult with a Selkirk College Counsellor before selecting courses towards an Associate Degree

Admission Requirements

Admission to an Associate of Arts degree program requires the completion of English 12 with a grade of “C” or higher. Other prerequisites depend on the courses chosen to make up the degree, and should be determined with the advice of a Selkirk College counsellor. Students who lack the admission requirements may still gain admission to the program by taking a combination of university and upgrading courses during the first year. This mode of entry may extend the length of their program.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

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Program Objectives

This associate degree is designed for students who wish to study traditional Chinese medicine at the Academy of Classical Oriental Sciences in Nelson, British Columbia. It fulfills the Academy entrance requirement for two years of directed university study, and provides the student with a broad academic background in the arts and sciences.

Admission Requirements

Admission to the Associate of Arts Entry to Traditional Chinese Medicine program requires the completion of Biology 12, Chemistry 11 (Chemistry 12 recommended), English 12 and Principles of Math 11* with a grade of “C” or higher. Students who lack the admission requirements may still gain entry to the program by taking a combination of upgrading and university courses in their first year. This may extend the length of their program.

*Students wishing to take STAT 105 must have completed Principles of Math 12.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Program Requirements

In addition to fulfilling the program requirements for a General Associate of Arts Degree, to earn an Associate of Arts Entry to Traditional Chinese Medicine the student must complete the course of studies outlined below.

Course of Studies

The following mix of courses satisfies the requirements for the Associate of Arts degree Entry to Traditional Chinese Medicine. Electives should always be chosen in consultation with a Selkirk College counsellor.

Term 1

- ANTH 100-3:
Introduction to Anthropology I **or**
- ANTH 101-3:
Introduction to Anthropology II **or**
- SOC 120-3: Introductory Sociology I
- ENGL 110-3: College Composition
- PHIL 100-3: Introductory Philosophy I
- PSYC 100-3: Introductory Psychology I
- STAT 105-3: Introduction to Statistics **or**
- MATH 180-3: Mathematics for Teachers

Term 2

- ADD 184-3: Introduction to Addiction
- ANTH 110-3:
Introduction to Biological Anthropology **or**
- SOC 121-3: Introductory Sociology II
- ENGL 111-3: Introduction to Literature
- PHIL 101-3: Introductory Philosophy II
- PSYC 101-3: Introductory Psychology II

Term 3

- BIOL 104-3: Biology I
- CHEM 110-3: Fundamentals of Chemistry*
or
- CHEM 122-3: General Chemistry I
- PHIL 200-3:
Contemporary Moral Problems I
- PSYC 240-3: Child Development
- Second-year arts elective**

Term 4

- BIOL 106-3: Biology II
- CHEM 125-4: Foundations of Chemistry II
- PHIL 201-3:
Contemporary Moral Problems II
- PSYC 241-3: Adult Development
- Second-year arts elective**

* Students with Chemistry 11 take CHEM 110 ** Some second-year courses have first-year prerequisites; choose first year courses accordingly.

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ELEMENTARY EDUCATION— ASSOCIATE OF ARTS DEGREE

TWO - YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR

Program Objectives

For students interested in teaching at the elementary level, the Associate of Arts degree in Elementary Education provides two years of university transferable courses that fulfill most or all of the requirements to enter the third year of Bachelor of Education programs in Elementary Education.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Arts degree in Elementary Education. Courses should always be chosen in consultation with a Selkirk College counsellor.

Note: Students interested in earning their degree at the University of Victoria may not be able to complete a full two years of course requirements, due to changes in the UVic program to come into effect in September 2009. Please consult with a Selkirk College counsellor for details.

TERM 1

English course: choose from

- ENGL 110-3: College Composition **or**
- ENGL 112-3: Introduction to Poetry and Drama (ENGL 110 is recommended)

Canadian content course: choose from

- ENGL 202-3: Canadian Literature I **or**
- GEOG 136-3: The Geography of British Columbia **or**
- HIST 104-3: Canada Before Confederation **or**
- HIST 203-3: A History of British Columbia

Math course: choose from

- MATH 100-3: Calculus I **or**
- MATH 180-3: Mathematics for Teachers (may be taken in term 1 or 2)

Lab science (requires a minimum two-hour lab):* choose from Astronomy, Biology, Chemistry, Physical Geography, Geology, or Physics (3 credits)

(Note: Some university Education degree programs may not accept Astronomy and/or Physical Geography as lab science credits. Always consult with a college counsellor before choosing courses).

Elective credits: 100 or 200 level Humanities excluding English*, or Social Sciences (3 credits)

TERM 2

English course: choose from

- ENGL 111-3: Introduction to Literature **or**
- ENGL 114-3: Introduction to Prose Fiction

Canadian content course: choose from

- ENGL 203-3: Canadian Literature II **or**
- HIST 105-3: Contemporary Canada **or**
- HIST 210-3: A History of the First Nations of Canada

Math course: choose from

- MATH 101-3: Calculus II **or**
- MATH 181-3: Problem Solving in Foundational Mathematics

Lab science (requires a minimum two-hour lab):*

choose from Astronomy, Biology, Chemistry, Physical Geography, Geology, or Physics (3 credits) **(Note:** Some university Education degree programs may not accept Astronomy and/or Physical Geography as lab science credits. Always consult with a college counsellor before choosing courses).

Elective credits: 100 or 200 level Humanities excluding English, or Social Sciences (3 credits)

TERM 3

Five 100 or 200 level university transfer electives chosen in consultation with a Selkirk College counsellor (Total 15 credits)

TERM 4

Five 100 or 200 level university transfer electives chosen in consultation with a Selkirk College counsellor (Total 15 credits)

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Program Objectives

For students interested in earning a Bachelor of Arts degree in English, this Associate of Arts degree provides two years of university transferable courses that fulfill most or all of the requirements to enter the third year of a Major or Honours program in English.

Program Requirements

In addition to fulfilling the program requirements for a general Associate of Arts degree, to earn an associate degree in English a student must complete at least 18 credits of English courses at the 100 and 200 level, including at least six credits at the 100 level.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Arts degree in English. Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- ENGL 110-3: College Composition **or**
- ENGL 112-3:
Introduction to Poetry and Drama
- Any 100 or 200 level Arts other than English (3 credits)
- 100 level Math, or Computing Science, or Statistics (3 credits)
(may be taken in term 1 or 2)
- 100 or 200 level Humanities, excluding English; foreign language recommended (3 credits)
- 100 or 200 level Social Sciences (3 credits)

TERM 2

- ENGL 111-3: Introduction to Literature **or**
- ENGL 114-3: Introduction to Prose Fiction
- Any 100 or 200 level Arts other than English (3 credits)
- Lab Science - Requires a minimum 2-hour lab and excludes any course in Engineering/ Applied Science, Computing Science, Math or Statistics. (3 credits) (may be taken in term 1 or 2)
- 100 or 200 level Humanities, excluding English; foreign language recommended
- 100 or 200 level Social Sciences (3 credits)

TERM 3

- ENGL 200-3:
A Survey of English Literature I
- ENGL 202-3: Canadian Literature I **or**
- ENGL 204-3: Children's Literature I
- Any 200 level Arts other than English (3 credits)
- 100 or 200 level Science elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

TERM 4

- ENGL 201-3:
A Survey of English Literature II
- ENGL 203-3: Canadian Literature II **or**
- ENGL 205-3: Children's Literature II
- Any 200 level Arts, including English (3 credits)
- 100 or 200 level university transfer elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

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WRITING STUDIES — ASSOCIATE OF ARTS DEGREE (ENGLISH)

TWO - YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR

Program Objectives

The Associate of Arts degree in English (Writing Studies) is designed for students who wish to earn a bachelor's degree in English, but also want to incorporate a strong focus on writing into their curriculum.

The program provides two years of university transferable courses that fulfill most or all of the requirements to enter the third year of a Major or Honours program in English. In addition, it emphasizes writing: literary criticism, communications, freelance writing, or imaginative writing in fiction, poetry, non-fiction and drama. Students will develop a portfolio of their work and learn to prepare manuscripts for publication.

Admission Requirements

In addition to fulfilling the program requirements for a general Associate of Arts degree, to earn an associate degree in English (Writing Studies) a student must:

- complete at least 18 credits of English courses at the 100 and 200 level. These credits should include ENGL 112, ENGL 114, ENGL 200 and ENGL 201.
- complete four Writing Studies courses (CWRT 100, CWRT 101, CWRT 200 and CWRT 201). These should be taken in place of one arts elective each semester.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Arts degree in English (Writing Studies). Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- CWRT 100-3: Studies in Writing I
- ENGL 110-3: College Composition **or**
- ENGL 112-3: Introduction to Poetry and Drama (ENGL 112 recommended)
- 100 level Math, Computing Science, or Statistics (3 credits) (may be taken in term 1 or 2)
- 100 or 200 level Humanities, excluding English; foreign language recommended (3 credits)
- 100 or 200 level Social Sciences (3 credits)

TERM 2

- CWRT 101-3: Studies in Writing II
- ENGL 111-3: Introduction to Literature **or**
- ENGL 114-3: Introduction to Prose Fiction (ENGL 114 recommended)
- Lab Science - Requires a minimum 2-hour lab and excludes any course in Engineering/ Applied Science, Computing Science, or Math. (3 credits) (may be taken in term 1 or 2)
- 100 or 200 level Humanities; foreign language recommended (3 credits)
- 100 or 200 level Social Sciences (3 credits)

TERM 3

- CWRT 200-3: Studies in Writing III
- ENGL 200-3:
A Survey of English Literature I
- ENGL 202-3: Canadian Literature I **or**
- ENGL 204-3: Children's Literature I
- 100 or 200 level Science elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

TERM 4

- CWRT 201-3: Studies in Writing IV
- ENGL 201-3:
A Survey of English Literature II
- ENGL 203-3: Canadian Literature II **or**
- ENGL 205-3: Children's Literature II
- 100 or 200 level university transfer elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

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Program Objectives

For students interested in earning a Bachelor of Arts degree in Psychology, this Associate of Arts degree provides two years of university transferable courses that fulfill most or all of the requirements to enter the third year of a Major or Honours program in Psychology.

Admission Requirements

In addition to fulfilling the requirements for a general Associate of Arts degree, to earn an associate degree in psychology a student must complete at least 18 credits of psychology courses at the 100 and 200 level, including at least six credits at the 100 level.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Arts degree in Psychology. Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- ENGL 110-3: College Composition **or**
- ENGL 112-3: Introduction to Poetry and Drama
- PSYC 100-3: Introductory Psychology I
- 100 level Math, Computing Science, or Statistics (3 credits) (may be taken in semester 1 or 2)
- 100 or 200 level Humanities; foreign language recommended (3 credits)
- 100 or 200 level Social Sciences (3 credits)

TERM 2

- ENGL 111-3: Introduction to Literature **or**
- ENGL 114-3: Introduction to Prose Fiction
- PSYC 101-3: Introductory Psychology II
- Lab Science - Requires a minimum 2-hour lab and excludes any course in Engineering/ Applied Science, Computing Science, Math or Statistics. (3 credits) (may be taken in semester 1 or 2)
- 100 or 200 level Humanities; foreign language recommended (3 credits)
- 100 or 200 level Social Sciences (3 credits)

TERM 3

- PSYC 200-3: Biological Psychology
- PSYC 230-3: Emotional and Social Disorders **or**
- PSYC 240-3: Child Development
- Any 200 level Arts other than Psychology (3 credits)
- 100 or 200 level Science elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

TERM 4

- PSYC 202-3: Research Methods
- PSYC 231-3: Psychotic and Organic Disorders **or**
- PSYC 241-3: Adult Development
- Any 200 level Arts, including Psychology (3 credits)
- 100 or 200 level university transfer elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

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HISTORY — ASSOCIATE OF ARTS DEGREE

TWO - YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR

Program Objectives

For students interested in earning a Bachelor of Arts degree in History, this Associate of Arts degree provides two years of university transferable courses that fulfill most or all of the requirements to enter the third year of a Major or Honours program in History.

Admission Requirements

In addition to fulfilling the requirements for a general Associate of Arts degree, to earn an associate degree in history a student must complete at least 18 credits of history courses at the 100 and 200 level, including at least six credits at the 100 level.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Arts degree in History. Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- ENGL 110-3: College Composition
or
- ENGL 112-3:
Introduction to Poetry and Drama
- HIST 104-3: Canada Before Confederation
or
- HIST 106-3: Western Civilization I
- 100 level Math, Computing Science, or Statistics (3 credits) (may be taken in term 1 or 2)
- 100 or 200 level Humanities or Social Sciences (foreign language recommended) (3 credits)
- 100 or 200 level Social Sciences (3 credits)

TERM 2

- ENGL 111-3: Introduction to Literature
or
- ENGL 114-3: Introduction to Prose Fiction
- HIST 105-3: Contemporary Canada
or
- HIST 107-3: Western Civilization II
- Lab Science - Requires a minimum 2-hour lab and excludes any course in Engineering/ Applied Science, Computing Science, Math or Statistics. (3 credits) (may be taken in term 1 or 2)
- 100 or 200 level Humanities or Social Sciences (foreign language recommended)
- 100 or 200 level Social Sciences (3 credits)

TERM 3

- HIST 203-3: A History of British Columbia
- HIST 220-3: Latin America: Pre-1821
- ENGL 200-3:
A Survey of English Literature I
or
- ENGL 202-3: Canadian Literature I
- 100 or 200 level Science elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

TERM 4

- HIST 210-3:
A History of the First Nations of Canada **or**
- HIST 215-3:
A History of the West Kootenay
- HIST 221-3: Latin America: Post-1821
- ENGL 201-3:
A Survey of English Literature II
or
- ENGL 203-3: Canadian Literature II
- 100 or 200 level university transfer elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

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SCIENCE—GENERAL ASSOCIATE DEGREE

TWO-YEAR ASSOCIATE OF SCIENCE DEGREE AT CASTLEGAR

Program Objectives

For students interested in a bachelor degree in the sciences, the Associate of Science degree provides two years of courses, and fulfills most or all course requirements to enter the third year of Bachelor of Science degree programs at universities in British Columbia.

Students may complete a general Associate of Science degree, or choose from discipline-specific Associate of Science degrees in Biochemistry and Biology.

Admission Requirements

Admission to an Associate of Science degree program requires the completion of English 12 with a grade of “C” or higher and Principles of Math 12 with a grade of “C+” or higher. Other prerequisites depend on the courses chosen to make up the degree, and should be determined with the advice of a Selkirk College counsellor. Students who lack the admission requirements may still gain admission to the program by taking a combination of university and upgrading courses during the first year. This mode of entry may extend the length of their program.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Program Requirements

To earn a General Associate of Science degree the student must:

- Select a two-year program of study in consultation with a Selkirk College counsellor. An appointment may be made by calling the Counselling Office at 1.888.953.1133, ext 273.
- Fulfill all the requirements for a general Associate of Science degree as outlined below.
- Discipline specific Associate of Science degrees may have additional course requirements (see individual program descriptions).

Associate of Science degree requirements (also see the summary table below):

- Completion of 60 semester credits of courses that have assigned or unassigned university

General Course Requirement for an Associate of Science Degree

COURSE/PROGRAMS	CREDITS	CONDITIONS
English	6	100 level
Mathematics	6	At least 3 credits from Math 100, 101, 200
Science	36	100 level or higher; at least 3 credits in a Laboratory-based Science; at least 18 credits at the 200 level or higher in at least 2 subject areas.
Arts Elective	6	100 level or higher, excluding English
University Transfer Courses	6	100 level or higher; may be Arts or Science courses or other subjects, (e.g. Commerce) with university transfer credits.
TOTAL	60	

Note: Always consult with a Selkirk College Counsellor before selecting courses towards an Associate Degree

transfer credit at the 100-level or higher at accredited provincial universities;

- Completion of at least 15 of these 60 semester credits at Selkirk College;
- Completion of at least six semester credits in courses that have assigned or unassigned university transfer credit at the 100-level in English;
- Completion of at least six semester credits in Mathematics; at least three credits must be in Calculus;
- Completion of at least 18 credits in Science courses that have assigned or unassigned university transfer credit at the 100-level or higher; at least three credits must be in a Laboratory-based Science course;
- Completion of at least 18 credits in Science courses that have assigned or unassigned university transfer credit at the 200-level or higher; these credits must be in at least two subject areas;
- Completion of at least six semester credits in Arts courses at the 100-level or higher, excluding English;
- Completion of an additional six semester credits in courses that have assigned or unassigned university transfer credit at the 100-level or higher; may be Arts, Sciences or university transferable courses in other program areas

In addition the student must have achieved an overall grade of “C” or better in each course.

Only those courses with university transfer credit at accredited provincial universities (UBC, UVIC, SFU and UNBC) will count towards the Associate Degree. For transfer information see the BC Transfer Guide at www.bctransferguide.ca.

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BIOCHEMISTRY — ASSOCIATE OF SCIENCE DEGREE

TWO - YEAR ASSOCIATE OF SCIENCE DEGREE AT CASTLEGAR

Program Objectives

For students interested in earning a Bachelor of Science degree in Biochemistry or a related field, this Associate of Science degree provides two years of university transferable courses that fulfill most or all of the requirements to enter the third year of a Major or Honours program in Biochemistry.

PROGRAM REQUIREMENTS

To earn an Associate Degree in Biochemistry a student must:

- Select a two-year program of study in consultation with a Selkirk College counsellor. You may make an appointment by calling the Counseling Office at 1.888.953.1133, ext. 273.
- Fulfill all the requirements for a General Associate of Science degree.
- Have earned an overall grade of “C” or better in each course (cumulative grade point average of at least 2.0 on a four point scale) calculated on all the courses counting towards the Associate Degree requirements.

Admission Requirements

Admission to the Associate of Science degree in Biochemistry program requires the completion of Biology 12, Chemistry 11, English 12, Physics 11 with a grade of “C” or higher and Principles of Math 12 with a grade of “C+” or higher.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Science degree in biochemistry. Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- ENGL 110-3: College Composition
or
- ENGL 112-3:
Introduction to Poetry and Drama
- BIOL 104-3: Biology I

- CHEM 110-3: Fundamentals of Chemistry
or
- CHEM 122-3: General Chemistry I
- MATH 100-3: Calculus I
- PHYS 102-3: Basic Physics
or
- PHYS 104-3: Fundamental Physics

TERM 2

- ENGL 111-3: Introduction to Literature or
- ENGL 114-3: Introduction to Prose Fiction
- BIOL 106-3: Biology II
- CHEM 125-4: Foundations of Chemistry II
- MATH 101-3: Calculus II
- PHYS 103-3: Basic Physics II
or
- PHYS 105-3: Fundamental Physics II

TERM 3

- BIOL 204-3: Cell Biology
- CHEM 212-3: Organic Chemistry I
- CHEM 222-3:
Introductory Physical Chemistry
- MATH 200-3: Multivariable Calculus
- Science elective1 (3 credits)

TERM 4

- BIOL 206-3: Introduction to Biochemistry
- CHEM 213-3: Organic Chemistry II
- 100 or 200 level Arts other than English (3 credits)
- 100 or 200 level Arts other than English (3 credits)
- Science elective1 (3 credits)

Footnotes

Students transferring to UBC or UVic are advised to take Chemistry 220 as a second-year science elective.

Students transferring to SFU are advised to take Biology 202, Computer Science 100 and either Math 215 or Statistics 206 as science electives.

Students transferring to UNBC are advised to take Biology 200 and Biology 202 as second-year science electives.

Students transferring to TRU are advised to choose two of the following as science electives: Biology 202, Biology 212, either Computer Science 100 or Computer Science 132.

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BIOLOGY — ASSOCIATE OF SCIENCE DEGREE

TWO-YEAR ASSOCIATE OF SCIENCE DEGREE AT CASTLEGAR

Program Objectives

For students interested in earning a Bachelor of Science degree in Biology, this Associate of Science degree provides two years of university transferable courses that fulfill most or all of the requirements to enter the third year of a Major or Honours program in Biology.

Program Requirements

In addition to fulfilling the requirements for a general Associate of Science degree, to earn an Associate of Science degree in Biology a student must complete at least 18 credits of biology courses at the 100 or 200 level, including at least six credits at the 100 level.

Admission Requirements

Admission to the Associate of Science degree in Biology program requires the completion of Biology 12, Chemistry 11, English 12, Physics 11 with a grade of “C” or higher and Principles of Math 12 with a grade of “C+” or higher.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Science degree in biology. Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- ENGL 110-3: College Composition
or
- ENGL 112-3: Introduction to Poetry and Drama
- BIOL 104-3: Biology I
- CHEM 110-3: Fundamentals of Chemistry
or
- CHEM 122-3: General Chemistry I

- MATH 100-3: Calculus I
- PHYS 102-3: Basic Physics or
- PHYS 104-3: Fundamental Physics I

TERM 2

- ENGL 111-3: Introduction to Literature
or
- ENGL 114-3: Introduction to Prose Fiction
- BIOL 106-3: Biology II
- CHEM 125-4: Foundations of Chemistry II
- MATH 101-3: Calculus II
- PHYS 103-3: Basic Physics II
or
- PHYS 105-3: Fundamental Physics II

TERM 3

- BIOL 204-3: Cell Biology
- BIOL 2xx1 (3 credits)
- CHEM 212-3: Organic Chemistry I
- 100 or 200 level Arts other than English (3 credits)
- Science elective² (3 credits)

TERM 4

- BIOL 206-3: Introductory Biochemistry
- BIOL 2xx¹ (3 credits)
- CHEM 213-3: Organic Chemistry II
- 100 or 200 level Arts elective other than English (3 credits)
- Science elective² (3 credits)

Footnotes

¹Choose from Biology 200 (Principles of Ecology), Biology 202 (Principles of Genetics), Biology 210 (Biology of Vascular Plants), Biology 212 (Microbiology), or Biology 214 (Vertebrate Morphology). Not all second-year biology courses are offered every semester.

²Students transferring to UBC are advised to choose from the following second-year courses: Biology 200, Biology 210, Biology 212, Biology 214, Chemistry 222.

Students transferring to UVic are advised to take Biology 200 and Biology 202. Statistics 206 is recommended as a science elective.

Students transferring to SFU are advised to take Biology 200 and Biology 202. Biology 210 is recommended as a science elective.

Students transferring to UNBC are advised to choose from the following second-year courses: Biology 200, Biology 202, Biology 210, Biology 212. Geography 232 is an option for the science elective.

All second year Biology courses are suitable for students transferring to UBCO.

Students transferring to TRU are advised to choose from the following second-year courses: Biology 202, Biology 210, Biology 212, Biology 214. Computer Science 100 or Computer Science 132 are suitable options for the science elective.

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ENGINEERING — TWO YEAR APPLIED SCIENCE PROGRAM

TWO - YEAR PROGRAM AT CASTLEGAR

Program Objectives

The enriched two-year Engineering (Applied Science) program provides students with the common core of courses required in the first year of Engineering degree programs at Simon Fraser University, the University of British Columbia and the University of Victoria. At the same time students gain a strong background in Mathematics and Physics, reducing their workload in the remaining three years of the degree.

Students have also transferred successfully into the engineering program at the University of Alberta, and transfer credit to other university engineering programs may be possible. Paid co-op options may be available.

Admission Requirements

Admission to the two-year Engineering (Applied Science) program requires the completion of Chemistry 11 (Chemistry 12 recommended), English 12, and Physics 12 with a minimum grade of "C" in each course. Principles of Math 12 with a grade of "C+" or higher. Students who lack the admission requirements may still gain admission to the program by taking a combination of university and upgrading courses during their first year. This mode of entry may extend the length of their program.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

Course requirements vary among the universities and university colleges. Students are advised to plan their program with a college counsellor to ensure that they choose the appropriate courses to transfer into their university degree program. A transfer guide is available online at www.bctransferguide.ca. The following is a suggested course of studies for a student interested in transferring to UBC.

TERM 1

- APSC 120: Introduction to Engineering
- CHEM 110-3: Fundamentals of Chemistry
or
- CHEM 122-3: General Chemistry I¹

- ENGL 110-3: College Composition²
- MATH 100-3: Calculus I
- PHYS 104-3: Fundamental Physics I
- Elective⁴

TERM 2

- APSC 100-3:
Engineering Graphic Communications;
- CHEM 125-4: Foundations of Chemistry II
- ENGL 111-3: Introduction to Literature
- MATH 101-3: Calculus II
- PHYS 105-3: Fundamental Physics II

TERM 3

- CPSC 100-3: Introduction to Programming I
- MATH 200-3: Multivariable Calculus
- PHYS 200-3: Principles of Mechanics
- PHYS 210-3: Relativity and Quanta
- STAT 206-3: Statistics, or other first or second year elective⁴

TERM 4

- CPSC 101-3:
Introduction to Programming II
- MATH 215-3: Differential Equations
- MATH 221-3: Introductory Linear Algebra
- PHYS 201-3: Applied Mechanics⁵
- PHYS 202-3: Electricity and Magnetism; or other first or second year elective^{3,4}

Footnotes

¹Students who do not have Chemistry 12 take Chemistry 110.

²First year of a Bachelor of Science degree program normally requires two semesters of English.

³May be required for Electrical Engineering; strongly recommended for other areas.

⁴Complementary Studies Courses; electives in Humanities and Social Sciences required by UBC (6 credits) and University of Alberta (3 credits);

⁵Required by UBC and University of Alberta; recommended for other institutions

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Program Objectives

This degree combines course work in humanities, social sciences and sciences with a strong grounding in peace and environmental studies, and is part of the at Selkirk College. Students will complete an Associate of Arts degree, which allows them to transfer into the third year of Bachelor of Arts degree programs in British Columbia and elsewhere in Canada. The program incorporates a service learning component and/or directed academic research.

Also see the Liberal Arts Diploma in Peace Studies.

Admission Requirements

Admission to the program requires the completion of Biology 12, Chemistry 11, English 12 and Principles of Math 11 with a grade of "C" or better. Other prerequisites depend on the electives chosen to complete the program. Students who lack the admission requirements may still gain entry to the program by taking a combination of upgrading and university courses in their first year. This may extend the length of their program.

NOTICE: NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

Electives in terms three and four must be chosen such that the general requirements for an Associate of Arts degree are met. Consult with a college counsellor for more information.

TERM 1:

- BIOL 104-3: Biology I
- ENGL 110-3: College Composition
- ECON 106-3: Principles of Economics I
- GEOG 140-3: Introduction to Cultural Geography
- PEAC 100-3: Peace Studies I

TERM 2:

- BIOL 106-3: Biology II
- CPSC 140-3: Elements of Computing
or
- MATH 180-3: Introduction to Mathematics
- ENGL 111-3: Introduction to Literature
- ECON 107-3: Principles of Economics II
- PEAC 101-3: Peace Studies II

TERM 3:

- BIOL 200-3: Principles of Ecology
- ECON 216-3: Environmental Economics
- PEAC 200-3: Studies in Culture and Peace
- PEAC 201-3: Peace, Environment and Human Security
- Two Arts electives chosen from the list of recommended peace studies courses below; one must be a Humanities course and one must be a second-year Arts course

TERM 4:

- PEAC 202-3: Leadership for Peace: The Individual and Social Transformation
- Four Arts electives chosen from the list of recommended peace studies courses below; one must be a Humanities course and one must be a second-year Arts course.

See a list of suggested elective courses to be used in a Peace Studies program at:
<http://selkirk.ca/programs/uas/twoyear/peace/utartspeace/peacestudieselectives/>

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PEACE STUDIES — LIBERAL ARTS DIPLOMA

TWO - YEAR LIBERAL ARTS DIPLOMA AT CASTLEGAR

Program Objectives

The Liberal Arts Diploma in Peace Studies is made up of a combination of core peace studies courses and peace studies-related courses offered by other disciplines, and is part of the Mir Centre for Peace at Selkirk College. Students complete two years of university transferable course work in the liberal arts, with electives in each semester allowing the program to be tailored to suit individual interests. The program incorporates a service learning component and/or directed academic research.

Also see the Associate of Arts degree in Peace Studies.

Admission Requirements

Admission to the program requires the completion of English 12 with a grade of “C” or better. Other prerequisites depend on electives chosen to make up the program; consult with a college counsellor for more information.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

Selkirk College is reviewing its math requirements for program admission to align with the new B.C. high school mathematics curriculum that will come into effect (in Grade 10) in the 2010/2011 school year. The new math requirements will be posted on our web site as soon as they are available. If this does not apply to your program please disregard.

Course of Studies

In addition to the core peace studies courses, at least one elective in each semester must be chosen from the list of peace studies-related courses below. Students should note that some second-year elective courses have prerequisites and plan their curriculum accordingly.

NOTE: To ensure seamless university transfer, courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1:

- ECON 106-3: Principles of Economics I
- ENGL 110-3: College Composition
- PEAC 100-3: Peace Studies I
- two electives*

TERM 2:

- ECON 107-3: Principles of Economics II
- ENGL 111-3: Introduction to Literature
- PEAC 101-3: Peace Studies II
- two electives*

TERM 3:

- ANTH 205-3: Anthropology of Religion
- PEAC 200-3: Studies in Culture and Peace
- PEAC 201-3: Peace, Environment and Human Security
- PHIL 201-3: Contemporary Moral Problems II
- Elective

TERM 4:

- ANTH 201-3: Ethnic Relations
- PEAC 202-3: Leadership for Peace: The Individual and Social Transformation
- three electives*

See a list of suggested Peace Studies Electives at:
<http://selkirk.ca/programs/uas/twoyear/peace/utartspeace/peacestudieselectives/>

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Program Objectives

With a strong emphasis on portfolio development and professional practices in combination with university transferable liberal arts coursework, graduates from the Studies in Writing program will be better positioned to compete for placement in university writing programs or to continue with their own writing practice. This program is designed for students of writing who have an authentic curiosity for a wide range of subject areas. Students who complete two years (60 credits) of courses with a minimum grade point average of 2.00 ("C" average) will be awarded a Liberal Arts Diploma in Writing Studies.

Admission Requirements

To earn a Liberal Arts Diploma in Writing Studies students must:

- Complete a total of 60 credits of university transferable courses. At least 12 of these credits must be in English, which should include ENGL 112, ENGL 114, ENGL 200 and ENGL 201.
- Complete four Writing Studies courses (CWRT 100, CWRT 101, CWRT 200 and CWRT 201).
- Choose electives from at least two subject areas other than English or Writing Studies.

Students are strongly encouraged to complete a year of university level course work in a foreign language, and those interested in developing their literary dexterity in all fields of study should consider taking at least one lab science.

NOTICE:

NEW MATH ADMISSION REQUIREMENTS

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Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Liberal Arts Diploma in Writing Studies. Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- CWRT 100-3: Studies in Writing I
- ENGL 110-3: College Composition or ENGL 112-3: Introduction to Poetry and

Drama (ENGL 112 recommended)

- Three 100 or 200 level University Arts or Sciences electives

TERM 2

- CWRT 101-3: Studies in Writing II
- ENGL 111-3: Introduction to Literature or ENGL 114-3: Introduction to Prose Fiction (ENGL 114 recommended)
- Three 100 or 200 level University Arts or Sciences electives

TERM 3

- CWRT 200: Studies in Writing III
- ENGL 200-3: A Survey of English Literature I
- ENGL 202-3: Canadian Literature I or
- ENGL 204-3: Children's Literature II
- Two 100 or 200 level University Arts or Sciences electives

TERM 4

- CWRT 201: Studies in Writing IV
- ENGL 201-3: A Survey of English Literature II
- ENGL 203-3: Canadian Literature II or
- ENGL 205-3: Children's Literature I
- Two 100 or 200 level University Arts or Sciences electives

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UNIVERSITY ARTS AND SCIENCES COURSE DESCRIPTIONS

ANTH 100 INTRODUCTION TO ANTHROPOLOGY I

An introduction to the major areas within the discipline: physical, cultural, social anthropology, linguistics, archaeology. Ethnography will be covered and students will have the option of conducting their own ethnographic fieldwork.

Prerequisites

ENGL 12 or equivalent with a grade of "C" or better.

This course is available via Distance Education.

ANTH 101 INTRODUCTION TO ANTHROPOLOGY II

An introduction to comparative ethnography in western and non-western societies. Through the study of classical and contemporary ethnographic accounts, students will travel the world of different cultures both at home and abroad.

Prerequisites

ENGL 12 or equivalent with a grade of "C" or better.

ANTH 110 INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY

Introduction to Biological Anthropology introduces the theories, methods and research in biological anthropology. Topics include the study of human and non-human primates, morphological variations, the human fossil record, trends and debates in human evolution, and biocultural adaptations.

Prerequisites

English 12 or equivalent with a grade of "C" or better.

ANTH 201 ETHNIC RELATIONS

An introduction to the comparative study of "race" and ethnic relations from local to international contexts. The course explores social stratification according to race and ethnicity and looks at the motivations and consequences of such classifications and their relationships to other forms of stratification.

Prerequisites

ANTH 100 or ANTH 101 recommended; ENGL 12 or equivalent with a grade of "C" or better. This course is available via Distance Education.

ANTH 205 ANTHROPOLOGY OF RELIGION

An introduction to the comparative study of religious beliefs, practices and movements. Classic and contemporary approaches in the Anthropology of religion will be explored in ethnographic context, examining the similarities and variations in systems of religious belief.

Prerequisites

ANTH 100 or ANTH 101 recommended; ENGL 12 or equivalent with a grade of "C" or better.

ANTH 210 INTRODUCTION TO ARCHAEOLOGY

Outlines the basic concepts and terms and short history of the discipline; field concepts and methods; survey, excavation, stratigraphy and other recording, artifact cataloguing and conservation; sampling and approaches to dating; seriation, behavioral patterning; classical, prehistoric and historical archaeology.

Prerequisites

ANTH 100 or ANTH 110 strongly recommended; ANTH 101 recommended; ENGL 12 or equivalent with a grade of "C" or better.

APSC 100 ENGINEERING GRAPHIC COMMUNICATIONS

This course is an introduction to the principles of graphic communication used in the engineering field. In this course the following topics are covered: orthographic projections; isometric drawings; section and auxiliary views; dimensioning; descriptive geometry topics including intersections and vector analysis; applications vary from geology/mining to truss analysis. Forms of data presentation are discussed including American and International standards. AutoCAD is a software tool commonly used in the presentation of graphical information. Topics covered in the use of AutoCAD include but are not limited to: template drawings and file management; setting limits, units, layers and line types; scale factors; drawing and editing commands; creating text and styles; dimensioning and styles; plotting; solid modeling and design; block creation; model vs. paper space.

Prerequisites

Admission to Engineering.

APSC 120 INTRODUCTION TO ENGINEERING

A course designed to introduce students to the Engineering profession. Information on the profession, the branches of Engineering, and the work conducted by practicing Engineers in the different disciplines is provided. The course includes field trips to various industries and guest lectures by practising Engineers.

Prerequisites

Admission to Engineering.

ASTR 102 INTRODUCTION TO ASTRONOMY

Intended for students not majoring in science, Astronomy 102 is an overview of our present knowledge of the Universe, including the solar system, stars, supernovae, black holes, galaxies,

quasars, gamma-ray bursters, dark matter, and cosmology. Some of the tools of astronomy, including telescopes and spectroscopes, will also be studied. Laboratory sessions involving some indoor experiments and weather-dependent outdoor observations will be held on alternate weeks. The laboratory may satisfy the science lab requirement for Arts programs. This course may be given elective credit for a degree in Astronomy.

Prerequisites

English 12 with a grade of "C" or better.

BIOL 050 INTRODUCTION TO BIOLOGY I

This course is an appropriate introduction to biology for students lacking high school prerequisites who wish to enter a course or program requiring Grade 11 biology, or who simply want to refresh their knowledge of the subject. Biology 50 provides a basic introduction to the characteristics of living things; biologically important principles of chemistry and physics, cell structure in plants and animals, bioenergetics, diversity, ecology, and evolution.

Prerequisites:

ENGL 10.

Corequisites:

ENGL 051.

BIOL 051 INTRODUCTION TO BIOLOGY II

This course provides an introduction to human anatomy and physiology. Topics covered include mitosis and asexual reproduction, meiosis and sexual reproduction, genetics, circulation, respiration, excretion, bones and muscles, nerves, endocrinology and immunity. A fundamental understanding of homeostatic mechanisms is stressed. The instructor may choose to include selected topics on the structure and function of plants as part of the course. The course is appropriate for students requiring an equivalent to Grade 12 biology.

Prerequisites:

BIOL 050, BIOL 11, or equivalent, or permission of the School Chair.

BIOL 104 BIOLOGY I

A course designed for those students who require first year biology in their program of study or who wish to go on to further study in biology. The course includes cell biology, biochemistry, and an examination of the processes of life in the plant and animal body. A strong emphasis is placed on the development of critical thinking skills through problem solving, research design, and laboratory analyses.

Prerequisites

BIOL 12 or equivalent and CHEM 11 or equivalent. Students lacking the stated prerequisites may enrol in the course with written permission of the School Chair; however, they should be aware that

they will be required to do additional work. This course is available via Distance Education, but requires attendance at weekly on-site labs. This course is available via Distance Education.

BIOL 106 **BIOLOGY II**

Along with BIOL 104 (Biology I), this course provides an overview of the study of living things. Biology 106 presents topics in population, community and ecosystem ecology, and classical and molecular genetics. Evolution provides a unifying theme for the course. A strong emphasis is placed on the development of critical thinking skills through problem solving, case studies and laboratory investigation.

Prerequisites

BIOL 104 with a grade of "C" or better or written permission of the Instructor and School Chair. This course is available via Distance Education, but requires attendance at weekly on-site labs. This course is available via Distance Education.

BIOL 164 **HUMAN ANATOMY AND PHYSIOLOGY I**

This course provides an integrative approach to the normal structure and function of the human body. Repair and replication, structural support, nervous integration, movement and metabolism are examined at the cellular, tissue and system levels. Recent scientific discoveries are presented as a means of relating the systems studied to various applied disciplines including health care and Kinesiology.

Prerequisites

BIOL 12, CHEM 11, and one of BIOL 11, CHEM 12, or PHYS 12 (BIOL 11 recommended) with a grade of "C" or better.

BIOL 165 **HUMAN ANATOMY AND PHYSIOLOGY II**

A continuation of Biology 164, this course covers the cardiovascular, respiratory, lymphatic, urinary and digestive systems. Endocrinology is discussed throughout as a means of integrating the various systems to the function of the body as a whole. The focus remains on application of knowledge gained in this course.

Prerequisites

BIOL 164 with a "C" or better or written permission of the Instructor and School Chair.

BIOL 200 **PRINCIPLES OF ECOLOGY**

Ecology is the study of the distribution and abundance of organisms, and the interactions that determine distribution and abundance. This course provides an introduction to the major principles of ecology. Ecological concepts are discussed as they apply to individuals, populations, communities, and ecosystems. Basic statistical methods for ecology are used to analyse data gathered in field and laboratory experiments.

Prerequisites

BIOL 104 and 106 each with a grade of "C" or better, or written permission of the Instructor and School Chair.

BIOL 202 **PRINCIPLES OF GENETICS**

This course provides the student with a knowledge of classical and reverse genetics. Topics covered include Mendelian inheritance, chromosome theory of heredity, sex determination, mutation, the structure and function of genes, molecular genetics, and the genetic structure of populations. Experimental techniques used in molecular genetics are also introduced.

Prerequisites

BIOL 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

BIOL 204 **CELL BIOLOGY**

This course provides the student with a thorough knowledge of cell structure and function. Topics covered include biomolecules, membranes, organelles, cell movement, cell signaling, gene regulation, and transcription and translation. Experimental techniques used in modern cellular and molecular biology are also introduced.

Prerequisites

BIOL 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

BIOL 206 **INTRODUCTORY BIOCHEMISTRY**

This course provides an introduction to biochemistry including protein structure and function, and representative catabolic and anabolic pathways. Topics covered include water, enzyme kinetics and enzyme structure and function. Experimental techniques used in biochemistry and molecular biology are also introduced.

Prerequisites

Biology 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

NOTE: Students are advised to take CHEM 212 as a prerequisite and CHEM 213 concurrently with BIOL 206.

BIOL 210 **BIOLOGY OF VASCULAR PLANTS**

BIOL 210: Biology of Vascular Plants provides a study of vascular plants emphasizing anatomy, evolution of structure, taxonomy, and ecology. Topics include cell and tissue types, growth and development, basic physiology and comparative studies of the divisions of vascular plants. A final case study of timberline plants draws the different subject areas together for a practical review. Lab work involves working with live samples and prepared slides of important plant tissues, learning how to identify shrubs in winter, carrying out a greenhouse experiment, and participating in a field trip.

Prerequisites

Biology 104 and 106 with a grade of "C" or better.

BIOL 212 **MICROBIOLOGY**

This course is a survey of the microbial world, with discussions of the medical and ecological significance of key organisms. The biology of micro-organisms (including bacteria and viruses) is a key focal point, but there will also be discussions of immunology and pathology. The laboratory component will build basic skills necessary to perform and interpret research in the fields of medical microbiology, industrial microbiology, environmental microbiology, immunology and virology. A basic knowledge of biology will be presumed, including basic cell biology, ecology, physiology, biochemistry and metabolism.

Prerequisites

Biology 104 and 106 (or another six credits of 100-level biology) with a grade of "C" or better, or written permission from the instructor and School Chair.

BIOL 214 **VERTEBRATE MORPHOLOGY**

This course provides experience in the functional and evolutionary analysis of vertebrate structure. The course is required or recommended in most degree programs in animal biology, zoology, conservation biology, environmental biology, ecology, physiology, and health sciences. The term vertebrate morphology refers to the structure of back-boned animals (fish, amphibians, reptiles, birds, and mammals). The Biology 214 curriculum emphasizes the development of communication, problem-solving, self-directed learning, information retrieval, and critical thinking skills. The course includes laboratory, seminar, investigative, report-based, and problem-based learning exercises.

Prerequisites

Biology 104 and 106 with a grade of "C" or better.

BIOL 220 **INVESTIGATIONS IN BIOLOGY**

A field or laboratory project course taught cooperatively by department faculty and some community agencies. Data collection, report writing, seminar presentation, and lab analytical procedures will be taught as required to carry out an approved project. For university second year unassigned credit.

Prerequisites

BIOL 104 and 106, and prior completion of at least one second year Biology course and a grade point average of 2.5 or better.

CHEM 050 **BASIC PRINCIPLES OF CHEMISTRY**

This introductory course is designed to be equivalent to Chemistry 11 at the high-school

level. Chemistry is introduced as an experimental science. Chemical symbols, nomenclature and the quantitative aspects of chemical reactions are emphasized. The fundamentals of classical atomic and molecular structure are presented. The field of organic chemistry is briefly introduced. The laboratory experiments provide opportunities to work with standard labware and apparatus, to observe a variety of chemical reactions and to carry out some quantitative measurements.

Prerequisites:

MATH 049; MATH 050 should be taken concurrently.

CHEM 110 FUNDAMENTALS OF CHEMISTRY

This introductory general chemistry course leads into science or engineering programs for students who have taken Chemistry 11 (or equivalent) or who need improvement to their chemistry background. It provides an extensive review of the fundamentals of chemical nomenclature, reactions and stoichiometry involving solids, gases and solutions. Current theories of atomic and molecular structure are introduced. The lab portion of this course is the same as CHEM 122.

Prerequisites

CHEM 11 or CHEM 050, and Principles of MATH 11 or Math 050. Principles of Math 12 or Math 051 is recommended. Each course must have a grade of "C" or better.

CHEM 122 GENERAL CHEMISTRY I

This introductory general chemistry course leads into science or engineering programs for students who have a solid chemistry background, including Chemistry 12 or equivalent. After a short review of fundamental chemistry, classical and quantum mechanical concepts are used to discuss atomic and molecular structure. The lab work stresses scientific observations and measurements using chemical syntheses and quantitative analyses.

Prerequisites

CHEM 12 or CHEM 110, and Principles of MATH 11 or Math 050. Principles of Math 12 or Math 051 is recommended. Each course must have a grade of grade of "C" or better.

CHEM 125 FOUNDATIONS OF CHEMISTRY II

This general chemistry course is the continuation of either Chemistry 110 or Chemistry 122. Chemistry 125: Foundations of Chemistry II begins with an investigation of intermolecular forces in liquids and solids, followed by the colligative properties of solutions. Next, it presents the principles of equilibria applied to pure substances and aqueous solutions of acids, bases and salts. The laws of thermodynamics applied to chemical substances are introduced. The field of organic chemistry is surveyed; topics include the physical and chemical properties of alkanes and alkenes, stereochemistry, and addition, substitu-

tion, and elimination reactions. The laboratory work involves the measurement of physical and chemical properties as well as chemical syntheses.

Prerequisites

CHEM 110 or CHEM 122 with a grade of "C" or better, or written permission of the Instructor and School Chair.

CHEM 212 ORGANIC CHEMISTRY I

CHEM 212, Organic Chemistry I, explores the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from first year general chemistry are reviewed briefly: alkanes, stereochemistry, alkenes, and nucleophilic substitution and elimination reactions of alkyl halides. The correlation between structure and acidity is investigated, and the chemistry of alkynes and alcohols is examined. Structure-determination techniques, including IR and NMR, are explored. The laboratory work of this course provides practical experiences with separation/purification techniques, molecular synthesis, and qualitative analytical methods applied to organic compounds.

Prerequisites

CHEM 125 with a grade of "C" or better, or written permission of the Instructor and School Chair.

CHEM 213 ORGANIC CHEMISTRY II

This organic chemistry course is a continuation of CHEM 212. The survey of organic families is continued with a study of aromatic compounds, alcohols, ethers, aldehydes and ketones, as well as carboxylic acids and carboxylic acid derivatives. The chemistry of a variety of compounds of biological interest is also discussed. The laboratory work involves synthesis and organic structure determination.

Prerequisites

CHEM 212 with a grade of "C" or better.

CHEM 220 INTRODUCTORY INORGANIC CHEMISTRY

In this introductory inorganic chemistry course the elemental and molecular properties of matter are examined using modern concepts of atomic structure and bonding. Coordination chemistry is presented in detail through nomenclature, structure and bonding theories, physical and chemical properties, preparations and reactions for typical compounds. The laboratory work combines qualitative, quantitative and spectrophotometric analyses with the synthesis of a coordination compound.

Prerequisites

CHEM 125 and Math 101 each with a grade of "C" or better.

CHEM 222 INTRODUCTORY PHYSICAL CHEMISTRY

In this introductory physical chemistry course the basic concepts of chemical thermodynamics and equilibria are presented. The properties of solutions, electrochemical reactions, acidic and basic systems are examined. The principles of reaction kinetics are introduced. In the laboratory, some quantitative properties of physicochemical systems are measured.

Prerequisites

CHEM 125 and MATH 101 each with a grade of "C" or better, or written permission of the Instructor and School Chair.

CPSC 100 INTRODUCTION TO PROGRAMMING I

An introductory object-oriented (OO) programming course with emphasis on basic programming constructs, algorithms, program design, and good programming practices. This course will introduce a high-level language to illustrate programming basics. Students will develop and test small OO programs which loop, make decisions, access arrays, define classes, instantiate objects, and invoke methods.

Prerequisites

MATH 12 or 051 or Math 130 each with a grade of "C" or better.

CPSC 101 INTRODUCTION TO PROGRAMMING II

This course is a continuation of CPSC 100 with emphasis on more advanced programming techniques and design, development and test of large applications. Students will write programs which make use of library functions to display graphical user interfaces, manage collections of data, access files and databases, and interact with other programs.

Prerequisites

CPSC 100 with a grade of "C" or better.

CPSC 140 ELEMENTS OF COMPUTING

This survey course, intended for non-specialists, provides a general introduction to computer concepts and terminology, and current and future use of computers. Common software applications and elementary programming concepts will be introduced. Course delivery is mixed mode: lectures will be delivered online, while labs will take place face-to-face in the computer labs. This course does not serve as a prerequisite for further computing science courses.

Prerequisites

ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

CPSC 200 COMPUTER ARCHITECTURE AND PROGRAM DESIGN

This course introduces computer architecture, internal data representation, digital logic, machine instructions, addressing concepts, memory management and an assembler language.

Prerequisites

CPSC 101 with a grade of "C" or better.

CWRT 100 STUDIES IN WRITING I

Students seeking an Associate of Arts degree in English (Writing Studies) must take CWRT 100. The course focuses the writer's efforts on the value of compression and the reduction of ideas to their purest forms. An in-depth exploration of imagery, metaphor and word choice through the study of poetry will prepare students to produce original compositions in any genre. Students will be expected to submit original writing for workshop in at least two of the four genres - poetry, fiction, non-fiction, or drama. The craft of writing essays and criticism on theory and form will be introduced.

Prerequisites

A "C" or better in ENGL 12 or LPI level 4.
NOTE: CWRT 100 and 101 do not exempt students from the regular first year English requirements, i.e. English 110/111 or 112/114.

CWRT 101 STUDIES IN WRITING II

Students seeking an Associate of Arts degree in English (Writing Studies) must take CWRT 100/101. CWRT 101 focuses the writer's efforts on crafting story. An in-depth exploration of scene development, characterization, setting, point-of-view, and the leading ideas in stories will prepare students to produce original compositions in any genre other than poetry. Students will be expected to submit original writing for workshop in at least two of the three genres being discussed. Writing essays and criticism on theory and form will continue.

Prerequisites

A "C" or better in ENGL 12 or LPI level 4.
NOTE: CWRT 100 and 101 do not exempt students from the regular first year English requirements, i.e. English 110/111 or English 112/114.

CWRT 200 STUDIES IN WRITING III

The emphasis of CWRT 200: Studies in Writing III will be on portfolio development and preparation of manuscripts for publication. Students will submit for workshop their own imaginative writing in any of the four genres - poetry, drama, fiction, and non-fiction. In addition, students will engage in a practice of response, analysis, and critique of published and peer written work. Lectures will mirror the assigned readings and serve to initiate theoretical round table discussions on Image, Voice, Character, Setting, and Story.

In the second half of the semester students will be required to explore in more depth each of the four genres. Students will be expected to submit at least one of their compositions for publication to an appropriate literary quarterly, magazine, newspaper or theatre workshop.

Prerequisites

Two semesters of first-year university English or Writing with a grade of C or better, or written permission of the Instructor and School Chair.

CWRT 201 STUDIES IN WRITING IV

A continuation of CWRT 200: Studies in Writing III. While portfolio development and manuscript preparation are continually emphasized, students will be required to produce their own chapbook in one or two of the four genres, write and submit grant proposals, and read their work aloud. Students will be expected to submit at least one of their compositions for publication to an appropriate literary quarterly, magazine, newspaper, or theatre workshop. Students will be required to participate in a year end Student Reading of original work. Writing reviews, essays and criticism on theory and form of contemporary literature will continue.

Prerequisites

A "B" or better in CWRT 200, or written permission of the Instructor and School Chair.

CWRT 210 ECOPOETICS

CWRT 210 - Eco-poetics will explore the writer's relationship to nature and the environment. We will seek to understand the role of the writer and the moral agency required to build a just and sustainable community. Coupled with an intellectual enquiry into environmental literature and criticism, writers will examine more closely non-fiction, fiction, and poetic forms that express an intimate attention to landscape and nature.

Prerequisites

Studies in Writing 100 and 101 with a grade of "B+" or better or written permission of the Instructor and School Chair.
This course is available via Distance Education.

ECON 106 PRINCIPLES OF ECONOMICS

Topics covered include: national income accounts, national income determination model, monetary system, monetary and fiscal policy, problems with the Macro System, inflation, unemployment, etc.; international trade - balance of payments, exchange rates, capital flows.

Prerequisites

ENGL 12 or equivalent with a grade of "C" or better.
Equivalents: (together with ECON 107): CGA - Economics 1, CASB - Economics; CMA - Economics.

ECON 107 PRINCIPLES OF ECONOMICS

Usually taken following Economics 106. Topics covered include: supply and demand - price supports, the agricultural problem, value theory, theory of the firm - competition, pollution, industrial organization - monopoly, public utilities, advertising, income distribution B labour unions, productivity.

Prerequisites

ENGL 12 or equivalent with a grade of "C" or better.

Equivalents:

(together with ECON 106): CGA - Economics 1, CASB - Economics; CMA - Economics.

ECON 210 MONEY AND BANKING

Banking theory and practice in a Canadian context; the supply of money; the demand for money; the conduct of monetary policy by the Bank of Canada; financial markets and the cost and allocation of credit.

Prerequisites

ECON 106 and 107 with a grade of "C" or better or written permission of the Instructor and School Chair.

ECON 216 ENVIRONMENTAL ECONOMICS

Economic analysis of environmental problems (water and air pollution, etc.). Tools developed in Economic Principles will be applied to pollution control issues. Market and non-market regulation of environmental problems will be explored.

Prerequisites

ECON 106 and 107 with a grade of "C" or better or written permission of the Instructor and School Chair. These prerequisites are not required for students registered in the Integrated Environmental Planning program.

ENGL 051 INTRODUCTORY COMPOSITION

This course is designed to prepare students for college level writing in academic or technical programs. The course concentrates on writing paragraphs and essays and the study of literature.

Prerequisites:

ENGL 11 or equivalent, or computer-based TOEFL score of 180, or sufficient CPT score.

ENGL 110 COLLEGE COMPOSITION

Students needing a year of Introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive alternative to English 110/111 for students wishing to continue in the study of Arts or Humanities. English 110: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites

A “C” or better in ENGL 12 or equivalent or LPI level 4.

This course is available via Distance Education.

ENGL 111 INTRODUCTION TO LITERATURE

Students needing a year of introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive alternative to English 110/111 for students wishing to continue in the study of Arts or Humanities. English 111 is a one-semester introduction to literary genres through the study of drama, poetry, the short story, and the novel. The course will give students the opportunity to read, discuss, and write about texts in the different genres.

Prerequisites

ENGL 110 with a grade of “C” or better.

This course is available via Distance Education.

ENGL 112 INTRODUCTION TO POETRY AND DRAMA

Students needing a year of introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive alternative to English 110/111 for students wishing to continue in the study of Arts or Humanities. In English 112, readings focus on central poetic texts in the English tradition, literature around the world, and classic dramatic texts. Readings may range from Greek tragedy to Shakespeare; from international poetry in translation to modernist drama from England, Canada, and the United States. Students will have the opportunity to reflect on both literary and cultural issues in ways relevant to their own lives, and will gain formal skills in writing interpretive and research essays.

Prerequisites

English 12 with a grade of “B” or higher, or LPI level 5, or written permission of the Instructor and School Chair.

ENGL 114 INTRODUCTION TO PROSE FICTION

Students needing a year of introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive alternative to English 110/111 for students wishing to continue in the study of Arts or Humanities. English 114 is an introduction to the interpretation of prose fiction with emphasis on writing of critical essays. Special attention will be given to organization, argument, evidence, and style. Students will have the opportunity to respond to literary works through analysis, comparison/contrast, and research.

Prerequisites

ENGL 112 with a grade of “B” or higher, or written permission of the Instructor and School Chair.

ENGL 200 A SURVEY OF ENGLISH LITERATURE I

Studies from Chaucer to Milton.

Prerequisites

A “C” or better in ENGL 110/111 or ENGL 112/114.

This course is available via Distance Education.

ENGL 201 A SURVEY OF ENGLISH LITERATURE II

A survey of the major English writers from the Seventeenth to the Nineteenth Century.

Prerequisites

A “C” or better in ENGL 200 or written permission of the Instructor and School Chair.

This course is available via Distance Education.

ENGL 202 CANADIAN LITERATURE I

100 years of Canadian prose and poetry, 1850-1950.

Prerequisites

A “C” or better in ENGL 110/111 or ENGL 112/114 or written permission of the Instructor and School Chair.

ENGL 203 CANADIAN LITERATURE II

Contemporary poetry, prose and drama.

Prerequisites

A “C” or better in ENGL 110/111 or ENGL 112/114 or written permission of the Instructor and School Chair.

ENGL 204 CHILDREN’S LITERATURE I

A survey of folk tales, literary fairy tales, modern works in fantasy, and nursery rhymes. The course will provide the student with a background in children’s literature and the ability to evaluate such literature critically.

Prerequisites

A “C” or better in ENGL 110/111 or ENGL 112/114 or equivalent or written permission of the Instructor and School Chair.

ENGL 205 CHILDREN’S LITERATURE II

An analysis of historical and contemporary genres.

Prerequisites

A “C” or better in ENGL 110/111 or ENGL 112/114 or equivalent or written permission of the Instructor and School Chair.

ENGL 212 STUDIES IN LITERATURE I

A course intended for students desiring an Arts option in English. Selections from Commonwealth and American literature and/or source

material of this literature will form the basis of study. Further information is available from the department.

Prerequisites

A “C” or better in ENGL 110/111 or ENGL 112/114 or equivalent or written permission of the Instructor and School Chair.

ENGL 213 STUDIES IN LITERATURE II

As a continuation of English 212, this course examines a variety of literary works from Commonwealth and American literature of the contemporary period. Further information is available from the department.

Prerequisites

A “C” or better in ENGL 110/111 or ENGL 112/114 or equivalent or written permission of the Instructor and School Chair.

FREN 102 BEGINNER’S FRENCH I

This course is intended for beginners with little or no knowledge of French. In this introduction to French the communicative approach and a study of French grammar enable students to acquire basic listening, speaking, reading and writing skills in French.

This course is available via Distance Education.

FREN 103 BEGINNER’S FRENCH II

As a continuation of French 102, this course extends the beginning student’s ability to communicate in spoken and written French.

Prerequisites

A “C” or better in FREN 102 or equivalent or written permission of the Instructor and School Chair.

This course is available via Distance Education.

FREN 112 FIRST-YEAR FRENCH I

In this course, the communicative approach and an integrated study of grammar gives intermediate level students the opportunity to enhance their listening, speaking, reading and writing skills in French.

Prerequisites

A “C” or better in FREN 11 or FREN 102/103 or equivalent or written permission of the Instructor and School Chair.

This course is available via Distance Education.

FREN 113 FIRST-YEAR FRENCH II

As a continuation of French 112, this course further develops the student’s listening, speaking, reading, and writing skills in French.

Prerequisites

A “C” or better in FREN 112 or equivalent or written permission of the Instructor and School Chair.

This course is available via Distance Education.

FREN 122 CONTEMPORARY FRENCH LANGUAGE AND LITERATURE I

This course uses the communicative approach and a thorough review of grammar to enable students to enrich their listening, speaking, reading and writing skills in French. Students will also examine and discuss a series of readings in order to develop their understanding of Francophone culture.

Prerequisites

A “C” or better in FREN 112/113 or French 12 or written permission of the Instructor and School Chair.

FREN 123 CONTEMPORARY FRENCH LANGUAGE AND LITERATURE II

As a continuation of French 122, this course gives students the opportunity to further enrich and perfect their spoken and written French. As well, students will continue their study of Francophone culture.

Prerequisites

A “C” or better in FREN 122 or equivalent or written permission of the Instructor and School Chair.

GEOG 130 INTRODUCTION TO PHYSICAL GEOGRAPHY

Weather and climate, soils and vegetation, development of slopes and fluvial landforms with particular reference to western North America.

Prerequisites

Principles of MATH 11 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

GEOG 136 THE GEOGRAPHY OF BRITISH COLUMBIA

The application of basic geographical concepts and techniques to a study of British Columbia. The course includes a mandatory weekend field trip.

Prerequisites

ENGL 12 with a grade of “C” or better or written permission of the Instructor and School Chair.

GEOG 140 INTRODUCTION TO CULTURAL GEOGRAPHY

Geography 140: Introduction to Cultural Geography studies the relationships between culture, space, place, and environment. A wide variety of cultures, their landscapes, and the changes they are undergoing will be examined through a geographic lens.

Prerequisites

ENGL 12 with a grade of “C” or better or written permission of the Instructor and School Chair.

GEOG 230 ECONOMIC GEOGRAPHY

The location and distribution of primary, secondary, and tertiary economic activities and the way in which they interact over space. Resource development and the problems of regional economic disparities.

Prerequisites

Three semester credits of 100-level geography courses with a grade of “C” or better or the written permission of the Instructor and School Chair.

GEOG 232 GEOMORPHOLOGY

A laboratory and project-oriented course dealing with the development of landforms, with particular emphasis on local features.

Prerequisites

GEOG 130 or GEOL 132 or RRS 164 with a grade of “C” or better, or written permission of the Instructor and School Chair.

GEOG 240 REGIONAL GEOGRAPHY OF CANADA

Consideration of regional concepts through a detailed study of the geography of Canada.

Prerequisites

Three semester credits of 100-level geography courses, GEOG 230 with a grade of “C” or better, or written permission of the Instructor and School Chair.

GEOG 254 MAP AND AIR PHOTO USE AND APPLICATION

Map and Air Photo Use emphasizes the practical application of maps and air photos in natural resource management. Students will become familiar with: types of maps and air photos; indexing systems; using maps and air photos in the field; map and air photo reading and measuring techniques; obtaining data for mapping; basic photo interpretation; satellite image interpretation; and stratification of data. The course includes eight hours of lab time which will be scheduled at a later date, and may include evenings and/or weekends.

Prerequisites

Three semester credits of 100-level geography or written permission of the Instructor and School Chair.

GEOL 132 INTRODUCTION TO PHYSICAL GEOLOGY

A study of the processes and principles of rock formation, diastrophism, erosion, landforms, and mineral deposits.

Prerequisites

English 12 with a grade of “C” or better or written permission of the Instructor and School Chair.

GEOL 142 INTRODUCTION TO HISTORICAL GEOLOGY

An introduction to the study of earth history and the development of life, with particular reference to North America.

Prerequisites

GEOL 132 with a grade of “C” or better or written permission of the Instructor and School Chair.

HIST 104 CANADA BEFORE CONFEDERATION

A survey of Canadian history from the pre-contact societies of the First Nations to the creation of Canadian Federation in 1867. European expansion and settlement in northern North America, relations between Europeans and First Nations, and the development of the colonial societies that formed Canada are examined. Emphasis is placed on fostering student interest in history by examining the historical experiences of a diversity of Canadians.

Prerequisites

ENGL 12 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

This course is available via Distance Education.

HIST 105 CONTEMPORARY CANADA

A survey of modern Canada from confederation to the end of the second millennium. The post-1867 consolidation of a transcontinental Canada, the marginalization of aboriginal peoples, and the rapid transformation of Canadian society by immigration, industrialization, urbanization, the two world wars, and the Great Depression are examined. The effects of broad economic and social change on party politics, relations between French and English Canada, and the attitudes, values, and living and working patterns of Canadians are also explored. Emphasis is placed on fostering student interest in history by examining the historical experiences of a diversity of Canadians.

Prerequisites

ENGL 12 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

This course is available via Distance Education.

HIST 106 WESTERN CIVILIZATION I

The course introduces students to some of the major themes in the history of Western Society from the Neolithic to the early modern European worlds. Human experience and relations in ancient Mesopotamia, Egypt, and Greece, the expansion of the Hellenistic empire of Alexander the Great, the rise of the Roman Empire, the making of early European society, and the origins and spread of the Renaissance and Reformation are examined. By the conclusion of the course, students will be able to view the development of “the West” from an historical perspective.

Prerequisites

ENGL 12 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

HIST 107 WESTERN CIVILIZATION II

The course introduces students to major themes and problems in Western society from the rise of absolutism in the early 18th century to the aftermath of World War Two. As part of this, students will gain an understanding of the origins and impact of the French and Industrial revolutions, the rise of the nation state in the 19th century, and the origins and effects of World War One including the Russian Revolution, the Great Depression, and the rise of authoritarian regimes in the 1930s. By the conclusion of the course, students will be able to view World War Two from an historical perspective.

Prerequisites

ENGL 12 or equivalent with a grade of “C” or written permission of the Instructor and School Chair.

HIST 203 A HISTORY OF BRITISH COLUMBIA

The course is designed to introduce students to the history of British Columbia from the pre-contact societies of the native peoples to the present. Relations between Europeans and First Nations, the development of the European resource and settlement frontiers, and the eventual transformation of British Columbia’s society and economy as a result of industrialization, immigration, and urbanization are examined within a broader Canadian and North American context. Emphasis is placed on fostering student interest in the history of British Columbia by examining the historical experiences of a diversity of peoples.

Prerequisites

ENGL 12 with a grade of “C” or better or written permission of the Instructor and School Chair. NOTE: Students in West Kootenay and British Columbia history courses have access to the “MINTO ROOM” archives. This collection of books, records, private papers, photos and maps aid in research, particularly of the Kootenay region.

HIST 210 A HISTORY OF THE FIRST NATIONS OF CANADA

The course examines the history of the First Nations of Canada from the pre-contact period to the present. The changes and continuities within the societies and economies of the First Nations as a result of European contact, trade, warfare, and settlement are examined within a broader hemispheric context. The course gives particular emphasis to the historical roots of contemporary First nations’ issues in Canada and the contributions that aboriginal people have made to the development of Canada and to their own distinct societies.

Prerequisites

ENGL 12 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

HIST 215 A HISTORY OF THE WEST KOOTENAY

The course is designed to introduce students to the history of the West Kootenay from the pre-contact societies of the native peoples to the present. Relations between Europeans and First Nations, the development of the resource and agricultural frontiers, work and settlement patterns, and 20th and 21st century social and economic change are also examined within the broader Canadian and North American context. Emphasis is placed on fostering student interest in the history of the West Kootenay by examining the historical experiences of a diversity of people who have lived in the region.

Prerequisites

ENGL 12 with a grade of “C” or better or written permission of the Instructor and School Chair. NOTE: Students in West Kootenay and British Columbia history courses have access to the “MINTO ROOM” archives. This collection of books, records, private papers, photos and maps aid in research, particularly of the Kootenay region.

HIST 220 LATIN AMERICA: PRE-1821

History 220 surveys the Spanish and Portuguese Empires America from their 15th century beginnings in the conquest of aboriginal empires and peoples to their break-up in the early 19th century by independence movements of Creoles. Major themes examined include the pre-contact native societies and empires, the establishment and administration of Spanish and Portuguese overseas empires, the economies and societies of the colonies, the impact and influence of the Church, European power struggles for control of Latin America, and the origins and emergence of American independence movements.

Prerequisites

ENGL 12 with a grade of “C” or better or written permission of the Instructor and School Chair.

HIST 221 LATIN AMERICA: POST-1821

A survey of Latin American history from independence to the present. Major themes examined include post-colonial efforts to develop and modernize new nation-states, the development and impact of neocolonialism, the rise, impact and responses to both nationalist and revolutionary movements in the 20th century, and the impact of the United States foreign policy on Latin America and its peoples.

Prerequisites

ENGL 12 with a grade of “C” or better or written permission of the Instructor and School Chair.

MATH 050 ALGEBRA AND TRIGONOMETRY I

This course is equivalent to Principles of Math 11. It is also useful for those wishing to upgrade mathematics skills for career programs and trades training. The course includes: graphs, linear equations, functions, systems of equations, inequalities, polynomials and factoring, rational equations, exponents and radicals, quadratic equations, and trigonometry.

Prerequisites

Math 49 or sufficient Computerized Placement Test (CPT) score.

MATH 051 ALGEBRA AND TRIGONOMETRY II

This course is a continuation of Algebra and Trigonometry I and is an equivalent to Principles of Math 12. The course includes a review of basic algebra, functions, transformations, systems of equations, exponential and logarithmic functions, trigonometric functions, identities and equations, application of transcendental function, and arithmetic and geometric sequences and series. The course introduces counting and probability.

Prerequisites

Principles of MATH 11 or MATH 050 or equivalent with a grade of “C” or better.

MATH 100 CALCULUS I

A course designed to provide students with the background in calculus needed for further studies. This course includes: a review of functions and graphs; limits; the derivative of algebraic, trigonometric, exponential and logarithmic functions; applications of the derivative including related rates, maxima, minima, velocity and acceleration; the definite integral; an introduction to elementary differential equations; and, applications of integration including velocity, acceleration, areas, and growth and decay problems.

Prerequisites

Principles of MATH 12 or equivalent with a grade of “C+” or better or written permission of the Instructor and School Chair.

MATH 101 CALCULUS II

This course is a sequel to MATH 100 for those students who wish to major in mathematics, sciences or applied sciences. The course includes: antidifferentiation and integration; the definite integral; areas and volumes; transcendental functions; techniques of integration; parametric equations; polar coordinates; indeterminate forms, improper integrals and Taylor’s formula; and infinite series.

Prerequisites

MATH 100 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

MATH 112 PRECALCULUS

This course is intended for students wishing to take university calculus but needing preparation in addition to Grade 12 mathematics or the equivalent university preparatory or adult basic education course. Topics include algebra, functions and graphing, polynomials and rational functions, exponentials and logarithmic functions, trigonometric functions, analytic geometry and an introduction to limits and difference quotients.

Prerequisites

Principles of Math 12 or equivalent or written permission of the Instructor and School Chair.

MATH 140 CALCULUS I FOR SOCIAL SCIENCES

An introductory course in calculus designed to provide students majoring in business, the life sciences or the social sciences with the necessary mathematical background for further study in these areas. The course includes functions, limits, the derivative and its application, anti-differentiation and the indefinite integral, elementary differential equations and some applications.

Prerequisites

Principles of MATH 12 or MATH 051 or equivalent with a grade of “C” or better, or written permission of the Instructor and School Chair.

MATH 180 MATHEMATICS FOR TEACHERS

Math 180: Mathematics for Teachers, introduces future elementary school teachers and others to the mathematical content and principles of British Columbia elementary school curriculum. In the process of taking a theoretical and historical, in-depth look at the curriculum, students will be encouraged to develop comfort and confidence with mathematics as well as the ability to communicate mathematically and solve mathematical problems.

Prerequisites

A “B” or better in Math 11 or equivalent or written permission of the Instructor and School Chair.

MATH 181 PROBLEM SOLVING IN FOUNDATIONAL MATHEMATICS

Designed to follow MATH 180, Math 181: Problem Solving in Foundational Mathematics introduces students to more in depth problem solving on a smaller number of topics including probability, combinatorics and statistics, modular arithmetic, geometry, sequences and series, fractals, coding and other topics of interest. Students will solve problems in class in smaller groups and out of class individually. Students will develop problem solving ability as well as oral and written presentation skills. While intended for all non-science majors, this course is designed to be especially useful for students who want to prepare to teach math at the elementary school level.

Prerequisites

A “B” or better in MATH 11, or a “C” or better in MATH 12, or a “C” or better in MATH 180, or written permission of the Instructor and School Chair.

MATH 200 MULTIVARIABLE CALCULUS

This course is the sequel to Math 101. It is intended for students in science, mathematics and/or engineering. Topics include: three-dimensional vectors and the geometry of 3-D space; vector functions and the calculus of vector functions including applications to velocity, acceleration, normal and tangential vectors; functions of several variables; partial differentiation and applications; multiple integration and applications, cylindrical and spherical coordinates; and an introduction to vector analysis.

Prerequisites

MATH 101 with a grade of “C” or better or written permission of the Instructor and School Chair.

MATH 215 DIFFERENTIAL EQUATIONS

Math 215: Differential Equations is a first course in ordinary differential equations for mathematics majors, engineering students and science majors. Various methods of solving first and second order differential equations are studied along with related applications. The method of Laplace Transforms is explored as are numerical methods such as the Euler methods and the Runge-Kutta method. Phase space is introduced as a tool to discuss non-linear systems and their stability. Additional topics including power series methods may be covered as time permits.

Prerequisites

MATH 100 and 101 with a grade of “C” or better or written permission of the Instructor and School Chair.

Corequisites:

MATH 200 with a grade of “C” or better.

MATH 221 INTRODUCTORY LINEAR ALGEBRA

Math 221: Introductory Linear Algebra, provides an introduction to linear algebra and vector spaces. Topics covered in the course include the solution of systems of linear equations through Gaussian elimination; matrices and matrix algebra; vector spaces and their subspaces; coordinate mappings and other linear transformations; construction of Gram-Schmidt bases and least-square approximations. Although the course devotes a substantial amount of time to computational techniques, it should also lead the student to develop geometrical intuitions, to appreciate and understand mathematical abstraction and to construct some elementary proofs.

Prerequisites

MATH 100 with a grade of “C” or better or written permission of the Instructor and School Chair.

PEAC 100 PEACE STUDIES I

This interdisciplinary and values-based course is the first of two introductory core courses in Peace Studies. Readings will include United Nations documents, as well as essays and excerpts from the writings of philosophers, anthropologists, psychologists, and peace researchers. Students will thus gain familiarity with literature addressing a broad range of past and current theories and discourse related to peace and conflict. Through their own reflection and working collaboratively in groups, students will have the opportunity to move from theory to practice in one of the most challenging issues of humanity’s collective experience: building cultures of peace.

Prerequisites

English 12 with a grade of “C” or better, or written permission of the Instructor and School Chair.

PEAC 101 PEACE STUDIES II

This course is the second of two introductory core courses in Peace Studies at Selkirk College. This course will focus on traditional and non-traditional approaches to Conflict Resolution. Students will be introduced to general principles and key concepts in arbitration, negotiation, mediation and nonviolent resistance; as well as alternative dispute resolution methods, such as Nonviolent Communication, Peacemaking Circles, Conflict Transformation, and Conflict Free Conflict Resolution. Students will practice identifying, analyzing, role playing, mapping, and peacefully resolving or transforming conflicts that range from the interpersonal to the international.

Prerequisites

English 12 with a grade of “C” or better, or written permission of the Instructor and School Chair. PEAC 100 recommended.

PEAC 200 STUDIES IN CULTURE AND PEACE

Studies in Culture and Peace is an interdisciplinary exploration of the ways in which “community and world” are joined in facing the global, cultural, and political issues of our time. The course is made up of three modules, each focusing on a different aspect of peace studies and each taught by a different instructor.

Module 1: Women and the Peace Movement
Instructor: Janet G. Mayr

This module will focus on the historical and contemporary contributions of Women to the Peace Movement.

Module 2: Seeking a Culture of Peace: The Road to Healing after Civil War
Instructor: Randy Janzen

This module examine the process of healing,

reconciliation and justice following civil war. Theoretical perspectives will be applied to recent case studies such as Guatemala, Kosovo and Rwanda.

Module 3: Sharing the Land

Instructor: Theresa Southam

Note: Students may register for one, two or three modules. However, in order to earn university credit all three modules must be completed.

Prerequisites

English 12 with a grade of “C” or better, or written permission of the Instructor and School Chair. PEAC 100/101 recommended.

PEAC 201 PEACE, ENVIRONMENT AND HUMAN SECURITY

Peace, Environment and Human Security looks at global water issues, oil dependency, climate change and food security, and their relationship to conflict and peace.

Prerequisites

Second year standing or written permission of the Instructor and School Chair.

PEAC 202 LEADERSHIP FOR PEACE: THE INDIVIDUAL AND SOCIAL TRANSFORMATION

Leadership for Peace: the Individual and Social Transformation - begins with the understanding that leadership for peace is, at its foundations, leadership for human rights and social justice; and with the further insight that social transformation is always joined with inner transformation, to the individual who “can change the world”. Each semester Peace Studies 202 will focus on one or two leaders in peace - ranging from the political action of Ghandi or Nelson Mandela, to the ideas of Tolstoy or Martin Luther King, to the traditional cultural practices of indigenous peoples, or the human insights of spiritual leaders from diverse cultures. These lives will be measured against issues of authority, power, legitimacy and the will to truth, reconciliation, compassion and healing.

Prerequisites

English 12 or equivalent with a grade of “C” or better, or written permission of the Instructor and School Chair.

Successful completion of or concurrent study in Peace Studies 100/101 strongly recommended.

PHIL 100 INTRODUCTORY PHILOSOPHY I

In this course, we examine issues under the heading The World and Beyond. We look at four areas of philosophy B metaphysics, religion, knowledge and truth. The main focus of the course is whether we can have knowledge of what lies beyond sense experience.

Prerequisites

ENGL 12 with a “C” or better or Level 4 LPI or written permission of the Instructor and School Chair.

PHIL 101 INTRODUCTORY PHILOSOPHY II

This course focuses not on reality, but human reality. We explore issues such as self-identify and free will, and the relationship between mind and body. We also discuss ethical theory and metaethical issues such as relativism, subjectivism, and egoism. We then look at justice issues and end with an examination of taste in aesthetic judgements.

Prerequisites

ENGL 12 or equivalent with a “C” or better, Level 4 LPI or written permission of the Instructor and School Chair.

PHIL 200 CONTEMPORARY MORAL PROBLEMS I

Explores contemporary moral problems in social ethics. We discuss societal problems such as sexual morality, censorship, racism and sexism, oppression, economic justice, drug legalization and addiction, and world hunger.

Prerequisites

ENGL 12 or equivalent with a “C” or better, Level 4 LPI or written permission of the Instructor and School Chair.

Equivalents:

ENGL 110 with a grade of “C” or better is recommended.

PHIL 201 CONTEMPORARY MORAL PROBLEMS II

Focuses on biomedical and environmental ethics. We discuss abortion and euthanasia both as legal and ethical issues. We then discuss legal ethics and the controversy around capital punishment. Finally, we explore environmental issues, particularly animal rights and obligations towards nature.

Prerequisites

ENGL 12 or equivalent with a “C” or better, Level 4 LPI or written permission of the Instructor and School Chair.

Equivalents:

ENGL 110 with a grade of “C” or better is recommended.

PHIL 210 BIO-MEDICAL ETHICS

While this course is geared primarily to nursing students, it may be of interest to anyone concerned with medical ethics. We begin by exploring ethical theory and the process by which consensus can be reached in ethical disputes. In light of this theoretical background, we then examine a variety of issues related to medical ethics: provider responsibility and patient rights, human and animal experimentation, treatment of the mentally challenged, suicide and euthanasia, abortion, genetics and reproductive technology, and justice and health-care policy.

Prerequisites

Standing in nursing program or ENGL 12 with a “C” or better or written permission of the Instructor and School Chair.

Equivalents:

ENGL 110 with a grade of “C” or better is recommended.

PHYS 050 BASIC PRINCIPLES OF PHYSICS

A college preparatory course. Topics include the study of motion, Newton’s laws, momentum, energy, properties of matter, heat, sound, light, and electricity.

Prerequisites:

MATH 050 or equivalent (May be taken concurrently).

PHYS 102 BASIC PHYSICS I

A non-calculus survey of mechanics, heat and vibrations. This course includes the topics of linear motion, projectile motion, newton’s laws, energy, momentum, circular and rotational motion, thermal properties of matter, vibrations and sound.

Prerequisites

Principles of MATH 12, or MATH 051, and PHYS 11 or equivalent with a grade of “C” or better, or written permission of the Instructor and School Chair. Note: A student with PHYS 12 must enrol in PHYS 104.

PHYS 103 BASIC PHYSICS II

A non-calculus survey of optics, electricity, magnetism, and modern physics. This course includes the topics of light, geometrical and physical optics, electrostatics, circuits, electro-magnetism, atomic and nuclear physics.

Prerequisites

PHYS 102 with a grade of “C” or better or written permission of the Instructor and School Chair.

PHYS 104 FUNDAMENTAL PHYSICS I

A calculus-based survey of mechanics and thermodynamics. This course is designed for students interested in further study in Physical Science and Engineering.

Prerequisites

PHYS 12 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

Corequisites:

MATH 100.

PHYS 105 FUNDAMENTAL PHYSICS II

A calculus-based survey of waves, sound, optics, electricity and magnetism. This course is designed for students interested in further study in Physical Science and Engineering.

Prerequisites

PHYS 104 and MATH 100 with a grade of “C” or better or written permission of the Instructor and School Chair.

Corequisites:

MATH 101.

PHYS 200 PRINCIPLES OF MECHANICS

This physics (engineering) course is designed to further the student’s ability to apply Newton’s laws of motion to problems which involve the following concepts: coordinate systems; free body diagram; equivalent force systems; the statics of particles and rigid bodies; friction and force; particle mass and acceleration. Problem-solving is emphasized, where both analytic (vector) and graphic techniques are used to solve the assigned problems.

Prerequisites

PHYS 105, MATH 101 or its equivalent with a grade of “C” or better, or admission to the Bridging Program in Engineering.

PHYS 201 APPLIED MECHANICS

A continuation of PHYS 200, the content of this course is based upon the dynamics of particles and rigid bodies. The purpose of this course is to develop the student’s understanding of the following physical concepts: both absolute and relative velocity and acceleration (kinematics); relative motion; kinetics of both particles and rigid bodies; work, energy and potential energy; impulse (linear/angular) and momentum (linear/angular); conservation of energy and momentum.

Prerequisites

PHYS 200 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

PHYS 202 ELECTRICITY AND MAGNETISM

Fundamentals of electric and magnetic fields, motion of charged particles in electric and magnetic fields. Basic DC and AC circuit theory. Maxwell’s equations.

Prerequisites

PHYS 105 or equivalent or written permission of the Instructor and School Chair.

Corequisites:

MATH 200.

PHYS 210 RELATIVITY AND QUANTA

This course is concerned with topics in modern physics. It aims to promote fundamental understanding of physical concepts and theories of modern physics. Topics include the special theory of relativity, Lorentz transformations, dynamics and conservation laws, quantum physics, the experimental evidence for quantization, basic concepts in quantum mechanics and their application to simple systems of atoms and nuclei.

Prerequisites

MATH 101, and PHYS 105 or PHYS 103 or written permission of the Instructor and School Chair.

PSYC 100 INTRODUCTORY PSYCHOLOGY I

An introduction to the methods, theory and practice of psychology as a science. Among others, topics will include motivation and emotion, learning and memory, biological foundations, sensation and perception. Other topics are added at the discretion of the individual instructor. Class demonstrations and activities are used to illustrate concepts. Teaching methods and resources in the course vary with the instructor.

Prerequisites

ENGL 12 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

This course is available via Distance Education.

PSYC 101 INTRODUCTORY PSYCHOLOGY II

Topics include thinking and other cognitive processes, development of the individual, personality, behaviour disorders, health and social psychology. Other topics are added at the discretion of the instructor. Class demonstrations and activities are used to illustrate concepts.

Prerequisites

PSYC 100 with a grade of “C” or better or written permission of the Instructor and School Chair.

This course is available via Distance Education.

PSYC 200 BIOLOGICAL PSYCHOLOGY

This course is for students who intend to major in psychology. Emphasis is placed on biological processes underlying sensation, perception, learning and motivation.

Prerequisites

PSYC 100/101 or written permission of the Instructor and School Chair.

PSYC 202 RESEARCH METHODS

This course introduces prospective Psychology majors to the major methodological principles which guide research in Psychology. The primary focus is on experimental design, but students will be exposed to some elementary descriptive statistics. Topics include critical thinking and scientific reasoning, principles of measurement, types of variables, validity and reliability, and research ethics. Weekly labs offer hands-on applications of basic concepts to the design of research.

Prerequisites

PSYC 100/101 or written permission of the Instructor and School Chair.

PSYC 230 EMOTIONAL AND SOCIAL DISORDERS

Psychology 230 is the first of two courses which study psychological disorders. In this course we will first study the major personality theories as they apply to abnormal psychology. This is followed by an introduction to the Diagnostic and Statistical Manual classification system [DSM], and research and legal issues. The course then begins its examination of emotional and social disorders including: anxiety disorders; somatoform disorders; dissociative disorders; personality disorders; and, psychological factors that affect physical health.

Prerequisites

PSYC 100/101 with a grade of “C” or better or written permission of the Instructor and School Chair.

PSYC 231 PSYCHOTIC AND ORGANIC DISORDERS

Psychology 231: Psychotic and Organic Disorders is the second of two courses which study psychological disorders. In this course we will examine psychotic, pervasive and other major psychological disorders. We will consider the causes, prognoses and treatments of such disorders as: affective disorders; the schizophrenias; developmental disorders; eating disorders; substance-abuse disorders; and sexual disorders.

Prerequisites

PSYC 230 or written permission of the Instructor and School Chair.

This course is available via Distance Education.

PSYC 240 CHILD DEVELOPMENT

An introduction to normal child development, this course explores selected aspects of the physical, cognitive, emotional, and moral development of children from birth to adolescence; and examines the major theories of child development.

Prerequisites

PSYC 100/101 or equivalent or written permission of the Instructor and School Chair.

This course is available via Distance Education.

PSYC 241 ADULT DEVELOPMENT

An introduction to normal adult development, this course examines critical issues and theories of adolescence, and early, middle and late adulthood.

Prerequisites

PSYC 100/101 or equivalent or written permission of the Instructor and School Chair.

This course is available via Distance Education.

SOC 120 INTRODUCTORY SOCIOLOGY I

This course is an introduction to the discipline. The sociological perspective is examined, along with the associated concepts and methods. At-

tention is directed to major areas such as culture, socialization, stratification and deviance. Students have an opportunity to research topics of interest.

Prerequisites

ENGL 12 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

SOC 121 INTRODUCTORY SOCIOLOGY II

This course examines the social life as it occurs in families, formal organizations, religion, political movements and other social systems. Student research projects are part of the course.

Prerequisites

SOC 120 or written permission of the Instructor and School Chair.

SOC 200 DEVIANCE AND SOCIAL CONTROL

The processes by which some behaviour comes to be identified as deviant and the social means of control of such behaviour through the criminal justice system are examined analytically. This course transfers as a first year criminology course to institutions offering criminology degrees.

Prerequisites

ENGL 12 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

SOC 205 INTRODUCTION TO SOCIAL RESEARCH

Sociology 205: Introduction to Social Research introduces students to research methods in the social sciences. Students will be introduced to the major procedures for carrying out systematic investigation of the social world. The course will encourage students to critically evaluate the methods, strategies and data that are used by social scientists and provide training in analysis of a range of qualitative and quantitative data.

Prerequisites

Second year standing.
This course is available via Distance Education.

SOC 215 CANADIAN SOCIAL STRUCTURE

A macro level analysis of factors such as (but not limited to) ethnicity, region, gender and class as a basis for understanding contemporary Canadian society.

Prerequisites

ENGL 12 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

SOC 225 INTRODUCTION TO SOCIOLOGICAL THEORY

Introduction to Sociological Theory is designed to introduce students to the major nineteenth and twentieth century thinkers who shaped the development of sociological theory. In exploring

sociology’s theoretical heritage, the course seeks also to foster an appreciation of what theory is and how necessary and useful it is for studying and understanding the social world.

Prerequisites

SOC 120 and SOC 121 from Selkirk College or the equivalent six units of introductory Sociology from other institutions or written permission of the Instructor and School Chair.
This course is available via Distance Education.

SPAN 102 BEGINNER’S SPANISH I

This Spanish course for beginners encourages students to develop their communication skills in various situations. Students learn how to give information about themselves, how to inquire about the meaning or the pronunciation of a word, and how to start a conversation.
This course is available via Distance Education.

SPAN 103 BEGINNER’S SPANISH II

Pursuing the objective of Spanish 102, this course allows the learner to improve various skills such as sharing information, telling stories, and talking about events, while taking into account the social context of the conversation. At this level, the past tense will be an additional grammar topic.

Prerequisites

SPAN 102.
This course is available via Distance Education.

SPAN 112 FIRST YEAR SPANISH I

Spanish 112 (online) is a self-paced course that encourages students to improve their communicative proficiency through listening, speaking, reading and writing about current topics.

Prerequisites

SPAN 102/103 or written permission of the Instructor and School Chair.
This course is available via Distance Education.

SPAN 113 FIRST YEAR SPANISH II

Spanish 113 is the sequel to the Spanish 112 online course. Spanish 113 is a self-paced course as well that encourages students to improve their communicative proficiency through, listening, speaking, reading and writing about current topics.

Prerequisites

SPAN 112 or equivalent or written permission of the Instructor and School Chair.
This course is available via Distance Education.

STAT 105 INTRODUCTION TO STATISTICS

This course is intended for social, environmental science and business students and others who would benefit from a one-term statistics course. Topics include estimation of means and hypothesis testing. Applications are explored.

Prerequisites

Principles of MATH 11 or Applications of MATH 11 or equivalent, with a grade of “C+” or better, or written permission of the Instructor and School Chair.
This course is available via Distance Education.

STAT 206 STATISTICS

This course provides an introduction to statistical methods intended for students of Engineering or the Sciences. Descriptive statistics, probability and inferential statistics are covered at a level appropriate for students with some calculus background. The students will learn to calculate confidence intervals and perform hypothesis testing for experiments involving one and two samples. Linear regression and correlation may be introduced if time permits.

Prerequisites

Math 100 or Math 140 or an equivalent calculus course that introduces integral calculus.
Equivalents:
CASB - Statistics; CGA - Quantitative Methods I; CMA - Quantitative Methods.

WS 100 WOMEN’S STUDIES I

Women’s Studies 100 is an interdisciplinary course designed to introduce students to the study of women in global cultures as portrayed through literature and sociological studies. Topics to be covered include the women’s movement, sexuality, “herstory”, gender roles, philosophy and law.

Prerequisites

English 12 with a grade of “C” or better or written permission of the Instructor and School Chair.

WS 101 WOMEN’S STUDIES II

A continuation of Women’s Studies 100, WS 101 is an interdisciplinary course designed to expand on the study of women in global cultures as portrayed through literature and sociological studies; however, students do not need WS 100 as a prerequisite. Topics to be covered include women and religion, violence, health and reproductive technologies, and inequality in paid and unpaid labour.

Prerequisites

English 12 with a grade of “C” or better or written permission of the Instructor and School Chair.

UBC's West Kootenay Teacher Education at Selkirk College

Selkirk College offers an opportunity for qualified candidates to acquire a Bachelor of Education (Elementary or Secondary) through the University of British Columbia West Kootenay Teacher Education program. Completing this program leads to a UBC Bachelor of Education degree and recommendation for initial teacher certification by the BC College of Teachers.

When you graduate from the BEd program, you'll be qualified to apply for certification to teach in the province of British Columbia. You can also apply for certification in other provinces and countries (each province and country has its own certification requirements).

Please see <http://teach.educ.ubc.ca/bachelor/wktep/index.html> for program description, admissions requirements and contact information.

Admission Requirements

For all information related to admissions, please go to <http://teach.educ.ubc.ca/stepstoapply/index.html>.

Program Courses

Refer to: <http://www.evduc.ubc.ca>

Contacts

Linda Farr Darling
Tel: Ext. 604-822-9093
linda.darling@ubc.ca

Naomi Ross
Tel: 250-365-3364, Ext. 479
nross@selkirk.ca

Kere MacGregor
Tel: 250-365-3364, Ext. 466
kmacgregor@selkirk.ca

GLOSSARY

ACADEMIC ELECTIVE

An optional course in a program, selected from transferable courses toward meeting the total credit requirements of the credential. See Elective.

ACADEMIC PROGRAM

A program of study specified by Selkirk College that allows a student to earn the appropriate credits to transfer into a degree program at a provincial university or university college.

ACADEMIC YEAR

The academic year starts in September. Normally students study in two consecutive semesters ending in late April.

ADMISSION

The process of applying to and providing the necessary documentation for Selkirk College programs. Upon completion of the application process a prospective student will be advised as to their status. Fully qualified: meets all program admission requirements. Partially qualified: meets some but not all program admission requirements.

ADULT BASIC EDUCATION

Upgrading current education to a maximum of Grade 12 academic completion.

ADVANCED PLACEMENT

A student entering a course in a specific program of study may be permitted to by-pass one or more prerequisite courses on the basis of previous study. However, the student will not receive credit for having completed the by-passed course(s).

APPRENTICESHIP

Is work-based experience combined with post-secondary technical training. Selkirk College follows the British Columbia Industry Training Authority's guidelines for apprenticeship programs.

ARTICULATED

Synonym for transferable. See Transferable.

ASSOCIATE DEGREE

A provincially standardized formal credential that acknowledges successful completion of a prescribed two-year university program in Arts or Science.

AUDIT

Attending classes in a credit course without participating, completing assignments, writing examinations, or receiving credit. Not all courses may be audited; permission to audit must be given by the instructor.

CALENDAR

Selkirk College's publication, issued annually, which outlines admission requirements, grading, academic regulations, course offerings, programs, and other information pertinent to education at the College.

CAREER PROGRAM

A prescribed sequence of courses leading to a certificate or diploma.

CERTIFICATE

A credential issued upon successful completion of a program of study. Certificate programs normally require up to one academic year of study.

CO-OPERATIVE EDUCATION (CO-OP ED)

Is the formal integration of (classroom) study semesters with paid work semesters in the student's career field.

COURSE

A series of weekly lectures, and/or labs, studios, or seminars offered by Selkirk College. Each course is assigned a title, a number, and a specific number of hours and/or credits.

COURSE CHALLENGE

The process of requesting credit for previous study.

COURSE CREDIT

Is normally the value assigned to a course in relation to the program graduation requirements leading to a certificate or diploma.

CREDIT HOURS

See SEMESTER HOURS.

DEGREE

An academic credential awarded by a post-secondary educational institution to a student who has successfully completed a program of study normally of four or five years duration.

DEGREE PROGRAM

A program of study specified by a post-secondary educational institution that allows a student to earn a degree.

DEVELOPMENTAL EDUCATION

The term applied to the series of upgrading courses and programs available at the College. These include Adult Basic Education, Adult Secondary Completion, Adult Special Education, and College Preparatory.

DIPLOMA

A credential issued to a student who has successfully completed a program that is normally not less than two academic years of full-time study.

DISCIPLINE

A subject of study within a department or school.

DISTANCE EDUCATION

A means of study that utilize web technology to support the learning process. Program and course delivery may range from fully on-line to web supplemented. Also referred to as Distributed Learning, Home Study, and On-Line Learning.

ELECTIVE

An optional course which may be taken as part of a program of study. Some programs allow one or more electives each term. Electives are chosen by the student. Choice of electives may be limited by restrictions on transferability, subject, or credit and/or availability.

ENGLISH AS A SECOND LANGUAGE (EASL)

Conversational, reading and writing language skills for those who are learning English.

FA

Faculty Assistant.

FACULTY

The teaching staff is commonly known as faculty.

GRADE POINT

Numerical value given to an alphabetical letter grade used to compute an average measure of academic performance prescribed by each programs' departmental policy.

HOME STUDY

See Distance Education.

LAB

A portion of time in a course devoted to exploratory, experimental, or practical activities. For example, science courses have a lab component.

MATURE APPLICANT

An individual who is at least 19 years of age and has been out of the school system for at least one year on or before the first day of classes of the program to which application is made. A mature applicant shall normally meet the specified program or course requirements.

ORIENTATION

A series of activities to acquaint students with Selkirk College facilities, programs, services, and personnel.

PRACTICUM

Part of a course consisting of practical work in a relevant field.

PRECEPTORSHIP

An on-site clinical mentoring relationship with a qualified practicing health care worker.

PREREQUISITE

A preliminary requirement which must be met before a student may register in a particular course.

PRIOR LEARNING ASSESSMENT

A process whereby students may receive college credit for work experience or for any type of formal educational activity for which credit or a credential was received.

PROBATION

Students who do not maintain adequate standards in a course or program may be placed on probation during a semester.

PROGRAM

A specific series of required courses and electives which lead to a certificate or diploma.

REGISTRATION

The process of enrolling (“signing up”) to take a specific selection of courses in any given term. Admission and registration are sometimes confused. Admission is the process of applying for and being accepted into a Selkirk College program. Once a student is admitted, registration is the next step – course selection, formal enrolment, and fee payment. A short period of time is set aside before each term for registration.

SELKIRK COLLEGE REGION

The area formed by school districts #8 (Kootenay Lake), #10 (Upper Lakes), #20 (Kootenay Columbia), #51 (Boundary).

SEMESTER

A period of study lasting about four months. Official opening and closing dates for the Fall and Winter semesters at Selkirk College are given in the college calendar.

SEMESTER HOURS

A means of designating credit for a college course. The number of semester hours for any course is shown in the course description of the calendar for each course immediately following the course number e.g. Physics 104-3. This does not necessarily mean that the student will be in class for three hours per week, although this may be true for some courses. Often more than three hours are required in lectures and lab/seminars.

SEMINAR

A portion of time in a course devoted to small group projects and discussions.

TERM

A period of time in the academic year, e.g. a semester.

TRANSCRIPT

An official record of all courses taken with credits and grades shown. A transcript for each college student is maintained by the Admissions and Records office.

TRANSFER CREDIT

A process where students who have successfully completed another post-secondary institution may apply for transfer credit for courses completed there. Transfer credit may be used to provide

evidence of program requirements, prerequisites for College courses, or to count as electives toward a certificate or diploma. Information regarding Selkirk College application procedures is available from the Registrar’s office. To obtain information on transferability within the province of BC, check out www.bccat.ca

TRANSFERABLE

A word describing a college course which is normally accepted for credit towards a degree.

TRANSITIONAL TRAINING

Life and work skills training toward independent living and employment for special needs adults.

UNIVERSITY TRANSFER COURSE

A college course that can be used to transfer credit to fulfill a university degree program requirement. See the BC Transfer Guide at www.bctransfer-guide.ca.

FACULTY

DEANS

Rhys Andrews, Dean of Instruction, Castlegar, BSF(UBC), MA (Royal Roads), RPF

Neil Coburn, Dean of Instruction, Castlegar, B.Math, MMath, PhD (U of Waterloo) BEd (U of Western Ontario)

Violet Kalesnikoff, Dean of Community, Corporate, and International development, Trail ID (UBC), MEd (SFU)

Kate Tognotti, Instructional Dean Nelson, BEd, Masters of Religious Education.

SCHOOL OF ADULT BASIC EDUCATION AND TRANSITIONAL TRAINING

Adult Basic Education

Allison Alder, Instructor at Nakusp, BSc (UVic), ID (BC)

Trish Harrison, Social Learning Program, BGS (SFU), TQ (BC)

Paul Idle, Instructor at Grand Forks, A. & Sc. Dipl. (Selkirk), BSc (UVic), MSc (Laurentian)

Barbara Jankola, Instructor at Trail, BSc (UBC), BEd (UBC)

Jim Leitch, TT Instructor at Castlegar, BA (SFU), BEd (UBC)

Christy Luke, TT Instructor at Grand Forks, BA (U. of Durham), TQ (BC)

Sandy MacKelir, Instructor at Grand Forks, BA (U of A), ID (BC)

Devorah MacLean, Instructor at Nelson (Silver King), BA (UVic)

Ian McAlpine, Instructor at Trail, BSc (UVic), MA (Gonzaga)

Brad McVittie, Instructor at Castlegar

Eric Moon, Instructional Assistant at Kaslo, Drafting Cert (Selkirk), Music Dipl (Selkirk), ID (BC)

Marilyn Roberts, Instructor at Kaslo, ID (BC)

Deb Scheidel, ABE, Student Success and TT instructor at Nelson (Silver King), BSW (U of Regina), Life Skills Coach (U of Saskatchewan)

Ken Soroka, Instructor at Grand Forks, BA (SFU), ID (BC)

Gabriele Spaulding, Instructor at Trail

Wendy Tagami, Instructor at Nelson (Silver King), BEd (NDU), TQ (BC)

Adult Special Education

Ray Brock, TT Instructor at Nelson (Silver King), BEd (UL), TQ (BC, U of Alberta)

Rosemary Enefer, Instructional Assistant, Food Service Program at Trail, ID (BC)

Jim Leitch, TT Instructor at Castlegar, BA (SFU), BEd (UBC)

Christy Luke, TT Instructor at Grand Forks, BA (U. of Durham), TQ (BC)

Cindy Gustafson, Instructor at Nelson, BSc (UVic), TQ (BC)

Geoff Tellier, Instructor in Food Service Worker Program at Trail, ID (BC)

Allison Alder, Instructor at Nakusp, BSc (UVic), ID (BC)

Barb Coombs, Instructor at Nelson (Silver King), BSc (U of Alberta), TQ (BC)

Trish Harrison, Social Learning Program, BGS (SFU), TQ (BC)

Paul Idle, Instructor at Grand Forks, A. & Sc. Dipl. (Selkirk), BSc (UVic), MSc (Laurentian)

Barbara Jankola, Instructor at Trail, BSc (UBC), BEd (UBC)

SCHOOL OF BUSINESS AND AVIATION

Aviation

Henri P Bureaud, School Chair, ATPL

Wayne Chernoff, Faculty Assistant, Physics; Simulator Systems Specialist, ASCT, Diploma of Electronic Engineering Technologist (Selkirk), Physics

Robert Denning, Instructor, ATPL

Andrew Hastie, Aviation Instructor, B.Sc (U of Calgary), Diploma Aviation (Mt. Royal), ATPL

Bonnie Horswill, Accounting Clerk

Laurel Ives, Aviation Instructor, ATPL

Enio Nicolau, Aviation Instructor, Diploma Aviation (Selkirk), ATPL, First Officer (Air Canada)

Michael Power, Instructor, ATPL

Ray Preston, Chief Flight Instructor, B.Sc (Waterloo), M.Ed (SFU), ATPL

Al Ricard, Director of Maintenance

Chris Thring, Aviation Instructor, ATPL

Business Administration

Henri P Bureaud, School Chair, ATPL

Michael Konkin, Instructor, Diploma (Selkirk College), B.A.S. (TRU), MBA (Laurentian University), CGA, CHRP

Fiona Matthews, Instructor, MBA (U of Alberta), BSc (U of Alberta)

Tiffany Snauwaert, Instructor / Program Advisor, CA, BBA(BCOU)

Easwari Thoreraj, Instructor, Computer Sciences

Rita Williams, Instructor, Computer Sciences, BA (Indiana U), MSc (San Jose State U) - (On Leave)

Office Management

Tiffany Snauwaert, Instructor / Program Advisor, CA, BBA(BCOU)

Henri P Bureaud, School Chair, ATPL

International Business

Tiffany Snauwaert, Instructor / Program Advisor, CA, BBA(BCOU)

Henri P Bureaud, School Chair, ATPL

SCHOOL OF DIGITAL MEDIA AND MUSIC

Independant Digital Film

Daryl Jolly, Instructor, Program Contact, BA (UVic) Film and Linguistics

Jason Taylor, School Chair, Diploma Structural Architecture of Drafting (BCIT), Diploma Computer Graphics and Animation (Vancouver Film School)

John Tucker, Instructor, BFA (UVic)

Ian Dawe, Instructor, Biology, BSc (Honours) (Dalhousie), MSc (Simon Fraser), MA (Exeter), Biology

Nancy Rosenblum, Instructor, MFA: California Institute of the Arts (Valencia) BFA California Institute of the Arts (Valencia)

Nicola Harwood, Instructor, Bachelor of Fine Arts (BFA) from UVic and a Master of Fine Arts (MFA) from (San Francisco)

Music and Technology, Contemporary

Susan Hill, Music Secretary

Cheryl Hodge, Instructor, BMus (Berklee), Vocals

Paul Landsberg, Instructor, BMus (Berklee), MFA (Cal Arts) Guitar

Don Macdonald, Instructor

Darren Mahe, Program Coordinator, BMus, BEd (UBC)

Glenn Mitchell, Instructor, Diploma of Music (Grant MacEwan)

Gilles Parenteau, Instructor, BMus (CEGEP Bourchemin), Keyboards, Synthesizer

Steven Parish, Instructor, Studio Co-ordinator, BMus (Berklee), Percussion/MIDI

Mark Spielman, Instructor, Contemporary Music and Technology; BMus (Miami), Bass

Digital Arts and New Media

Charla Beaulieu, Web Design and Development Instructor, BSc in Honours Chemistry (UBC) BEd (UBC)

Daryl Jolly, Instructor, Program Contact, BA (UVic) Film and Linguistics

Kerry Pagdin, Instructor, Diploma Fine Arts (O.U.C.), BFA (UVic)

Jason Taylor, School Chair, Diploma Structural Architecture of Drafting (BCIT), Diploma Computer Graphics and Animation (Vancouver Film School)

Shane Hainsworth, Instructional Assistant, Diploma Digital Arts and New Media (Selkirk)

John Tucker, Instructor, BFA (UVic)

SCHOOL OF HEALTH AND HUMAN SERVICES

Access to Practical Nursing

Tammie Clarke, Instructor, RN, BN, GNC(c), PIDP, MA in progress

Advanced Medical Transcription

Christette Cromarty, RMT, Instructor, RMT, Provincial Instructor Diploma

Esther Storvold, Instructor, Provincial Instructor Diploma (VCC)

Gerontology

Gail Potter, Nursing Instructor, RN, BScN, Masters of Divinity, MN (in progress)

Nursing

Franca Berdusco, Nursing Instructor and Faculty Assistant, RN, BScN, MN in progress (UNBC)

Sue Burr, Instructor, RN, BSc, MHSc (in progress)

Tammie Clarke, Instructor, RN Diploma (Selkirk), BN, and PIDP with a MA (Royal Roads University) in progress

Ruth DuBois, Nursing Instructor, RN, BSN (U of Alberta), MA (Gonzaga), Nursing

Judith Fearing, Nursing Instructor, RN (Langara), BScN (UBC)

Linda Gomez, Nursing Instructor, RN, BSN

(UBC), MScN(UBC), Nursing

Sue Hackett, Nursing Instructor, RN, Dip in Psychiatric Nursing, BScN (UVic), MN (Athabasca)

Lorill Harding, Nursing Instructor, RN, BSN (UVic), MA (San Diego State), Nursing

Randy Janzen, Instructor, RN, RN, BA (U of Manitoba), MSc (UBC)

Tammy McLean, Nursing Instructor, RN, BSN (BCIT), MN (UNBC in progress)

Mary-Ann Morris, Instructor, RN, BScN, MScN

Beverly Onischak, Nursing Instructor, RN, BSN (UBC), Nursing

Teresa Petrick, Nursing Instructor, RN, BScN, MN (U of Alberta), Nursing

Gail Potter, Nursing Instructor, RN, BScN (U of Alberta), Masters of Divinity (Christian Theological Seminary) MN in progress (UVic)

Rhonda Schmitz, School Chair, BA, MA: Child and Youth Care (UVic), SSW

Shannon Lancot-Shah, Nursing Instructor, RN, BSN, (U of Lethbridge), MSN (U of Phoenix), PhD (Nova Southeastern University), Nursing

Rob Tanner, Nursing Instructor, RN, BSN (UVic)

Joanne van der Ham, Nursing Instructor, RN, BSN (UBC)

Nursing Unit Clerk

Erna McCall, Instructor, NUC (Selkirk), LPN (Selkirk)

Pharmacy Technician

Terry Walker, Coordinator/Instructor, RN, Pharmacy Technician Certificate (Red Deer College), R Ph T

Cheryl Morassut, Instructor, Pharmacy Technician Diploma

Classroom Community and Support Workers

Rosalyn Grady, Instructor - Presently on Leave, Honours BA (U.of Waterloo), MA (Holy Names College), PHD (Naropa/University of Creation Spirituality), CCSW

Jane Green, Instructor, BA (Washington State), MEd (University of Idaho)

Pam Mosby, Admissions Officer

Early Childhood Care and Education

Taya Whitehead, Instructor, BA

Aanya Fahrenbruch, Instructor, ECCE

Child and Youth Care Diploma

Kay Armstrong, Instructor, BA, MA

Rhonda Schmitz, School Chair, BA, MA: Child and Youth Care, SSW

Deb Wandler, Instructor, BSW, MSW, RSW

Leslie Comrie, Instructor, BSW, MSW

Pam Mosby, Admissions Officer

Social Service Worker Diploma

Kay Armstrong, Instructor, BA, MA

Rhonda Schmitz, School Chair, BA, MA: Child and Youth Care, SSW

Deb Wandler, Instructor, BSW, MSW, RSW

Leslie Comrie, Instructor, BSW, MSW

Social Service Worker

Kay Armstrong, Instructor, BA, MA

Pam Mosby, Admissions Officer

Rhonda Schmitz, School Chair, BA, MA: Child and Youth Care, SSW

Deb Wandler, Instructor, BSW, MSW, RSW

Leslie Comrie, Instructor, BSW, MSW

SCHOOL OF HOSPITALITY AND TOURISM

Cook Training, Professional

Randall Davis, Instructor, Journeyman Cook

Ron Matthews, Program Contact, Journeyman Cook

Simon Parr, Instructor, COOK II, Journeyman Cook

Gary Thompson, Instructional Assistant, Trade Certification of Cook with Red Seal Standards Certified Chef De Cuisine (SAIT)

Golf Club Operations Online Certificate

Steve Bareham, Program Coordinator

Rick Davies, Instructor

John Frantz, Instructor, BCom (Hons), Hotel and Food Administration (Guelph)

Gerry Lettner, Instructor, MSc (Michigan State U.), Journeyman Landscaper Gardner (AAIT) BSc Agriculture (U of Alberta), FPCM, CCM

Bryan Ewart, Instructor, Diploma Golf Club Management and Operations (Selkirk)

Resort and Hotel Management

Steve Bareham, Program Coordinator

Wendy Anderson, Instructor, BA Kinesiology (U of Calgary), Hospitality Supervisor Certification AHMA

Michael Konkin, Instructor, Diploma (Selkirk College), B.A.S. (TRU), MBA (Laurentian University), CGA, CHRP

Bernie McMullin, Diploma (Office Admin) (Selkirk), ID (VCC)

Harry Pringle, Program Contact, MBA University of Guelph, Diploma Hotel and Restaurant Management, SIAST

Sabrina van Hellemond, Instructional Assistant, Bachelor of Administrative Studies, Instructor Diploma; Canadian Accredited Insurance Broker

Ski Resort Operations and Management

Bob Dodge, Program Contact, Diploma Ski Resort Operations and Management (Selkirk), Instructional Diploma (Selkirk) Diploma Bus Admn (BCIT)

Michael Konkin, Instructor, Diploma (Selkirk College), B.A.S. (TRU), MBA (Laurentian University), CGA, CHRP

Martin Keyserlingk, Instructor, BA (Honors) Leisure Studies, BA Communications (U of Ottawa), E-Commerce Diploma (Selkirk)

Bernie McMullin, Diploma (Office Admin) (Selkirk), ID (VCC)

Robyn Mitz, Instructor, BSc (Trent), MA Organizational Leadership (Royal Roads)

Sabrina van Hellemond, Instructional Assistant, Bachelor of Administrative Studies, Instructor Diploma; Canadian Accredited Insurance Broker

Bob Falle, School Chair, Diploma Recreational Leadership, Diploma (Honors) Ski Area Management (Humber)

SCHOOL OF INDUSTRY AND TRADES TRAINING

BC Electrical Code

Jim Paterson, Instructor, IP Journeyperson Electrician, Class A FSR, 4th Class Power Engineer, ID, CIS Diploma

Bill Winegarden, Instructor, BCTQ: IP Journeyperson Electrician, Diploma Electronics Technician (COTR)

Carpentry Apprenticeship

Barry Martin, Instructor, Journeyperson Carpenter, Journeyperson Joiner, TQ, CC, MCS, LIOB (METC)

Craig McCallum, Instructor, Journeyperson Carpenter

Carpentry Foundation

Barry Martin, Instructor, Journeyperson Carpenter, Journeyperson Joiner, TQ, CC, MCS, LIOB (METC)

Craig McCallum, Instructor, Journeyperson Carpenter

Electrical Apprenticeship

Tom Babott, Instructor, BPE (U of Calgary); BCTQ; IP Journeyperson Electrician

Dave Briggeman, Instructor, BCTQ; IP Journeyperson Electrician

Bruce McMaster, Instructor, IP Journeyperson Electrician, HVAC Technician, 4th Class Power Engineer, ID (VCC)

Bill Winegarden, Instructor, BCTQ: IP Journeyperson Electrician, Diploma Electronics Technician (COTR)

Electrical Foundation

Tom Babott, Instructor, BPE (U of Calgary); BCTQ; IP Journeyperson Electrician

Dave Briggeman, Instructor, BCTQ; IP Journeyperson Electrician

Bruce McMaster, Instructor, IP Journeyperson Electrician, HVAC Technician, 4th Class Power Engineer, ID (VCC)

Bill Winegarden, Instructor, BCTQ: IP Journeyperson Electrician, Diploma Electronics Technician (COTR)

Dan Obradovic, School Chair, MEd (UVIC); BA (U of Waterloo), ID (VCC), BCCQ & BCCA Electrical (IP Standard)

Esthetics

Cathy Watt, Instructor, Professional Makeup Artist, Nail Technician, Esthetician

Fine Woodworking

David Fraser, Instructional Assistant/Relief Instructor, Journeyperson Carpenter, Journeyperson Joiner

Michael Grace, Instructor, IP Journeyperson Joiner, ID, Diploma Furniture Design (Sheridan)

General Mechanics

Andy Gullen, Instructor, IP Journeyperson, Heavy-Duty Mechanic, Commercial Transport and Automotive Service Technician, ID (VCC)

Hairdressing

Luree Gould, IA/Relief instructor, Hairdressing Certificate (Selkirk), TQ, VCC ID

Bonnie Piderman, Instructor, ID, Hairdressing Certificate (Molar), TQ

Millwright Apprenticeship

Ross White, Instructor, IP Journeyperson Millwright

Millwright/Machinist

Bert Peters, Instructor, Journeyperson Machinist, ID (VCC)

Ross White, Instructor, IP Journeyperson Millwright

Refrigeration Plant Operator

Nelson Online Admissions

Bruce McMaster, Instructor, IP Journeyperson Electrician, HVAC Technician, 4th Class Power Engineer, ID (VCC)

STEP

Dave Griffin, Instructor, Automotive Journeyperson Interprovincial Certificate

Welding

Colin A. Makeiv, Program Contact/Instructor, ID (VCC), Journeyperson Welder, CWB Inspector

Rob Schwarzer, Instructor, ID (VCC), Journeyperson Welder, Ironworker, CWB Inspector

SCHOOL OF RENEWABLE RESOURCES

Forest Technology

Carol Andrews, Instructor, BA, BSF, RPF
Stuart Deverney, Instructor, BComm, BSF, Diploma Forest Engineering, RPF
Chris Gray, Instructor and Faculty Assistant, Computer Information Systems Diploma (Langara), ADGIS (Selkirk), BGIS (Selkirk)
Barry Janzen, Instructor, Diploma Forestry Tech, BSFR, RPF
Allison Lutz, Instructor, Geography, BA (UVic), MA (York University), Geography
Derek Marcoux, Instructor, BSc, MSc, RPBio
Peter Schroder, School Chair, BSc, MSc, MBA, RPF
Brendan Wilson, Instructor, BSc, PhD, RPBio

Geographic Information Systems

Chris Gray, Faculty Assistant, CIS, ADGIS, BGIS
Tracey Harvey, Instructor, BSc Natural Resources, ADGIS
Ian Parfitt, Instructor, BLA, MSc (in progress)
Peter Schroder, School Chair, BSc, MSc, MBA, RPF
Paul Sneed, Coordinator, Researcher, and Instructor, BA, MA, PhD
Paulo Travassos, Instructor, BSc
Rita Williams, Instructor, Computer Sciences, BA (Indiana U), MSc (San Jose State U) - (On Leave)

Integrated Environmental Planning

Frank Fowler, Instructor, Geography, Geology, BSc (Ohio State University), BEd (Ohio University), MSc (U of Minnesota), Geography, Geology
Peter Holton, Instructor, BS, MCP, AICP, MCIP
Robert Macrae, Instructor, BSc, MSc
Derek Marcoux, Instructor, BSc, MSc, RPBio
Ian Parfitt, Instructor, BLA, MSc (in progress)
Peter Schroder, School Chair, BSc, MSc, MBA, RPF
Brendan Wilson, Instructor, BSc, PhD, RPBio

Recreation Fish and Wildlife

Keyes Lessard, Instructor, BSc, RFW
Lui Marinelli, Instructor, PhD (U of Saskatchewan), MSc (U of Western Ontario), BSc (UVic)
Ian Parfitt, Instructor
Tim Thurston, Instructor, MNRM (SFU), BSc (U of Toronto)
Rena Vandenbos, Instructor, BSc (U of Calgary), MSc (U of Alberta) - Environmental Biology and Ecology

Renewable Energy

Peter Holton, Instructor, BS, MCP, AICP, MCIP
Robert Macrae, Instructor, BSc, MSc
Frank Fowler, Instructor, Geography, Geology, BSc (Ohio State University), BEd (Ohio University), MSc (U of Minnesota), Geography, Geology

SCHOOL OF UNIVERSITY ARTS AND SCIENCES

Duff Sutherland, School Chair; School of University Arts and Sciences, BA (UBC), MA (Memorial), PhD (SFU), History

University Arts and Sciences

Lori Barkley, Instructor, Anthropology, BA (U of Calgary), MA (SFU), Anthropology
Adrian Barnes, English Tutor, English Instructor, BA, (UBC), English/Slavonic Studies, B.Ed (UBC) English
Jennie Barron, ArtsSc - Honours (Master University), MES (York University), Peace Studies
Ross Bates, Instructor, Mathematics, BSc Hon (U of Western Ontario), MSc, PhD (UBC), Mathematics, Physics
Jacqueline Belza, Faculty Assistant, BSc (Silliman), Chemistry
Sabine Bos, BA - English Literature, BEd - Secondary English, Certificate of Journalism (UBC), English Tutor
Colleen Bradshaw, Instructor, English, BA (Honours) (UNB), MA (U of Alberta), English
Jonathan Buttler, BA (Honours) (University of Waterloo), MA (UVic), Economics
Wayne Chernoff, Faculty Assistant, Physics, ASCT, Diploma of Electronic Engineering Technologist (Selkirk), Physics
Ian Dawe, Instructor, Biology, BSc, Hons (Dalhousie), MSc (Simon Fraser), MA (Exeter)
Sarah Fawcett, Instructor, English, BA (Dalhousie)

David Feldman, Instructor, Mathematics, B.A. (Hons Mathematics) UC Berkeley, M.A. (Linguistics) UCLA, MSc (Mathematics) UVic
Bevan Ferreira, MSc - Mathematics, BA (Honours), Mathematics (Highest Honours) (Carleton University), Mathematics
Frank Fowler, Instructor and Faculty Assistant, BSc (Ohio State), BEd (Ohio U), MSc (U of Minnesota)
Sally Glock, Instructor, Psychology, ID, (BA (U of Lethbridge), MA (Gonzaga), Psychology
Bob Gurney, Instructor, PE and Kinesiology, BPE, MSc (U of Alberta)
Linda Harwood, Instructor, English, BA (Hon) (UBC), MA (SFU), English
Doug Henderson, BAsc - Electrical Engineering (UBC); MSc - Mathematics (McMaster); BSc (First Class Honours) - Mathematics (SFU), Mathematics
Rebecca Jacobson, BA (University College of the Caribou), MA (SFU), English
Randy Janzen, BA, BN (U of Manitoba), MSc (UBC), Graduate Certificate in Peace Studies (Nova Southeastern), Nursing, Peace Studies
Per Joensen, Instructor, Physics, BSc., M.Sc. (Simon Fraser U), Physics
John Josafatow, Instructor, Mathematics, BSc (with Distinction) (U of Lethbridge), BEd (UBC), MSc (U of Western Ontario), Mathematics, Applied Science, Physics
Kim Kratky, Instructor, English, BA (U of Kansas), MA (Northwestern U), TQ (BC), English
Takaia Larsen, BA (Distinction) (OUC), MA (UVIC), History
Elizabeth Lund, BSc (Honours) - Chemistry (UVic), PhD - Chemistry (U of Ottawa), Chemistry
Allison Lutz, BA (UVic), MA (York University), Geography
Lui Marinelli, BSc (UVic), MSc (U of Western Ontario), PhD (U of Saskatchewan), Biology
Jeff Martzke, BA (U of Wisconsin - Green Bay), MA (U of Iowa), PhD - Clinical Psychology (U of Iowa), Psychology
Janet Mayr, Instructor, Sociology, BA (U of PEI), MA (McMaster) Sociology
Almeda Glenn Miller, Instructor, English, BFA, MFA (Eastern Washington)
Jose Padilla, Instructor, French and Spanish, BA (U of Ricardo Palma), BA, MA (U of Laval), DEA (La Sorbonne)
Iain Pardoe, PhD - Statistics (U of Minnesota), Math, Science Tutor
Allyson Perrott, Instructor, Chemistry, B.Sc., Ph.D. (Dalhousie), B.Ed. (Acadia), Chemistry
Tracy Punchard, Instructor, English, BA (U of Waterloo), MA (Carleton U), PhD (UBC), English
Carol Retzlaff, BSc (SFU), MSc (with Distinction) (U of Wales, Aberystwyth), Biology
Delia Roberts, Instructor, Biology, BSc (with Distinction), MSc (Exercise Biochemistry), PhD (Medical Science) U of Calgary, Fellowship in Sports Medicine
John Rowell, Instructor, English, BA (Ulster), MA English (SFU) MA-Philosophy (U of Calgary), PhD (U of Alberta), English

Stephen Seaborn, Faculty Assistant, Biology, BSc (Hons) (U of Guelph), BEd (U of Toronto), Biology
Caroline Soukoroff, School Administrative Assistant; School of Business and Aviation, School of University Arts and Sciences
Theresa Southam, Instructor, Peace Studies; School of Hospitality and Tourism, School of University Arts and Sciences
John Stegman, Instructor, Mathematics, BSc (Notre Dame University), MSc (U of Waterloo)
Duff Sutherland, Instructor, History, BA (UBC), MA (Memorial), PhD (SFU), History
Easwari Thoreraj, Instructor, Computer Sciences; School of Business and Aviation, School of University Arts and Sciences
Gordon Turner, Instructor, English, BA, MA (U of Regina), PhD (UBC), English
Paula Vaananen, Instructor, Biology, BSc (Hons) (Queens), MSc (U of Calgary), Medical Physiology
Victor Villa, BA (California State University), MSc, PhD - Experimental Psychology (University of Oregon), Psychology
Monica Vogler, Instructor, Psychology, BA (UVic), MAsc (U of Waterloo), Psychology
Suzanne von der Porten, Economics, Instructor, MBA (UVic); B.Sc. (Distinction); Kinesiology (UVic)
Linda Wilkinson, BA (SFU), TQ (BC); MA (European University Centre in Peace Studies (EPU) in Austria), Peace Studies
Myler Wilkinson, Instructor, English, BA, MA (SFU), PhD (McGill), English

SELKIRK INTERNATIONAL

Shana Rablah, Department Head, BA (UBC), BEd (UBC), MEd (UBC)

English Language Program

John Armstrong, TESOL and English Language Instructor, BA, MA (UBC), TQ (BC)
Darcy Falkenhagen, ESL Instructor, BA English Literature, MS Education of English, Professional Teaching Certificate in US and Canada
Larry (Mac) McHenry, English Language Instructor TESOL Practicum Instructor, BA (U of Saskatchewan), BEd (U of Regina), TQ (Sask), TQ (BC), TESL Certificate, Excellence Award, NISOD 2009
Jane Morgan, ESL and TESOL Instructor, Master of Arts (English Studies) - The National University of Singapore, Certificate in Teaching ESL - SFU, BA Arts - U of Waterloo
Shana Rablah, Instructor (TESOL Practicum Instructor), BA (UBC), BEd (UBC), MEd (UBC)
Joan Silvey, TESOL and English Language Instructor, BA (Lewis and Clark); MA (UBC)

Robin Trudel, Instructor (TESOL Practicum Instructor), BEd (UBC)
Linda Wilkinson, Instructor, ESL and Peace Studies, BA (SFU), TQ (BC); MA (European University Centre in Peace Studies (EPU) in Austria), Peace Studies

Teaching English to Speakers of Other Languages (TESOL)

John Armstrong, TESOL and English Language Instructor, BA, MA (UBC), TQ (BC)
Joan Silvey, TESOL and English Language Instructor, BA (Lewis and Clark); MA (UBC)
Jane Morgan, ESL and TESOL Instructor, Master of Arts (English Studies) - The National University of Singapore, Certificate in Teaching ESL - SFU, BA Arts - U of Waterloo

KOOTENAY SCHOOL OF THE ARTS

Laura White, School Chair, BFA (Bachelor of Fine Arts) Nova Scotia College of Art & Design

Clay

Courtney Andersen, Core/Design Instructor, Dip FA (ACAD), BFA (UofC), MFA (NSCAD), BEd (UofC)
Garry Graham, Clay Instructor
Robert Inwood, Core Instructor
David Lawson, Clay Instructor
Gene Leavitt, Core/Drawing Instructor
Pamela Nagley-Stevenson, Clay Instructor
Wright Simmonds, Faculty Assistant

Fiber

Courtney Andersen, Core/Design Instructor
Robert Inwood, Core Instructor
Gene Leavitt, Core/Drawing Instructor
Marilyn Lee, Fibre Instructor
Wright Simmonds, Faculty Assistant
Maggie Tchir, Fibre Instructor
Coby van der Gaast, Fibre Instructor
Angelika Werth, Fibre Instructor

Jewellery and Small Object Design

Courtney Andersen, Core/Design Instructor
Pauline Dupas, Jewellery Instructor, Dip Jewellery Design (VCC), BA (Simon Fraser)
Robert Inwood, Core Instructor
Susan LeFebour, Jewellery Instructor, BFA
Gene Leavitt, Core/Drawing Instructor
Krista Patterson, Jewellery Instructor
Wright Simmonds, Faculty Assistant
Laura White, School Chair, BFA (Bachelor of Fine Arts) Nova Scotia College of Art & Design

Metal

Courtney Andersen, Core/Design Instructor
Dan Armstrong, Metal Instructor
Robert Inwood, Core Instructor
Denis Kleine, Metal Instructor
Kevin Kratz, Metal Instructor
Gene Leavitt, Core/Drawing Instructor
Wright Simmonds, Faculty Assistant

STUDENT ACCESS & SUPPORT SERVICES

Felicity Blaiklock, BEd (Hon), MEd, Learning Skills Coordinator, Nelson – Silver King
Randall Cannon, BA, MA, Learning Skills Coordinator, Nelson – 10th Street
Claire Davison-Williams, MA, Department Head
Trish Foy, BA, MSc, Disability Service Coordinator, Castlegar
Marilyn James, BA, MEd, Aboriginal Services Coordinator
Robin Higgins, BA, MA, Counsellor, Nelson
Tami O'Meara, BA, MEd, RCC, Counsellor, Castlegar
Laurie Read, BA, MA, Counsellor, Castlegar
Todd Solarik, BSc (Hon), BEd, MEd, Learning Skills Coordinator, Castlegar
Myriam Spencer, BSc, Disability Service Coordinator, Castlegar
Paris Voykin, BA, MA, CPT & Invigilation Coordinator
Glynn Woodburn, RN, BN, MA, Disability Service Coordinator, Nelson

President

Marilyn Luscombe, BSc, BEd, MEd

Vice-President, Academic and Student Development

Angus Graeme, BSF, MA, RPF

Vice-President, Administration/Finance

Mike Dion, MBA, CMA

Director, Communications and Development

Barry Auliffe, BSc

Director, Facilities (Acting)

Pat Hinds, CMA

Director, Finance

Colin McClure, CA

Director, Human Resources

Gary Leier, CHRP, BBA

Director of Student and Enrolment Services/Registrar

Cathy Mercer, MA

- Admissions, Records, Financial Aid
- Athletics and Recreation
- Co-operative Education and Employment Services
- Library
- Student Access and Support
- Institutional Research

Dean of Community, Corporate and International Development

Violet Kalesnikoff, ID, MEd

- Community and Distributed Learning
- Selkirk International

Dean of Instruction, Castlegar

Rhys Andrews, BSF, MA, RPF

- Kootenay School of the Arts
- School of Health and Human Services
- School of Renewable Resources
- Selkirk Geospatial Research Center

Neil Coburn, BMath, MMath, PhD

- School of Business and Aviation
- School of University Arts and Sciences
- School of Developmental Education
- Mir Centre for Peace
- Applied Research

Dean of Instruction, Nelson

Kate Tognotti, BEd, MRE

- School of Digital Media and Music
- School of Hospitality and Tourism
- School of Industry and Trades Training

BURSARIES AND AWARDS

Selkirk College administered scholarships, bursaries and awards are listed below by category. Application deadlines are indicated for each category, and the name of the award is required on the application. Many awards require applicants to be registered in a specific program; some may have additional eligibility criteria. Award recipients are selected from among the applications received by a committee.

Scholarships and Bursaries

Entrance Scholarships and Awards - A monetary award to eligible, full-time students entering Selkirk College for the first time who have demonstrated outstanding academic achievement. Applications are available in the Financial Aid Office or may be downloaded from our website from Mid-February until the last Friday in March.

SIDIT Awards - Trades and technology students from communities across the Southern Interior of BC may have access to \$3.9 million in support over the next three years, as a result of the single largest donation for student awards in the history of Thompson Rivers University, Okanagan College, Selkirk College and College of the Rockies. All funding provided by SIDIT and administered by participating institutions. SIDIT Awards, SIDIT-Trades and Technology Application and SIDIT Transitions Application2 available online.

Scholarships - A monetary award to students enrolled in a minimum of 80 percent course load who have demonstrated outstanding academic achievement while attending Selkirk College. Applications are available in the Financial Aid Office or may be downloaded from our website from Mid-February until the third Friday in April.

Bursaries - A monetary award to eligible students enrolled in a minimum 60 percent course load who have demonstrated financial need and who have a minimum grade point average of 2.0. Applications are available on our website from the end of September until the last Friday in October.

Work Study - Work on campus during the school year. Selkirk College offers a student employment program for full-time students. Check out the job postings at the Financial Aid Office in early September.

Entrance Scholarships

- BC Lions Society Advanced Education Award
- Care to Learn Entrance Scholarship
- Castlegar - Robson Canadian Legion, Branch 170, Canada 125 Scholarship
- Columbia Basin Trust College Service Award
- Daphne Hamilton Memorial Scholarship
- Devon Turner Memorial Scholarship
- Dick Fowler Memorial Entrance Scholarship
- Kate E Shaw/Castlegar Highland Games Endowment
- Jack Charters Rotary Scholarship in Journalism and English
- Robert Boyer Memorial Business Administration Entrance Scholarship
- Robert Boyer Memorial Forestry Entrance Scholarship
- Robert Boyer Memorial General Entrance Scholarship
- Ronald William Waters Memorial Music Scholarship
- Selkirk College Board of Governors Secondary Graduates Award
- Selkirk College Employee Entrance Scholarship
- Selkirk College Foundation Entrance Scholarship
- West Kootenay Branch of the Association of Professional Engineers and Geoscientists of BC Entrance Scholarship
- Yule Anderson Johnstone, Chartered Accountants Scholarship

Scholarships

- Air Canada Award - (Trophy)
- Air Canada Pilots Association Scholarship
- Air Canada Scholarship
- Al King Scholarship
- Al Laing Memorial
- Alex P Relkoff Endowment Scholarship
- Alycee Ross Memorial Scholarship
- AMEC Americas Limited Endowment
- Ann and Peter Wood Biology Scholarship
- Anthropology Scholarship
- Applied Business Technology Scholarship
- Arnold Cummings Nursing Endowment Scholarship

- Arrow Lakes Generating Station Millwrights' Memorial Scholarship
- Association of BC Forest Professionals Scholarship
- ASSQ Ski Scholarship
- ASSQ Ski Scholarship for Quebec Student
- Athlete of the Year Award - Female
- Athlete of the Year Award - Male
- Athletic Department Scholarship
- Audrey and Bill Moore Scholarship
- BC Hydro Scholarship
- Berg Naqvi Lehmann Scholarship
- Bill Sloan History Scholarship
- Blaine Shaw Memorial Citizenship Award
- Business Administration Program Scholarship
- Canada West Ski Association Scholarship
- Canadian Hospital Engineering Society (B C Chapter) Scholarship
- Canadian Institute of Forestry (Plaque)
- Canpar Scholarship for Excellence
- CanWest Global Communications Scholarship
- Care to Learn Scholarship
- Carlton Scott Memorial Scholarship
- Castlegar & District Public Library Volunteer Endowment Scholarship
- Castlegar Rotary Scholarship
- Castlegar Sunrise 2000 Rotary Club Scholarship
- Certified General Accountants Academic Excellence Scholarship
- Certified General Accountants Continuing Education Tuition Scholarship
- Charter Student Alumni Association Spirit Award
- Clifford Flury Memorial Scholarship
- Columbia Power Corporation Scholarship for Excellence in the Columbia Basin
- Columbia Power Women in Trades and Technology Award
- Contemporary Music and Technology Scholarship
- Curtis McDonell Memorial Scholarship
- Dal Sweeney Memorial
- Dale Schatz Scholarship
- Daniel Richard Matthews Memorial Scholarship
- Darlene Kalawsky Digital Arts and New Media Scholarship
- Daryl Jolly Scholarship for Excellence in

- Graphic Design and the Visual Arts.
- Delores Soobotin Memorial Scholarship
 - Diane Phillips Memorial Scholarship
 - Dick Fowler Memorial Creative Writing Award
 - Dick Fowler Memorial English Scholarship
 - Don and Marcie Writing Scholarship
 - Don Mitchell Memorial Scholarship
 - Doris Sweeney Memorial
 - Dr. Robert Driscoll Scholarship
 - Ed Cavanaugh Memorial Music Scholarship
 - Electric Consumers Association Directors Scholarship
 - Elisabeth Bidinoff Memorial Scholarship
 - Elizabeth and Terry Fleet Scholarship
 - Ernest G. Shorter Memorial Scholarship
 - Fine Woodworking Program Scholarship
 - Frank Beinder Memorial Scholarship
 - Geology Endowment Scholarship
 - George Straza Memorial Endowment sponsored by the Kootenay Okanagan Electric Consumers Association
 - Golf Alumni Student Scholarship (In Memory of Dave Court)
 - Golf Club Management Award of Excellence (Trophy)
 - Golf Management Program Scholarship
 - Governor General's Medal
 - Hairdressing Scholarship
 - Harry Killough Scholarship for English
 - International Education Scholarship
 - International Tourism Studies Scholarship
 - J. F. Killough Memorial Scholarship
 - Jake Starwalker Enewold Scholarship
 - Jim Chapman Scholarship in Creative Writing
 - Jim Cromwell Scholarship
 - Jim Johnson Memorial Scholarship
 - Jim Snook Memorial Award
 - Jocelyn McGillivray Memorial Music Award
 - John and Marjorie Lord Memorial Scholarship
 - John Peregrin Memorial Scholarship
 - Juicy Studios Scholarship in Excellence
 - Kaslo Jazz Society Award
 - Knights of Pythias and Pythian Sisters (Castlegar) Scholarship
 - Kootenay Dental Society Scholarship
 - Kootenay Woodvine Regional Scholarship
 - Languages and Literature English Scholarship
 - Languages and Literature Philosophy Scholarship
 - Languages and Literature Spanish Scholarship
 - Larry Brown Scholarship in Economics
 - Lieutenant Governor's Medal
 - Lise Jean Marie Nicola Bursary
 - Mal Stelck Leadership Award
 - Margaret Knight-Letts Memorial Scholarship
 - Marilynne Read Memorial Scholarship
 - Mary Reeves Memorial Scholarship
 - Maurilia Coc Macs Memorial Scholarship
 - Michael Desaulniers Memorial Scholarship
 - Michel Devaux Memorial Scholarship
 - Mike Jaeck Memorial Scholarship
 - Mike Wichert Memorial Scholarship
 - MIR Award
 - Morrison Family Business Administration Scholarship
 - Multimedia Scholarship
 - Music Counts Scholarship
 - Nancy Knight-Penner Memorial Scholarship
 - Nelson and District Credit Union Aspire Scholarship
 - Nirmal Singh Memorial Scholarship
 - PE Scholarship Endowment
 - Peace and Human Rights Award
 - Pearl Goodman/Donna Van Vliet Nursing Scholarship
 - Pope and Talbot Scholarship
 - Prestige Lakeside Resort and Convention Scholarship
 - Professional Cook Training Scholarship
 - Professional Cooks Alumni Scholarship
 - Raymond and Anna Gattinger
 - Real Estate Foundation of British Columbia Scholarship
 - Renewable Resources Program Scholarship
 - Resort and Hotel Management Program Scholarship
 - Russell Gilchrist Memorial Scholarship
 - Sally Peebles Memorial Arts Scholarship
 - Schade ABE Scholarship
 - Selkirk College Biology Scholarship
 - Selkirk College Board Scholarship
 - Selkirk College Employee Scholarship
 - Selkirk College Faculty Association Endowment Scholarship
 - Selkirk College Foundation Chair Scholarship
 - Selkirk College Students' Union Scholarship
 - Shorter Memorial Music Scholarship
 - Southern Interior Silviculture Committee (SISCO) Scholarship
 - Steven and Patricia Goldsmith Family Scholarship
 - Teck Business Administration Scholarship
 - Teck Scholarship of Excellence in Engineering and Earth Science
 - Thomas S. Homersham Community Support Worker Scholarship
 - Thomas S. Homersham Hospital Career Scholarship
 - Thomas S. Homersham Nursing Scholarship
 - Tourism and Hospitality Department Student Government Award
 - Tourism Careers Program Endowment
 - Tracy Paolone Memorial Scholarship
 - University Women's Club (Trail and District) Scholarship
 - West Kootenay Fly Fishing Club Scholarship
 - Whitewater Ski Resort Scholarship
 - William Barchard Memorial Scholarship
 - William Richard Guy Memorial Scholarship
 - Willis Wicks Memorial Scholarship for Mathematics
 - Women in Trades Scholarship
 - Zoe Read Memorial Scholarship

Bursaries

- A. Leone and W.D. Hall Bursary
- Ab Dunn Memorial Bursary
- Alex P Relkoff Endowment Bursary
- Anderton Bursary for Associate of Arts and Sciences
- Anderton Bursary for Renewable Resources
- Ann and Peter Wood Biology Bursary
- Arrow Lakes Generating Station Bursary
- Arthur Chapman Chapter IODE (Trail) Bursary
- ASTTBC Bursary
- Barry Auliffe Bursary
- BC Lions Society Advanced Education Fund
- BC Lung Association Bursary
- BC Medical Services Foundation Nursing Bursary

BURSARIES AND AWARDS

- Berg Naqvi Lehmann Bursary
- Bleu Nemeck Memorial Bursary
- Canadian Federation of University Women/ Nelson Bursary
- CanWest Global Communications Bursary
- Care to Learn Bursary
- Cariboo Woodlot Education Society Bursary
- Castlegar - Robson Canadian Legion, Branch 170 Bursary
- Castlegar and District Hospital Auxiliary Bursary
- Castlegar Rotary Club Bursary
- Catherine Schnare Memorial Bursary
- Catriona Graeme Memorial Bursary
- Cecil and Dorothy Stedman Endowment Bursary
- Childcare Bursary
- Children's Festival Bursary
- Christine Stewart Memorial Bursary
- Christopher MacLean Memorial Bursary
- City of Castlegar Bursary
- Columbia Power Corporation KSA Bursary
- Connie Sutton Memorial Award
- Craig Andrews Continuing Education Bursary
- Credit Union Foundation of B.C. & Nelson & District Credit Union Community Alliance Bursary
- Credit Union Foundation of BC Bursaries
- Darril Beninger Bursary
- Dennis Percival Memorial Bursary, Nelson Lion's Club
- Dewdney Trail Rock and Gem Club Bursary
- Dianne Plotnikoff Memorial Bursary
- Dr. John Hall Bursary in Professional Aviation
- Dr. Robert Driscoll Bursary Fund
- Gen Goldade Memorial Bursary
- George Johnson Memorial Bursary Endowment Fund
- Georgina Maryniak Bursary (Registered Nursing Students' Bursary)
- Grand Forks District Savings Credit Union Bursary
- Group of Seven Kootenay Auto Dealers Bursary
- Harry Killough Bursary
- Henri Bureaud Aviation Bursary
- Heritage Credit Union Bursary
- Ian Johnson Memorial Bursary
- Impact Training Bursary
- Jill Harrop Memorial Bursary
- Jim Street Memorial Bursary
- Jock Keith Bursary
- John and Katharine Stewart Bursary
- Jordan and Sydney Sherstobitoff Bursary
- Katrine Conroy, MLA Bursary
- Ken Cretney Bursary
- Kiwanis Early Childhood Education Bursary
- Kootenay Savings Credit Union Endowment Bursary
- Kootenay School of Art Bursary
- Laurie Palibroda Memorial Bursary
- Lee W. Arnold Memorial Bursary
- Lori Beninger Bursary
- Lori Price Nursing Bursary
- Lorraine Askew Memorial Bursary
- Lynne Shalom Memorial Bursary
- Mario Graziotto Memorial Bursary
- Marnie and Silvio Giella Bursary
- Morrison Family Business Administration Bursary
- Nelson and District Credit Union Aspire Bursary
- Nora Ewert Memorial Bursary
- Notre Dame Alumni Bursary
- Peter Kiewitt Sons Co. Limited Bursary
- Peter Lemon Athletic Endowment Bursary
- Peter Makortoff Memorial Bursary
- Railway and Ranch Land Bursary
- Real Estate Foundation of British Columbia Bursary
- Robert Boyer Memorial General Endowment
- Robert Boyer Memorial Open Bursary
- Rossland Health Care Auxiliary Bursary for Nursing Student
- Ruby Beckjord Memorial Bursary
- S. Bruce Jacobs Memorial (Academic) Bursary
- S. Bruce Jacobs Memorial (Vocational/career) Bursary
- Scotiabank Bursary
- Selkirk College Employee Bursary
- Selkirk College Faculty Association Endowment Bursary
- Selkirk College Students' Union Bursary
- Sentinel Lodge # 146 Masonic Bursary
- Sharon Heflin Memorial Bursary
- Sinclair Music Bursary
- Solidarity With Teachers Bursary
- South Slokan Chapter of the KLH Auxiliary Bursary
- Stanley and Margaret Green Bursary
- Star of the West Masonic Lodge Bursary
- Stefanie Fischer In Memory of Richard Carver Bursary
- Stefanie Fischer In Memory of Tom Lynn Bursary
- Steve Geller Memorial Bursary
- Steve Jankola Memorial Bursary
- Ted Rutherglen Memorial Bursary
- Thomas S. Homersham Nursing Bursary
- Tony Berrococo Memorial Bursary
- Tor Persson Memorial Bursary
- Trail Lions Club Bursary
- United Steelworkers of America Local 480 Bursary
- Vancouver Foundation Belyea Fund
- Vancouver Foundation General Bursary
- Vancouver Foundation George T. and Myrtle Cunningham Fund
- Vancouver Foundation Ingledow Bursary Fund
- Vancouver Foundation Lord Strathcona
- VanDusen Fund
- Wagner Endowment Fund
- Weese Family General Bursary
- Weese Family General Endowment
- Weese Family Liberal Arts Endowment Bursary
- West Kootenay Naturalists' Bursary
- Yvonne Marr Bursary

A

Access to Practical Nursing.....	103
Adult Basic Education	34
Adult Special Education.....	44
Advanced Medical Transcription.....	90
Arts — General Associate Degree.....	198
Aviation-Professional Pilot Program.....	46

B

BC Electrical Code.....	154
Biochemistry — Associate of Science Degree ..	206
Biology — Associate of Science Degree	207
Business Administration.....	50
Business Administration	
- Accounting/Finance.....	53
Business Administration	
- Professional Management.....	57

C

Carpentry Apprenticeship.....	155
Carpentry Foundation.....	156
Classroom and Community Support Worker.....	113
Clay.....	25
College Preparatory (upgrading).....	196
Cook Training, Professional.....	129

D

Digital Arts and New Media.....	85
Distance/Online learning.....	23

E

Early Childhood Care and Education.....	116
Electrical Apprenticeship.....	157
Electrical Foundation.....	158
Elementary Education	
— Associate of Arts Degree.....	200
Engineering	
— Two Year Applied Science Program.....	208

English — Associate of Arts Degree.....	201
English Language Program.....	146
Entry to Traditional Chinese Medicine	
— Associate of Arts Degree	199
Esthetics.....	160

F

Fibre.....	27
Fine Woodworking.....	163
Forest Technology.....	176

G

General Mechanics.....	171
General University Studies.....	197
Geographic Information Systems.....	180
Geographic Information Systems, Bachelor.....	183
Gerontology.....	93
Golf Club Operations Online Certificate.....	134

H

Hairdressing.....	166
Health Care Assistant.....	95
History — Associate of Arts Degree.....	204
Human Services.....	112
Human Services Diploma:	
Child and Youth Care (CYC) Specialty.....	119
Human Services Diploma:	
Social Service Worker (SSW) Specialty.....	122

I

Independent Digital Film.....	65
Integrated Environmental Planning.....	184
International Business.....	60

J

Jewellery and Small Object Design.....	29
--	----

M

Metal.....	31
Millwright Apprenticeship.....	168
Milwright/Machinist.....	169
Music and Technology, Contemporary.....	67
(First Year).....	68
(Performance).....	70
(Production).....	73
(Composition).....	76
(Directed Studies).....	79
(General).....	82

N

Nursing.....	97
Nursing Unit Clerk.....	110

O

Office Management.....	62
------------------------	----

P

Peace Studies — Associate of Arts Degree.....	209
Peace Studies — Liberal Arts Diploma.....	210
Pharmacy Technician.....	106
Psychology — Associate of Arts Degree.....	203

R

Recreation, Fish and Wildlife.....	189
Refrigeration Plant Operator.....	170
Renewable Energy.....	193
Resort and Hotel Management.....	136

INDEX

S

Science — General Associate Degree	205
Skilled Exploratory Program (STEP) for Women.....	172
Ski Resort Operations and Management.....	140
Social Service Worker.....	125

T

Teaching English to Speakers of Other Languages (TESOL).....	151
Transitions.....	23

W

Welding.....	173
West Kootenay Teacher Education.....	223
Writing Studies — Associate of Arts Degree (English).....	202
Writing Studies — University Transfer Diploma.....	211

NOTES

NOTES

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