

2006 – 2007

[www.selkirk.ca](http://www.selkirk.ca)

WITHIN REACH – BEYOND IMAGINATION



# CONTENTS

## TABLE OF CONTENTS

Campus Contact Information .....	5
Frequently Called Numbers .....	5
Dates to Remember.....	6
Admission Requirements.....	9
Fees.....	10
College Services.....	14
Student Access and Support .....	16
Academic Regulations .....	19
Programs.....	23
Glossary .....	227
Faculty .....	229
Administration and Governance.....	232
Bursaries and Awards .....	233
Index.....	235

### SCHOOL OF BUSINESS AND AVIATION (Castlegar and Online)

#### Instructional Dean, Neil Coburn

Applied Business Technology .....	40
ABT – Office Fundamentals.....	42
ABT – Bookkeeping.....	44
ABT – Office Computer Skills Upgrading .....	45
ABT – Electronic Word Processing.....	47
ABT – Legal Administrative Assistant .....	48
Aviation .....	49
Business Administration .....	53
Business Administration – Accounting/Finance .....	56
Business Administration – Professional Management .....	58
Office Management.....	60

### SCHOOL OF DIGITAL MEDIA, MUSIC AND INFORMATION TECHNOLOGY

#### (Nelson Tenth Street)

#### Instructional Dean, Ron Coreau

Computer Information Systems .....	66
International Digital Film .....	68
Internet Business Technology.....	69
Multimedia Production and Design .....	72
Music and Technology, Contemporary .....	76

### SCHOOL OF HEALTH AND HUMAN SERVICES

#### (Castlegar)

#### Instructional Dean, Angus Graeme

Advanced Medical Transcription.....	86
Gerontology.....	88
Nursing Unit Clerk.....	90
Nursing.....	92
Pharmacy Technician.....	98
Human Services .....	101
Classroom and Community Support Worker.....	102
Early Childhood Care and Education.....	105
Social Service Worker.....	108
Human Services: Child and Youth Care (CYC) Specialty .....	111
Human Services: Social Service Worker (SWS) Specialty .....	113

### SCHOOL OF HOSPITALITY AND TOURISM

#### (Nelson Tenth Street)

#### Instructional Dean, Ron Coreau

Cook Training .....	116
Golf Club Management and Operations .....	119
Resort and Hotel Management .....	123
Ski Resort Operations and Management .....	127

### SCHOOL OF INDUSTRY AND TRADES TRAINING (Nelson Silver King)

#### Instructional Dean, Ron Coreau

Carpentry Apprenticeship .....	148
Electrical Apprenticeship.....	149
Electrical Entry .....	150
Esthetics.....	152
Fine Woodworking.....	155
General Mechanics.....	157
Hairdressing.....	158
Heavy Equipment Operator.....	160
Millwright/Machinist.....	161
Process Operations.....	162
Refrigeration Plant Operator.....	164
Skilled Trades Exploratory Program (STEP) For Women .....	165
Welding.....	166

### SCHOOL OF RENEWABLE RESOURCES (Castlegar)

#### Instructional Dean, Angus Graeme

Forest Technology.....	170
Geographic Information Systems .....	175
Integrated Environmental Planning.....	178
Recreation, Fish and Wildlife .....	183

### SCHOOL OF UNIVERSITY ARTS AND SCIENCES

#### (Castlegar)

#### Instructional Dean, Neil Coburn

General Information .....	190
College Preparatory (Upgrading).....	192
General University Studies .....	193
Associate of Arts General .....	194
Accelerated.....	195
Elementary Education.....	196
English .....	197
English (Writing Studies).....	198
First Nations Studies (Online) .....	199
History.....	200
Peace Studies.....	201
Psychology .....	202
Associate of Science General .....	203
Biochemistry .....	204
Biology.....	205
Bridging Program in Engineering (applied Science) .....	206
Two-Year Applied Science (Engineering) .....	207
Kinesiology .....	208
Peace Studies.....	209
Physical Education .....	210
Studies in Writing.....	211
Courses and Descriptions .....	212

## PROGRAMS (BY SCHOOL)

### INTERNATIONAL EDUCATION

#### (Castlegar and Nelson)

#### Dean of Community, Corporate and

#### International Development, Vi Kalesnikoff

English Language Program .....	134
English Language and Business .....	140
English Language and Humanities .....	141
English Language Summer Immersion .....	142
English Language Winter Immersion .....	143
International Digital Film .....	144
Teaching English to Speakers of Other Languages (TESOL) .....	145

### SCHOOL OF ABE AND TRANSITIONAL TRAINING

#### (Castlegar, Trail, Nelson, Grand Forks, Kaslo, and Nakusp)

#### Dean of Student Development/Registrar, Gerry Gauthier

Adult Basic Education.....	30
Adult Special Education.....	33
Courses .....	34

# CONTENTS

---

## PROGRAMS (ALPHABETICALLY)

ABT - Applied Business Technology .....	40	Integrated Environmental Planning.....	178
ABT - Bookkeeping .....	44	International Digital Film .....	68
ABT - Electronic Word Processing.....	47	Internet Business Technology.....	69
ABT - Legal Administrative Assistant .....	48	Kinesiology .....	208
ABT - Office Computer Skills Upgrading .....	45	Millwright/Machinist .....	161
ABT - Office Fundamentals .....	42	Multimedia Production and Design .....	72
Accelerated Associate of Arts Degree .....	195	Music and Technology, Contemporary .....	76
Adult Basic Education .....	30	Nursing.....	92
Adult Special Education .....	33	Nursing Unit Clerk .....	90
Advanced Medical Transcription.....	86	Office Management.....	60
Associate of Arts Degree (General) .....	194	Peace Studies.....	209
Associate of Arts Degree in		Pharmacy Technician .....	98
Elementary Education .....	196	Physical Education .....	210
Associate of Arts Degree in English .....	197	Process Operations .....	162
Associate of Arts Degree in English		Recreation, Fish And Wildlife .....	183
(Writing Studies) .....	198	Refrigeration Plant Operator.....	164
Associate of Arts Degree in First Nations		Resort And Hotel Management.....	123
Studies (Online).....	199	Ski Resort Operations and Management .....	127
Associate of Arts Degree in History .....	200	Skilled Trades Exploratory Program	
Associate of Arts Degree in Peace Studies .....	201	(STEP) for Women .....	165
Associate of Arts Degree in Psychology.....	202	Social Service Worker.....	108
Associate of Science Degree in		Studies in Writing Program.....	207
Biochemistry .....	204	Teacher Education .....	225
Associate of Science Degree (General) .....	203	Teaching English to Speakers of	
Associate of Science Degree in Biology .....	205	Other Languages (TESOL) .....	145
Aviation .....	49	Two-Year Applied Science	
Bridging Program in Engineering		(Engineering) Program .....	207
(Applied Science) .....	206	University Arts and Sciences.....	189
Business Administration.....	53	Welding .....	166
Business Administration -			
Accounting/Finance .....	56		
Business Administration - Professional			
Management .....	58		
Carpentry Apprenticeship .....	148		
Classroom And Community			
Support Worker .....	102		
College Preparatory (Upgrading).....	190		
Computer Information Systems .....	66		
Cook Training, Professional.....	116		
Early Childhood Care And Education.....	105		
Electrical Apprenticeship .....	149		
Electrical Entry .....	150		
English Language and Business .....	140		
English Language and Humanities .....	141		
English Language Program .....	134		
English Language Summer Immersion .....	142		
English Language Winter Immersion .....	143		
Esthetics.....	152		
Fine Woodworking .....	155		
Forest Technology.....	170		
General Mechanics.....	157		
General University Studies .....	193		
Geographic Information Systems .....	175		
Gerontology.....	88		
Golf Club Management and Operations .....	119		
Hairdressing.....	158		
Heavy Equipment Operator.....	160		
Human Services: Child and			
Youth Care (CYC) Specialty .....	111		
Human Services: Social Service Worker			
(SSW) Specialty .....	113		

# CAMPUS CONTACT INFORMATION / FREQUENTLY CALLED NUMBERS

## CASTLEGAR CAMPUS

Selkirk College  
301 Frank Beinder Way  
Castlegar BC V1N 3J1  
Telephone: (250) 365-7292  
Fax: (250) 365-6568

## SILVER KING CAMPUS

Selkirk College  
2001 Silver King Road  
Nelson BC V1L 1C8  
Telephone: (250) 352-6601  
Fax: (250) 352-3180

## TENTH STREET CAMPUS

Selkirk College  
820 Tenth Street  
Nelson BC V1L 3C7  
Telephone: (250) 352-6601  
Fax: (250) 352-5716

## TRAIL CAMPUS

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

## GRAND FORKS CAMPUS

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

## LEARNING CENTRES

### KASLO

Box 1149  
421 Front Street  
Kaslo BC V0G 1M0  
Telephone: (250) 353-2618  
Fax: (250) 353-7121

### NAKUSP

Box 720  
409 Broadway  
Nakusp BC V0H 1R0  
Telephone: (250) 265-4077  
Fax: (250) 265-3774

## Area Code 250

### CASTLEGAR CAMPUS 365-7292

Direct Line from Nelson 352-3010  
Direct Line from Trail 368-5333  
Aboriginal Advisor 365-7292 #357  
Admissions 365-1245  
Bookshop 365-1281  
Campus Manager 365-1277  
Computer Help Line 365-7292 #428  
Community Education 365-1208  
Co-op Education and Employ. Services 365-1280  
Counselling and Advising 365-1273  
Disability Advisor 365-7292 #380 and #422  
Director of Facilities 365-1212  
Finance - Accounting 365-1222 / 365-1342  
Financial Aid 365-1290 / 365-1295  
Gym - Court Bookings 365-1292  
International Education 365-7292 #395 and #465  
International Student Coordinator 365-1291  
International Student Coordinator  
Secretary 365-1293  
Library 365-1229  
Maintenance 365-1212  
Maintenance Secretary 365-1217  
Personnel 365-1283  
President 365-1214  
Purchasing 365-1209  
Records 365-1259  
Registrar 365-1296  
Residence 365-1227  
Student Services 365-1273  
Student Society 365-1262  
Transcripts 365-1259  
Vice President - Administration 365-1213  
Vice President - Academic  
and Student Development 365-1251  
West Kootenay Teacher Education 365-3364  
Nakusp Learning Centre 265-4077  
Kaslo Learning Centre 353-2618

### SILVER KING CAMPUS 352-6601

Admissions 354-3204  
Adult Basic Education 354-3222  
Bookstore 354-3249  
Campus Manager 354-3203  
Community Education 354-3206  
Hairdressing Salon 354-3243  
Library 354-3249  
Maintenance 352-3285

### TENTH STREET CAMPUS 352-6601

Digital Media, Music and  
Information Technology, School Chair 505-1305  
Foundation 505-1384  
Mary Hall/Catering 505-1367  
Switchboard 352-6601  
Hospitality and Tourism, School Chair 505-1317  
Music Secretary 505-1357

### TRAIL CAMPUS 368-5236

Adult Basic Education 368-5236  
Community Education 368-6360  
Maintenance 368-3713



# DATES TO REMEMBER

---

For actual program start dates, consult program calendar under specific program description.

## **JANUARY 2006**

- 3 College Campuses re-open
- 13 Last day to pay tuition without penalty
- 16 Last day for 75% refund - late charges apply to unpaid fees
- 30 Last day for 50% refund - last day to withdraw and not have the course show on student transcript

## **FEBRUARY 2006**

- 16 Winter Recess: UT, Career and Technology Programs

## **MARCH 2006**

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

## **APRIL 2006**

- 14 Good Friday - College Closed
- 17 Easter Monday - College Closed

## **MAY 2006**

- 22 Victoria Day - College Closed

## **JULY 2006**

- 1 Canada Day - College Closed

## **AUGUST 2006**

- 7 BC Day - College Closed

## **SEPTEMBER 2006**

- 4 Labour Day - College Closed
- 5 Orientation for all new and returning students
- 6 Fall term begins
- 15 Last day to pay tuition without late penalty
- 18 Late penalty assessed for all unpaid fees.
- 19 Last day to withdraw from classes with a 75% refund

## **OCTOBER 2006**

- 3 Last day to withdraw from classes with a 50% refund and not have course shown on the transcript
- 9 Thanksgiving Day Holiday. College is closed

## **NOVEMBER 2006**

- 7 Last day to withdraw from courses or change to audit
- 11 Remembrance Day - Holiday. College is closed

## **DECEMBER 2006**

- 23 Christmas Holiday - College Closed

## **JANUARY 2007**

- 2 College campuses re-open
- 12 Last day to pay tuition without penalty
- 15 Last day to withdraw from classes with 75% refund. Late penalty assessed to unpaid fees
- 29 Last day to withdraw from classes with 50% refund and not have course shown on transcript

## **FEBRUARY 2007**

- 15 Reading Break

## **MARCH 2007**

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

## **APRIL 2007**

- 6 Good Friday - College Closed
- 9 Easter Monday the college is closed

## **MAY 2007**

- 28 Victoria Day - College closed

## **JULY 2007**

- 1 Canada Day - College is closed

## **AUGUST 2007**

- 6 BC Day - College is closed

## **SEPTEMBER 2007**

- 3 Labour Day - College is closed
- 4 Orientation day for new and returning students
- 5 Fall term begins
- 14 Last day to pay tuition without late penalty
- 17 Late penalty assessed for all unpaid fees.
- 18 Last day to withdraw from classes with a 75% refund

## **OCTOBER 2007**

- 2 Last day to withdraw from classes with a 50% refund and have course/s shown on transcript
- 8 Thanksgiving Day - College is closed

## **NOVEMBER 2007**

- 6 Last day to withdraw from classes or change to audit
- 11 Remembrance Day - College is closed

## **DECEMBER 2007**

- 21 Christmas Holidays - College Closed

# CALENDAR 2006

**January 2006**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February 2006**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**March 2006**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April 2006**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	18	20	21	22
23 30	24	25	26	27	28	29

**May 2006**

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**June 2006**

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**July 2006**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

**August 2006**

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September 2006**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October 2006**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November 2006**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December 2006**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

# CALENDAR 2007

**January 2007**

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**February 2007**

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**March 2007**

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**April 2007**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**May 2007**

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**June 2007**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**July 2007**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**August 2007**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September 2007**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

**October 2007**

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**November 2007**

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**December 2007**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29



## GENERAL ADMISSION REQUIREMENTS

Generally admission 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.

Admission criteria are defined for each College program at two levels.

### Fully Qualified

Applicant meets the set of factors, standards, and capabilities which, when combined with a reasonable effort on the part of the student, will enable completion of the course or program with full credit and external recognition where applicable.

### Partially Qualified

Applicant is deficient in the set of factors, standards, and capabilities required and will need extra effort to succeed.

## ADMISSION PROCEDURE

### Application

Applications are accepted during the 12-month period preceding the start date for any program.

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

Departmental policy and/or calendar entries where applicable will outline a time schedule for the application procedure including a last date for submission of application and supporting documentation.

### 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.

### Fall Admission

Prior to the commencement of instruction, late applications to all programs will be considered, subject to availability of spaces.

### Winter Admission

Students may begin academic studies and college preparatory studies in January. Students who enrol for the first time in January will find their choice of courses limited and a student entering in January may not be able to take a full course load. Consult a counsellor for additional information.

### 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 courses/programs must provide interim transcripts.

### Selection

Applicants are selected by the Admissions Officer in consultation with the School Chair from completed applications received by the specified date. Provisional acceptance may be granted to candidates unable to provide official transcripts or supporting documentation by the selection date. An offer of provisional acceptance is revoked if the applicant does not meet the provisions outlined in the letter of acceptance. 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.



#### Notes:

- 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.

### Academic University Transfer

Students applying for admission to any 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 outlined under specific program descriptions).

### 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. 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 courses in the Selkirk College English Language Program and Provincial Level English 51; or
- submitting a TOEFL score of 550 (paper) or 213 (computer), or better; or
- submitting an IELTS score of 6.5 or better; or
- submitting an acceptable score on the Language Proficiency Index.



#### Notes:

- Students must send a completed Selkirk College International Student Application for Admission form, with official copies of all records of grades, to the 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 enrolment is limited in some programs, international students can only be accepted when space is available.

# ADMISSIONS/FEEES

---

- *The Registrar's 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 pay tuition fees of approximately C\$3950 per term for most programs.*

## FEES

The Selkirk College Fee Schedule is based on the number of hours in a course. Refer to the program listings for the approximate expenses (Tuition, Fees, Books and Supplies) associated with 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. A fee list for courses is available from Student Services.

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

International Students pay tuition fees of approximately C\$3950 per term for most programs.

## 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% refund of tuition fees.
- Withdraw in the first or second week of instruction will receive a 50% 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 paid 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, policies (2) and (3) above 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% of normal tuition and are NOT required to pay other student fees. Seats are subject to available space and a sufficient fee-paying enrolment.

## MISCELLANEOUS FEES

A non-refundable processing fee of \$35 must accompany each completed application for admission.

### 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.

### Student Association Membership

Fees are set by the Selkirk Student Association and amount to six percent of a student's tuition to a maximum of \$47.32 per semester for the Castlegar Campus. Students attending the Nelson Campuses are assessed \$10 per term. Those attending the Trail Campus pay no student membership fees.

### Special Fees

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

### Official Transcript of Record

\$5 for each copy, payable in advance.

### Associate Degree, Diploma, or Certificate.

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

### Late Payment Fee

\$60 assessed after the end of the second week of classes.

### Tuition Fee Receipts

\$5 will be levied for duplicate receipts.

### Prior Learning Assessment and Recognition Fee

The normal course fee applies to credits granted as a result of Prior Learning Assessment and Recognition (PLAR).

### 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 10% of course tuition is assessed to all students. The fees collected will be redistributed on a "pro rata" basis and used to keep our technology as state-of-the-art as possible. No student will be assessed more than \$75 per term or \$150 per year. Please keep your receipts.

For more information, visit [admin.selkirk.bc.ca](http://admin.selkirk.bc.ca)

## PROGRAM FEES (2005 - 2006)\*

Total program expenses are comprised of both College fees and program specific fees. For planning your stay at Selkirk College, it is advised that both of these be considered. This table represents College fees only. For more information on program specific costs please contact the Program Contact or School Chair of the program.

Some new programs may be missing from this list.

Check [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for latest fees.

## PROGRAM FEES

PROGRAM	ESTIMATED TUITION	PRACTICUM / WORK TERMS	OTHER FEES	ESTIMATED TOTAL
ABT - Bookkeeping	\$825		\$273	\$1,098
ABT - Electronic Word Processing	\$863		\$293	\$1,155
ABT - Office Computer Skills Upgrading	\$863		\$301	\$1,163
ABT - Office Fundamentals	\$1,613		\$413	\$2,025
Adult Basic Education	FREE!		\$88	\$88
Adult Special Education	FREE!		\$88	\$88
Advanced Medical Transcription	\$2,760		\$302	\$3,062
Associate of Arts Degree in Elementary Education Year 1	\$2,438		\$373	\$2,811
Associate of Arts Degree in Elementary Education Year 2	\$1,701		\$373	\$2,074
Associate of Arts Degree in English Year 1	\$2,381		\$373	\$2,754
Associate of Arts Degree in English Year 2	\$1,814		\$373	\$2,187
Associate of Arts Degree in History Year 1	\$2,495		\$373	\$2,867
Associate of Arts Degree in History Year 2	\$1,814		\$373	\$2,187
Associate of Arts Degree in Psychology Year 1	\$2,495		\$373	\$2,867
Associate of Arts Degree in Psychology Year 2	\$1,928		\$373	\$2,300
Associate of Science Degree in Biochemistry Year 1	\$3,119		\$373	\$3,491
Associate of Science Degree in Biochemistry Year 2	\$2,638		\$373	\$3,011
Associate of Science Degree in Biology Year 1	\$3,119		\$373	\$3,491
Associate of Science Degree in Biology Year 2	\$2,665		\$373	\$3,038
Aviation Year 1	\$3,730		\$12,429	\$16,158
Aviation Year 2	\$2,877		\$25,373	\$28,250
Bridging Program in Engineering (Applied Science)	\$3,515		\$397	\$3,912
Business Administration Year 1	\$2,480		\$389	\$2,869
Business Administration - Accounting/Finance Year 2	\$2,585		\$389	\$2,973
Business Administration - Professional Management Year 2	\$2,262		\$389	\$2,650
Classroom And Community Support Worker Year 1	\$2,086	800	\$397	\$3,283

\*This table represents 2005-2006 fees and reflects only program costs. For additional program-specific costs or more current information, contact the Program Contact or School Chair.

# FEES

PROGRAM	ESTIMATED TUITION	PRACTICUM / WORK TERMS	OTHER FEES	ESTIMATED TOTAL
Cook Training, Professional Year 1	\$1,113		\$237	\$1,350
Cook Training, Professional Year 2	\$1,025		\$229	\$1,254
Cook Training, Professional Year 3	\$1,100		\$236	\$1,336
Early Childhood Care And Education Year 1	\$2,429	400	\$389	\$3,218
Early Childhood Care And Education Year 2	\$1,206	400	\$349	\$1,955
Electrical Apprenticeship	\$750		\$101	\$851
Electrical Entry	\$2,700		\$302	\$3,002
English Language Program	\$11,257		\$293	\$11,550
Esthetics	\$3,770		\$202	\$3,972
Fine Woodworking Year 1	\$2,700		\$502	\$3,202
Forest Technology Year 1	\$3,292		\$413	\$3,705
Forest Technology Year 2	\$3,346		\$397	\$3,743
General Mechanics	\$2,700		\$302	\$3,002
Geographic Information Systems	\$4,720	400	\$439	\$5,559
Golf Club Management and Operations Year 1	\$2,154	400	\$322	\$2,876
Golf Club Management and Operations Year 2	\$1,830		\$298	\$2,128
Hairdressing	\$2,700	400	\$202	\$3,302
Human Services: Child and Youth Care (CYC) Specialty Year 2	\$1,650	400	\$373	\$2,422
Human Services: Social Service Worker (SSW) Specialty Year 2	\$1,650	400	\$373	\$2,422
Integrated Environmental Planning Year 1	\$3,301		\$421	\$3,721
Integrated Environmental Planning Year 2	\$2,969		\$405	\$3,374
Internet Business Technology	\$3,771		\$150	\$3,921
Kinesiology Year 1	\$3,005		\$373	\$3,378
Kinesiology Year 2	\$1,985		\$373	\$2,357
Millwright/Machinist	\$2,700		\$402	\$3,102
Multimedia Production and Design Year 1	\$2,755		\$702	\$3,457
Multimedia Production and Design Year 2	\$2,693		\$702	\$3,395
Music and Technology, Contemporary (Composition) Year 2	\$1,777		\$2,002	\$3,779
Music and Technology, Contemporary (Directed Studies) Year 2	\$1,723		\$702	\$2,425
Music and Technology, Contemporary (First Year) Year 1	\$1,831		\$2,002	\$3,833
Music and Technology, Contemporary (General) Year 2	\$1,723		\$2,002	\$3,725
Music and Technology, Contemporary (Performance) Year 2	\$2,046		\$2,002	\$4,048
Music and Technology, Contemporary (Production) Year 2	\$2,046		\$2,002	\$4,048

\*This table represents 2005-2006 fees and reflects only program costs. For additional program-specific costs or more current information, contact the Program Contact or School Chair.

<b>PROGRAM</b>	<b>ESTIMATED TUITION</b>	<b>PRACTICUM / WORK TERMS</b>	<b>OTHER FEES</b>	<b>ESTIMATED TOTAL</b>
Nursing Year 1	\$2,667	400	\$565	\$3,632
Nursing Year 2	\$3,033	400	\$541	\$3,973
Nursing Year 3	\$2,324	400	\$357	\$3,081
Nursing Unit Clerk Year 1	\$1,800		\$238	\$2,038
Office Management Year 2	\$2,766		\$381	\$3,147
Pharmacy Technician Year 1	\$3,877	400	\$246	\$4,523
Process Operations	\$2,425	400	\$234	\$3,059
Recreation, Fish And Wildlife Year 1	\$3,303		\$421	\$3,723
Recreation, Fish And Wildlife Year 2	\$3,400		\$405	\$3,804
Refrigeration Plant Operator Year 1	\$725		\$273	\$998
Resort And Hotel Management Year 1	\$2,100	400	\$306	\$2,806
Resort And Hotel Management Year 2	\$1,777		\$290	\$2,067
Ski Resort Operations and Management Year 1	\$2,693		\$354	\$3,047
Ski Resort Operations and Management Year 2	\$1,131	400	\$266	\$1,797
Skilled Trades Exploratory Program (STEP) for Women	FREE!		\$188	\$188
Social Service Worker Year 1	\$2,480	800	\$405	\$3,685
Teaching English to Speakers of Other Languages (TESOL)	\$3,804		\$146	\$3,950
Teaching English to Speakers of Other Languages (TESOL)	\$2,350		\$146	\$2,496
Two-Year Applied Science (Engineering) Program Year 1	\$3,005		\$373	\$3,378
Two-Year Applied Science (Engineering) Program Year 2	\$2,665		\$381	\$3,046
Welding A	\$750		\$195	\$945
Welding B	\$1,200		\$296	\$1,496
Welding C	\$2,025		\$370	\$2,395
Welding Fitter	\$675		\$177	\$852
Kootenay School of the Arts (Canadian Students)	\$3,876		\$600	\$4,476
Kootenay School of the Arts (International Students)	\$11,016		\$800	\$11,816
Welder Upgrade (fees on a per-week basis)	\$75		\$110	\$185

\*This table represents 2005-2006 fees and reflects only program costs. For additional program-specific costs or more current information, contact the Program Contact or School Chair.

# COLLEGE SERVICES

---

## ATHLETICS

The Athletics Program at Selkirk College has sprung to life recently with the addition of volleyball and golf as official varsity sports. The Selkirk Saints compete under the BCCAA against 13 other colleges 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.

Future expansion of the program may include varsity basketball, badminton and soccer. More information is available on the website.

## CLUB TEAMS/ACTIVITIES

Current club teams at the College include Ice Hockey, Soccer, XC Running 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, semi-competitive activities throughout the year. The Castlegar Campus gymnasium is host to several intramural units (including floor hockey, volleyball, indoor soccer, basketball and more) which run weekly from 12-2 pm on Thursdays.

Numerous other activities such as the Ski Night, Curling Night, Annual Trail Run and Bench Press Competition run each month, during the evenings and occasionally on weekends. The Athletics and Rec. Department also organizes inter-campus events/tournaments several times throughout the year.

All students at the college are divided into houses (Monashee, Sentinel or Granite). Students earn points for their house for participation, sportsmanship, costumes and winning. The three houses compete throughout the year towards the overall grand prize named the "Two Rivers Cup."

For more information, news and up-to-date announcements on athletics and recreation at Selkirk College, visit the website at [www.selkirk.ca/athletics](http://www.selkirk.ca/athletics).

## NELSON CAMPUSES

At the Silver King and Tenth Street Campuses, recreational activities for students are coordinated by a Student Activity Coordinator during noon hours. Additionally, Selkirk College students have access to the Tenth Street Campus Gymnasium most afternoons and evenings. Students are encouraged to utilize community facilities which offer discount rates to registered students.

## 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 June. 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 our booklist, you may have to check back later. We recommend that you not purchase any books until you have actually registered. In some courses, for example English 110, you must also know your section number. (This information will be located on your Registration printout.)

Our operation is self serve. However, 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 attached to our Refund Policy. PLEASE READ IT as there are restrictions on length of time you have to return goods, especially on Used texts. 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, MasterCard, and Traveller's Cheques. 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 the Finance Office at the College.

## CONTRACT SERVICES

The College offers training and consulting in response to specific and unique needs. These services are flexible, innovative and responsive to your training requirements, large or small. If the currently developed location, time or content of a course doesn't meet your needs, or if training does not currently exist, contact the Program School Chair to discuss the options. Drawing on the resources of Selkirk College's highly qualified training departments, with access to a provincial network of community colleges, Selkirk College in consultation with you, can bring timely solutions to your training challenges. Contact the Program School Chair or call (250) 365-7292 for information.

## 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 marketplace. 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-OP 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

## WORK TERMS

Co-operative work terms are normally of four months duration (12 weeks 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 50% 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-OP 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 Funded Programs
- Institutional Support

## APPLYING FOR GOVERNMENT PROGRAMS

**Adult Basic Education Student Assistance (ABESAP)** - students who are enrolled in upgrading may be eligible for financial assistance for their fees and textbooks through this program. Application forms are available from the Financial Aid Office.

**Part-Time Studies Application** - Students who are studying on a part-time basis may use this application to apply for the following programs: **Canada Study Grant for High-Need Part-Time; Part-Time Canada Student Loan; Canada Study Grant for Students with Dependents; and Canada Study Grant for High Need Students with Permanent Disabilities.** To obtain more information or to download an application, visit the following website [www.bcsap.bc.ca](http://www.bcsap.bc.ca)

**Federal and Provincial Student Loans** - Students with BC residence status can apply for government student loans online at [www.bcsap.bc.ca](http://www.bcsap.bc.ca). Those 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](http://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

## INSTITUTIONAL SUPPORT

**Entrance Scholarships and Awards** - A monetary award to eligible, full-time students entering Selkirk College for the **first-time**, and 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 April.

**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 last 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 mid-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](http://www.scholarshipscanada.com)

[www.studentawards.com](http://www.studentawards.com)

# COLLEGE SERVICES

---

## LIBRARY SERVICES

The Selkirk College Library provides a wide range of services and resources for students, employees, and residents of the College region. Services include research assistance, the loan of books and videos, in-house use of more than 500 magazines and journals, and newspapers on microfilm. On-line access is available to reference and journal databases, as well as to other college/university and public libraries. In addition, access to the Internet and word processing software is available at the Castlegar Campus Library. The main collection is at Castlegar Campus, with smaller collections at Nelson ( Silver King and Tenth Street) and Trail Campuses.

The Library catalogue is on the web at <http://library.selkirk.bc.ca>.

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; **Nelson Silver King** (250) 354-3249; **Nelson Tenth Street** (250) 505-1359.

## STUDENT ACCESS AND SUPPORT

The Department of Student Access and Support is a cornerstone of the Selkirk Advantage. We're here to help you succeed by facilitating access to post-secondary education for prospective students as well as supporting students enrolled at Selkirk College.

In this context, our services encompass five key areas: Counselling, Learning and Study Skills, Aboriginal Services, Disability Services and Assessment.

- Counsellors provide personal and career counselling, educational planning, academic advising and crisis support.
- Learning specialists help in the development of learning and study strategies necessary for academic success through one-on-one sessions, workshops, and peer tutoring
- Our Aboriginal Advisor provides assistance to prospective and current aboriginal students.
- Disability Services Advisors provide assistance to students with documented disabilities.
- We also advise students on their readiness for their respective programs based on the Basic Skills Assessment in Math and English (CPTs).

We are all here to help you make the best out of your college experience, so seek us out.

### ABORIGINAL STUDENT SERVICES

**Marilyn James, Aboriginal Advisor**  
(all campuses - "as needed basis")  
Phone: 250-365-7292 Extension 357

The Aboriginal Advisor can provide assistance to prospective or current aboriginal students as they deal with issues of "access" to Selkirk College.

These services can include such things as assistance with the application process, help with band funding, information on programs, and advocacy and support during the term.

Contact Information:

Castlegar: 250-365-7292 ext. 357 (or direct dial) 365-1357

Grand Forks : 250-442-2704

Silver King and Tenth Street: 250-352-6601

Trail: 250-368-5236

### Web sites for Aboriginal Funding

[www.ammsa.com/ammsabursary.html](http://www.ammsa.com/ammsabursary.html)

[www.studentawards.com](http://www.studentawards.com)

[www.bced.gov.bc.ca/scholarships](http://www.bced.gov.bc.ca/scholarships)

[www.inac.gc.ca/subject/educate](http://www.inac.gc.ca/subject/educate)

[www.inac.gc.ca/youth](http://www.inac.gc.ca/youth)

[www.ayn.ca](http://www.ayn.ca)

[www.canlearn.ca](http://www.canlearn.ca)

[www.ccab-canada.com/ccabfaay.html](http://www.ccab-canada.com/ccabfaay.html)

[www.career.kcdc.ca/fund/scholarship/aborigschol.php](http://www.career.kcdc.ca/fund/scholarship/aborigschol.php)

[www.bcfm.org/alt\\_funding/Altern\\_Funding\\_FN.htm](http://www.bcfm.org/alt_funding/Altern_Funding_FN.htm)

[www.nativeaccess.com/education/financial.html](http://www.nativeaccess.com/education/financial.html)

For students 19-24 who are formerly youth in care or adopted, see <http://www.aved.gov.bc.ca/student/services/student/yeaf/>

## ASSESSMENT SERVICES

### Computerized Placement Tests (CPTs)

Paris Voykin - Faculty Assistant

Phone: 250-365-7292 Extension 313

To sign up for this assessment, contact the campus closest to you for available dates and times. Please note that the majority of available dates will be at the Castlegar Campus.

For questions regarding the purpose of CPTs or to further discuss your results, email us.

The Computerized Placement Tests (CPT) are required of all students applying to Selkirk College. These assessments provide a basis for advising students of their academic skills in English and Math. This information is critical for advising students in making appropriate program or course choices, increasing their chance of future success.

### Exam Invigilation Services

Paris Voykin Faculty Assistant

Phone: 250-365-7292 Extension 313

Selkirk College offers centralized exam invigilation services for Selkirk College's online and correspondence courses as well as exams for other institutions. Please contact Paris Voykin to schedule exams and to fill out the appropriate paperwork for other institutions.

### Special Examination Sitings

Some examinations are scheduled by the respective institutions and are



invigilated outside of these regular examination times. The invigilators for these exams may change throughout the academic year. We are trying to keep this list as updated as possible.

## COUNSELLING SERVICES

**Don Parks**, Castlegar Campus

**Laurie Read**, Castlegar Campus

**Duncan Grady**, Castlegar Campus

**Judy Forsyth**, Silver King and Tenth Street Campuses (both in Nelson)

At Selkirk College, the student is the heart of the educational enterprise; therefore the College strives to provide academic and personal services to support each student's efforts to attain the best possible education.

Counsellors are available on all campuses to all current and prospective students. Students see a counsellor for a variety of concerns regarding educational and career 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 crises, and understand themselves and others.

Counsellors are sources of information about university transfer, programs and courses at the College, programs at other colleges, universities, and technical schools, and have information about career goals and employment trends.

### How to See a Counsellor

Counsellors are located in the Student Services/Administration areas on all main campuses, and are normally available between 8:30 am and 4:00 pm. Please phone the campus where you would like to see a counsellor to make an appointment.

In Castlegar, phone (250) 365-1273, or see the Student Services Secretary in the Administration Building to make an appointment.

In Nelson, phone (250) 352-6601 to make an appointment.

In Trail, phone (250) 368-5236 or see the receptionist in the general office (main floor) to make an appointment. Counselling services in Trail are limited to two days a month.

Counsellors also make regular visits to the Selkirk College Centres. Phone your nearest Centre for more information.

## DISABILITY SERVICES

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 perspective students and offer assistance with admissions and registration procedures.

Disability Service Advisors 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 Advisor,

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

**Glynn Woodburn** Disability Service Advisor

Phone: (250) 365-7292, Ext 422

**Robin Higgins** Disability Service Advisor

Phone (250) 365-1302

**Rhian Landis** Disability Service Advisor

Phone (250) 365-1380

**Trish Foy** Disability Service Advisor (On Leave until August 6, 2006)

Phone (250) 365-1380

**Nadya Sofonoff** Disability Services Assistant

Phone: (250) 365-1429

Disability Service Advisors offer support on all campuses. There is no charge for any of the services provided by Disability Services.

## LEARNING AND STUDY SKILLS CENTRES

**Ron Stinson** Learning Specialist @ Silver King Campus (Nelson)

Phone: 250-352-6601 Extension 247

**Randall Cannon** Learning Specialist @ Tenth Street Campus (Nelson)

Phone: 250-352-6601 Extension 347

**Andrea Kosling** Learning Specialist @ Castlegar Campus

Phone: 250-365-7292 Extension 338

Learning and Study Skills Instructors and staff provide support to students on most campuses. This support includes three major areas:

- One-on-one tutoring
- Workshops
- Peer Tutoring

These services include some content tutoring as it relates to more effective study skills on topics such as time and stress management, reading comprehension, note-taking, exam anxiety, memory techniques and organizational skills. Some exam invigilation services are also available.

## QUESTIONS? CONCERNS?

If you have any questions or concerns about any of these services, feel free to make direct contact with the appropriate staff person listed above.

# COLLEGE SERVICES

---

## 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.

## STUDENTS' ASSOCIATIONS

The Selkirk Students' Association at the Castlegar Campus and the Nelson Student Association are registered societies under the Societies Act of BC.

The Student Executive Council (SEC), is composed of an executive board and student representatives from each instructional program. At the Castlegar Campus executive elections are held in March each year and program representatives are elected in September. At the Nelson campuses, student association elections are held in September. Students are also elected to act as representatives on the College Board and Education Council.

## STUDENT HOUSING

### KEKULI HOUSE RESIDENCE

The student residences on the Castlegar Campus can accommodate 100 students in single rooms. Applications are processed on a first-come, first-served basis. Residence allocations, for the academic term beginning in September, commence in June. Residence housing is also available during the summer months (May-August). Contact the Residence Manager in Castlegar at (250) 365-1227 to receive a campus residence brochure and application form.

### OFF-CAMPUS ACCOMMODATION

A housing list for off-campus accommodation in the Nelson, Trail and Castlegar area 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.

## STUDENT INSURANCE

All registered students are automatically covered under the College's insurance policy. This policy is not intended to replace provincial medical insurance plans, it merely provides coverage for expenses which are in excess of provincial medical insurance coverage.

Students are covered while participating in any College-sanctioned activity while on College owned, leased, operated or occupied premises and while travelling as a group directly to or from any College approved or organized activity.

A brochure outlining the benefits and coverage is available from Student Services at any campus.

## WORKER'S COMPENSATION COVERAGE

Provincial WCB coverage extends only to student apprentices during classroom, lab or shop instruction. All other students receive accident coverage under the College's insurance plan.

## 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 term 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 term credit hours in an academic program, college preparatory program, or enrolment in the complete curriculum specified for a career program. Students applying for a Canada Student Loan/BC Provincial Loan must maintain full-time student status as defined by the provincial student assistance program (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 term hours or units in any term, term or session are fewer than those specified for full-time status. Students applying for a Canada Student Loan/BC Provincial Loan must maintain full-time student status as defined by the provincial student assistance program (60% course load).

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

Students wishing to withdraw from a program or course, **MUST COMPLETE A 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. A student is considered registered until a 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 of the way through the course and in this case the transcript will show a "W".

Students must submit a "Course 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.

# ACADEMIC REGULATIONS

---

## CHEATING AND PLAGIARISM

### (TAKEN FROM THE COLLEGE'S ADMISSION AND STANDARDS POLICY - B3002.1)

- 15.1 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 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 their academic work, training and standards as other than their own.
- 15.3 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 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 AND RECOGNITION

- Gain credit for learning in the workplace or through life experiences
- Accelerate your education or reduce your workload

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 unless otherwise stated in the program policy.

### 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	0.00 Did not Withdraw
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, DNW, CRG, and AU are not awarded a grade point value. An "I" grade requires additional work by the student. DNW may be assigned an "F" by British Columbia Universities when calculating the grade point average of transfer students. "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. Official transcript request forms are available in Student Services.

## 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. The following sequence should be followed:

1. Contact the course instructor.
2. Contact the School Chair of the program concerned.
3. Contact the Dean.
4. Appeal to the Student Appeals Committee by contacting the Registrar.

Students required to withdraw must submit in writing to the Registrar, a notice of intent to appeal within five working days of official notification of the College's action. (Consult Student Appeals Policy B3007.) A student ombudsperson may be available to help in this process.

## PROMOTION AND PROBATION

### **PROMOTION**

To be eligible to continue studies in subsequent terms, students must obtain minimum GPAs 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 using the procedure outlined above.

## TRANSCRIPT 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.

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

If a student feels he/she is able to demonstrate mastery of the objectives of a course without taking that course, he/she may apply to the Admissions and Records Office for a course challenge. Students should be aware that many universities may not grant credit toward a bachelor's level degree for courses successfully challenged at other institutions.

A course challenge fee of \$30 must accompany the application. The School Chair, in consultation with the course instructor, will evaluate the application. Successful applicants will be evaluated on the objectives of the course.

If the course challenge is successful, the student is responsible for the normal course fees. The \$30 course challenge fee will be applied to the fees owing.

A challenge must be completed within one month of the application. If the applicant demonstrates performance at a pass level or better, he/she will be given a permanent grade and credit for the course upon payment of the usual fee for that course. The course challenge fee will be credited towards the course fee. A successfully challenged course will be used in the calculation of the student's course load and grade point average. The grades of “F”, “I”, and “W” will not apply to the records of students challenging course.



---

# PROGRAMS

---

# DISTANCE EDUCATION

## MULTIPLE MODES OF DELIVERY

### DISTANCE EDUCATION

It is the intention of Selkirk College to provide comprehensive, lifelong learning opportunities to the citizens of the West Kootenay-Boundary and beyond. Where possible, Selkirk College will provide access to academic, technical, vocational and developmental education using distance education delivery technologies.

Under the umbrella of Distributed Learning, Selkirk College offers flexible learning opportunities. A number of our programs, or some of their applicable courses, are available via distance. These may be delivered via the Internet in the online environment, by traditional, paper-based distance education, or a combination of both. Please visit each program's website for complete details.

For additional information on Distance Education courses and programs, visit [www.selkirk.ca/programs/distance/](http://www.selkirk.ca/programs/distance/).

### SCHOOL OF BUSINESS AND AVIATION

#### Applied Business Technology

The ABT program offers four certificate programs at the Castlegar Campus and online over three fifteen-week terms. Flexible hours, part-time scheduling, multiple intakes and online/distance learning are available.

The program incorporates new office technology into a solid foundation of basic office skills. Training is focused on those skill areas identified by employers as essential in today's work force: computer skills, employability skills and accounting skills.

The Office Fundamentals and Bookkeeping certificates comprise the first year of the Office Management diploma.

#### Office Fundamentals

Online courses include:

ABT 101 -0.5	Online Learner Success (free 15-hour course)
ABT 110 -1.5	Keyboarding
ABT 111 -1	Keyboarding Speed I
ABT 113 -1.5	MS Word I
ABT 114 -1.5	MS Word II
ABT 116 -1.5	Business Calculators
ABT 118 -1	Human Relations
ABT 123 -1	Records Management
ABT 124 -1.5	Administrative Procedures
ABT 127 -1.5	Business English I
ABT 129 -1.5	Business English II
ABT 134 -1.5	MS Excel I
ABT 136 -1	MS Access I
ABT 138 -1	Job Search
ABT 143 -3	Medical Terminology I (recommended but not required)

ABT 152 -2	Bookkeeping I
ABT 182 -2	Preceptorship (two weeks)

#### Bookkeeping

Online courses include:

ABT 128 -2	Business Correspondence
ABT 232 -1	MS Excel II
ABT 234 -1.5	MS Access II
ABT 252 -2.5	Bookkeeping II
ABT 254 -2	Simply Accounting
ABT 282 -2	Preceptorship (two weeks)

#### Electronic Word Processing

Online courses include:

ABT 112 -1	Keyboarding Speed II
ABT 115 -1	MS Word III
ABT 128 -2	Business Correspondence
ABT 228 -1	Creating Web Pages
ABT 238 -1	MS Powerpoint
ABT 242 -1.5	MS Publisher
ABT 266 -2	MS Frontpage
ABT 282 -2	Preceptorship (two weeks)

#### Office Computer Skills Upgrading

Online courses include:

ABT 101 -0.5	Online Learner Success (free 15-hour course)
ABT 113 -1.5	MS Word I
ABT 114 -1.5	MS Word II
ABT 115 -1	MS Word III
ABT 134 -1.5	MS Excel I
ABT 136 -1	MS Access I
ABT 143 -3	Medical Terminology I (recommended but not required)
ABT 228 -1	Creating Web Pages
ABT 232 -1	MS Excel II
ABT 234 -1.5	MS Access II
ABT 238 -1	MS Powerpoint
ABT 242 -1.5	MS Publisher

#### Legal Administrative Assistant

Online courses include:

ABTL 101 -1	Introduction to the Canadian Legal System
ABTL 102 -1.5	Legal Office Procedures

#### Aviation

The Aviation Program is designed to train students for entry-level positions in the Canadian aviation industry and to provide the necessary background to keep pace with advances in flight technology.

This program has selected courses available via distance education:

ENGL 110 -3	College Composition
ENGL 111 -3	Introduction to Literature

#### Business Administration

Business Administration programs have been designed to provide graduates with a solid, business-oriented education that is specialised 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.

This program has selected courses available via distance education:

COMM 240 -3	Financial Accounting I
COMM 241 -3	Financial Accounting II
MATH 130 -3	College Mathematics I

#### Office Management Diploma

This program has selected courses available via distance education:

ABT 101 -0.5	Online Learner Success (free 15-hour course)
ABT 110 -1.5	Keyboarding
ABT 111 -1	Keyboarding Speed I
ABT 113 -1.5	MS Word I
ABT 116 -1.5	Business Calculators
ABT 118 -1	Human Relations
ABT 123 -1	Records Management
ABT 124 -1.5	Administrative Procedures
ABT 127 -1.5	Business English I
ABT 129 -1.5	Business English II
ABT 134 -1.5	MS Excel I
ABT 136 -1	MS Access I
ABT 138 -1	Job Search
ABT 152 -2	Bookkeeping I
ABT 182 -2	Preceptorship (two weeks)
ABT 232 -1	MS Excel II
ABT 234 -1.5	MS Access II
ABT 252 -2.5	Bookkeeping II
ABT 254 -2	Simply Accounting
ABT 282 -2	Preceptorship (two weeks)
COMM 241 -3	Financial Accounting II

For further information and registration, please contact:

#### Online Receptionist

Phone: 250-365-1324  
Toll Free: 888-953-1133 x 324  
[onlinereceptionist@selkirk.ca](mailto:onlinereceptionist@selkirk.ca)

#### University Transfer Online Admissions

Phone: 250-365-1245  
Toll Free: 888-953-1133 x 245  
[admissions@selkirk.ca](mailto:admissions@selkirk.ca)



**SCHOOL OF DIGITAL MEDIA, MUSIC AND INFORMATION TECHNOLOGY**

**Internet Business Technology**

The Internet Business Technology Diploma program will be delivered entirely online and is set up in four Course Units. Each Course Unit consists of 4-5 related module components.

Upon the successful completion of each course unit, students will receive a certificate, and upon completion of all four course units, students will receive a Diploma.

Students must register for an entire Course Unit and complete this before proceeding on to the next Course Unit.

Online courses include:

IBT 110-1	Web Technology (Web Design Theory and HTML)
IBT 110-2	Web Technology (Web Graphics and Photo Manipulation)
IBT 110-3	Web Technology (Web Development using Dreamweaver or MS FrontPage)
IBT 110-4	Web Technology (Introduction to Web Marketing and Site Optimization)
IBT 120-1	Web Business and Marketing (Internet Marketing)
IBT 120-2	Web Business and Marketing (Search Engine Advertising)
IBT 120-3	Web Business and Marketing (Digital Marketing Case Studies)
IBT 120-4	Web Business and Marketing (E-Commerce Theory)
IBT 120-5	Web Business and Marketing (Creating Effective Web Content)
IBT 130-1	Web Graphics and Multimedia (Working with the Adobe Web Collection)
IBT 130-2	Web Graphics and Multimedia (Working with Macromedia Studio MX)
IBT 130-3	Web Graphics and Multimedia (Introduction to Multimedia Concepts on the Web)
IBT 130-4	Web Graphics and Multimedia (Macromedia Director/Shockwave)
IBT 140-1	Web Programming (XHTML)
IBT 140-2	Web Programming (JavaScript)
IBT 140-3	Web Programming (PHP/MySQL)

IBT 140-4 Web Programming (ASP.NET using Dreamweaver MX 2004)

**Multimedia Production and Design**

This program has selected courses available via distance education:

ENGL 110 -3	College Composition
MPD 104 -3	Introduction to Web Authoring
MPD 106 -3	Standardized Web Design Using XHTML and CSS

For further information and registration, please contact:

**University Transfer Online Admissions**

Phone: 250-365-1245  
Toll Free: 888-953-1133 x 245  
admissions@selkirk.ca

**SCHOOL OF HEALTH AND HUMAN SERVICES**

**Advanced Medical Transcription**

This program, which is competency outcome based, provides an environment and curriculum specifically designed to meet the needs of the medical community for skilled medical transcriptionists. Graduates of this program have worked with authentic dictation and are able to transcribe accurate, mailable medical documents utilizing correct form and format within specified timeframes. The goal of this program is to enable graduates to make the transition to the workplace with ease.

ABT 174	Speed Development
MTAT 146 -1	Medical Office Procedures
MTAT 150 -4	History and Physical Examinations
MTAT 152 -4	Consultation Reports
MTAT 154 -4	Operative Reports
MTAT 156 -1	Discharge Summaries
MTAT 159 -1	EMG, EEG, and EKGs
MTAT 160 -1	Clinic Notes
MTAT 164 -3	Oncology
MTAT 166 -4	Radiology and Nuclear Medicine
MTAT 168 -4	Pathology
MTAT 170 -4	Transcription Accuracy and Transcription Speed
MTAT 176 -1	Proofreading
MTAT 180 -3	Practicum
MTAT 182 -1	Home Business Basics

For further information and registration, please contact:

**Online Receptionist**

Phone: 250-365-1324  
Toll Free: 888-953-1133 x 324  
onlinereceptionist@selkirk.ca

**Classroom and Community Support Worker**

The Classroom and Community Support Worker program is designed to prepare students to meet the growing demand for skilled paraprofessionals to work with children and adults with challenging conditions in preschools, public schools, developmental group homes, supported employment and community settings. This program provides students with transfer credits to the Human Services Diploma and related degree programs. This program has selected courses available via distance education:

ENGL 110 -3	College Composition
PSYC 100 -3	Introductory Psychology I
PSYC 101 -3	Introductory Psychology II

**Early Childhood Care And Education**

This program has selected courses available via distance education:

ENGL 110 -3	College Composition
PSYC 100 -3	Introductory Psychology I
PSYC 240 -3	Child Development

**Gerontology**

Following an overview of the emerging field of Geriatric studies, students in the Gerontology Program will consider the elements that contribute to healthy aging and analyze factors that deter or undermine wellness. The course modules will help each student develop a conceptual framework for geriatric assessment in the spheres of psycho social, physiologic and mental health. A choice of several electives will allow each nurse to enrich their personal educational needs.

GNUR 200 -3	Contemporary Issues in Gerontology
GNUR 201 -3	Healthy Aging, Wellness, and Longevity
GNUR 210 -1	Spirituality and Aging
GNUR 300 -3	Introduction to Gerontological Nursing
GNUR 301 -3	Psycho-Social Issues in Geriatric Nursing
GNUR 302 -3	Physiological Function in the Aged
GNUR 303 -3	Delirium, Dementia and Depression in the Elderly
GNUR 304 -2	Field Studies
GNUR 310 -2	Medication Use and Abuse with the Elderly
GNUR 313 -2	Palliative Care: The Last Gift of Life

For further information and registration, please contact:

**Community Education**

Phone: 250-365-1208  
shadikin@selkirk.ca

### Human Services Diploma

This program has selected courses available via distance education:

ENGL 111 -3	Introduction to Literature
PSYC 240 -3	Child Development
PSYC 241 -3	Adult Development

### Nursing

The Selkirk College Nursing Program is designed to prepare students for entry-level positions as Registered Nurses in British Columbia's evolving health care system. Learners are educated to work with individuals, families, groups or communities from a health promotion perspective and with an ethic of caring. Graduates of the program will be independent, self-directed, self-motivated, life-long learners with questioning minds and a familiarity with inquiry approaches to learning.

This program has selected courses available via distance education. Additional elective courses are also available via distance education (such as Psych 101, English 111, Psych 240 or other courses available from University Arts and Sciences).

ENGL 111 -3	Introduction to Literature
-------------	----------------------------

### Nursing Unit Clerk

The Nursing Unit Clerk Program is a distance learning program, 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. Training is provided through instructional manuals completed by correspondence for 9 of the 11 courses; one course is delivered on-line and the practicum is completed in a hospital of the student's choice. Prior Learning Assessment (PLA) is available for students currently working as unit clerks. Please contact the Instructor for more information about PLA.

ABT 118 -1	Human Relations
NUCL 152 -2.5	Patient Chart Records
NUCL 154 -2.5	Admissions, Discharges and Transfers
NUCL 156 -3	Drug Nomenclature
NUCL 162 -2	Medication Orders
NUCL 164 -2	Laboratory Orders I
NUCL 166 -2	Laboratory Orders II
NUCL 168 -2	Diagnostic Orders
NUCL 170 -2	Medical / Surgical Orders
NUCL 172 -1	Pre-Practicum
NUCL 180 -4	Practicum

### Pharmacy Technician

The Pharmacy Technician program provides students with the knowledge and skills necessary to assist pharmacists in retail pharmacies. Program

courses are supported by texts with web links to additional reading and resources. The last five weeks of term II are completed on the Castlegar Campus. Students will learn pharmacy computer software systems, prescription dispensing and compounding skills.

PTEC 100 -2	Pharmacy Seminar
PTEC 104 -3	Pharmacy Billing, Regulations & Protocols
PTEC 105 -2	Pharmacy Calculations
PTEC 106 -3	Merchandising Concepts
PTEC 107 -6	Pharmacology I
PTEC 108 -5	Pharmacology II
PTEC 109 -5	Pharmacy Practice I
PTEC 110 -3	Pharmacy Practice II
PTEC 113 -1	Introduction to Aseptic Technique (Jan. 2007)
PTEC 115 -2	Prescription Dispensing Lab
PTEC 116 -2	Compounding Lab
PTEC 119 -2	Computer Skills for Prescription Processing
PTEC 121 -4.5	Community Pharmacy Preceptorship

### Social Service Worker

The Social Services Worker program includes academic, methods and practicum courses. The emphasis is on preparing student for employment in a wide variety of social services. The program is based on a generic approach so that student have the foundations to work with many different client populations. Students are prepared to work at the paraprofessional level on completion of the certificate and also have the prerequisites to continue their education to diploma and degree levels of professional education.

This program has selected courses available via distance education:

ENGL 110 -3	College Composition
ENGL 111 -3	Introduction to Literature
PSYC 100 -3	Introductory Psychology I
PSYC 101 -3	Introductory Psychology II

For further information and registration, please contact:

### University Transfer Online Admissions

Phone: 250-365-1245  
Toll Free: 888-953-1133 x 245  
admissions@selkirk.ca

## SCHOOL OF HOSPITALITY AND TOURISM

### Golf Club Management and Operations

Selkirk College now offers a Golf Club Management Certificate program through distance learning. This program is designed for golf club personnel who wish to advance their careers and individuals desiring to enter the golf industry to pursue various career options.

The certificate program consists of the following six courses: COMM 240 Financial Accounting I, GOLF 165/265 Golf Course Maintenance I and II, GOLF 169 Tournament and Special Event Planning, GOLF 254 Golf Club Administration, GOLF 257 Golf Club Marketing, and GOLF 258 Golf Shop Operations.

For information about distance learning courses in the Golf Club Management and Operations program, call Peter Wood in Tourism Distance Learning at (250) 505-1345 or email pwood@selkirk.ca .

For admissions and registration information, please contact:

### Nelson Online Admissions

Phone: 250-354-3204  
Alternate Phone: 250-352-6601  
nelsononline@selkirk.ca

### Ski Resort Operations and Management

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.

The Canadian Snow Sports Management Certificate program, designed and offered in cooperation with the Canadian Ski Instructors' Alliance, the Canadian Ski Coaches Federation, and the Canada West Ski Areas Association, offers a distance learning certificate. The Snow Sports Certificate concentrates on supervisory and management skills, including leadership and communications, human resources management, ski resort marketing, and risk management.

Ski resort management distance learning courses currently available include COMM 240 Financial Accounting, SROM 172 Ski Lift Functions, Maintenance and Regulations, SNOW 152 Snow Sports Leadership and Communications, and SNOW 154 Snow Sports Human Resources Management. Courses under development include SNOW 156 Snow Sports Risk Management and SNOW 150 Snow Sports Sales and Marketing. Courses are available in traditional distance learning formats with on-line tutor communication.

For information about Ski Resort Management Distance Learning courses, contact Peter Wood at (250) 505-1345 or email [pwood@selkirk.ca](mailto:pwood@selkirk.ca).

SROM 172 -3 Ski Lift Functions,  
Maintenance and Regulations

For further information and registration, please contact:

**University Transfer Online Admissions**

Phone: 250-365-1245  
Toll Free: 888-953-1133 x 245  
[admissions@selkirk.ca](mailto:admissions@selkirk.ca)

**SCHOOL OF INDUSTRY  
AND TRADES TRAINING**

**Refrigeration Plant Operator**

A comprehensive 9-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.

For further information and registration, please contact:

**Nelson Online Admissions**

Phone: 250-354-3204  
Alternate Phone: 250-352-6601  
[nelsononline@selkirk.ca](mailto:nelsononline@selkirk.ca)

**SCHOOL OF UNIVERSITY  
ARTS AND SCIENCES**

The School of University Arts and Sciences offers programs in the following areas:

- Associate of Arts Degrees
- Associate of Science Degrees
- Sports Sciences Degrees
- Engineering Transfer
- First Nations Studies
- Peace Studies
- Writing Studies

The following distance courses may be used as partial completion of these programs. Please check the program website for dates and further information.

ANTH 100 -3 Introduction to  
Anthropology I

- ANTH 201 -3 Ethnic Relations
- BIOL 104 -3 Biology I
- BIOL 106 -3 Biology II
- COMM 240 -3 Financial Accounting I
- COMM 241 -3 Financial Accounting II
- ENGL 110 -3 College Composition
- ENGL 111 -3 Introduction to Literature
- ENGL 200 -3 A Survey of English Literature I
- ENGL 201 -3 A Survey of English Literature II
- FREN 102 -3 Beginner's French I
- FREN 103 -3 Beginner's French II
- FREN 112 -3 First-Year French I
- FREN 113 -3 First-Year French II
- HIST 104 -3 Canada Before Confederation
- HIST 105 -3 Contemporary Canada
- MATH 130 -3 College Mathematics I
- PSYC 100 -3 Introductory Psychology I
- PSYC 101 -3 Introductory Psychology II
- PSYC 230 -3 Emotional and Social Disorders
- PSYC 231 -3 Psychotic and Organic Disorders
- PSYC 240 -3 Child Development
- PSYC 241 -3 Adult Development
- SPAN 102 -3 Beginner's Spanish I
- SPAN 103 -3 Beginner's Spanish II
- SPAN 112 -3 First Year Spanish I
- SPAN 113 -3 First Year Spanish II
- STAT 105 -3 Introduction to Statistics

**Associate of Arts Degree**

Selkirk College has collaborated with five other institutions in BC to offer an online Associate of Arts degree. The other institutions are Camosun College, College of the Rockies, Langara College, UBC Okanagan and University of the Fraser Valley. Within this option, students can register in an Associate of Arts program at any of the participating institutions and take online distance education courses from any of the participating institutions.

For more information and registration, please contact University Transfer Online Admissions.

**University Transfer Online Admissions**

Phone: 250-365-1245  
Toll Free: 888-953-1133 x 245  
[admissions@selkirk.ca](mailto:admissions@selkirk.ca)





# SCHOOL OF ADULT BASIC EDUCATION AND TRANSITIONAL TRAINING

Adult Basic Education..... 30  
 Adult Special Education ..... 33  
 Courses ..... 34

### ADULT BASIC EDUCATION

The Adult Basic Education (ABE) program can help you upgrade to Grade 10, 11 or 12 levels and pick up individual prerequisite courses for post-secondary studies. ABE can also assist English Second Language (ESL) students in achieving greater proficiency in both written and conversational English. In addition, Transitional Training (TT, also known as Adult Special Education or ASE) is offered for adults with disabilities (AWD) and is available on our four larger Campuses: Nelson, Trail, Castlegar and Grand Forks.

### OPTIONS

Take a course led by an instructor, or study at your own pace with one-on-one help.

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), or choose hours that suit your schedule (day and evening classes available).

### WITH ABE, YOU CAN:

- Upgrade reading, writing, spelling, math, science, and computer skills
- Complete specific courses including algebra, physics, biology, chemistry & English for entry to post-secondary programs
- Complete Grade 10, 11 or 12 (Intermediate, Advanced or Provincial Level ABE Certificate)
- Arrange for a literacy tutor
- Prepare for a trade or career program
- Prepare to enter the work force
- Assess your present skills and aptitudes
- Get help with difficult concepts and receive feedback on your work
- Get help with on-line or Distance Education courses
- Prepare for the LPI or GED Exam
- Improve team working skills and interpersonal skills
- Improve study skills and communication skills
- Feel better about yourself
- Learn in a friendly and relaxed classroom atmosphere



# ADULT BASIC EDUCATION

CASTLEGAR, TRAIL, NELSON, GRAND FORKS, KASLO, AND NAKUSP

## PROGRAM SUMMARY

Offered in Castlegar, Trail, Nelson, Grand Forks, Kaslo, Nakusp, Adult Basic Education (ABE) helps learners develop academic, personal management and teamwork skills. The way ABE is offered in each location is slightly different, so check with campus or centre that interests you.

Take a course led by an instructor or study at your own pace in a classroom environment. We make every effort to accommodate all learners' needs and styles. You can upgrade your skills or courses for personal interest, to move forward academically or to enter the workforce.

Courses are offered at all grade levels in most subjects. See course descriptions for more information. Adult Special Education / Transitional Training is also available for those students who require more personal assistance and support to reach their goals.

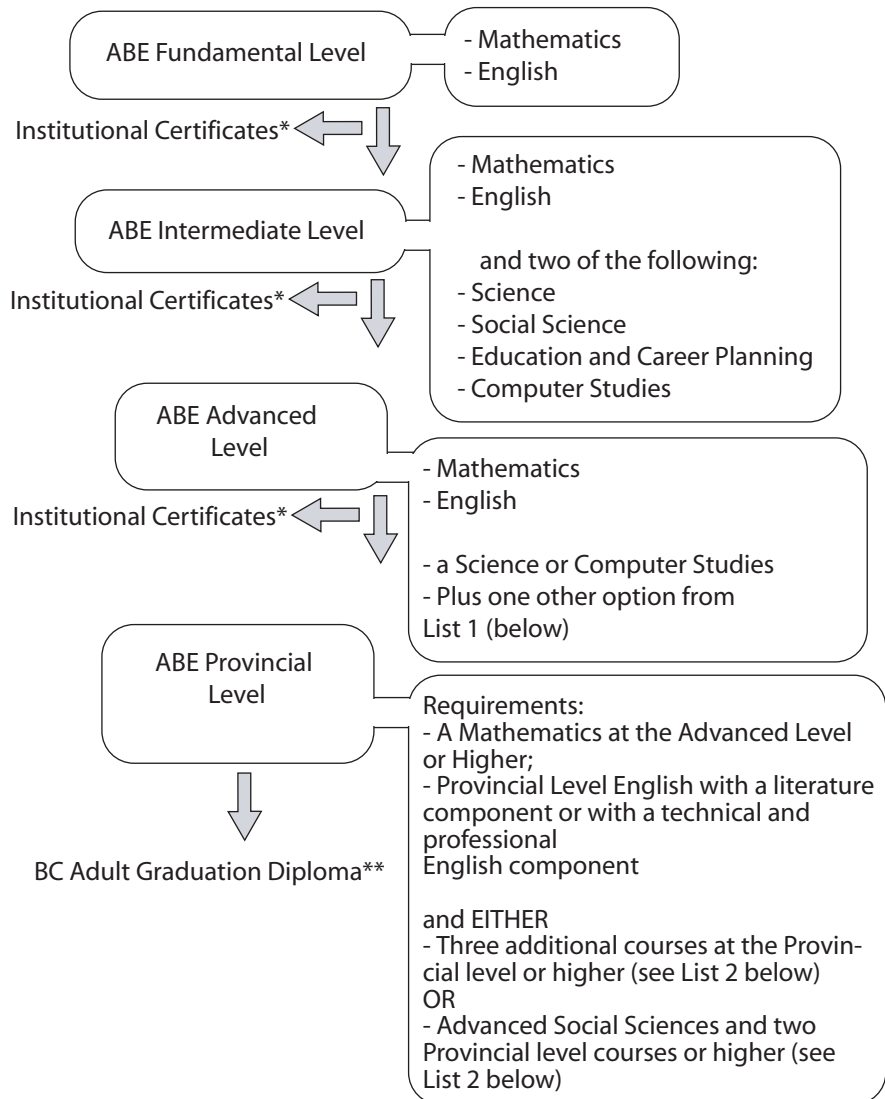
## PROGRAM OBJECTIVES

ABE is designed with the adult learner in mind, helping students to:

- upgrade reading, writing, spelling, math, science, and computer skills
- complete specific courses for entry to post-secondary programs including algebra, physics, biology, chemistry and English
- complete Grade 10, 11 or 12
- complete Intermediate, Advanced or Provincial Level Certificate
- improve team working and interpersonal management skills
- prepare to enter the work force
- assess present skills and aptitudes
- get help with on-line or distance education courses
- prepare for the LPI or GED Exam

Because ABE students often have families, jobs and other commitments, course schedules are flexible. All courses are offered in a self-paced mode where students can work at their own pace with the help of an instructor, and some courses are offered in a classroom setting, led by an instructor, where students follow a week-by-week schedule. Students can begin self-paced courses at any time during the school year, while scheduled classes usually begin in September and January.

## ABE Program Framework:



**List 1:** Options may be chosen from social sciences, another science, trades training at the occupational level, a language, accounting, education and career planning, etc, at the advanced level or higher.

**List 2:** Courses may be chosen from academic subjects at the Provincial level or higher in the areas of science, languages, humanities, social sciences, mathematics, and computer sciences or studies. Courses for credit may also be chosen from other subjects at the Provincial level or higher such as education and career planning, trades training at the specialty level, business administration, visual, graphic and performing arts. (Specific lists of options will be available at individual colleges and institutions.)

**\* Each certificate and diploma is independent and not prerequisite for another.**

**\*\* Effective Sept. 1, 2000, the ABE Provincial Diploma was no longer granted. The new BC Adult Graduation Diploma ("The Adult Dogwood") is effective Sept. 1, 1999. See the next pages for more information.**

A.B.E. in B.C. – 2003-2004 Articulation Handbook

## DISTANCE EDUCATION

ABE offers support and assistance for distance learning from Selkirk College or other institutions, including study space, computer access and tutorial support. Some ABE courses are offered online through BC Campus. For more information please contact your local ABE program.

## ADMISSION REQUIREMENTS

Students must be 18 years of age or over at the time of registration and must be considered by the instructor to be capable of succeeding in ABE courses.

Students under 18 years must have the written recommendation of a secondary school principal and the instructor must be satisfied that students can perform in an adult environment.

## CERTIFICATES AND DIPLOMAS

In ABE students can complete individual courses, certificates at the Intermediate and Advanced level and/or a BC Adult Graduation Diploma.

## CASTLEGAR

ABE at the Castlegar Campus offers students English, math and computer courses at primarily the Fundamental and Intermediate levels. These courses are delivered either in a classroom setting where students follow a week by week schedule or in a self-paced environment where students work at their own pace with help from an instructor.

For those learners who are interested in upgrading specific skills rather than completing courses, we can design and support skill training modules that meet the learner's individual needs. For more course information: [online.selkirk.bc.ca/abe/castlegar](http://online.selkirk.bc.ca/abe/castlegar)

**IMPORTANT:** Students interested in Grade 11/12 courses need to register with the College Preparatory Program. However, Castlegar ABE offers tutorial support for those courses.

Transitional Training / Adult Special Education is offered on this campus.

### Castlegar Staff

- Ron Stinson ext. 343
- Grace Devaux ext. 345
- Paul Idle ext. 474

## TRAIL

The Trail campus offers most courses at all levels both in a classroom lecture setting and as self-paced learning with tutorial assistance.

Intake of students for classroom lecture is done in September and January. For self-paced courses, intake can be at any time during the term. The Trail campus has a science lab for biology and physics courses. Chemistry labs are scheduled on the Castlegar campus. There is also a computer lab for students to use.

Day classes are scheduled Monday to Friday from 8:30 to 3:30 Night classes are scheduled Monday, Tuesday and Thursday evenings from 6:00 to 9:00

Transitional Training / Adult Special Education is offered on this campus

For further information, please contact

Ian McAlpine  
900 Helena Street  
Trail , BC V1R 4S6  
Phone: (250) 368-5236 ext 764  
(250) 364-5764  
Fax: (250) 368-4983  
email

### Trail Staff

- Linda Bjerrisgaard
- Rosemary Enefer
- Cindy Gustafson
- Trish Harrison
- Deirdre Hendrie
- Ian McAlpine
- Ken Soroka
- Geoff Tellier

## NELSON SILVER KING

The Silver King campus offers a complete selection of courses both in a classroom setting and as self-paced learning with tutorial assistance. The student intakes for the classroom courses are at the beginning of September and January; for the self-paced, a student can begin at any time.

Courses are offered at all levels. The Silver King facility has a modern, fully equipped science lab for the Biology, Chemistry, and Physics courses, as well as several computer labs. ABE hours are from 8:00 to 8:00 (8:00 to 3:00 on Fridays). There are two 16 week terms and a 10 week summer term.

Transitional Training / Adult Special Education is offered on this campus.

For further information, contact

Devorah MacLean  
2001 Silver King Road  
Nelson , BC V1L 1C8  
phone: (250) 352-6601 ext 222  
email: D. MacLean  
fax: (250) 352-3180

### Silver King Staff

- Ray Brock
- Barb Coombs
- Peter Macek
- Devorah MacLean
- Debra Scheidel
- Wendy Tagami

## GRAND FORKS

The Grand Forks Campus offers students a full array of courses from Fundamental Level to Provincial Level. These courses are delivered either in a classroom setting where students follow a week by week schedule or in a self-paced environment where students can work at their own pace with the help of an instructor. We also provide academic placement, diagnostic testing and assessment for entry level students.

We are a small campus with 5 classrooms, a 16 station computer lab and a small science lab for biology, physics and chemistry classes.

Transitional Training / Adult Special Education is offered on this campus

For further information, please contact Leora Gesser to help you figure out what courses best work for you.

Box 968  
Grand Forks , BC V0H 1H0  
phone: (250) 442-2704  
fax: (250) 442-2877

### Grand Forks Staff

- Leora Gesser
- Jim Leitch
- Sandy MacKeller
- Lyle Olsen
- Ken Soroka

## KASLO

The Adult Basic Education program in Kaslo offers a wide range of courses from basic literacy to Provincial level (grade 12 equivalent) in English, math, sciences and computers. All courses are self paced and continuous intake (you don't have to start in September or January).

## ADULT BASIC EDUCATION

---

The centre has two terms and is open from September to April. Hours are Monday to Thursday from 9:00 am to 3:30 pm (with an hour break for lunch) and Monday and Wednesday night from 6:30 to 9:30.

The facility has two fully equipped computer labs, a chemistry/physics/biology lab, a small onsite library and access to Selkirk College's main library. For more details please visit our centre home page: <http://online.selkirk.bc.ca/abe/kaslo/>

For further information, please contact

Marilyn Roberts  
Box 1149  
Kaslo, BC V0G 1M0  
phone: (250) 353-2618  
fax: (250) 353-7121

### Kaslo Staff

– Marilyn Roberts  
– Eric Moon

### NAKUSP

Nakusp ABE offers students a wide range of courses in math, science, English, social studies and computer studies, as well as support for those taking distance education courses or preparing for the LPI or GED exam.

Nakusp ABE has two terms and is open from September to April. Classroom hours are Monday through Thursday from 9 am to noon and 1 to 3 pm, and Monday and Wednesday evenings from 7 to 9 pm.

For further information, contact

Richard Allin or Allison Alder  
409 Broadway  
Nakusp BC V0G 1R0  
Phone: ABE classroom (250) 265-3640  
main office (250) 265-4077  
Fax: (250) 265-3774

### Nakusp Staff

– Allison Alder  
– Richard Allin

## FEES

All ABE tuition and books are free.

Other fees apply

- one time admission fee of \$35.00
- Learning resource fee of \$12.00 per term
- Some locations have a student activity fee

There is an ABE student assistance program (ABESAP) that can help you with fees and supplies. Please ask an instructor to apply. With a Selkirk College student card, you may get student discounts from many retailers and at community facilities.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Adult Basic Education for any additional information.

## CONTACTS

### DEPARTMENTAL CONTACT

- School Secretary: Darla Ashton, Tel 250 442-2704
- Castlegar: Ron Stinson, Tel 250 365-1343

- Trail: Ian McAlpine, Tel 250 368-5236
  - Nelson: Devorah MacLean, Tel 250 352-6601
  - Grand Forks: Leora Gesser, Tel 250 442-2704
  - Nakusp: Richard Allin, Tel 250 265-4077
  - Kaslo: Marilyn Roberts, Tel 250 353-2618
- 

## COURSE OF STUDIES

### COURSE

### NAME

#### Fundamental Courses (Under Grade 10)

CPST 02	Computer Studies - Fundamental
EASL 01	English as a second language - Fundamental
EASL 02	English as a second language - Fundamental/Intermediate
EASL 03	English as a second language - Fundamental/Advanced
EDCP 02	College Success
LASK 01	Learning and Study Skills (English) - Fundamental
LASK 02	Learning and Study Skills (English) - Fundamental
LASK 03	Learning and Study Skills (English) - Fundamental Level
MATH 01	Mathematics - Fundamental Level
MATH 02	Mathematics - Fundamental Level
MATH 03	Mathematics - Fundamental
R&SS 01	Reading and Study Skills (English) - Fundamental
R&SS 02	Reading and Study Skills (English) - Fundamental
R&SS 03	Reading and Study Skills (English) - Fundamental

#### Intermediate Courses (Grade 10)

CHEM 49	Chemistry - Intermediate
CPST 10	Computer Studies - Intermediate
DIST 10	Distance Education Tutorial - Intermediate
EASL 049	Intermediate Level
EDCP 49	College Success
ENGL 10	English - Intermediate
ENGT 10	English Tutorial - Intermediate
GEDT 10	GED Tutorial
M&ST 10	Math and Science Tutorial - Intermediate
MATH 10	Intermediate Mathematics
MATH 49	Introductory Algebra
R&SS 27	Reading and Study Skills- Intermediate
SCIE 10	Science - Intermediate
SOST 10	Social Studies - Intermediate

#### Advanced Courses (Grade 11)

BIOL 50	Biology - Advanced
CHEM 50-3	Basic Principles of Chemistry
CPST 50	Computer Studies - Advanced
DIST 50	Distance Education Tutorial - Provincial
EASL 50	English as a second language - Advanced
EDCP 50	College Success
ENGL 50	English - Advanced
ENGT 50	English Tutorial - Advanced
MATH 23	Business Mathematics - Advanced
MATH 50	Algebra and Trigonometry - Advanced
PHYS 50	Basic Principles of Physics
SOSC 50	Advanced Level Social Studies - Global Issues of Culture and Geography

#### Provincial Courses (Grade 12)

BIOL 51	Biology - Provincial Level
CHEM 51	Chemistry - Provincial Level
CPST 51	Computer Studies - Provincial
EDCP 51	College Success
EDCP 52	College Success
ENGL 51	Canadian Literature - Provincial
ENGL 53	British Literature - Provincial
ENGL 55	Provincial Level English: Introduction to Business and Technical Communication
ENGT 51	English Tutorial - Provincial
HIST 51	History - Provincial
M&ST 50	Math and Science Tutorial - Advanced
M&ST 51	Math and Science Tutorial - Provincial
MATH 51	Algebra and Trigonometry - Provincial
PHYS 51	Physics - Provincial
SOSC 51	Provincial Level Social Sciences



# ADULT SPECIAL EDUCATION

CASTLEGAR, GRAND FORKS, NELSON SILVER KING CAMPUS, AND TRAIL

## TRANSITIONAL TRAINING

### CASTLEGAR AND GRAND FORKS

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 educational plan is developed with each student and whenever possible, students are integrated into regular classes which develop academic, personal and social skills in a cooperative learning environment. It provides students with training in Math/English upgrading, work place skills, independent living skills (money management, meal planning, cooking, etc.), self-advocacy skills, personal management skills (time management, goal settings), and introductory computer skills.

### NELSON

Program outcomes are largely determined by the students through the development of Individual Education Plans (IEPs). 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 a need for this type of training. Common outcomes for students in this program are increased independence, employment, and becoming more involved in the community.

## FOOD SERVICE WORKER PROGRAM

### TRAIL

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 breakfast and lunch in the seniors' Centre in the Trail Community Centre.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Adult Special Education for any additional information.

## DEPARTMENTAL CONTACT

- Darla Ashton, School Secretary  
Tel 250 442 2704
- Castlegar: Ron Stinson, Tel 250 365-1343
- Trail: Ian McAlpine, Tel 250 368-5236
- Nelson: Devorah MacLean, Tel 250 352-6601
- Grand Forks: Leora Gesser, Tel 250 442-2704
- Nakusp: Richard Allin, Tel 250 265-4077
- Kaslo: Marilyn Roberts, Tel 250 353-2618



# COURSES: SCHOOL OF ABE AND TRANSITIONAL TRAINING

CASTLEGAR, TRAIL, NELSON, GRAND FORKS, KASLO, AND NAKUSP

## BIOL 50 **BIOLOGY - ADVANCED**

This course is aimed at students planning on entering programs dealing with the environment or forestry or on entering the University Transfer program. After an initial introduction to the major function and structures of cells and related chemistry, this course moves on to introduce the student to cell division and genetics, ecology, evolution, biodiversity, animal behaviour, and the 5 major taxonomical groups. The labs allow students to develop microscope skills as well as the ability to collect and analyze data.

### Corequisites:

ENGL 051.

## BIOL 51 **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.

## CHEM 49 **CHEMISTRY - INTERMEDIATE**

A great preparation for Chemistry 50, this course covers matter and energy, the Periodic Table, naming compounds, balancing molecular formulas and basic chemical reactions. In addition, 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.

## CHEM 50 **BASIC PRINCIPLES OF CHEMISTRY**

The goal of this course is to foster understanding of chemistry and provide a basis for further academic and career/vocational training. Topics covered begin with basic lab safety, then move to measurement, properties of substances, the Periodic Table and atomic structure, nomenclature, chemical reactions, chemical bonding, the Mole concept, solutions, acids and bases, and an introduction to organic chemistry. The lab portion of the course demonstrates many of the above concepts.

### Prerequisites:

MATH 049.

### Corequisites:

Math 050.

## CHEM 51 **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.

## CPST 02 **COMPUTER STUDIES - FUNDAMENTAL**

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

## CPST 10 **COMPUTER STUDIES - INTERMEDIATE**

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.

## CPST 50 **COMPUTER STUDIES - ADVANCED**

This course is an introduction to the basic principles of computer operations. Students will develop skills in the use of software such as word processing, spreadsheet, and database. Students will also learn electronic communication.

### Prerequisites:

CPST 10 or equivalent skill level.

## CPST 51 **COMPUTER STUDIES - PROVINCIAL**

This is a course about using communications technology of the Internet, information technology such as CD-ROM and on-line data bases. 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.

## DIST 10 **DISTANCE EDUCATION TUTORIAL - INTERMEDIATE**

Students registered in DIST 10 will receive tutorial assistance and support in the distance courses in which they are enrolled.

## DIST 50 **DISTANCE EDUCATION TUTORIAL - PROVINCIAL**

Students registered in DIST 50 will receive tutorial assistance and support in the distance courses in which they are enrolled.

## 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 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 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 049 **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.

## EASL 50 **ENGLISH AS A SECOND LANGUAGE - ADVANCED**

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.

**EDCP 02 COLLEGE SUCCESS**

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.

**EDCP 49 COLLEGE SUCCESS**

Same content as EDCP 02 but in more depth.

**EDCP 50 COLLEGE SUCCESS**

Same content as EDCP 49 but in more depth.

**EDCP 51 COLLEGE SUCCESS**

Same content as EDCP 50 but in more depth.

**EDCP 52 COLLEGE SUCCESS**

Same content as EDCP 51 but in more depth.

**ENGL 10 ENGLISH - INTERMEDIATE**

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.

**ENGL 50 ENGLISH - ADVANCED**

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.

**ENGL 51 CANADIAN LITERATURE PROVINCIAL**

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.

**ENGL 53 BRITISH LITERATURE - PROVINCIAL**

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.

**ENGL 55 PROVINCIAL LEVEL ENGLISH: INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION**

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.

**ENGT 10 ENGLISH TUTORIAL - INTERMEDIATE**

Students enrolled in ENGT will receive extra instructional time and support in any English course in which they are registered. Students may also enrol in ENGT in order to enhance general language skills.

**ENGT 50 ENGLISH TUTORIAL - ADVANCED**

Students enrolled in ENGT will receive extra instructional time and support in any English course in which they are registered. Students may also enrol in ENGT in order to enhance general language skills.

**ENGT 51 ENGLISH TUTORIAL - PROVINCIAL**

Students enrolled in ENGT will receive extra instructional time and support in any English course in which they are registered. Students may also enrol in ENGT in order to enhance general language skills.

**GEDT 10 GED TUTORIAL**

**HIST 51 HISTORY - PROVINCIAL**

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.

**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 LEVEL**

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.

**M&ST 10 MATH AND SCIENCE TUTORIAL - INTERMEDIATE**

Students enrolled in M&ST will receive extra instructional time and support in any mathematics course in which they are registered. Students may also enrol in M&ST in order to enhance general math skills.

**M&ST 50 MATH AND SCIENCE TUTORIAL - ADVANCED**

Students enrolled in M&ST will receive extra instructional time and support in any mathematics or science course in which they are registered. Students may also enrol in M&ST in order to enhance general math skills, or specifically to help with work or other courses.

**M&ST 51 MATH AND SCIENCE TUTORIAL - PROVINCIAL**

Students enrolled in M&ST will receive extra instructional time and support in any mathematics or science course in which they are registered. Students may also enrol in M&ST in order to enhance general math skills, or specifically to help with work or other courses.

**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**

Mathematics - Fundamental Level (MATH 03) This course is for learners who need skills in percents, metric measurement, geometry and graphs.

**MATH 10 INTERMEDIATE MATHEMATICS**

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 23 BUSINESS MATHEMATICS - ADVANCED**

This is a math course with practical applications designed for those planning to take vocational training in the future. It provides the needed level of math for the Adult Graduation Diploma but cannot be used as a pre-requisite for Math 50 or 51. 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.

**MATH 49 INTRODUCTORY ALGEBRA**

This course is aimed at students who have not recently taken a math course or need to review and refresh their knowledge of algebra. 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. A brief introduction to Trigonometry completes this course.

**Prerequisites:**

Based on the Computerized Placement Test (CPT) score.

**MATH 50 ALGEBRA AND TRIGONOMETRY - ADVANCED**

This course is required by many programs offered at Selkirk and is also useful for those wishing to upgrade mathematics skills for trades training. Topics include linear equations and inequalities, graphing, systems of equations and inequalities, polynomials, operations with rational and radical expressions and equations, quadratic equations and inequalities and functions and relations. Trigonometry is also included in this course.

**Prerequisites:**

Math 49 with a C+ or better or sufficient Computerized Placement Test (CPT) score.

**MATH 51 ALGEBRA AND TRIGONOMETRY - PROVINCIAL**

This course deals with the algebra and trigonometry required for calculus. After a review of basic algebra, topics covered include functions and transformations, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, conic sections and sequences and series.

**Prerequisites:**

Math 50 with a B or better.

**PHYS 50 BASIC PRINCIPLES OF PHYSICS**

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.

**PHYS 51 PHYSICS - PROVINCIAL**

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.

**R&SS 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.

**R&SS 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.

**R&SS 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.

**R&SS 27 READING AND STUDY SKILLS - INTERMEDIATE**

**SCIE 10 SCIENCE - INTERMEDIATE**

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

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

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.

**SOSC 51 PROVINCIAL LEVEL  
SOCIAL SCIENCES**

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.

**SOST 10 SOCIAL STUDIES - INTERMEDIATE**

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.





# SCHOOL OF BUSINESS AND AVIATION

Applied Business Technology .....	40
ABT – Office Fundamentals.....	42
ABT – Bookkeeping.....	44
ABT – Office Computer Skills Upgrading ....	45
ABT – Electronic Word Processing .....	47
ABT – Legal Administrative Assistant .....	48
Aviation .....	49
Business Administration .....	53
Business Administration –	
Accounting/Finance .....	56
Business Administration – Professional	
Management .....	58
Office Management.....	60

## AVIATION

Selkirk's Aviation Program was the first public program of its kind in the country. And it's still among the best. You'll find our graduates working around the world.

Now is your time to start training. Trends indicate that employment opportunities for aviation graduates will grow over the next several years.

Selkirk's Aviation program:

- Trains women and men for entry-level positions in the Canadian aviation industry
- Keeps pace with advances in flight technology
- Is accessible - students train at Castlegar Airport, minutes from Campus
- Has highly trained professional pilots as instructors, with experience working for airlines and corporate executives as well as in the bush and for the military
- Uses high quality aviation equipment, including FRASCA flight simulators and a training fleet of Cessna 172P Skyhawk and Beechcraft 95 Travel Air aircraft

## BUSINESS

Starting out? Upgrading? Looking for new leadership opportunities? Selkirk's Business Programs help prepare students for challenging and rewarding careers. Our instructors keep pace with rapid changes in the field, and our programs prepare graduates for the real world – and real jobs.

### Applied Business technology (ABT)

- Office Fundamentals Certificate
- Bookkeeping - Advanced Certificate
- Electronic Word Processing - Advanced Certificate
- Office Computer Skills Upgrading
- Legal Administrative Assistant

### Business Administration

- Accounting/Finance
- Professional Management

### Office Management

- First year - ABT Program
- Office Fundamentals Certificate
- Bookkeeping Advanced Certificate
- Second Year - Business program
- Complete 10 courses



# APPLIED BUSINESS TECHNOLOGY

CASTLEGAR AND ONLINE

## PROGRAM CALENDAR

### 2006

- Spring term program start dates are in May and June.
- Fall term program start dates are in September and October.

### 2007

- Winter term program start dates are in January and February.
- Spring term program start dates are in May and June.

## PROGRAM SUMMARY

The Applied Business Technology program area offers five certificate programs:

- Office Fundamentals Certificate
- Bookkeeping Advanced Certificate
- Electronic Word Processing Advanced Certificate
- Office Computer Skills Upgrading Certificate
- Legal Administrative Assistant Certificate (under development)

Courses are available on a full-time or part-time basis at the Castlegar campus or online. There are multiple start dates between September and June

## PROGRAM OBJECTIVES

The Applied Business Technology (ABT) program provides graduates with technical, communication, and generic employability skills. The program incorporates new office technology into a solid foundation of basic office skills. The goal is to provide learners with the skills necessary to compete for entry-level employment in the field of business while encouraging a desire for life-long learning.

## CAREER POTENTIAL

Recent studies project that the Applied Business Technology field continues to be a growth area for employment. Graduates of Selkirk College's ABT program have secured employment as administrative assistants, secretaries, receptionists, computer operators, office managers, legal secretaries and bookkeepers.

## ADMISSION REQUIREMENTS

A BC high school diploma or equivalent is required. Consideration will be given to mature students who do not meet the academic prerequisites through prior learning assessments (PLA). PLA provides students with credit for specific experience and skills acquired outside the classroom through work or other activities.

All applicants are required to complete computerized placement testing (CPT) to assess basic skills in reading, writing, and math.

## CERTIFICATE OPTIONS

### OFFICE FUNDAMENTALS CERTIFICATE

This 32-week certificate provides solid foundation skills for a prospective office worker. Students develop their office skills in office procedures, business English, keyboarding, MS Office application software (Word, Excel, and Access) and introductory bookkeeping. The program includes a two-week preceptorship experience. This certificate is a pre-requisite for the Bookkeeping and Electronic Word Processing Advanced Certificates.

### BOOKKEEPING ADVANCED CERTIFICATE

This 16-week certificate develops bookkeeping skills that are required in small service and retail businesses. Students will learn computerized accounting using Simply Accounting and QuickBooks as well as develop advanced skills in Excel and Access. The program includes a two-week preceptorship experience.

**Pre-requisite:** Office Fundamentals Certificate  
Electronic Word Processing Advanced Certificate

This 16-week certificate develops word processing skills and communications skills required by office workers. Students learn advanced skills in MSWord, MS PowerPoint, MS Publisher and MS FrontPage. The program includes a two-week preceptorship experience.

**Pre-requisite:** Office Fundamentals Certificate  
Office Computer Skills Upgrading Certificate

This 16-week program is designed for office workers who want to improve their computer skills. Students will learn how to use the MSOffice Suite (Word, Excel, Access, PowerPoint and Publisher). Learners are expected to have previous office experience.



### Notes:

– The Office Fundamentals Certificate is accepted as the post-secondary education requirement for admission to the Legal Assistant, Advanced Medical Transcription, E-Commerce, and Nursing Unit Clerk programs.

– The Office Fundamentals Certificate meets part of the admission requirements for the Pharmacy Technician Certificate.

– In combination with the Bookkeeping Advanced Certificate, it comprises the first year component of the Office Management Diploma program.

## LEGAL ADMINISTRATIVE ASSISTANT CERTIFICATE

This certificate is currently under development and is designed to provide learners with the fundamental skills and knowledge required for entry-level employment in a legal office environment. Students register with Selkirk College and take the courses online through BCCampus.

## FURTHER INFORMATION

This program has its own web site, at <http://abt.selkirk.bc.ca>.

## CONTACTS

### PROGRAM SUPPORT / INSTRUCTOR

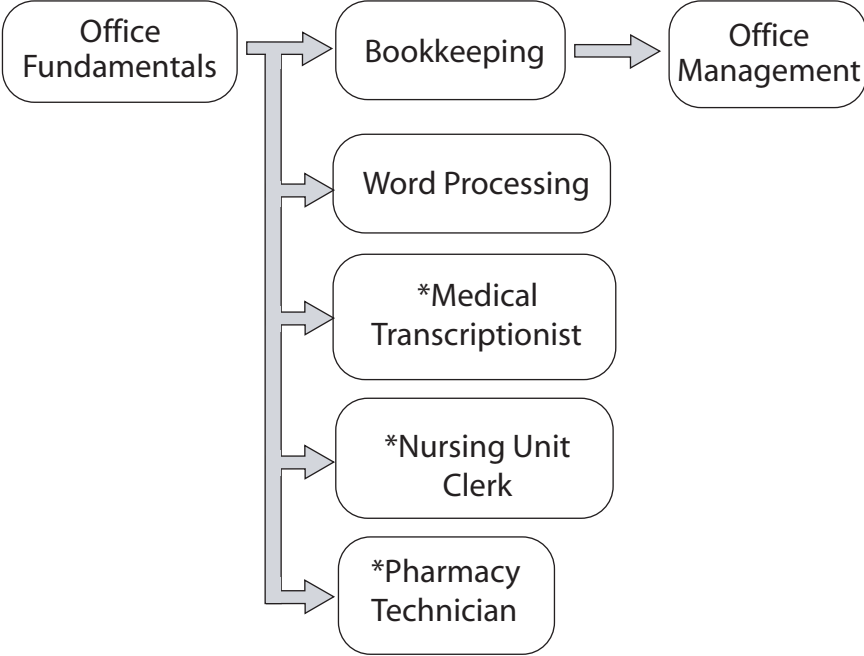
**Jackie Chapin**  
Tel: 365-7292 Ext. 481  
Room 0-122  
[jchapin@selkirk.ca](mailto:jchapin@selkirk.ca)

### SCHOOL CHAIR:

**Henri P Bureaud, School Chair**  
Direct: 365-1203  
Tel: 365-7292 Ext. 203  
[hbureaud@selkirk.ca](mailto:hbureaud@selkirk.ca)



Applied Business Technology Pathways:



# ABT – OFFICE FUNDAMENTALS

CASTLEGAR AND ONLINE

## PROGRAM SUMMARY

This 32-week certificate provides solid foundation skills for a prospective office worker. Students develop their office skills in office procedures, business English, keyboarding, MS Office application software (Word, Excel, and Access) and introductory bookkeeping. The program includes a two-week preceptorship experience.

This certificate is a prerequisite for the Bookkeeping and Electronic Word Processing Advanced Certificates.

## PROGRAM OBJECTIVES

To provide an environment and curriculum designed to equip learners with the skills necessary to compete for employment in an entry-level office position while encouraging a desire for lifelong learning.

## ADMISSION REQUIREMENTS

A BC high school diploma or equivalent is required. Consideration will be given to mature students who do not meet the academic prerequisites through prior learning assessments (PLA). PLA provides students with credit for specific experience and skills acquired outside the classroom through work or other activities.

All applicants are required to complete computerized placement testing (CPT) to assess basic skills in reading, writing, and math.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for ABT - Office Fundamentals for any additional information.

## COURSE DESCRIPTIONS

### ABT 101-0.5 **ONLINE LEARNER SUCCESS (FREE 15-HOUR COURSE)**

The Online Learner Success course (OLS) is a 15-hour course designed to provide the online learner with a working knowledge of the program called WebCT (web course tools). Assignments

## COURSE OF STUDIES

ABT 143-3	Medical Terminology I (recommended but not required) (Optional)	90
	<b>Total:</b>	<b>90</b>

<b>COURSE</b>	<b>NAME</b>	<b>TTL</b>
<b>Term 1</b>		
ABT 101-0.5	Online Learner Success (free 15-hour course)	15
ABT 110-1.5	Keyboarding	45
ABT 111-1	Keyboarding Speed I	30
ABT 113-1.5	MS Word I	45
ABT 116-1.5	Business Calculators	45
ABT 118-1	Human Relations	30
ABT 120-1.5	Introduction to Computers and Internet (ICI)	60
ABT 127-1.5	Business English I	45
ABT 129-1.5	Business English II	45
	<b>Total:</b>	<b>360</b>

<b>COURSE</b>	<b>NAME</b>	<b>TTL</b>
<b>Term 2</b>		
ABT 114-1.5	MS Word II	45
ABT 123-1	Records Management	30
ABT 124-1.5	Administrative Procedures	45
ABT 134-1.5	MS Excel I	45
ABT 136-1	MS Access I	30
ABT 138-1	Job Search	30
ABT 152-2	Bookkeeping I	60
ABT 182-2	Preceptorship (two weeks)	60
	<b>Total:</b>	<b>345</b>

or activities in the course have been designed to demonstrate the use of various tools in the WebCT program.

### ABT 110-1.5 **KEYBOARDING**

Learners develop basic alphabetic, numeric, and special symbols keyboarding skills to a speed of 20 net words per minute.

### ABT 111-1 **KEYBOARDING SPEED I**

Speed Development 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.

#### **Prerequisites:**

ABT 110.

### ABT 113-1.5 **MS WORD I**

Learners use word processing software to produce finished documents in accordance with business standards. This course introduces basic word processing skills and business standards to format and edit documents.

#### **Prerequisites:**

ABT 110, 120.

### ABT 114-1.5 **MS WORD II**

Learners use word processing software to produce finished documents in accordance with business standards. This course introduces intermediate word processing skills and business document formatting. Learners will learn how to enhance and customize documents.

#### **Prerequisites:**

ABT 113 or equivalent.

### ABT 116-1.5 **BUSINESS CALCULATORS**

This course is a review of basic mathematics, with emphasis on solving and analyzing business-related problems and learning the touch system operation of calculating machines.

#### **Prerequisites:**

ABT 120 or equivalent.

### ABT 118-1 **HUMAN RELATIONS**

Human Relations concentrates on personal and professional development skills needed by workers in today's workplace. These skills include self-examination and assessment, development of effective communications skills, interpersonal

skills, client relations, teamwork, problem solving, and an understanding of business ethics.

**Prerequisites:**  
ABT 101.

**ABT 120-1.5 INTRODUCTION TO COMPUTERS AND INTERNET (ICI)**

This is an introductory course to Windows and the Internet. Learners learn to manipulate the Windows environment, use Windows Accessories and use My Computer and Windows Explorer to manage files and folders. This course also provides learners with an introduction to the Internet including e-mail basics and advanced features, web browser basics, web navigation and research, and news groups.

**Prerequisites:**  
ABT 101.

**ABT 123-1 RECORDS MANAGEMENT**

The amount of information created and used in offices has increased significantly in recent years. Records, which contain all of the daily information necessary to the operation of any business, need to be managed effectively and efficiently. In today's office, maintaining the integrity of the records system means that all office workers need to be aware of the importance of correct creation, storage, use, retrieval, protection, control, and disposition of records. Technology continues to change the role played by today's office worker. This course will provide the learner with the knowledge, skills and abilities to face challenges and new responsibilities in dealing with both manual and electronic files.

**Prerequisites:**  
ABT 101.

**ABT 124-1.5 ADMINISTRATIVE PROCEDURES**

Administrative Procedures enables students to develop essential organizational skills and efficient office practices for today's dynamic offices. Topics include time management, safety and ergonomics, information resources, mail services, travel arrangements, meeting coordination, office technologies, telephone practices, appointment scheduling, and banking procedures. This course also includes a research project and an in-basket simulation.

**Prerequisites:**  
ABT 101, 113.

**ABT 127-1.5 BUSINESS ENGLISH I**

This course is a review of basic grammar and spelling principles. Learners apply spelling, grammar,

and punctuation rules in written communications (Part 1).

**Prerequisites:**  
ABT 120.

**ABT 129-1.5 BUSINESS ENGLISH II**

This course is a review of basic grammar and spelling principles. Learners apply spelling, grammar, and punctuation rules in written communications (Part 2).

**Prerequisites:**  
ABT 127.

**ABT 134-1.5 MS EXCEL I**

Students plan, create, and modify worksheets; organize and enhance worksheets; complete calculations, graph data, and develop professional-looking reports; convert Excel files for use on the Web, and access the Web. The three major study components are worksheets, charts, and databases.

**Prerequisites:**  
ABT 120.

**ABT 136-1 MS ACCESS I**

Learners create and modify a database, use the query functions of sorting, filtering and indexes and maintain a database system using Microsoft Access 2000. The fundamental concepts of creating tables, queries, forms, and reports are taught.

**Prerequisites:**  
ABT 120.

**ABT 138-1 JOB SEARCH**

Job Search techniques will enable you to create the tools you will need for a successful job search in the competitive world. You will be able to think about, write down, and clearly focus your ideas on yourself, your career and your goals for the future. You will perform self-evaluation techniques, develop job research skills, and practice interview skills.

**Prerequisites:**  
ABT 101, 113.

**ABT 143-3 MEDICAL TERMINOLOGY I (RECOMMENDED BUT NOT REQUIRED)**

This course is a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are introduced. A word building system is used to learn many new terms. Students learn to decipher unfamiliar terms and check spellings. Emphasis is placed on spelling,

definition, usage and pronunciation. This is a 15-week course.

**ABT 152-2 BOOKKEEPING I**

This course presents a clear understanding of the principles and purposes of accounting. It encourages the student to maintain accurate accounting data throughout each step of the accounting cycle beginning with source documents and ending with financial statements and year-end closing entries. The course covers accounting for service companies. The learner is guided to adhere to acceptable business standards for form, accuracy, and timely completion of bookkeeping documents.

**Prerequisites:**  
ABT 116, 120.

**ABT 182-2 PRECEPTORSHIP (TWO WEEKS)**

This course provides the learner with an opportunity to apply skills and knowledge acquired in training to a real work situation.

**Prerequisites:**  
Students must be registered in the last section of the Office Fundamentals Certificate and have achieved a grade of "P" or higher. In addition, students must have successfully completed all other Office Fundamentals courses.

**FURTHER INFORMATION**

This program has its own web site, at <http://abt.selkirk.bc.ca/>.

**CONTACTS**

**PROGRAM SUPPORT / INSTRUCTOR**

**Jackie Chapin**  
Tel: 365-7292 Ext. 481  
Room 0-122  
[jchapin@selkirk.ca](mailto:jchapin@selkirk.ca)

**SCHOOL CHAIR:**

**Henri P Bureaud, School Chair**  
Direct: 365-1203  
Tel: 365-7292 Ext. 203  
[hbureaud@selkirk.ca](mailto:hbureaud@selkirk.ca)

# ABT – BOOKKEEPING

CASTLEGAR AND ONLINE

## PROGRAM SUMMARY

This 16-week certificate develops bookkeeping skills that are required in small service and retail businesses. Students will learn computerised accounting using Simply Accounting and QuickBooks as well as develop advanced skills in Excel and Access. The program includes a two-week preceptorship experience.

## PROGRAM OBJECTIVES

To provide an environment and curriculum designed to equip learners with the skills necessary to compete for employment in an entry-level office position while encouraging a desire for lifelong learning.

## PREREQUISITES

Office Fundamentals Certificate.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for ABT - Bookkeeping for any additional information.

## COURSE DESCRIPTIONS

### ABT 128-2 BUSINESS CORRESPONDENCE

Learners apply effective techniques to plan, organize and write memos, letters, and short reports for specific business scenarios.

#### Prerequisites:

ABT 114, 120, 129.

## COURSE OF STUDIES

COURSE	NAME	TTL
Term 3		
ABT 128-2	Business Correspondence	60
ABT 232-1	MS Excel II	30
ABT 234-1.5	MS Access II	45
ABT 252-2.5	Bookkeeping II	75
ABT 254-2	Simply Accounting	60
ABT 256-2	QuickBooks	60
ABT 282-2	Preceptorship (two weeks)	60
	Total:	390

### ABT 232-1 MS EXCEL II

Learners use the advanced features of the spreadsheet program which includes building data tables and analyzing the data, writing and using macros, goal seeking, adding hyperlinks, using filters in databases, analyzing worksheets, using Visual Basic for Applications with Excel, create templates and consolidating data.

#### Prerequisites:

ABT 134.

### ABT 234-1.5 MS ACCESS II

Learners study several features of database design including creating and customizing forms and subforms with OLE, Hyperlink fields, subforms and reports, creating an Application System using macros and creating a switchboard manager. This course leads the student beyond the "data-entry" level into the "mastery" level of Microsoft Access 2003.

#### Prerequisites:

ABT 136.

### ABT 252-2.5 BOOKKEEPING II

This course is a continuation of Bookkeeping I. It provides an understanding of the principles and purposes of accounting. It encourages the student to maintain accurate accounting data throughout each step of the accounting cycle. The course covers bookkeeping for service companies as well as merchandising companies. It also includes in-depth instruction on maintaining payroll records. The learner is guided to adhere to acceptable business standards for form, accuracy, and timely completion of bookkeeping documents.

#### Prerequisites:

ABT 152.

### ABT 254-2 SIMPLY ACCOUNTING

Learners use the integrated accounting package Simply Accounting for Windows, to create, modify and maintain the general ledger, accounts payable, accounts receivable, Inventory and Ca-

nadian payroll components for a small business. Students also generate financial statement reports, bank reconciliations; enter inventory adjustments, transfers and closing entries.

#### Prerequisites:

ABT 120, ABT 252.

### ABT 256-2 QUICKBOOKS

The learner is introduced to computerized accounting using QuickBooks software. Basic features are introduced along with an opportunity for hands-on practice. Tracking business information in QuickBooks using common tasks gives the learner a base for more advanced features and the tools to find them. Lessons are followed by practice exercises and a hands-on project to incorporate the skills learned in the courseware.

#### Prerequisites:

ABT 120, ABT 252.

### ABT 282-2 PRECEPTORSHIP (TWO WEEKS)

This course provides the learner with an opportunity to apply skills and knowledge acquired in training to a real work situation.

#### Prerequisites:

Students must have successfully completed the Bookkeeping or Electronic Word Processing Certificate.

## FURTHER INFORMATION

This program has its own web site, at <http://abt.selkirk.bc.ca/>.

## CONTACTS

### PROGRAM SUPPORT / INSTRUCTOR

#### Jackie Chapin

Tel: 365-7292 Ext. 481

Room 0-122

[jchapin@selkirk.ca](mailto:jchapin@selkirk.ca)

### SCHOOL CHAIR:

#### Henri P Bureaud, School Chair

Direct: 365-1203

Tel: 365-7292 Ext. 203

[hbureaud@selkirk.ca](mailto:hbureaud@selkirk.ca)

# ABT – OFFICE COMPUTER SKILLS UPGRADING

CASTLEGAR AND ONLINE

## PROGRAM SUMMARY

This 16-week program is designed for office workers who want to improve their computer skills. Students will learn how to use the MS Office suite (Word, Excel, Access, PowerPoint and Publisher). Learners are expected to have previous office experience.

## PROGRAM OBJECTIVES

To provide an environment and curriculum designed to equip learners with the skills necessary to compete for employment in an entry-level office position while encouraging a desire for lifelong learning.

## PREREQUISITES

Familiarity with Windows, MS Office, the Internet, keyboarding skills, and one to two years of office experience.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for ABT - Office Computer Skills Upgrading for any additional information.

## COURSE DESCRIPTIONS

### ABT 101-0.5 ONLINE LEARNER SUCCESS (FREE 15-HOUR COURSE)

The Online Learner Success course (OLS) is a 15-hour course designed to provide the online learner with a working knowledge of the program called WebCT (web course tools). Assignments or activities in the course have been designed to demonstrate the use of various tools in the WebCT program.

### ABT 113-1.5 MS WORD I

Learners use word processing software to produce finished documents in accordance with business standards. This course introduces basic word processing skills and business standards to format and edit documents.

**Prerequisites:**  
ABT 110, 120.

### ABT 114-1.5 MS WORD II

Learners use word processing software to produce finished documents in accordance with business standards. This course introduces intermediate word processing skills and business document formatting. Learners will learn how to enhance and customize documents.

**Prerequisites:**  
ABT 113 or equivalent.

### ABT 115-1 MS WORD III

Learners use word processing software to produce finished documents in accordance with business standards. This course introduces advanced word processing skills and business document formatting. Learners will learn how to automate work, use drawing tools, create forms, perform advanced mail merge, insert documents references and create supplemental document components.

**Prerequisites:**  
ABT 114 or equivalent.

### ABT 120-1.5 INTRODUCTION TO COMPUTERS AND INTERNET (ICI)

This is an introductory course to Windows and the Internet. Learners learn to manipulate the Windows environment, use Windows Accessories and use My Computer and Windows Explorer to manage files and folders. This course also provides

learners with an introduction to the Internet including e-mail basics and advanced features, web browser basics, web navigation and research, and news groups.

**Prerequisites:**  
ABT 101.

### ABT 134-1.5 MS EXCEL I

Students plan, create, and modify worksheets; organize and enhance worksheets; complete calculations, graph data, and develop professional-looking reports; convert Excel files for use on the Web, and access the Web. The three major study components are worksheets, charts, and databases.

**Prerequisites:**  
ABT 120.

### ABT 136-1 MS ACCESS I

Learners create and modify a database, use the query functions of sorting, filtering and indexes and maintain a database system using Microsoft Access 2000. The fundamental concepts of creating tables, queries, forms, and reports are taught.

**Prerequisites:**  
ABT 120.

## COURSE OF STUDIES

COURSE	NAME	TTL
<b>Term 1</b>		
ABT 101-0.5	Online Learner Success (free 15-hour course)	15
ABT 114-1.5	MS Word II	45
ABT 120-1.5	Introduction to Computers and Internet (ICI)	60
ABT 134-1.5	MS Excel I	45
ABT 136-1	MS Access I	30
ABT 232-1	MS Excel II	30
ABT 234-1.5	MS Access II	45
ABT 238-1	MS PowerPoint	30
ABT 242-1.5	MS Publisher	45
	<b>Total:</b>	<b>345</b>
<b>Term 2</b>		
ABT 113-1.5	MS Word I (Optional)	45
ABT 115-1	MS Word III (Optional)	30
ABT 143-3	Medical Terminology I (recommended but not required) (Optional)	90
ABT 228-1	Creating Web Pages (Optional)	30
	<b>Total:</b>	<b>195</b>

### ABT 143-3 **MEDICAL TERMINOLOGY I (RECOMMENDED BUT NOT REQUIRED)**

This course is a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are introduced. A word building system is used to learn many new terms. Students learn to decipher unfamiliar terms and check spellings. Emphasis is placed on spelling, definition, usage and pronunciation. This is a 15-week course.

### ABT 228-1 **CREATING WEB PAGES**

In this introductory course, learners use basic HyperText Markup Language (HTML) and design features to create web pages. Using Notepad for editing, pages are enhanced by the user of lines, colour, images, font enhancements, tables, and hyperlinks. Learners are encouraged to be creative in the creation of their own personal web page.

#### **Prerequisites:**

ABT 120.

### ABT 232-1 **MS EXCEL II**

Learners use the advanced features of the spreadsheet program which includes building data tables and analyzing the data, writing and using macros, goal seeking, adding hyperlinks, using filters in databases, analyzing worksheets, using Visual Basic for Applications with Excel, create templates and consolidating data.

#### **Prerequisites:**

ABT 134.

### ABT 234-1.5 **MS ACCESS II**

Learners study several features of database design including creating and customizing forms and subforms with OLE, Hyperlink fields, subforms and reports, creating an Application System using macros and creating a switchboard manager. This course leads the student beyond the “data-entry” level into the “mastery” level of Microsoft Access 2003.

#### **Prerequisites:**

ABT 136.

### ABT 238-1 **MS POWERPOINT**

Microsoft PowerPoint is used to produce professional-looking presentations. Create overhead transparencies, and electronic presentations using a personal computer.

#### **Prerequisites:**

ABT 111, 120.

### ABT 242-1.5 **MS PUBLISHER**

Welcome to Desktop Publishing! Microsoft Publisher is a powerful desktop publishing (DTP) program that assists you in designing and producing professional quality documents that combine text, graphics, illustrations, and photographs. DTP software provides additional tools over and above those typically found in word processing packages, including design templates, graphic manipulation tools, color schemes or libraries, and multiple page wizards and templates.

#### **Prerequisites:**

ABT 120, 114.

## FURTHER INFORMATION

This program has its own web site, at <http://abt.selkirk.bc.ca/>.

## CONTACTS

### **PROGRAM SUPPORT / INSTRUCTOR**

#### **Jackie Chapin**

Tel: 365-7292 Ext. 481

Room 0-122

[jchapin@selkirk.ca](mailto:jchapin@selkirk.ca)

### **SCHOOL CHAIR:**

#### **Henri P Bureaud, School Chair**

Direct: 365-1203

Tel: 365-7292 Ext. 203

[hbureaud@selkirk.ca](mailto:hbureaud@selkirk.ca)

# ABT – ELECTRONIC WORD PROCESSING

16-WEEK CERTIFICATE AT CASTLEGAR

## PROGRAM SUMMARY

This 16-week certificate develops word processing skills and communications skills required by office workers. Students learn advanced skills in MS Word, MS PowerPoint, MS Publisher and MS FrontPage. The program includes a two-week practicum experience.

## PROGRAM OBJECTIVES

To provide an environment and curriculum designed to equip learners with the skills necessary to compete for employment in an entry-level office position while encouraging a desire for lifelong learning.

## PREREQUISITES

Office Fundamentals Certificate.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for ABT Electronic Word Processing for any additional information.

## COURSE DESCRIPTIONS

### ABT 112-1 **KEYBOARDING SPEED II**

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.

#### Prerequisites:

ABT 111 or equivalent.

### ABT 115-1 **MS WORD III**

Learners use word processing software to produce finished documents in accordance with business standards. This course introduces advanced word processing skills and business document formatting. Learners will learn how to automate work, use drawing tools, create forms, perform advanced mail merge, insert document references and create supplemental document components.

#### Prerequisites:

ABT 114 or equivalent.

## PROGRAM COURSES

COURSE	NAME	TTL
<b>Term 3</b>		
ABT 112-1	Keyboarding Speed II	30
ABT 115-1	MS Word III	30
ABT 128-2	Business Correspondence	60
ABT 228-1	Creating Web Pages	30
ABT 238-1	MS PowerPoint	30
ABT 242-1.5	MS Publisher	45
ABT 266-2	MS Frontpage	60
ABT 282-2	Preceptorship (two weeks)	60
	<b>Total:</b>	<b>345</b>

### ABT 128-2 **BUSINESS CORRESPONDENCE**

Learners apply effective techniques to plan, organize and write memos, letters, and short reports for specific business scenarios.

#### Prerequisites:

ABT 114, 120, 129.

### ABT 228-1 **CREATING WEB PAGES**

In this introductory course, learners use basic HyperText Markup Language (HTML) and design features to create web pages. Using Notepad for editing, pages are enhanced by the user of lines, colour, images, font enhancements, tables, and hyperlinks. Learners are encouraged to be creative in the creation of their own personal web page.

#### Prerequisites:

ABT 120.

### ABT 238-1 **MS POWERPOINT**

Microsoft PowerPoint is used to produce professional-looking presentations. Create overhead transparencies, and electronic presentations using a personal computer.

#### Prerequisites:

ABT 111, 120.

### ABT 242-1.5 **MS PUBLISHER**

Welcome to Desktop Publishing! Microsoft Publisher is a powerful desktop publishing (DTP) program that assists you in designing and producing professional quality documents that combine text, graphics, illustrations, and photographs. DTP software provides additional tools over and above those typically found in word processing packages, including design templates, graphic manipulation tools, color schemes or libraries, and multiple page wizards and templates.

#### Prerequisites:

ABT 120, 114.

### ABT 266-2 **MS FRONTPAGE**

Learners using MS FrontPage apply web design and techniques; common web page formats, create and revise web page using lists, hyperlinks, pictures and task lists; use images, hotspots, and bookmarks; create and use interactive forms, and use frames in web pages.

#### Prerequisites:

ABT 114, 120.

### ABT 282-2 **PRECEPTORSHIP (TWO WEEKS)**

This course provides the learner with an opportunity to apply skills and knowledge acquired in training to a real work situation.

#### Prerequisites:

Students must have successfully completed the Bookkeeping or Electronic Word Processing Certificate.

## FURTHER INFORMATION

This program has its own web site, at <http://abt.selkirk.bc.ca/>.

## CONTACTS

### PROGRAM SUPPORT / INSTRUCTOR

#### Jackie Chapin

Tel: 365-7292 Ext. 481  
Room 0-122  
[jchapin@selkirk.ca](mailto:jchapin@selkirk.ca)

### SCHOOL CHAIR:

#### Henri P Bureaud, School Chair

Direct: 365-1203  
Tel: 365-7292 Ext. 203  
[hbureaud@selkirk.ca](mailto:hbureaud@selkirk.ca)

# ABT – LEGAL ADMINISTRATION ASSISTANT

CASTLEGAR AND ONLINE

## PROGRAM SUMMARY

This certificate is currently under development and is designed to provide learners with the fundamental skills and knowledge required for entry-level employment in a legal office environment. Selected courses are available at this time.

## PREREQUISITES

The Office Fundamentals Certificate and the following courses are a prerequisite for the online Legal Administrative Assistant program. Some of the courses may be taken as co-requisites. All courses are available at Selkirk College.

### PREREQUISITES

- ABT 101 OLS
- ABT 110 Keyboarding (1.5)
- ABT 111 Keyboarding Speed I (1)
- ABT 113 MS Word I (1.5)
- ABT 114 MS WORD II (1.5)
- ABT 120 Introduction to Computers and Internet (2)
- ABT 127 Business English I (1.5)
- ABT 129 Business English II (1.5)

### CO-REQUISITES

- ABT 112 Keyboarding Speed II (1)
- ABT 115 MS Word III (1)
- ABT 116 Business Calculators (1.5)
- ABT 118 Human Relations (1)
- ABT 123 Records Management (1)
- ABT 124 Administrative Procedures (1.5)
- ABT 128 Business Correspondence (2)
- ABT 134 MS Excel I (1.5)
- ABT 136 MS Access I (1)
- ABT 138 Job Search (1)
- ABT 152 Bookkeeping I (2)
- ABT 182 Practicum (2)



### Notes:

– The legal courses in the Online Legal Administrative Assistant Certificate will consist of 10 online courses. The first five courses will be available commencing September of 2004 which two will be offered online by Selkirk College using BCcampus.

## PROGRAM COURSES

COURSE	NAME	TTL
<b>Term 1</b>		
ABTL 101-1	Introduction to the Canadian Legal System	30
ABTL 102-1.5	Legal Office Procedures	45
ABTL 103-2	Litigation Procedures I	60
ABTL 104-2	Litigation Procedures II	60
ABTL 105-3	Family Litigation Procedures	90
ABTL 106-2	Corporate Procedures I	60
ABTL 107-2	Conveyancing Procedures I	60
ABTL 108-2	Conveyancing Procedures II	60
ABTL 109-2	Wills and Estates	60
ABTL 110-1	Commercial Procedures (Elective)	30
	<b>Total:</b>	<b>555</b>

## COURSE DESCRIPTIONS

### ABTL 101-1 INTRODUCTION TO THE CANADIAN LEGAL SYSTEM

The primary purpose of this course is to provide the student with a general understanding and a working knowledge of the Canadian legal system.

#### Prerequisites:

ABT 101, 111, 120, 114, 129.

### ABTL 102-1.5 LEGAL OFFICE PROCEDURES

The student is introduced to the legal profession, including the functions and duties of the legal administrative assistant in British Columbia. Topics covered will include: legal terminology, legal office procedures, precedents, preparation of correspondence and basic legal documents, legal recordkeeping and billing, and citations and references to Acts.

#### Prerequisites:

ABTL 101.

### ABTL 103-2 LITIGATION PROCEDURES I

Under development.

### ABTL 104-2 LITIGATION PROCEDURES II

Under development.

### ABTL 105-3 FAMILY LITIGATION PROCEDURES

Under development.

### ABTL 106-2 CORPORATE PROCEDURES I

Under development.

### ABTL 107-2 CONVEYANCING PROCEDURES I

Under development.

### ABTL 108-2 CONVEYANCING PROCEDURES II

Under development.

### ABTL 109-2 WILLS AND ESTATES

Under development.

### ABTL 110-1 COMMERCIAL PROCEDURES

Under development.

## CONTACTS

### PROGRAM SUPPORT / INSTRUCTOR

#### Jackie Chapin

Tel: 365-7292 Ext. 481  
Room 0-122  
jchapin@selkirk.ca

### SCHOOL CHAIR:

#### Henri P Bureaud, School Chair

Direct: 365-1203  
Tel: 365-7292 Ext. 203  
hbureaud@selkirk.ca



## PROGRAM CALENDAR

### 2006

- January 3 - Winter term begins for all programs.
- March 15 - Deadline for receipt of initial application.
- April 15 - Last day for submission of application documentation.
- April 22 - Last day for submission of applications by students continuing to second year.
- March 15 - Deadline for receipt of initial application.
- April 15 - Last day for submission of application documentation.
- September 5 - Orientation for all students.
- September 6 - Fall term begins for all programs.

### 2007

- January 2 - Winter term begins for all programs.
- March 15 - Deadline for receipt of initial application.
- April 15 - Last day for submission of application documentation.
- April 27 - Last day for submission of applications by students continuing to second year.

## PROGRAM OBJECTIVES

The Professional Aviation program at Selkirk College is designed to prepare students for commercial pilot positions in the Canadian and international airline industry. Training provides students with the necessary background to keep pace with advances in aviation technology. Classroom courses, instrument ground procedures training and flight training are fully integrated into a two-year Professional Aviation Diploma.

Professional aviation courses are directly transferable toward an aviation degree at Embry Riddle Aeronautical University. As well, Selkirk aviation students may be eligible for admission to the Canadian Armed Forces Community College Entry Plan.

## CAREER POTENTIAL

Experts have been predicting a major pilot shortage over the next decade. Now is definitely a good time to pursue Aviation as a career. Major airlines are hiring graduates from the Selkirk Professional Aviation Program regularly. Currently more than 250 graduates from this program are flying for Major Airlines around the world. Yours will be the first generation to routinely fly supersonic and non-stop world wide.

Advances in Aviation Technology are making post secondary education a necessity for your career. The best option according to the experts is an Aviation Diploma from one of the major Aviation programs.

In Canada there are five major Aviation programs funded by provincial governments: one in Quebec, two in Ontario, one in Alberta and one in British Columbia, Selkirk College. If you are not successful in enrolling in one of the major schools there are several other very good schools. Choose one which is associated with a reputable Community College. Ask lots of questions. Graduates of the major programs are more likely to succeed in their career goals.

### Getting a Job with a Major Airline

The major airlines all have minimum hiring requirements. On paper these are surprisingly low. For the airlines in Canada the requirements are High School graduation and an Airline Transport Pilot Licence.

Obtaining an Airline Transport Pilot Licence requires that you accumulate 1500 hours of flight experience and write two exams. The Professional Aviation program will prepare you for the exams. However, at the time of graduation you will have approximately 250 to 300 hours of flying experience. Therefore you will have to gain the necessary flight experience before you can obtain an Airline Transport Pilot Licence.

If you wish to extend your education and obtain a degree the courses you take at Selkirk will be transferable to a variety of Universities. A degree of your choice can be completed in two or three years. You should also consider a correspondence program. This will allow you to work as a pilot, accumulating the required flying experience, while completing your studies.

## ADMISSION REQUIREMENTS

The applicant must meet the following Professional Aviation program requirements:

1. British Columbia high school graduation, or equivalent, including a final grade of “C” or better in:
  - Principles of MATH 12 or equivalent
  - A final grade of “C” or better in English 12 or equivalents, and
  - PHYS 11 or equivalent.
2. 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.

3. Applicants must satisfactorily complete the entrance tests provided by the Professional Aviation program.



### Notes:

- Initial selections are made in the spring and successful applicants are required to proceed to locations designated by the college for a personal interview.
- 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 to the second year of the program.
- Students write the Transport Canada examinations for the Commercial Pilot License, Instrument Rating, and IATRA and take corresponding flight tests in second year. Successful completion of these examinations is mandatory for graduation.

## PROGRAM EXPENSES

Flight training is charged on an hourly basis, payable in advance each term. Training is deductible as an educational expense for income tax purposes.

Rates are subject to change.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Aviation for any additional information.

COURSE OF STUDIES

**TRANSLATION KEY:**

Lec = Lecture Hours per week;

Lab = Lab Hours per week;

COURSE	NAME	LEC	LAB
<b>Term 1</b>			
AVIA 100-1-4	Intermediate Flight Training	1	1
AVIA 110-1-4	Introductory Ground Instrument Training	0	1
AVIA 120-3	Meteorology	3	0
AVIA 140-3	Basic Aircraft Systems	3	0
AVIA 160-3	Basic Navigation and Flight Planning	3	0
ENGL 110-3	College Composition	3	0
MATH 100-3	Calculus I	3	2
PHYS 102-3 (or PHYS 104, not both)	Basic Physics I	3	3
PHYS 104-3 (or PHYS 102, not both)	Fundamental Physics I	3	3
	<b>Total:</b>	<b>22</b>	<b>10</b>

COURSE	NAME	LEC	LAB
<b>Term 2</b>			
AVIA 100-2-4	Intermediate Flight Training	1	1
AVIA 110-2-4	Introductory Ground Instrument Training	0	1
AVIA 130-3	Air Law	3	0
AVIA 150-3	Crew Resource Management/Pilot Decision Making and Airmanship	3	0
AVIA 171-3	Aerodynamics	3	0
ENGL 111-3	Introduction to Literature	3	0
MATH 101-3	Calculus II	3	2
PHYS 103-3 (or PHYS 105, not both)	Basic Physics II	3	3
PHYS 105-3 ( or PHYS 103, not both)	Fundamental Physics II	3	3
	<b>Total:</b>	<b>22</b>	<b>10</b>

COURSE	NAME	LEC	LAB
<b>Term 3</b>			
AVIA 200-1-4	Advanced Flight Training	0	2
AVIA 201-3	Flight Operations	3	0
AVIA 210-1-4	Advanced Ground Instrument Training	0	1
AVIA 240-3	Advanced Aircraft Systems and Jet Engines	3	0
AVIA 250-3	Advanced CRM/PDM and Airmanship	3	0
AVIA 260-4	Advanced Navigation	4	0
TWC 250-2	Aviation Communications	3	0
	<b>Total:</b>	<b>16</b>	<b>3</b>

COURSE	NAME	LEC	LAB
<b>Term 4</b>			
AVIA 200-2-4	Advanced Flight Training	0	2
AVIA 210-2-4	Advanced Ground Instrument Training	0	1
AVIA 220-3	Advanced Meteorology	3	0
AVIA 230-3	Advanced Air Law	3	0
AVIA 261-3	Radio Aids and Navigation Systems	3	0
	<b>Total:</b>	<b>9</b>	<b>3</b>

COURSE DESCRIPTIONS

**AVIA 100-4-1 INTERMEDIATE FLIGHT TRAINING**

Approximately 70 hours of single engine flight training brings students to a high level of proficiency in basic VFR and basic instrument flying. Classroom lectures include detailed descriptions of each flight exercise as well as discussion of safety and operational considerations involved with winter operations, mountain flying and emergency procedures.

**AVIA 100-4-2 INTERMEDIATE FLIGHT TRAINING**

Approximately 70 hours of single engine flight training brings students to a high level of proficiency in basic VFR and basic instrument flying. Classroom lectures include detailed descriptions of each flight exercise as well as discussion of safety and operational considerations involved with winter operations, mountain flying and emergency procedures.

**AVIA 110-4-1 INTRODUCTORY GROUND INSTRUMENT TRAINING**

Individual instruction in instrument flying and IFR procedures using multi-engine flight training devices.

**AVIA 110-4-2 INTRODUCTORY GROUND INSTRUMENT TRAINING**

Individual instruction in instrument flying and IFR procedures using multi-engine flight training devices.

**AVIA 120-3 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 130-3 AIR LAW**

This course covers the rules governing VFR and IFR flight and the aviation environment.

**AVIA 140-3 BASIC AIRCRAFT SYSTEMS**

Classroom instruction and computer based training are used to study basic aircraft construction and systems in typical piston and light turbine aircraft. Emphasis is devoted to understanding aircraft systems and operations for normal and emergency situations as well as in flight and post-flight troubleshooting from a pilot's perspective.

**AVIA 150-3 CREW RESOURCE MANAGEMENT/PILOT DECISION MAKING AND AIRMANSHIP**

The Crew Resource Management (CRM)/Pilot Decision Making (PDM) portion of this course provides an understanding of CRM concepts and the decision making process. The Airmanship portion covers a broader range of topics, including safety, aviation physiology and winter survival.

**AVIA 160-3 BASIC NAVIGATION AND FLIGHT PLANNING**

This course covers all basic VFR and Radio Navigation procedures, including basic radio theory.

**AVIA 171-3 AERODYNAMICS**

A detailed examination of aerodynamics, with emphasis on aircraft performance and operating considerations. Some mathematics and graphing required.

**AVIA 200-4-1 ADVANCED FLIGHT TRAINING**

Approximately 150 hours of single and multi-engine advanced flight training with emphasis on instrument flying and airway navigation. Culminates in flight tests for the Commercial Pilot Licence and Multi-engine Instrument Rating.

**AVIA 200-4-2 ADVANCED FLIGHT TRAINING**

Approximately 150 hours of single and multi-engine advanced flight training with emphasis on instrument flying and airway navigation. Culminates in flight tests for the Commercial Pilot Licence and Multi-engine Instrument Rating.

**AVIA 201-3 FLIGHT OPERATIONS**

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

**AVIA 210-4-1 ADVANCED GROUND INSTRUMENT TRAINING**

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

**AVIA 210-4-2 ADVANCED GROUND INSTRUMENT TRAINING**

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

**AVIA 220-3 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.

**AVIA 230-3 ADVANCED AIR LAW**

A continuation of AVIA 130, this course uses the Canadian Aviation Regulations (CARs) governing VFR and IFR flying as well as commercial operations and the Transportation of Dangerous Goods.

**AVIA 240-3 ADVANCED AIRCRAFT SYSTEMS AND JET ENGINES**

This course expands on the basic systems training received in AVIA 140. More complex aircraft systems including back-up and redundant systems are studied, as well as jet engine theory and operation. Avionics such as autopilot, navigation management systems, flight management systems, TCAS, GPWS, and EFIS are also covered.

**AVIA 250-3 ADVANCED CRM/PDM AND AIRMANSHIP**

This course builds on the knowledge gained in AVIA 150. Emphasis is placed on management styles, behaviour, leadership, problem-solving and decision making. Aviation physiology is covered as part of airmanship and will be supplemented by high altitude indoctrination at Fairchild AFB. CRM seminars provide practical experience in group problem-solving under the pressure of time constraints. Role playing is required during the presentation of solutions to the entire 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 they will present their findings, list the human factor related causes and make practical recommendations that would prevent a recurrence.

**AVIA 260-4 ADVANCED NAVIGATION**

This course reviews VFR navigation and flight planning before proceeding to IFR considerations. Procedures and practices pertaining to IFR plan-

ning, departures, en route navigation, arrivals, holds, approaches and missed approaches are covered. Cruise control considerations for piston, turbo-prop and turbine engines are discussed. Transport category aircraft procedures, performance requirements and chart interpretation, as well as weight and balance control and centre of gravity shifts, are studied in order to prepare students for transition to large aircraft operations.

**AVIA 261-3 RADIO AIDS AND NAVIGATION SYSTEMS**

This course is designed to provide a full understanding of radios, radio navigation equipment and navigation techniques. Grid and Celestial navigation are covered to the level required for the ATPL.

**ENGL 110-3 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 is a one-semester composition course designed to enable the student to produce clear, coherent written communication. The course covers theme development, editing techniques, and research paper preparation. Students are assessed and paced according to their ability and growth.

**Prerequisites:**

A "C" or better in ENGL 12 or equivalent or LPI level 4.

**ENGL 111-3 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.

### MATH 100-3 **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. This course utilizes a graphing calculator as a tool to assist students in the analysis of functions, their derivatives and integrals.

#### **Prerequisites:**

Principles of MATH 12 or equivalent with a grade of "C" or better.

### MATH 101-3 **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. This course utilizes a graphing calculator and a tool to assist students in the analysis of functions, its derivatives or integrals.

#### **Prerequisites:**

MATH 100 or equivalent with a grade of "C" or better.

### PHYS 102-3 **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 090, and PHYS 11 or equivalent with a grade of C or better. A student with PHYS 12 must enrol in PHYS 104.

### PHYS 103-3 **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.

### PHYS 104-3 **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.

#### **Corequisites:**

MATH 100: Calculus I.

### PHYS 105-3 **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.

#### **Corequisites:**

MATH 101.

### TWC 250-2 **AVIATION COMMUNICATIONS**

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

## FURTHER INFORMATION

This program has its own web site, at <http://aviation.selkirk.bc.ca>.

## CONTACTS

#### **PROGRAM CONTACT:**

##### **Bonnie Horswill, Secretary**

Direct: 365-1205

Tel: 365-7292 Ext. 205

#### **SCHOOL CHAIR:**

##### **Henri P Bureaud, School Chair**

Direct: 365-1203

Tel: 365-7292 Ext. 203

# BUSINESS ADMINISTRATION

CASTLEGAR

## PROGRAM CALENDAR

### 2006

- January 3 - Winter term begins for all programs.
- April 7 - Winter term ends
- April 10 - 25 - Winter term examinations

### 2006

- September 5 - Orientation for all students.
- September 6 - Fall term begins for all programs.
- December 8 - Fall term ends.
- December 11 - 22 - Fall term examinations.

### 2007

- January 2 - Winter term begins for all programs.
- April 6 - Winter term ends
- April 9 - 23 - Winter term examinations

## 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 cooperative education or work/study format. Three four-month work periods are provided to assist students in applying academic knowledge to the business environment.

A Co-operative Education option is available and should be applied for at the beginning of the second term.

Program length is 28 months for Professional Management majors and 32 months for Accounting and Finance majors who choose the Co-op Education option.

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 terms.

## CAREER POTENTIAL

### GENERAL INFORMATION - COLLABORATIVE DEGREE PROGRAMS

Bachelor of Business Administration (Thompson Rivers University - Open Learning)

See web site for upcoming information.

### University of Lethbridge

Selkirk business diploma graduates can transfer into the third year of the Bachelor of Management degree program at the University of Lethbridge upon meeting their GPA admission requirements. Further information is available from the School Chair or designate.

### Royal Roads University

Selkirk business diploma graduates can transfer into the third year of the 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.

### University of Northern BC

See website for upcoming information.

### Professional Designations

– The Certified General Accountants Association (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 management 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:

1. The Canadian Payroll Association.
2. BC Association of the Appraisal Institute of Canada.
3. The Canadian Institute of Management.
4. The Canadian Securities Institute.
5. The Credit Union Institute of Canada.
6. The Society of Notaries Public of British Columbia.
7. Building Owners and Managers Institute of Canada.
8. The Canadian Institute of Financial Planning.
9. Real Estate Council of British Columbia.
10. Purchasing Management Association of Canada.
11. Municipal Officers Association of BC.
12. Canadian Institute of Traffic and Transportation.

13. Institute of Canadian Bankers.
14. Canadian Institute of Bookkeeping

## ADMISSION REQUIREMENTS

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

- ENGL 12 with "C+" grade or higher required.
- Principles of MATH 11 or Applications of Math 12, or equivalent, with "C+" grade or higher required.
- MATH 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. However, only full-time students are eligible for Co-op work term experiences. Where enrolment is limited, priority will be given to full-time students.

## DIPLOMA OPTIONS

### BUSINESS ADMINISTRATION DIPLOMA: ACCOUNTING/FINANCE MAJOR

See description in Accounting/Finance.

### BUSINESS ADMINISTRATION DIPLOMA: PROFESSIONAL MANAGEMENT MAJOR

See description in Professional Management.

### OFFICE MANAGEMENT DIPLOMA

The Office Management Diploma combines

the curriculum of Applied Business Technology with components of the Business Administration program. Graduates are capable of overseeing the administrative and clerical staff of a small to medium sized businesses.

### CO-OP 101, 102, 201, 202, AND 203 WORK TERMS

These courses 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.

### APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Business Administration for any additional information.

### COURSE DESCRIPTIONS

#### ADMN 181-3 MARKETING

This course introduces the student to basic concepts and principles of marketing. An examination of a number of topics will be made such as 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; CIM - Marketing (Option); PMAC - Marketing.

#### COMM 220-3 PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR

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

### COURSE OF STUDIES

#### TRANSLATION KEY:

**Lec = Lecture Hours per week;**

**Lab = Lab Hours per week;**

COURSE	NAME	LEC	LAB
<b>Term 1</b>			
COMM 220-3	Principles of Organizational Behaviour	4	0
COMM 240-3	Financial Accounting I	5	0
CPSC 132-3	Elements of Computing	3	2
ECON 106-3	Principles of Economics	3	1
MATH 130-3	College Mathematics I	4	0
TWC 164-3	Introductory Report and Letter Writing	4	0
<b>Total:</b>		<b>23</b>	<b>3</b>

COURSE	NAME	LEC	LAB
<b>Term 2</b>			
ADMN 181-3	Marketing	4	0
COMM 241-3	Financial Accounting II	5	0
ECON 107-3	Principles of Economics	3	1
MATH 131-3	College Mathematics II	4	0
TWC 165-3	Oral Presentations and Skills Training	4	0
<b>Total:</b>		<b>20</b>	<b>1</b>

an effective working environment from a human perspective.

**Equivalents:** CASB - Human Resource Management; CIM - Organizational Behaviour; CMA - Human Resources (with ADMIN 270).

#### COMM 240-3 FINANCIAL ACCOUNTING I

An introductory course in accounting from the basic accounting equation to the preparation of the income statement 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 and worksheets and microcomputers is also covered.

**Equivalents:**(With COMM 241): CGA - Financial Accounting; CMA - Introductory Financial Accounting.

#### COMM 241-3 FINANCIAL ACCOUNTING II

A second 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 241): CMA - Introductory Financial Accounting; PMAC - Accounting

#### CPSC 132-3 ELEMENTS OF COMPUTING

A survey course for non-specialists, providing a general introduction to computer concepts and terminology, and current and future uses of computers. Common software applications and elementary programming concepts will be introduced. This course does not serve as a prerequisite for further computing science courses.

#### Prerequisites:

English 12 with a grade of "C" or better.

#### ECON 106-3 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.



#### Note:

- Students with credit for ECON 200 or 201 cannot take ECON 106 or 107 for further credit.

#### Prerequisites:

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

#### Equivalents:

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

**ECON 107-3 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.

**Note:**

– Students with credit for ECON 200 or 201 cannot take ECON 106 or 107 for further credit.

**Prerequisites:**

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

**Equivalents:**

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

**MATH 130-3 COLLEGE MATHEMATICS I**

A finite mathematics course primarily for non-physical science students who do not require a course in calculus. Topics include such things as sets, graphs, matrices and linear systems, introductory linear programming, and mathematics of finance.

**Prerequisites:**

Principles of MATH 11, or MATH 080 or equivalent with a grade of “C” or better.

**MATH 131-3 COLLEGE MATHEMATICS II**

A sequel to MATH 130. Includes such topics as counting techniques, probability, and statistics.

**Prerequisites:**

MATH 130 with a grade of “C” or better.

**Equivalents:**

CMA - QM1, Mathematics.

**TWC 164-3 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:**

“C+” or higher in ENGL 12. (See Admission Requirements.)

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

**TWC 165-3 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 (with ENGL 110) - Communication 1; CIM (with TWC 165) - Managerial Communications

**CONTACTS****PROGRAM SUPPORT / INSTRUCTOR****Jackie Chapin**

Tel: 365-7292 Ext. 481

Room 0-122

jchapin@selkirk.ca

**SCHOOL CHAIR:****Henri P Bureaud, School Chair**

Direct: 365-1203

Tel: 365-7292 Ext. 203

hbureaud@selkirk.ca

# BUSINESS ADMINISTRATION – ACCOUNTING/FINANCE

2-YEAR DIPLOMA AT CASTLEGAR

## PROGRAM OBJECTIVES

**Accounting/Finance** majors acquire a solid background in the financial structure of business. They 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 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 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.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Business Administration - Accounting/Finance for any additional information.

## COURSE DESCRIPTIONS

### ADMN 250-3 **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; CIM - Managerial Accounting; CMA - Introductory Management Accounting; PMAC - Accounting.

### ADMN 251-3 **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, and capital assets are an integral part of this course.

**Prerequisites:**

COMM 240/241 or equivalent.

**Equivalents:** (With ADMN 254): CASB - Intermediate Assets and Equities; CGA - Financial Accounting 2 and 3; CMA - Intermediate Financial Accounting.

### ADMN 252-3 **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; PMAC - Finance.

### ADMN 253-3 **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,

## 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	12
WORK TERM 3	STUDY TERM 4	GRAD	8
	<b>TOTAL MONTHS</b>		<b>32</b>

## COURSE OF STUDIES

**Translation key:**

**Lec = Lecture Hours per week;**

**Lab = Lab Hours per week;**

COURSE	NAME	LEC	LAB
<b>Term 3</b>			
ADMN 251-3	Intermediate Accounting I	5	0
ADMN 252-3	Financial Management	3	0
ADMN 253-3	Principles of Income Tax I	4	0
ADMN 259-3	Auditing	4	0
ADMN 269-3	Information Systems	4	0
ADMN 272-3	Commercial Law (Optional)	4	0
	<b>Total:</b>	<b>24</b>	<b>0</b>

COURSE	NAME	LEC	LAB
<b>Term 4</b>			
ADMN 250-3	Managerial Accounting	4	0
ADMN 254-3	Intermediate Accounting II	5	0
ADMN 255-3	Corporate Finance	3	0
ADMN 257-3	Income Tax II	4	0
ADMN 295-3	Business Policy	3	0
STAT 206-3	Statistics (Optional)	3	2
	<b>Total:</b>	<b>22</b>	<b>2</b>



property, capital gains and miscellaneous sources are included.

**Prerequisites:**

COMM 240/241 or equivalent.

**Equivalents:**

(with ADMN 257) CASB - Introductory Taxation; CGA - Tax 1; CMA - Taxation.

**ADMN 254-3 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, partners' equity and shareholders' 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 255-3 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; CIM - Financial Management; CMA - Corporate Finance; PMAC - Finance.

**ADMN 257-3 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:**

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

**ADMN 259-3 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.

**ADMN 269-3 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); CIM - Management Information Systems (Option); CMA - Information Technology; PMAC - Information Systems Technology.

**ADMN 272-3 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; CIM - Canadian Business Law; CMA - Commercial Law 122.

**ADMN 295-3 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:**

CIM - Strategic Analysis; CMA - Strategic Management; PMAC - Policy.

**STAT 206-3 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.

CONTACTS

PROGRAM SUPPORT / INSTRUCTOR

**Tiffany Snauwaert**

Tel: 365-7292 Ext. 268

Direct line: 365-1268

Room 0-130

tsnauwaert@selkirk.ca

SCHOOL CHAIR:

**Henri P Bureaud, School Chair**

Direct: 365-1203

Tel: 365-7292 Ext. 203

hbureaud@selkirk.ca

# BUSINESS ADMINISTRATION – PROFESSIONAL MANAGEMENT

2-YEAR DIPLOMA AT CASTLEGAR

## 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 techniques and applications, and human resource management. A number of advance credits extend to professional management designations as well, and an opportunity is provided in second year for students to take elective courses from these professional associations as part of their diploma requirements.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Business Administration - Professional Management for any additional information.

## COURSE DESCRIPTIONS

### ADMN 252-3 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; PMAC - Finance.

### ADMN 255-3 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; CIM - Fi-

## CO-OP WORK TERMS

### 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
STUDY TERM 4	GRADUATION		4
	<b>TOTAL MONTHS</b>	<b>28</b>	

## COURSE OF STUDIES

### Translation key:

**Lec = Lecture Hours per week;**

**Lab = Lab Hours per week;**

COURSE	NAME	LEC	LAB
<b>Term 3</b>			
ADMN 252-3	Financial Management	3	0
ADMN 265-3	Operations Management	4	0
ADMN 270-3	Management Principles	3	0
ADMN 272-3	Commercial Law	4	0
ADMN 293-3	Electronic Commerce	2	2
ADMN 298-1-3	Directed Studies	4	0
	<b>Total:</b>	<b>20</b>	<b>2</b>

COURSE	NAME	LEC	LAB
<b>Term 4</b>			
ADMN 255-3	Corporate Finance	3	0
ADMN 286-3	Human Resource Management	4	0
ADMN 295-3	Business Policy	3	0
ADMN 296-3	International Business	3	0
ADMN 297-3	Developing a Business Plan (Optional)	3	0
ADMN 298-2-3	Directed Studies	4	0
	<b>Total:</b>	<b>20</b>	<b>0</b>

nancial Management; CMA - Corporate Finance; PMAC - Finance.

### ADMN 265-3 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; PMAC - Administration.

### ADMN 270-3 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)

### ADMN 272-3 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; CIM - Canadian Business Law; CMA - Commercial Law 122.

**ADMN 286-3 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:**PMAC Administration

**ADMN 293-3 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.

**Equivalents:**

PMAC - Elective.

**ADMN 295-3 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:**

CIM - Strategic Analysis; CMA - Strategic Management; PMAC - Policy.

**ADMN 296-3 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:**

CIM - International Studies (Option); CMA - International Business; PMAC - Business.

**ADMN 297-3 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

**ADMN 298-3-1 DIRECTED STUDIES**

This course provides the opportunity for management students to take courses from professional associations or post-secondary institutions with the prior approval of the school chair or designate.

**ADMN 298-3-2 DIRECTED STUDIES**

This course provides the opportunity for management students to take courses from professional associations or post-secondary institutions with the prior approval of the school chair or designate.

## CONTACTS

### PROGRAM SUPPORT / INSTRUCTOR

**Tiffany Snauwaert**

Tel: 365-7292 Ext. 268

Direct line: 365-1268

Room 0-130

tsnauwaert@selkirk.ca

### SCHOOL CHAIR:

**Henri P Bureaud, School Chair**

Direct: 365-1203

Tel: 365-7292 Ext. 203

hbureaud@selkirk.ca

# OFFICE MANAGEMENT

2-YEAR DIPLOMA AT CASTLEGAR

## PROGRAM SUMMARY

The Office Management Diploma combines Applied Business Technology: Office Fundamentals, Applied Business Technology: Bookkeeping, and Business Administration 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, including a minimum grade of "C+" in English 12 and Principles of Mathematics 11 or equivalent.



### Notes:

– GPA of 3.0 or higher in the Applied Business Technology component is a graduation requirement for the Office Management Diploma.

– Students may complete parts of the second year requirements prior to enrolling for the Applied Business Technology certificate.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Office Management for any additional information.

## COURSE OF STUDIES

### Translation key:

**Lec = Lecture Hours per week;**

**Lab = Lab Hours per week;**

**Ttl = Total course hours per term**

All students must complete the Office Fundamentals Certificate (terms 1 and 2) and the Bookkeeping Advanced Certificate (term 3) in the first year. In the second year students must complete ten courses (six core courses and four electives) from the Business program.

COURSE	NAME	LEC	LAB	TTL
<b>Term 1</b>				
ABT 101-0.5	Online Learner Success (free 15-hour course)	0	0	15
ABT 110-1.5	Keyboarding	0	0	45
ABT 113-1.5	MS Word I	0	0	45
ABT 116-1.5	Business Calculators	0	0	45
ABT 118-1	Human Relations	0	0	30
ABT 120-1.5	Introduction to Computers and Internet (ICI)	0	0	60
ABT 127-1.5	Business English I	0	0	45
ABT 129-1.5	Business English II	0	0	45
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>330</b>

COURSE	NAME	LEC	LAB	TTL
<b>Term 2</b>				
ABT 111-1	Keyboarding Speed I	0	0	30
ABT 123-1	Records Management	0	0	30
ABT 124-1.5	Administrative Procedures	0	0	45
ABT 134-1.5	MS Excel I	0	0	45
ABT 136-1	MS Access I	0	0	30
ABT 138-1	Job Search	0	0	30
ABT 152-2	Bookkeeping I	0	0	60
ABT 182-2	Preceptorship (two weeks)	0	0	60
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>330</b>

COURSE	NAME	LEC	LAB	TTL
<b>Term 3</b>				
ABT 232-1	MS Excel II	0	0	30
ABT 234-1.5	MS Access II	0	0	45
ABT 252-2.5	Bookkeeping II	0	0	75
ABT 254-2	Simply Accounting	0	0	60
ABT 256-2	QuickBooks	0	0	60
ABT 282-2	Preceptorship (two weeks)	0	0	60
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>330</b>

COURSE	NAME	LEC	LAB	TTL
<b>Term 4</b>				
ADMN 252-3	Financial Management (Optional)	3	0	0
ADMN 269-3	Information Systems (Optional)	4	0	0
ADMN 270-3	Management Principles	3	0	0
ADMN 272-3	Commercial Law (Optional)	4	0	0
ADMN 293-3	Electronic Commerce (Optional)	2	2	0
COMM 220-3	Principles of Organizational Behaviour	4	0	0
ECON 106-3	Principles of Economics	3	1	0
	<b>Total:</b>	<b>23</b>	<b>3</b>	<b>0</b>

COURSE	NAME	LEC	LAB	TTL
<b>Term 5</b>				
ADMN 181-3	Marketing	4	0	0
ADMN 250-3	Managerial Accounting (Optional)	4	0	0
ADMN 286-3	Human Resource Management	4	0	0
ADMN 295-3	Business Policy (Optional)	3	0	0
ADMN 296-3	International Business (Optional)	3	0	0
ADMN 297-3	Developing a Business Plan	3	0	0
COMM 241-3	Financial Accounting II (Optional)	5	0	0
	<b>Total:</b>	<b>26</b>	<b>0</b>	<b>0</b>



Note: Students must complete four of the courses labelled optional.

## COURSE DESCRIPTIONS

### ABT 101-0.5 **ONLINE LEARNER SUCCESS (FREE 15-HOUR COURSE)**

The Online Learner Success course (OLS) is a 15-hour course designed to provide the online learner with a working knowledge of the program called WebCT (web course tools). Assignments or activities in the course have been designed to demonstrate the use of various tools in the WebCT program.

### ABT 110-1.5 **KEYBOARDING**

Learners develop basic alphabetic, numeric, and special symbols keyboarding skills to a speed of 20 net words per minute.

### ABT 111-1 **KEYBOARDING SPEED I**

Speed Development 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.

#### Prerequisites:

ABT 110.

### ABT 113-1.5 **MS WORD I**

Learners use word processing software to produce finished documents in accordance with business standards. This course introduces basic word processing skills and business standards to format and edit documents.

#### Prerequisites:

ABT 110, 120.

### ABT 116-1.5 **BUSINESS CALCULATORS**

This course is a review of basic mathematics, with emphasis on solving and analyzing business-related problems and learning the touch system operation of calculating machines.

**Prerequisites:** ABT 120 or equivalent.

### ABT 118-1 **HUMAN RELATIONS**

Human Relations concentrates on personal and professional development skills needed by workers in today's workplace. These skills include self-examination and assessment, development of effective communications skills, interpersonal skills, client relations, teamwork, problem solving, and an understanding of business ethics.

#### Prerequisites:

ABT 101.

### ABT 120-1.5 **INTRODUCTION TO COMPUTERS AND INTERNET (ICI)**

This is an introductory course to Windows and the Internet. Learners learn to manipulate the Windows environment, use Windows Accessories and use My Computer and Windows Explorer to manage files and folders. This course also provides learners with an introduction to the Internet including e-mail basics and advanced features, web browser basics, web navigation and research, and news groups.

#### Prerequisites:

ABT 101.

### ABT 123-1 **RECORDS MANAGEMENT**

The amount of information created and used in offices has increased significantly in recent years. Records, which contain all of the daily information necessary to the operation of any business, need to be managed effectively and efficiently. In today's office, maintaining the integrity of the records system means that all office workers need to be aware of the importance of correct creation, storage, use, retrieval, protection, control, and disposition of records. Technology continues to change the role played by today's office worker. This course will provide the learner with the knowledge, skills and abilities to face challenges and new responsibilities in dealing with both manual and electronic files.

#### Prerequisites:

ABT 101.

### ABT 124-1.5 **ADMINISTRATIVE PROCEDURES**

Administrative Procedures enables students to develop essential organizational skills and efficient office practices for today's dynamic offices. Topics include time management, safety and ergonomics, information resources, mail services, travel arrangements, meeting coordination, office technologies, telephone practices, appointment scheduling, and banking procedures. This course also includes a research project and an in-basket simulation.

#### Prerequisites:

ABT 101, 113.

### ABT 127-1.5 **BUSINESS ENGLISH I**

This course is a review of basic grammar and spelling principles. Learners apply spelling, grammar, and punctuation rules in written communications (Part 1).

#### Prerequisites:

ABT 120.

### ABT 129-1.5 **BUSINESS ENGLISH II**

This course is a review of basic grammar and spelling principles. Learners apply spelling, grammar, and punctuation rules in written communications (Part 2).

#### Prerequisites:

ABT 127.

### ABT 134-1.5 **MS EXCEL I**

Students plan, create, and modify worksheets; organize and enhance worksheets; complete calculations, graph data, and develop professional-looking reports; convert Excel files for use on the Web, and access the Web. The three major study components are worksheets, charts, and databases.

#### Prerequisites:

ABT 120.

### ABT 136-1 **MS ACCESS I**

Learners create and modify a database, use the query functions of sorting, filtering and indexes and maintain a database system using Microsoft Access 2000. The fundamental concepts of creating tables, queries, forms, and reports are taught.

#### Prerequisites:

ABT 120.

### ABT 138-1 **JOB SEARCH**

Job Search techniques will enable you to create the tools you will need for a successful job search in the competitive world. You will be able to think about, write down, and clearly focus your ideas on yourself, your career and your goals for the future. You will perform self-evaluation techniques, develop job research skills, and practice interview skills.

#### Prerequisites:

ABT 101, 113.

### ABT 152-2 **BOOKKEEPING I**

This course presents a clear understanding of the principles and purposes of accounting. It encourages the student to maintain accurate accounting data throughout each step of the accounting cycle beginning with source documents and ending with financial statements and year-end closing entries. The course covers accounting for service companies. The learner is guided to adhere to acceptable business standards for form, accuracy, and timely completion of bookkeeping documents.

#### Prerequisites:

ABT 116, 120.

### ABT 182-2 **PRECEPTORSHIP (TWO WEEKS)**

This course provides the learner with an opportunity to apply skills and knowledge acquired in training to a real work situation.

#### **Prerequisites:**

Students must be registered in the last section of the Office Fundamentals Certificate and have achieved a grade of "P" or higher. In addition, students must have successfully completed all other Office Fundamentals courses.

### ABT 232-1 **MS EXCEL II**

Learners use the advanced features of the spreadsheet program which includes building data tables and analyzing the data, writing and using macros, goal seeking, adding hyperlinks, using filters in databases, analyzing worksheets, using Visual Basic for Applications with Excel, create templates and consolidating data.

#### **Prerequisites:**

ABT 134.

### ABT 234-1.5 **MS ACCESS II**

Learners study several features of database design including creating and customizing forms and subforms with OLE, Hyperlink fields, subforms and reports, creating an Application System using macros and creating a switchboard manager. This course leads the student beyond the "data-entry" level into the "mastery" level of Microsoft Access 2003.

#### **Prerequisites:**

ABT 136.

### ABT 252-2.5 **BOOKKEEPING II**

This course is a continuation of Bookkeeping I. It provides an understanding of the principles and purposes of accounting. It encourages the student to maintain accurate accounting data throughout each step of the accounting cycle. The course covers bookkeeping for service companies as well as merchandising companies. It also includes in-depth instruction on maintaining payroll records. The learner is guided to adhere to acceptable business standards for form, accuracy, and timely completion of bookkeeping documents.

#### **Prerequisites:**

ABT 152.

### ABT 254-2 **SIMPLY ACCOUNTING**

Learners use the integrated accounting package Simply Accounting for Windows, to create, modify and maintain the general ledger, accounts payable, accounts receivable, Inventory and Ca-

nadian payroll components for a small business. Students also generate financial statement reports, bank reconciliations; enter inventory adjustments, transfers and closing entries.

#### **Prerequisites:**

ABT 120, ABT 252.

### ABT 256-2 **QUICKBOOKS**

The learner is introduced to computerized accounting using QuickBooks software. Basic features are introduced along with an opportunity for hands-on practice. Tracking business information in QuickBooks using common tasks gives the learner a base for more advanced features and the tools to find them. Lessons are followed by practice exercises and a hands-on project to incorporate the skills learned in the courseware.

#### **Prerequisites:**

ABT 120, ABT 252.

### ABT 282-2 **PRECEPTORSHIP (TWO WEEKS)**

This course provides the learner with an opportunity to apply skills and knowledge acquired in training to a real work situation.

#### **Prerequisites:**

Students must have successfully completed the Bookkeeping or Electronic Word Processing Certificate.

### ADMN 181-3 **MARKETING**

This course introduces the student to basic concepts and principles of marketing. An examination of a number of topics will be made such as 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; CIM - Marketing (Option); PMAC - Marketing.

### ADMN 250-3 **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;

CIM - Managerial Accounting; CMA - Introductory Management Accounting; PMAC - Accounting.

### ADMN 252-3 **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; PMAC - Finance.

### ADMN 269-3 **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); CIM - Management Information Systems (Option); CMA - Information Technology; PMAC - Information Systems Technology.

### ADMN 270-3 **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)

**ADMN 272-3 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; CIM - Canadian Business Law; CMA - Commercial Law 122.

**ADMN 286-3 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:**PMAC Administration

**ADMN 293-3 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.

**Equivalents:**

PMAC - Elective.

**ADMN 295-3 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:**

CIM - Strategic Analysis; CMA - Strategic Management; PMAC - Policy.

**ADMN 296-3 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:**

CIM - International Studies (Option); CMA - International Business; PMAC - Business.

**ADMN 297-3 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 220-3 PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR**

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; CIM - Organizational Behaviour; CMA - Human Resources (with ADMIN 270).

**COMM 241-3 FINANCIAL ACCOUNTING II**

A second 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 241): CMA

- Introductory Financial Accounting; PMAC - Accounting

**ECON 106-3 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.

**Note:**

- Students with credit for ECON 200 or 201 cannot take ECON 106 or 107 for further credit.

**Prerequisites:**

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

**Equivalents:**

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

**CONTACTS****PROGRAM SUPPORT / INSTRUCTOR****Jackie Chapin**

Tel: 365-7292 Ext. 481

Room 0-122

jchapin@selkirk.ca

**PROGRAM SUPPORT / INSTRUCTOR****Tiffany Snauwaert**

Tel: 365-7292 Ext. 268

Direct line: 365-1268

Room 0-130

tsnauwaert@selkirk.ca

**SCHOOL CHAIR:****Henri P Bureaud, School Chair**

Direct: 365-1203

Tel: 365-7292 Ext. 203

hbureaud@selkirk.ca





# SCHOOL OF DIGITAL MEDIA, MUSIC AND INFORMATION TECHNOLOGY

Computer Information Systems ..... 66  
 International Digital Film ..... 68  
 Internet Business Technology..... 69  
 Multimedia Production and Design ..... 72  
 Music and Technology, Contemporary ..... 76

## COMPUTER INFORMATION SYSTEMS\*

Master the tools for transforming data into information. Graduates of this program are prepared to install and manage computer networks, design and develop applications, and deliver training in the use of computers and applications.

\*Program is currently on hold. Visit our website [www.selkirk.ca](http://www.selkirk.ca) for updates.

## INTERNATIONAL DIGITAL FILM (NEW)

This intensive two-term advanced diploma addresses a growing trend toward independent film-making, with an emphasis on cross-cultural content, approaches and experiences as well as documentaries. If your dream is to film-maker, consider this your springboard into the industry.

## INTERNET BUSINESS TECHNOLOGY

In IBT, you'll be equipped with the very latest tools and skills in web design, programming and application development. Our instructors address the ever changing nature of web technology with leading edge knowledge. Internet Business Technology is your foundation for a career in web development.

## MULTIMEDIA PRODUCTION & DESIGN

Jump aboard one of the fastest moving industries in the world. This two-year program prepares graduates to excel in digital video production and effects; design for print, web and video; web development; traditional art and 3D animation.

Students can expect to become valuable team members for large group projects as well as to demonstrate their talents in a series of challenging individual projects throughout the program. It's a solid foundation for a career in this exciting, growing industry.

## CONTEMPORARY MUSIC & TECHNOLOGY

The unique focus of this dynamic two-year Diploma program is contemporary music. Graduates pursue careers in the recording and entertainment industry. And Degree completion is possible through articulation with the Berklee College of Music in Boston.

### Composition Major

Explore a wide range of styles and techniques for film scoring, music in advertising and songwriting.

### 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 is on high level proficiency on your principal instrument, along with lots of opportunities to perform.

### Directed Studies

Design special study projects from a range of courses.



# COMPUTER INFORMATION SYSTEMS

CASTLEGAR AND ONLINE

## IMPORTANT NOTICE

This program is currently on hold please watch [www.selkirk.ca](http://www.selkirk.ca) for updated information.

This program may be replaced with a Business Information Technology program. Please contact Tiffany Snauwaert, Program coordinator, Business Administration Program at [tsnauwaert@selkirk.ca](mailto:tsnauwaert@selkirk.ca) for more information.

If you are a past student of the CIS program and have not completed your diploma please contact Rita Williams ([rwilliams@selkirk.ca](mailto:rwilliams@selkirk.ca)) to discuss possible course options.

For additional courses in Computer Information Systems please see BC Campus at [BCcampus.ca](http://BCcampus.ca).

## PROGRAM COURSES

**Translation key:**

**Lec = Lecture Hours per week;**

**Lab = Lab Hours per week;**

**Ttl = Total course hours per term**

COURSE	NAME	LEC	LAB	TTL
<b>Term 1</b>				
CIS 110-3	Information Technology Essentials I	0	0	67.5
CIS 120-3	Information Technology Essentials II	0	0	67.5
CIS 130-3	Project Management	0	0	45
CIS 150-3	Database Fundamentals	0	0	60
CIS 160-3	Networking Basics	0	0	67.5
CIS 161-3	Router and Routing Basics	0	0	67.5
CIS 260-3	Switching Basics and Intermediate Routing	0	0	67.5
CIS 261-3	WAN Technologies	0	0	67.5
CIS 263-3	Fundamentals of Wireless LAN's	0	0	67.5
CPSC 100-3	Introduction to Programming I	3	2	0
	<b>Total:</b>	<b>3</b>	<b>2</b>	<b>577.5</b>

## COURSES

The following program courses may be offered from time to time:

## COURSE DESCRIPTIONS

### CIS 110-3 INFORMATION TECHNOLOGY ESSENTIALS I

This course will introduce students to information technology and data communications. Students will develop the necessary skills to enter this field by building a computer, installing the operating system, adding peripherals, connecting the computer to a local area network and to the Internet.

This is a hands-on, lab oriented course that stresses laboratory safety and working effectively in a group environment.

This course will prepare students for CompTIA's A+ certification.

### CIS 120-3 INFORMATION TECHNOLOGY ESSENTIALS II

This course is an intensive introduction to multi-user, multi-tasking networking operating systems. Characteristics of the Linux, Windows 2000, NT and XP network operating systems will be discussed.

Students will explore a variety of topics including installation procedures, security issues, back up procedures and remote access.

This course will prepare students for CompTIA's A+ Server+ certification.

### CIS 130-3 PROJECT MANAGEMENT

Students will get a solid understanding of project management methods with this course, gaining practical experience in proven project management techniques and discovering 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.

### CIS 150-3 DATABASE FUNDAMENTALS

This course covers the basic concepts of database technology, with the major emphases on the relational model and database design. QBE, Relational Algebra and SQL are discussed and used. The problems of security, integrity and concurrency are introduced.

### CIS 160-3 NETWORKING BASICS

This course provides students with classroom and laboratory experience in current and emerging network technology. Topics covered include: safety, networking network terminology and protocols network standards, local-area networks (LANs), wide-area networks (WANs), open system, Interconnection (OSI) models, cabling and cabling tools, routers and

router programming, ethernet, internet protocol (IP) addressing, network standards

Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building and environmental codes and regulations.

### CIS 161-3 ROUTER AND ROUTING BASICS

This subject examines, in detail, the role and operation of routers in a range of computer networks, but with the primary emphasis on local area networks. A range of routing protocols is discussed. The course material is supported by extensive hands-on practical work. Network management is also introduced. Topics covered include: The OSI Model, LANs, TCP/IP environment, WANs, routers, Router user interface, Router components and configuration, Internet Operating System (IOS): Cisco IOS & IOS images TCP/IP Protocol Suite, IP addressing and subnetting, Routing basics, Interior and exterior routing protocols, Principles of network management, Network troubleshooting

### CIS 260-3 SWITCHING BASICS AND INTERMEDIATE ROUTING

This subject extends the work covered in CCNA Preparations: Stages 1 and 2 with VLANs and WAN protocols. WAN and LAN design is introduced. The UTS Cisco Academy resources are used for practical work and a threaded case

study. This subject is the third in a set of four subjects aimed at preparing participants to sit for the industry certification CCNA (Cisco Certified Network Associate). Topics covered include: Review of the OSI Model, LAN Switching, Virtual LANS ( VLANS), LAN Design, Interior Gateway Routing Protocol, Access Control Lists, Novell IPX, Network Management

#### CIS 261-3 WAN TECHNOLOGIES

This subject extends the work covered in CCNA Preparation: Stages 1, 2 and 3 with VLANs and WAN protocols. WAN and LAN design is reviewed and extended. ISDN, PPP and Frame Relay is covered. The UTS Cisco Academy resources are used for practical work and a threaded case study. This subject is the fourth in a set of four subjects aimed at preparing participants to sit for the industry certification CCNA (Cisco Certified Network Associate). Topics covered include: Review of Stages 1, 2, 3, WANs, WAN Design, LAN Design, Point-to-Point Protocol, Integrated Services Digital Network, Frame Relay, Network Management, Network Certification Exam review, CCNA Certification Exam review.

#### CIS 263-3 FUNDAMENTALS OF WIRELESS LANS

This is an introductory course focusing on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in the following areas: Wireless LAN setup & troubleshooting, 802.11a & 802.11b technologies, products and solutions, Site Surveys, Resilient WLAN design, installation and configuration, WLAN Security - 802.1x, EAP, LEAP, WEP, SSID Vendor interoperability strategies

#### CPSC 100-3 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 090 or Math 130 each with a grade of "C" or better.

## CONTACTS

### INSTRUCTOR

**Rita Williams**  
Tel: 365-7292 Ext. 375  
Direct line: 365-1375  
Room O-030  
rwilliams@selkirk.ca

### SCHOOL CHAIR:

**Jason Taylor**  
Direct: 505-1305  
Tel: 352-6601 Ext. 305  
jtaylor@selkirk.ca



# INTERNATIONAL DIGITAL FILM

2-TERM ADVANCED DIPLOMA AT NELSON TENTH STREET CAMPUS

---

## PROGRAM SUMMARY

The International Digital Film Program is an intensive two-term advanced diploma program offered on the Tenth Street Campus. 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. Internationalization of course content and delivery is integral to the program. Students have the option of participating in a study abroad experience as part of their final project.



**Note:**

– *This new program is under development and is scheduled to begin in September, 2006. Program content is subject to change. It is a joint program of the International Education Department and the School of Digital Media, Music and Information Technology.*

## PROGRAM OBJECTIVES

Graduates of the program have varied career opportunities according to their areas of specialization and expertise. There are strong opportunities for graduates to pursue entry-level positions within the Canadian film industry. In addition, the International Digital Film Program prepares graduates to work in the steadily growing area of independent film.

## 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 coursework, or work experience in the area of multimedia production, photography and/or video is required. All applicants are required to submit a letter of intent and portfolio, and attend an interview. Applicants lacking sufficient technical knowledge will be required to enrol in an orientation session prior to the beginning of the fall term and/or additional coursework.

Applicants who are speakers of other languages must provide evidence of a minimal TOEFL score of 213 (computer), or IELTS score of 6.5, or have completed Level 5 (Upper Advanced) in the Selkirk College English Language Program and English 090 or equivalents.

## COURSE OF STUDIES

### FALL TERM

Writing the Screenplay (3 Credits)  
Systems and Logistics (3 Credits)  
Technical Fundamentals: Camera, Light, Lens, Hardware (3 Credits)  
Digital Film Editing (3 Credits)  
Sound Recording and Engineering (2 Credits)  
Global Film Studies - Fiction (2 Credits)

### WINTER TERM

After Effects, FC Pro and Shake (3 Credits)  
Directing and Cinematography (3 Credits)  
Business for Film (1.5 Credits)  
Global Film Studies - Documentary (2 Credits)  
Film Project or International Study Abroad (6 Credits)

---

## CONTACTS

### PROGRAM CONTACT:

**Daryl Jolly, Instructor, Program Contact**

Direct: 250-505-1394  
Tel: 352-6601 Ext. 394

### SCHOOL CHAIR

**Jason Taylor**

Tel: 352-6601 Ext. 305  
Direct line: 505-1305  
Room P 100B

# INTERNET BUSINESS TECHNOLOGY

CREDENTIAL OPTIONS - SUBJECT TO COURSE SELECTION (SEE PROGRAM OBJECTIVES) – ONLINE

## PROGRAM CALENDAR

### 2006

- Sept. 5 - Orientation for all students.
- Sept. 6 - Fall term begins for all programs.
- Dec. 8- Fall term ends.
- Dec. 11 - 22 - Fall term examinations.

### 2007

- Jan. 2 - Winter term begins for all programs.
- April 6 - Winter term ends.
- April 9-24 - Winter term examinations.



#### Notes:

– This program will be delivered entirely online and is set up in four Course Units. Each Course Unit consists of 4-5 related module components.

– Students must register for an entire Course Unit and complete this before proceeding on to the next Course Unit.

## PROGRAM OBJECTIVES

The Internet Business Technology program aims to provide focused training to equip participants in the ever-changing technologies of web development. There are three objectives to be achieved on gaining skills in web design, web programming and web application development:

- From the design perspective, participants will receive training in web publishing and web development methodology.
- From the technical perspective, participants will receive training in programming from web client to server side programming.
- Finally, in order to provide an integral perspective on practical web development, participants will work on projects that facilitate the integration of the knowledge and skills in developing a comprehensive web application.

Each course unit consists of 4-5 related module components (listed below). Students must register for an entire Course Unit and complete this before proceeding on to the next Course Unit. Please contact Sharron Swan at [sswan@selkirk.ca](mailto:sswan@selkirk.ca) for further information.

1. Students completing IBT 110 & IBT 120 receive a “Certificate”.
2. Students completing IBT 110, IBT 120, IBT 130 and IBT 140 receive an “Advanced Certificate”
3. Students completing all four IBT courses, plus

an English Course, one Business Accounting Course and two electives receive a “Diploma”.

### Web Technology

The Web Technology Course will provide the learner with a solid foundation in basic web technology skills to design, develop, publish and market a web site. This course is ideal for anyone who is interested in pursuing a career in web design or for a small business owner wishing to launch their business on the Internet. This course consists of four modules: Web Design Theory & XHTML, Web Graphics & Photo Manipulation, Web Development using FrontPage/Dreamweaver and Introduction to Web Marketing.

### Web Business & Marketing

This course will provide the student with an understanding of Internet Marketing strategies, Search Engine Marketing and E-Commerce. Students will learn the different elements of Internet Marketing and current literature and issues in this area. They will also explore tools and frameworks to enable them to prepare a marketing plan for an Internet business. There are five modules in this course which should be completed in the order shown below.

### Web Graphics and Multimedia

The Web Graphics and Multimedia module will provide the learner with advanced skills in the

## COURSE OF STUDIES

### Translation key:

Ttl = Total course hours per term

COURSE	NAME	TTL
<b>Term 1</b>		
IBT 110-1	Web Technology (Web Design Theory and HTML)	67.5
IBT 110-2	Web Technology (Web Graphics and Photo Manipulation)	67.5
IBT 110-3	Web Technology (Web Development using Dreamweaver or MS FrontPage)	75
IBT 110-4	Web Technology (Introduction to Web Marketing and Site Optimization)	75
<b>Total:</b>		<b>285</b>

COURSE	NAME	TTL
<b>Term 2</b>		
IBT 120-1	Web Business and Marketing (Internet Marketing)	45
IBT 120-2	Web Business and Marketing (Search Engine Advertising)	45
IBT 120-3	Web Business and Marketing (Digital Marketing Case Studies)	60
IBT 120-4	Web Business and Marketing (E-Commerce Theory)	67
IBT 120-5	Web Business and Marketing (Creating Effective Web Content)	37
<b>Total:</b>		<b>254</b>

COURSE	NAME	TTL
<b>Term 3</b>		
IBT 130-1	Web Graphics and Multimedia (Working with the Adobe Web Collection)	75
IBT 130-2	Web Graphics and Multimedia (Working with Macromedia Studio MX)	75
IBT 130-3	Web Graphics and Multimedia (Introduction to Multimedia Concepts on the Web)	60
IBT 130-4	Web Graphics and Multimedia (Macromedia Director/Shockwave)	75
<b>Total:</b>		<b>285</b>

COURSE	NAME	TTL
<b>Term 4</b>		
IBT 140-1	Web Programming (XHTML)	60
IBT 140-2	Web Programming (JavaScript)	75
IBT 140-3	Web Programming (PHP/MySQL)	75
IBT 140-4	Web Programming (ASP.NET using Dreamweaver MX 2004)	75
<b>Total:</b>		<b>285</b>

development of graphics and animations for the web. The learner will also be introduced to the graphic and multimedia content design for the web using industry leading software.

### Web Programming

The Web Programming course will provide the learner with advanced web designing skills through the implementation of popular web programming (scripting) languages.

## CAREER POTENTIAL

Graduates of this program have the opportunity to set up their own web design business which may be home-based or store-front. They also may explore employment opportunities with existing web design firms either locally or online.

## ADMISSION REQUIREMENTS

Applicants should have:

- Basic keyboarding skills with ability to type 30wpm
- Working knowledge of Windows 98 or higher
- Basic internet skills (email, searching and downloading)

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Internet Business Technology for any additional information.

## COURSE DESCRIPTIONS

### IBT 110-1 **WEB TECHNOLOGY (WEB DESIGN THEORY AND HTML)**

In this module you will learn the history of the World Wide Web and how it works. Web design principles, web site layout and basic HTML will also be explored. The second textbook in this module introduces you to designed web pages using XHTML. After completing this module you will have the skills to design basic web sites using XHTML programming.

### IBT 110-2 **WEB TECHNOLOGY (WEB GRAPHICS AND PHOTO MANIPULATION)**

This module introduces the learner to creating professional web graphics using Macromedia Fireworks. Students will learn a range of skills from using a bitmap editing to blur, sharpen or alter an image to understanding rollovers, slices, and hotspots.

### IBT 110-3 **WEB TECHNOLOGY (WEB DEVELOPMENT USING DREAMWEAVER OR MS FRONTPAGE)**

In this module, the learner will develop the skills to design web sites using Microsoft or Macromedia DreamWeaver MX 2004 which are industry leading Web Authoring Tools. Students will learn to format text and page elements using CSS, add and manage images, create internal, external and email hyperlinks, create navigation bars, framed sites, web forms, update, maintain and publish a web site.

### IBT 110-4 **WEB TECHNOLOGY (INTRODUCTION TO WEB MARKETING AND SITE OPTIMIZATION)**

This course will provide you with the skills required to promote your web site on the Internet and position your site with the top search engines. You will learn the technical and marketing details involved in effective Web Site optimization and promoting.

### IBT 120-1 **WEB BUSINESS AND MARKETING (INTERNET MARKETING)**

This module introduces the learner Internet Marketing and its relationship to traditional marketing. Students will gain marketing knowledge of positioning, audience, target markets and direct response marketing. They will also learn how to establish firm, positive placement in the perceptions of current and prospective customers. Students will explore both ineffective and successful business Web sites and marketing plans and how to tell the difference to ensure a positive start towards online success.

### IBT 120-2 **WEB BUSINESS AND MARKETING (SEARCH ENGINE ADVERTISING)**

In this module participants will learn valuable techniques to enhance a web site's visibility on Search Engines. They also learn how to select the best Search Engines to target, discover the importance of targeting the correct keyword phrases, create Search Engine "readable" web pages and techniques to avoid Search Engine problems.

### IBT 120-3 **WEB BUSINESS AND MARKETING (DIGITAL MARKETING CASE STUDIES)**

This module will help students to expand their understanding of marketing and the role that digital technology plays in making marketing more effective for online businesses. Case studies are reviewed in the textbook to assist in understanding digital marketing strategies.

### IBT 120-4 **WEB BUSINESS AND MARKETING (E-Commerce Theory)**

This module introduces the learner to the theory and practice of conducting business over the Internet and the World Wide Web. Learners will also explore security issues, business strategies and technologies used in conducting business on the Internet today.

### IBT 120-5 **WEB BUSINESS AND MARKETING (CREATING EFFECTIVE WEB CONTENT)**

In order to be successful in your Web Marketing Strategies you have to be creative, this module offers the learner with the opportunity to learn about a relatively new way of creating content for your web site and driving traffic to your site. Participants in this module will learn about "Blogging" as an innovative way to market their product or service on the Internet.

### IBT 130-1 **WEB GRAPHICS AND MULTIMEDIA (WORKING WITH THE ADOBE WEB COLLECTION)**

This module introduces the learner to Adobe's Photoshop, ImageReady and GoLive. You will learn how to create sophisticated graphics for the web including rollovers and GIF animations using Photoshop and ImageReady. You will also learn to design, develop and manage business web sites using GoLive.

### IBT 130-2 **WEB GRAPHICS AND MULTIMEDIA (WORKING WITH MACROMEDIA STUDIO MX)**

This module introduces the learner to Macromedia's suite of Web authoring applications and how to use them to create appealing and cutting-edge multimedia for the web.

### IBT 130-3 **WEB GRAPHICS AND MULTIMEDIA (INTRODUCTION TO MULTIMEDIA CONCEPTS ON THE WEB)**

This module introduces you to the planning and designing concepts for multimedia. You will also have the opportunity to explore the popular applications most often used in designing and implementing multimedia elements in web design.

**IBT 130-4 WEB GRAPHICS AND MULTIMEDIA (MACROMEDIA DIRECTOR/SHOCKWAVE)**

**Prerequisites:** Participants of this module will develop the skills required to apply effective design principles to multimedia products such as dynamic graphics, animation, web sites, software authoring tools and video. You will learn how to create professional-looking interactive multimedia software for CDs, DVDs, and the Web.

**IBT 140-1 WEB PROGRAMMING (XHTML)**

This module introduces the learner to building on existing XHTML skills using Cascading Style Sheets (CSS). Cascading Style Sheets allow you to design appealing, innovative web pages. Allowing you control of the display properties of markup elements in a single web page over an entire web site. CSS is the future of Web Design!

**IBT 140-2 WEB PROGRAMMING (JAVASCRIPT)**

This module introduces the learner to JavaScript, a powerful scripting language that allows you to add functionality, feedback and end-user interactivity to Web Pages.

**IBT 140-3 WEB PROGRAMMING (PHP/MYSQL)**

This module introduces the learner creating dynamic data-driven web pages, build contact management systems and mailing lists using PHP and a combination of PHP and MySQL server side scripting languages.

**IBT 140-4 WEB PROGRAMMING (ASP.NET USING DREAMWEAVER MX 2004)**

Participants of this module will develop the skills required to create ASP.NET Web pages that interact with user input and online databases. They will also learn the essentials of building dynamic Web sites using ASP.NET.

## CONTACTS

**INSTRUCTOR, E-COMMERCE:**

**Sharron Swan**  
Phone: 359-2974  
sswan@selkirk.ca

**SCHOOL CHAIR:**

**Jason Taylor**  
Direct: 505-1305  
Tel: 352-6601 Ext. 305  
jtaylor@selkirk.ca



# MULTIMEDIA PRODUCTION AND DESIGN

2-YEAR DIPLOMA AT NELSON TENTH STREET CAMPUS

## PROGRAM CALENDAR

### 2006

Sept. 5 - Orientation for all students.  
Sept. 6 - Fall term begins for all programs.  
Dec. 8 - Fall term ends.  
Dec. 11 - 22 - Fall term examinations.

### 2007

Jan. 2 - Winter term begins for all programs.  
April 6 - Winter term ends.  
April 9-24 - Winter term examinations.

## PROGRAM OBJECTIVES

The Multimedia Production and Design Program is an intensive two-year Diploma program offered at the Tenth Street Campus.

Multimedia is a dynamic and ever changing field that integrates many different types of media, with emphasis placed on interactive media such as World Wide Web production, CD-ROM/DVD authoring, video, 3-D animation and Graphic Design. The Multimedia Production and Design Program at Selkirk College gives dedicated students the necessary skills to find employment in the dynamic, high-paced industry of Multimedia.

The Multimedia Production and Design Program seeks applicants who are dedicated to excellence and innovation in the field of interactive media. Students who enrol in this program can expect to become valuable team members for large group projects, as well as demonstrate their talents in a series of challenging and exciting individual projects throughout this two-year program. Our mandate is to produce well-rounded, highly employable graduates, dedicated to producing high caliber work.

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.

## CAREER POTENTIAL

There are a wide variety of career outcomes available to the Multimedia program graduate. Many of our graduates have established careers in the following areas:

- Web Design
- CD-ROM/DVD Authoring

- Technical Writing
- Video Production
- 3D Animation
- Education
- Video Editing
- Graphic Design
- Copy Writing
- Special Effects
- Database Architecture
- Programming

## ADMISSION REQUIREMENTS

In addition to the general entrance requirements for admission to Selkirk College, applicants must meet the following criteria set by the Multimedia Production & Design Department.

### EDUCATION

High school graduation (or equivalent) with a "C+" grade or higher in ENGL 12, MATH 11, and INFO TECH 11 (or equivalent). TELEVISION AND FILM PRODUCTION 11 AND/OR 12 is highly recommended.

### 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.

### LETTER OF INTENT

All applicants are required to submit a letter of intent describing:

- Their goals and interests as they relate to the field of Multimedia.
- Their expectations of this program.
- Their ability to work both independently and as a member of a team, citing examples of their experiences in both situations.
- Examples of creative and/or artistic projects in which they have been involved.
- Details outlining their computer literacy (beginner, intermediate, advanced), including software applications they are familiar with and the operating environment of those applications.

### PORTFOLIO

All applicants are required to submit a portfolio of their work. Strong design skills are essential for success in the Multimedia industry, and are a major focus in this program. All portfolios must demonstrate the applicant's artistic ability and design skills.

This portfolio must include any or all of the following items:

- 2-4 examples of web design (either professional or academic examples)
- 2-3 examples of print design (business cards, logos, brochures, posters, etc)
- 1 example of video production, 3D modeling and animation, and/or stop motion photography
- 2-5 examples of traditional artwork (drawing, painting, sculpture, photography)
- 2-4 examples of digital artwork (Illustrator, Photoshop, Flash, etc.)

### INTERVIEW

All applicants are required to attend a panel interview with representatives from the Multimedia Production and Design Program. In situations where applicants are unable to attend a face-to-face interview, a telephone interview will be arranged. Applicants are required to present their portfolio at this interview. The interview is required to evaluate the applicant, their portfolio, and their application to the program, and is an opportunity for faculty to recommend upgrading if necessary.

### COMPUTER AND SOFTWARE KNOWLEDGE

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.

The production labs in the Multimedia Production and Design 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 mousing skills and strong keyboarding skills of at least 25 wpm.



**PROGRAM POLICIES**

Complete copies of the Computing Policies and Departmental Policies are available upon request. Upon acceptance to the program, all students are required to sign and abide by the policies set forth by Selkirk College. The Multimedia Program is an intensive two-year program, which requires commitment, professionalism and dedication. Attendance in all classes is mandatory.

**REQUIREMENTS FOR GRADUATION**

To successfully complete this program, students must receive a passing grade in all courses, with a GPA of 2.0 or greater.

**PROJECT COSTS AND SUPPLIES**

Students should plan and budget for the purchase of art supplies, software, and project supplies for any applied or group projects. While not required, the following items are currently being recommended as items students might want to own or have access to:

- A personal computer (Pentium 4, PowerPC G5 or higher, 1024MB or greater) with a Firewire (IEEE 1393) port, DVD burner and a High Speed Internet connection.
- A Firewire external hard drive (80GB - 250GB capacity)
- A MiniDV or D8 video camera
- Digital Still Camera 4.0 Mega Pixels or greater

Faculty can make recommendations for those planning on purchasing a computer.

**TRANSFERABILITY / DEGREE COMPLETION**

Athabasca University and University of Lethbridge offer two-year block transfer into programs in Communications and New Media respectively.

**APPROXIMATE EXPENSES**

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Multimedia Production and Design for any additional information.

**COURSE OF STUDIES**

**Translation key:**

**Lec = Lecture Hours per week;**

**Lab = Lab Hours per week;**

COURSE	NAME	LEC	LAB
<b>Term 1</b>			
ART 111-3	Fundamental Concepts in Art	3	2
ART 130-3	Traditional and Desktop Colour Theory	2	3
COMM 220-3	Principles of Organizational Behaviour	4	0
ENGL 110-3	College Composition	3	0
MPD 104-3	Introduction to Web Authoring	2	2
MPD 112-3	Multimedia Systems and Logistics	2	2
	<b>Total:</b>	<b>16</b>	<b>9</b>

COURSE	NAME	LEC	LAB
<b>Term 2</b>			
ART 122-3	Classical and Stop Motion Animation	2	4
COMM 230-3	Introduction to Business and Management	3	0
MPD 106-3	Standardized Web Design Using XHTML and CSS	2	3
MPD 116-3	Digital Graphics and Photoshop I	2	2
MPD 170-3	Design Fundamentals	3	2
TWC 169-3	Writing for Multimedia	3	0
	<b>Total:</b>	<b>15</b>	<b>11</b>

COURSE	NAME	LEC	LAB
<b>Term 3</b>			
MPD 202-3	Advanced Topics in Web Authoring	2	3
MPD 206-3	Advanced Digital Video Production	3	4
MPD 211-3	Introduction to Authoring in Director and Quicktime	2	2
MPD 221-3	Digital Graphics and Photoshop II	2	3
MPD 222-3	Introduction to 3D Modelling in Lightwave	2	2
	<b>Total:</b>	<b>11</b>	<b>14</b>

COURSE	NAME	LEC	LAB
<b>Term 4</b>			
MPD 200	Digital Film and Video Studio Production	2	2
MPD 223-3	Introduction to 3D Animation in Lightwave	2	2
MPD 288-3	Digital Portfolio and Demo Reel	2	2
MPD 290-6	Project Management / Applied Project	2	11
	<b>Total:</b>	<b>8</b>	<b>17</b>

**COURSE DESCRIPTIONS**

**ART 111-3 FUNDAMENTAL CONCEPTS IN ART**

This introductory studio course will explore the formal elements of art and the creative devices employed in multimedia design. Through exercises and self-directed projects, students acquire an understanding of the terminology and visual vocabulary used in studio dialogue. Images from art history, advertising, and contemporary media are analyzed to challenge students to see and create critically.

**ART 122-3 CLASSICAL AND STOP MOTION ANIMATION**

This course explores the fundamentals of 3D art making, to prepare students for 3D Animation and Modeling in MPD 223. The focus of this course is to create a video using animated, clay characters. Topics include character and story development, script writing, modeling characters out of clay, storyboarding, and using software to capture and edit frames of video.

**Prerequisites:**  
MPD Semester I.

**ART 130-3 TRADITIONAL AND DESKTOP COLOUR THEORY**

This course examines the theory and artistic application of basic colour principals. Topics include

colour mixing, colour interactions and how to use colour effectively in design. Both traditional and electronic approaches are used.

**Prerequisites:**  
ART 111.

### COMM 220-3 **PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR**

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; CIM - Organizational Behaviour; CMA - Human Resources (with ADMIN 270).

### COMM 230-3 **INTRODUCTION TO BUSINESS AND MANAGEMENT**

An introduction to business in Canada - how it functions, how it relates to other sectors of society and how the Canadian business system compares with business systems in other countries.

### ENGL 110-3 **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 is a one-semester composition course designed to enable the student to produce clear, coherent written communication. The course covers theme development, editing techniques, and research paper preparation. Students are assessed and paced according to their ability and growth.

**Prerequisites:**  
A "C" or better in ENGL 12 or equivalent or LPI level 4.

### MPD 104-3 **INTRODUCTION TO WEB AUTHORIZING**

Students learn how to conceptualize, produce and deploy large web sites. Topics include: HTML, JavaScript, Cascading Style Sheets, Server Side Includes, File Transfer Protocol and CGI. This course requires the completion of a major term project.

### MPD 106-3 **STANDARDIZED WEB DESIGN USING XHTML AND CSS**

This course has been developed to introduce students to web standards. Primarily using XHTML

and CSS students will develop compliant web pages based on the World Wide Web Consortium model. Instruction includes: implementation of web technologies using Macromedia Dreamweaver and Design fundamentals for the web.

### MPD 112-3 **MULTIMEDIA SYSTEMS AND LOGISTICS**

This is an introduction to all the major components of Multimedia. Topics covered include management and deployment of information systems, project management, design fundamentals and application learning. A brief survey of media theory and history is covered (time permitting).

### MPD 116-3 **DIGITAL GRAPHICS AND PHOTOSHOP I**

The study and application of Adobe Photoshop and Illustrator are the two main topics for this course. Other software applications may be introduced, but the focus remains on the Adobe graphics suite. The creation of digital images for multimedia, including print, CD-ROM and the web will be examined.

### MPD 170-3 **DESIGN FUNDAMENTALS**

This course is an introduction to graphic design. Areas of study include the principles of design, design theory, and typography. Students learn Illustrator software, and utilize it to create design projects such as CD covers, posters, corporate identity packages, and product packaging.

**Prerequisites:**  
MPD Semester I.

### MPD 200 **DIGITAL FILM AND VIDEO STUDIO PRODUCTION**

This course explores the environment of the television studio. It has been designed to provide students with practical, production-based experience using the hardware and software found in a production setting. Students will be encouraged to explore the many disciplines of the production environment. Topics include: Camera operation and settings, lighting for digital video and television, audio capturing and editing techniques, screen treatment and design.

### MPD 202-3 **ADVANCED TOPICS IN WEB AUTHORIZING**

In this course, students learn the principles behind, and the techniques of creating a Multimedia Authored production for mass distribution. Macromedia Dreamweaver MX is the principle software title used in this course. Topics include Web Application delivery, data driven websites and other server technologies. Students will also be introduced to several different applications and

technologies for data driven content including Flash, Coldfusion, PHP, MYSQL, XML, etc.

### MPD 206-3 **ADVANCED DIGITAL VIDEO PRODUCTION**

The study and application of digital audio and video tools. This course focuses on the issues and production techniques involved in creating and editing digital audio and video. Codec's, architectures, editing techniques and project planning concerns are the key topics covered. Techniques of streaming audio and video may also be covered, time permitting.

### MPD 211-3 **INTRODUCTION TO AUTHORIZING IN DIRECTOR AND QUICKTIME**

In this course, students learn the principles behind, and the techniques of creating a Multimedia Authored production for mass distribution. Macromedia Director is the principle software title used in this course. Topics include CD ROM production and distribution and computer based training.

### MPD 221-3 **DIGITAL GRAPHICS AND PHOTOSHOP II**

Tutorials, demonstrations and student projects highlight the content of this course. The production of computer graphic artwork, including original digital artwork and image editing and manipulation. This course will outline the skills needed to produce graphics for print and web based presentation. An in depth study of user-interface design and techniques and theories are explored.

### MPD 222-3 **INTRODUCTION TO 3D MODELLING IN LIGHTWAVE**

This course focuses on the concepts and practices used in 3d computer modeling. Modeling, lighting, textures and compositing are covered in depth using NewTek's Lightwave 3D.

### MPD 223-3 **INTRODUCTION TO 3D ANIMATION IN LIGHTWAVE**

This course focuses on the concepts and practices used in 3D computer animation. Animation, lighting, textures and compositing and particle effects are covered in depth using NewTek's Lightwave 3D.

### MPD 288-3 **DIGITAL PORTFOLIO AND DEMO REEL**

In this class, students will utilize the software, techniques and skills learned in earlier classes to author and produce a professional-quality CD-ROM portfolio and/or demo reel. Topics include: user interface design, print design, product pack-

aging, logo design, and résumé development. As a requirement for graduation, all MPD students must produce a digital portfolio.

**MPD 290-6 PROJECT MANAGEMENT / APPLIED PROJECT**

This course examines the process involved in the planning, management and successful completion of major projects. Students will be led through a practice of preparing proper project documents that include proposals, budgets, timelines, design rationale, time reports and presentation outlines. Students will be introduced to reporting features in the software application Microsoft Project 2000.

**TWC 169-3 WRITING FOR MULTIMEDIA**

In this course, students expand the skills acquired in TWC 168 to a variety of Multimedia projects, including brochures, newsletters, and writing for web site content and interactive applications. In addition, the course will cover contract proposals, oral presentations, portfolio presentation and interviewing.

**Prerequisites:**

MPD Semester I, TWC 168.

## FURTHER INFORMATION

This program has its own web site, at <http://mpd.selkirk.bc.ca>.

## CONTACTS

**PROGRAM CONTACT:**

**Daryl Jolly, Instructor, Program Contact**

Direct: 250-505-1394  
Tel: 352-6601 Ext. 394  
[djolly@selkirk.ca](mailto:djolly@selkirk.ca)

**SCHOOL CHAIR:**

**Jason Taylor**

Direct: 505-1305  
Tel: 352-6601 Ext. 305  
[jtaylor@selkirk.ca](mailto:jtaylor@selkirk.ca)



# MUSIC AND TECHNOLOGY, CONTEMPORARY

2-YEAR DIPLOMA AT NELSON TENTH STREET CAMPUS

## PROGRAM CALENDAR

### 2006

- April 30 - Application deadline. (Late applications accepted if space available.)
- February - May - Auditions. Call for dates/times.
- September 5 - Fall term begins.
- December 8 - Fall term instruction ends.

### 2007

- January 3 - Winter term instruction begins.
- April 6 - 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

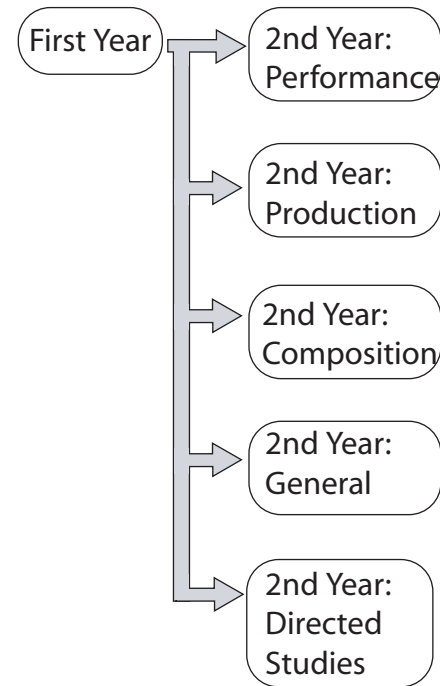
### FIRST YEAR:

- Core Year

### SECOND YEAR:

- Music Performance,
- Music Production,
- Composition,
- Directed Studies or
- General Music.

## Music Program Flowchart:



## COURSE OF STUDIES – FIRST YEAR

### Translation key:

Lec = Lecture Hours per week;

Lab = Lab Hours per week;

### FIRST YEAR

COURSE	NAME	LEC	LAB
<b>Term 1</b>			
MUSC 150-1	Private Lesson I	1	0
MUSC 152-1	Rhythm I	1	0
MUSC 154-1	Basic Keyboard I	1	0
MUSC 158-2	Ensemble I	0	2
MUSC 160-3	Computer Applications to Music I	3	0
MUSC 162-1	Instrumental Lab I	0	1
MUSC 164-2	History of Rock	2	0
MUSC 170-1	Arranging I	1	0
MUSC 174-2	Contemporary Harmony I	2	0
MUSC 180-3	Ear Training I	3	0
	<b>Total:</b>	<b>14</b>	<b>3</b>

COURSE	NAME	LEC	LAB
<b>Term 2</b>			
MUSC 151-1	Private Lesson II	1	0
MUSC 153-1	Rhythm II	1	0
MUSC 155-1	Basic Keyboard II	1	0
MUSC 159-2	Ensemble II	0	2
MUSC 161-3	Computer Applications to Music II	3	0
MUSC 163-1	Instrumental Lab II	0	1
MUSC 165-2	History of Jazz	2	0
MUSC 171-1	Arranging II	1	0
MUSC 175-2	Contemporary Harmony II	2	0
MUSC 181-3	Ear Training II	3	0
	<b>Total:</b>	<b>14</b>	<b>3</b>

## 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 terms 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 term. Confirm with the Program Coordinator regarding availability of electives.

- Successful completion of all required courses in a given term, 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.

## 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 may 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.**

## COURSE DESCRIPTIONS

### MUSC 150-1 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 151-1 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 152-1 RHYTHM I

This course develops basic ear training skills with a focus on the rhythmic element. Recognition of commonly used rhythms aurally and in notation is explored. The rhythmic sense is developed through in-class ensemble playing and lecture. Students gain a working understanding of the basic rhythmic skills used in contemporary popular music.

### MUSC 153-1 RHYTHM II

This course builds on the basic skills developed in the first semester, with a focus on the rhythmic element. Recognition of more complex rhythms aurally and in notation is explored. Polyrythms and duets are introduced and the rhythmic elements (i.e., swing, groove, pocket, etc.) that define specific styles such as salsa, samba/bossa nova, jazz and rock is explored. The rhythmic sense is developed through in-class ensemble playing and lecture.

### MUSC 154-1 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 155-1 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 158-2 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 159-2 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 160-3 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 161-3 COMPUTER APPLICATIONS TO MUSIC II

A continuation of the material covered in semester I with special emphasis on MIDI Compositional Techniques as well as mixing, effects, system exclusive, notation and synchronization.

#### Prerequisites:

MUSC 160.

### MUSC 162-1 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.

### MUSC 163-1 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 164-2 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 165-2 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 170-1 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 171-1 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 174-2 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 175-2 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 180-3 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 181-3 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 250-1 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.

### MUSC 250-1-B DIRECTED STUDIES/MENTORSHIP

A bi-monthly (every other week) 1/2 hour private tutoring 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.

### MUSC 251-1 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 251-1-B DIRECTED STUDIES/MENTORSHIP

A bi-monthly (every other week) 1/2 hour private tutoring 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 252-0.5 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 253-0.5 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 256-2 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 257-2 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 258-2 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 258Q-2 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

## COURSE OF STUDIES – SECOND YEAR

### DIRECTED STUDIES MAJOR

COURSE	NAME	LEC	LAB
<b>Term 3</b>			
MUSC 250-b-1	Directed Studies/Mentorship	0.25	0
MUSC 258-2	Ensemble III	0	2
MUSC 264-1	Instrumental Lab III	0	1
MUSC 268-2	Songwriting I (Elective)	2	0
MUSC 274-2	Contemporary Harmony III	2	0
MUSC 280-2	Ear Training III	2	0
MUSC 282-2	Film Scoring I (Elective)	2	0
MUSC 284-2	Composition I (Elective)	2	0
MUSC 288-2	Advanced MIDI Applications I (Elective)	0	2
TWC 266-2	Introduction to Technical Writing and Communications	2	0
<b>Total:</b>		<b>12.25</b>	<b>5</b>

COURSE	NAME	LEC	LAB
<b>Term 4</b>			
MUSC 251-b-1	Directed Studies/Mentorship	0.25	0
MUSC 259-2	Ensemble IV	0	2
MUSC 262-2	Survey of Recording Techniques (Elective)	2	0
MUSC 265-1	Instrumental Lab IV	0	1
MUSC 269-2	Songwriting II (Elective)	2	0
MUSC 275-2	Contemporary Harmony IV	2	0
MUSC 281-2	Ear Training IV	2	0
MUSC 283-2	Film Scoring II (Elective)	2	0
MUSC 285-2	Composition II (Elective)	2	0
MUSC 289-2	Advanced MIDI Applications II (Elective)	2	0
MUSC 290-2	The Business of Music	2	0
<b>Total:</b>		<b>16.25</b>	<b>3</b>

### GENERAL MUSIC STUDIES MAJOR

COURSE	NAME	LEC	LAB
<b>Term 3</b>			
ENGL 110-3	College Composition (Optional)	3	0
MUSC 252-0.5	Private Lesson III A	0.5	0
MUSC 258-2	Ensemble III (Elective)	0	2
MUSC 264-1	Instrumental Lab III	0	1
MUSC 268-2	Songwriting I (Elective)	2	0
MUSC 274-2	Contemporary Harmony III	2	0
MUSC 280-2	Ear Training III	2	0
MUSC 282-2	Film Scoring I (Elective)	2	0
MUSC 288-2	Advanced MIDI Applications I (Elective)	0	2
TWC 266-2	Introduction to Technical Writing and Communications	2	0
<b>Total:</b>		<b>13.5</b>	<b>5</b>

COURSE	NAME	LEC	LAB
<b>Term 4</b>			
MUSC 253-0.5	Private Lesson IV A	0.5	0
MUSC 259-2	Ensemble IV (Elective)	0	2
MUSC 265-1	Instrumental Lab IV	0	1
MUSC 269-2	Songwriting II (Elective)	2	0
MUSC 275-2	Contemporary Harmony IV	2	0
MUSC 281-2	Ear Training IV	2	0
MUSC 283-2	Film Scoring II (Elective)	2	0
MUSC 289-2	Advanced MIDI Applications II (Elective)	2	0
MUSC 290-2	The Business of Music	2	0
<b>Total:</b>		<b>12.5</b>	<b>3</b>

COURSE OF STUDIES – SECOND YEAR

**PERFORMANCE MAJOR**

COURSE	NAME	LEC	LAB
<b>Term 3</b>			
MUSC 250-1	Private Lesson III	1	0
MUSC 256-2	Contemporary Music Analysis I	2	0
MUSC 258Q-2	Preceptorship I	0	2
MUSC 264-1	Instrumental Lab III	0	1
MUSC 268-2	Songwriting I (Elective)	2	0
MUSC 272-2	Improvisation I	2	0
MUSC 274-2	Contemporary Harmony III	2	0
MUSC 280-2	Ear Training III	2	0
MUSC 282-2	Film Scoring I (Elective)	2	0
MUSC 288-2	Advanced MIDI Applications I (Elective)	0	2
TWC 266-2	Introduction to Technical Writing and Communications	2	0
<b>Total:</b>		<b>15</b>	<b>5</b>

COURSE	NAME	LEC	LAB
<b>Term 4</b>			
MUSC 251-1	Private Lesson IV	1	0
MUSC 257-2	Contemporary Music Analysis II	2	0
MUSC 259Q-2	Preceptorship II	0	2
MUSC 262-2	Survey of Recording Techniques (Elective)	2	0
MUSC 265-1	Instrumental Lab IV	0	1
MUSC 269-2	Songwriting II (Elective)	2	0
MUSC 273-2	Advanced Improvisation II	2	0
MUSC 275-2	Contemporary Harmony IV	2	0
MUSC 281-2	Ear Training IV	2	0
MUSC 283-2	Film Scoring II (Elective)	2	0
MUSC 289-2	Advanced MIDI Applications II (Elective)	2	0
MUSC 290-2	The Business of Music	2	0
<b>Total:</b>		<b>19</b>	<b>3</b>

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 261-3.5 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 262-2 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.

a variety of professional engagements common to today’s music industry.

**Prerequisites:** Must be a full-time Performance Major.

**MUSC 259-2 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 259Q-2 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 260-3.5 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

**MUSC 264-1 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 265-1 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 268-2 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 269-2 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 270-3.5 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.

**COURSE OF STUDIES – SECOND YEAR****PRODUCTION MAJOR**

<b>COURSE</b>	<b>NAME</b>	<b>LEC</b>	<b>LAB</b>
<b>Term 3</b>			
MUSC 252-0.5	Private Lesson III A	0.5	0
MUSC 258-2	Ensemble III	0	2
MUSC 260-3.5	Mixdown and Editing	2	1.5
MUSC 264-1	Instrumental Lab III	0	1
MUSC 268-2	Songwriting I (Elective)	2	0
MUSC 270-3.5	Recording Techniques I	2	1.5
MUSC 274-2	Contemporary Harmony III (Elective)	2	0
MUSC 280-2	Ear Training III	2	0
MUSC 282-2	Film Scoring I (Elective)	2	0
MUSC 288-2	Advanced MIDI Applications I	0	2
TWC 266-2	Introduction to Technical Writing and Communications	2	0
<b>Total:</b>		<b>14.5</b>	<b>8</b>

<b>COURSE</b>	<b>NAME</b>	<b>LEC</b>	<b>LAB</b>
<b>Term 4</b>			
MUSC 253-0.5	Private Lesson IV A	0.5	0
MUSC 259-2	Ensemble IV	0	2
MUSC 261-3.5	Mixdown And Editing II	2	1.5
MUSC 265-1	Instrumental Lab IV	0	1
MUSC 269-2	Songwriting II (Elective)	2	0
MUSC 271-3.5	Recording Techniques II	2	1.5
MUSC 275-2	Contemporary Harmony IV (Elective)	2	0
MUSC 281-2	Ear Training IV	2	0
MUSC 283-2	Film Scoring II (Elective)	2	0
MUSC 289-2	Advanced MIDI Applications II	2	0
MUSC 290-2	The Business of Music	2	0
<b>Total:</b>		<b>16.5</b>	<b>6</b>

**COMPOSITION MAJOR**

<b>COURSE</b>	<b>NAME</b>	<b>LEC</b>	<b>LAB</b>
<b>Term 3</b>			
MUSC 252-0.5	Private Lesson III A	0.5	0
MUSC 258-2	Ensemble III (Elective)	0	2
MUSC 264-1	Instrumental Lab III	0	1
MUSC 268-2	Songwriting I	2	0
MUSC 274-2	Contemporary Harmony III	2	0
MUSC 280-2	Ear Training III	2	0
MUSC 282-2	Film Scoring I	2	0
MUSC 284-2	Composition I	2	0
MUSC 288-2	Advanced MIDI Applications I (Elective)	0	2
TWC 266-2	Introduction to Technical Writing and Communications	2	0
<b>Total:</b>		<b>12.5</b>	<b>5</b>

<b>COURSE</b>	<b>NAME</b>	<b>LEC</b>	<b>LAB</b>
<b>Term 4</b>			
MUSC 253-0.5	Private Lesson IV A	0.5	0
MUSC 259-2	Ensemble IV (Elective)	0	2
MUSC 262-2	Survey of Recording Techniques (Elective)	2	0
MUSC 265-1	Instrumental Lab IV	0	1
MUSC 269-2	Songwriting II	2	0
MUSC 275-2	Contemporary Harmony IV	2	0
MUSC 281-2	Ear Training IV	2	0
MUSC 283-2	Film Scoring II	2	0
MUSC 285-2	Composition II	2	0
MUSC 289-2	Advanced MIDI Applications II (Elective)	2	0
MUSC 290-2	The Business of Music	2	0
<b>Total:</b>		<b>16.5</b>	<b>3</b>

### MUSC 271-3.5 **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 272-2 **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 273-2 **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 274-2 **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 275-2 **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 280-2 **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 281-2 **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 282-2 **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 283-2 **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 284-2 **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 285-2 **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 288-2 **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.

### MUSC 289-2 **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 290-2 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.

**TWC 266-2 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.

This program has its own web site, at <http://selkirk.ca/music/>.

## CONTACTS

**Susan Hill, Secretary**

Direct: 250-505-1357  
Tel: 352-6601 Ext. 357  
[shill@selkirk.ca](mailto:shill@selkirk.ca)

**Don Macdonald, Program Coordinator**

Direct: 250-505-1362  
Tel: 352-6601 Ext. 362  
[dmacdonald@selkirk.ca](mailto:dmacdonald@selkirk.ca)

**Jason Taylor**

Direct: 505-1305  
Tel: 352-6601 Ext. 305  
[jtaylor@selkirk.ca](mailto:jtaylor@selkirk.ca)







# SCHOOL OF HEALTH AND HUMAN SERVICES

Advanced Medical Transcription.....	86
Gerontology.....	88
Nursing Unit Clerk.....	90
Nursing.....	92
Pharmacy Technician.....	98
Human Services.....	101
Classroom and Community Support Worker.....	102
Early Childhood Care and Education.....	105
Social Service Worker.....	108
Human Services: Child and Youth Care (CYC) Specialty.....	111
Human Services: Social Service Worker (SWS) Specialty.....	113

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 students 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 CARE

Whether you want to be on the front lines in nursing, work with the people of all ages and backgrounds, or provide critical back up to health care professionals, Selkirk College will help you reach your goal.

- Advanced Medical Transcription
- Gerontology
- Nursing Unit Clerk
- Nursing
- Pharmacy Technician

### HUMAN SERVICES

The Human Services Certificate enables graduates to immediately enter the workforce. The Diploma provides graduates of the Certificate program, as well as experienced practitioners, an opportunity for advanced training, Diploma-level recognition and a bridge to the third-year of a Social Work or Child and Youth Care Degree program.

#### Certificate Programs:

- Social Service Worker
- Early Childhood Care And Education
- Classroom And Community Support Worker

#### Diploma Programs:

- Social Service Work Specialty
- Early Childhood Care And Education & Child And Youth Care Specialty
- Child And Youth Care Specialty



# ADVANCED MEDICAL TRANSCRIPTION

9.5-MONTH CERTIFICATE AT TRAIL

## PROGRAM CALENDAR

### 2006

Term 1 September 5 to December 21.

### 2007

Term 2 January 2 to May 29.

## PROGRAM OBJECTIVES

This program, which is competency outcome based, provides an environment and curriculum specifically designed to meet the needs of the medical community for skilled medical transcriptionists. Graduates of this program have worked with authentic dictation and are able to transcribe accurate, mailable medical documents utilizing correct form and format within specified timeframes. The goal of this program is to enable graduates to make the transition to the workplace with ease.

## CAREER POTENTIAL

Graduates are qualified to compete for entry level positions as medical transcriptionists in hospitals, physicians' offices, medical clinics, or on-line transcription services.

## ADMISSION REQUIREMENTS

- A graduate of a BC Senior Secondary school or equivalent
- A post-secondary certificate in Applied Business Technology or equivalent work experience
- ABT 101 Online Learning Success (free 15-hour course)
- ABT 112 Keyboarding Speed II or equivalent proof of 50 net words per minute for five minutes typing speed
- MTAT 148 Medical Terminology II

## REGISTRATION

Registration for qualifying students is on a first come, first serve basis. Class size is limited, so early application is recommended.



**Note:**

- For complete information on medical terminology courses and the Advanced Medical Transcription Program, visit our web site: <http://abt.selkirk.bc.ca/amtprogram>.

## PART-TIME STUDENTS

Students may also take this program on a part-time basis; however, the program must be completed within two academic school years (maximum 4 terms) from the start date to receive a certificate.

## DISTANCE EDUCATION

The complete program is offered on-line and students may elect to take instruction through distance education. Students submit and receive assignments via e-mail so close contact is maintained using the Internet. Students become part of the program even though they do not have a physical presence in the classroom. Working as a distance education student enables independence in choosing individual work environments. To achieve success, a student choosing this method of instruction should be highly motivated and proficient in computer skills including file management, downloading, uploading, MS Word, email and internet browsing. Distance students are required to provide their own equipment and work station. This includes establishing an Internet connection with an e-mail account, MS Word, WAV pedal, headphones and supplies.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Advanced Medical Transcription for any additional information.

## COURSE DESCRIPTIONS

### ABT 174 SPEED DEVELOPMENT

Students practice increasing their typing speed to a minimum of 60 nwpm that is required for graduation. Credit must be on a transcript.

### Prerequisites:

ABT 112.

## COURSE OF STUDIES

### Translation key:

**Ttl = Total course hours per term**

COURSE	NAME	TTL
<b>Term 1</b>		
MTAT 146-1	Medical Office Procedures	24
MTAT 150-4	History and Physical Examinations	120
MTAT 152-4	Consultation Reports	120
MTAT 154-4	Operative Reports	120
MTAT 156-1	Discharge Summaries	30
MTAT 159-1	EMG, EEG, and EKGs	30
MTAT 160-1	Clinic Notes	30
MTAT 176-1	Proofreading	30
	<b>Total:</b>	<b>504</b>

COURSE	NAME	TTL
<b>Term 2</b>		
ABT 174	Speed Development	30
MTAT 164-3	Oncology	90
MTAT 166-4	Radiology and Nuclear Medicine	120
MTAT 168-4	Pathology	120
MTAT 170-4	Transcription Accuracy and Transcription Speed	120
MTAT 180-3	Practicum	90
MTAT 182-1	Home Business Basics	30
	<b>Total:</b>	<b>600</b>

**MTAT 146-1 MEDICAL OFFICE PROCEDURES**

Program procedures and policies are covered. Students set up their computer and MS Word. Templates, printing, filing and retrieving documents are covered. Tour of a Health Record Department and assignment required.

**Prerequisites:**

A graduate of a BC senior secondary school or equivalent. A post-secondary certificate in Applied Business Technology or equivalent work experience. ABT 101 Online Learning Success (free 15-hour course). ABT 112 Keyboarding Speed II or equivalent proof of 50 net words per minute typing speed. MTAT 148 Medical Terminology II.

**MTAT 150-4 HISTORY AND PHYSICAL EXAMINATIONS**

Students are introduced to various styles and accents of dictating physicians. Emphasis is placed on accurately transcribing history reports. Students transcribe authentic dictation, use correct forms and format, proofread, file and retrieve documents.

**Prerequisites:**

MTAT 146.

**MTAT 152-4 CONSULTATION REPORTS**

Students are introduced to various styles and 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.

**Prerequisites:**

MTAT 150.

**MTAT 154-4 OPERATIVE REPORTS**

Students are introduced to various styles and 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.

**Prerequisites:**

MTAT 152.

**MTAT 156-1 DISCHARGE SUMMARIES**

Students are introduced to various styles and accents of dictating physicians. Emphasis is placed on accurately transcribing discharge summary reports. Students transcribe authentic dictation,

use correct forms and format, proofread, file and retrieve documents.

**Prerequisites:**

MTAT 154.

**MTAT 159-1 EMG, EEG, AND EKGS**

Students are introduced to various styles of report presentation, templates and challenging accents of dictating physicians. Emphasis is placed on accurately transcribing patient electromyography, electroencephalogram, electrocardiogram, stress and Holter monitor diagnostic tests.

Students transcribe authentic dictation, choose correct templates, apply correct format, proofread, file and retrieve documents.

**Prerequisites:**

MTAT 156.

**MTAT 160-1 CLINIC NOTES**

Students are introduced to various styles and accents of dictating physicians. Emphasis is placed on accurately transcribing clinic note reports. Students transcribe authentic dictation, use correct forms and format, proofread, file and retrieve documents.

**Prerequisites:**

MTAT 159.

**MTAT 164-3 ONCOLOGY**

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.

**Prerequisites:**

MTAT 160.

**MTAT 166-4 RADIOLOGY AND NUCLEAR MEDICINE**

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.

**Prerequisites:**

MTAT 164.

**MTAT 168-4 PATHOLOGY**

Students are introduced to various styles and accents of dictating physicians. Emphasis is placed on accurately transcribing pathology reports. Students transcribe authentic dictation, use cor-

rect forms and format, proofread, file and retrieve documents.

**Prerequisites:**

MTAT 166.

**MTAT 170-4 TRANSCRIPTION ACCURACY AND TRANSCRIPTION SPEED**

Emphasis is placed on accurately transcribing 50 minutes of dictation within a specified timeframe.

**Prerequisites:**

MTAT 168.

**MTAT 176-1 PROOFREADING**

Proofreading skills are developed and tested in document content and report presentation.

**Prerequisites:**

MTAT 146.

**MTAT 180-3 PRACTICUM**

A three-week practicum is required for graduation.

**Prerequisites:**

MTAT 170.

**MTAT 182-1 HOME BUSINESS BASICS**

Students are given informative information which touches on some of the important aspects of a home-based medical transcription subcontracting business.

**Prerequisites:**

MTAT 180.

**FURTHER INFORMATION**

This program has its own web site, at <http://abt.selkirk.bc.ca/amtprogram/>.

**CONTACTS**

**INSTRUCTOR:**

**Esther Stovold**

Tel: 368-5236 Ext. 274  
Direct line: 250-364-5768  
Room 104  
estorvold@selkirk.ca

**SCHOOL CHAIR:**

**Randy Janzen**

Direct: 250-365-1327  
Tel: 365-7292 Ext. 327  
rjanzen@selkirk.ca

## PROGRAM CALENDAR

Program intake is ongoing - there are no specific start dates.

## PROGRAM OBJECTIVES

One focus of this versatile Certificate Program will be to prepare nurses (who meet eligibility requirements) to write the National Canadian Nurses Association Gerontology Certification exam offered yearly. The program will also meet the needs of other nurses who seek specialized college certification, or who desire to take courses of individual interest. The two introductory courses and some electives may be of interest to other health or social sciences students and professionals seeking geriatric education. Students must complete 24 credits to attain a certificate in Gerontological Nursing.

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.

## ADMISSION REQUIREMENTS

**Full-time:** Registered Nurses with a minimum of 1 year nursing experience with adults.

**Part-time:** Nurses and other health or social science students and professionals who wish to take

## COURSE OF STUDIES

### COURSE

### NAME

#### Term 1

GNUR 200-3	Contemporary Issues in Gerontology
GNUR 201-3	Healthy Aging, Wellness, and Longevity
GNUR 210-1	Spirituality and Aging
GNUR 300-3	Introduction to Gerontological Nursing
GNUR 301-3	Psycho-Social Issues in Geriatric Nursing
GNUR 302-3	Physiological Function in the Aged
GNUR 303-3	Delirium, Dementia and Depression in the Elderly
GNUR 304-2	Field Studies
GNUR 310-2	Medication Use and Abuse with the Elderly
GNUR 311-1	Women's Health Issues in Aging
GNUR 313-2	Palliative Care: The Last Gift of Life

individual courses and have the required course pre-requisites. Students in this category may not qualify to take GNUR 313-2 Palliative Care.

achievement of meaning in life. Research methods and an assessment tool to assess spiritual needs will be examined. Roles and opportunities for caregivers to promote the spirituality of aging persons will be explored.

## COURSE DESCRIPTIONS

### GNUR 200-3 CONTEMPORARY ISSUES IN GERONTOLOGY

This course will provide a historical perspective and overview of aging in Canada. A study of theories of aging, demographic trends, and current research will lead to an exploration of the implications of aging in our society.

#### Prerequisites:

Certificate/Diploma in Health or Human Service Discipline.

### GNUR 201-3 HEALTHY AGING, WELLNESS, AND LONGEVITY

This course seeks to analyze societal, social and personal factors which create and promote wellness and influence good health in the elderly. "Determinants of Health" as well as factors which undermine healthy aging and optimal independence, will be discussed.

#### Prerequisites:

Certificate/Diploma in Health or Human Service Discipline.

### GNUR 210-1 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

#### Prerequisites:

Certificate/Diploma in Health or Human Service Discipline preferred.

### GNUR 300-3 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. A conceptual model for nursing acutely ill, chronically ill or frail elders will provide a groundwork for use of assessment tools and critical analysis. Communication skills for optimal teamwork will enhance the nurse's interaction with elders, family members and other caregivers.

#### Prerequisites:

GNUR 200, and GNUR 201 is also preferable.

### GNUR 301-3 PSYCHO-SOCIAL ISSUES IN GERIATRIC NURSING

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:

GNUR 200, GNUR 201, GNUR 300.



**GNUR 302-3 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.

**GNUR 303-3 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.

**GNUR 304-2 FIELD STUDIES**

The Field Study project provides an opportunity for students to apply knowledge gained from the Gerontology courses to a practice setting. Each student will choose one of the following projects:

Spend four field days observing and analyzing geriatric care by health or social services professionals in a setting different than the student's usual work venue, OR

Identify a staff learning need related to geriatrics in the student's work venue and then develop, present and evaluate an inservice designed to address that need.

**Prerequisites:**  
GNUR 300, GNUR 301, GNUR 302, GNUR 303.

**GNUR 310-2 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. 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:**  
GNUR 200 and GNUR 201 recommended.

**GNUR 311-1 WOMEN'S HEALTH ISSUES IN AGING**

A number of health conditions have particular significance to aging in women: Osteoporosis, breast cancer, osteoarthritis, shoulder injuries, urinary tract problems, depression and substance abuse. This course will take an in-depth look at the functional, emotional and social consequences of these issues as they impact women. The focus of inquiry will centre on early assessment and preventative intervention.

**Prerequisites:**  
GNUR 301, GNUR 302.

**GNUR 313-2 PALLIATIVE CARE: THE LAST GIFT OF LIFE**

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.

**CONTACTS****INSTRUCTOR**

**Gail Potter**  
Direct line: 250-362-9484  
gpotter@selkirk.ca

**SCHOOL CHAIR:**

**Randy Janzen**  
Direct: 250-365-1327  
Tel: 365-7292 Ext. 327  
rjanzen@selkirk.ca

# NURSING UNIT CLERK

6-MONTH DISTANCE AT CASTLEGAR

## PROGRAM CALENDAR

### 2006

Intake dates for full time and part time are:

- September 5
- October 2
- November 6
- December 4

### 2007

Intake dates for part time only are:

- January 2
- February 5
- March 5
- April 2



**Note:**

– June 8, 2007 - end of term. No instructional support in June, July and August.

## PROGRAM OBJECTIVES

The Nursing Unit Clerk program is learning-centered and employer focused. The learning environment is sensitive to diverse life styles, promotes excellence, encourages life-long learning and fosters pride in one's self and one's worth.

The program provides an environment and curriculum designed to equip learners with the skills necessary to compete for employment and fulfill the role of a Nursing Unit Clerk, while encouraging a desire for life-long learning.

## CAREER POTENTIAL

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

To be accepted into the program, the student must provide admissions with documentation of the following:

- Grade 12 or equivalent.
- Criminal records search (available from local RCMP detachment).
- Medical Terminology - ABT 143 with a grade of C or better, or equivalent.

- Word Processing - ABT 115 with a grade of C or better, or equivalent.
- Typing/Keyboarding - ABT 112 with a grade of C or better, or 50 nwpm for 5 minutes.
- Up to date immunizations.

If you do not have the admission requirements, please ask Selkirk College about the above courses, available through distance Learning Format

## INSTRUCTOR HOURS

Monday-Friday, 8:30 am - 2:30 pm.

## COMPLETION TIME

This 720-hour program may be taken full time and completed in six months, or part time and completed within a 2-year period. Part-time students complete one course at a time, self-pacing their studies to complete within the maximum time allotment for each course.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Nursing Unit Clerk for any additional information.

## COURSE DESCRIPTIONS

### ABT 118-1 HUMAN RELATIONS

Human Relations concentrates on personal and professional development skills needed by workers in today's workplace. These skills include self-examination and assessment, development of effective communications skills, interpersonal skills, client relations, teamwork, problem solving, and an understanding of business ethics.

**Prerequisites:**

ABT 101.

### NUCL 152-2.5 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 responsibility for those forms. Information is given about charting rules and procedures, ethics in regard to confidential patient information, and how to maintain and up-to-date patient chart. Using case study examples and actual forms from the hospital, the learner will create patient charts.

**Prerequisites:**

Admission to the NUC program.

### NUCL 154-2.5 ADMISSIONS, DISCHARGES AND TRANSFERS

This course introduces the learner to the Nursing Unit Clerk's (NUC) role in admission discharge and transfer procedures within the hospital. Information is given about the Admitting Department, their role in these procedures, and how the NUC

## COURSE OF STUDIES

Ttl = Total course hours per term

COURSE	NAME	TTL
<b>Term 1</b>		
ABT 118-1	Human Relations	30
NUCL 152-2.5	Patient Chart Records	75
NUCL 154-2.5	Admissions, Discharges and Transfers	75
NUCL 156-3	Drug Nomenclature	90
NUCL 162-2	Medication Orders	60
NUCL 164-2	Laboratory Orders I	60
NUCL 166-2	Laboratory Orders II	60
NUCL 168-2	Diagnostic Orders	60
NUCL 170-2	Medical / Surgical Orders	60
NUCL 172-1	Pre-Practicum	30
NUCL 180-4	Practicum	120
	<b>Total:</b>	<b>720</b>

interacts with this department. Using case study examples and actual forms from the hospital, the learner creates an admission chart, a transfer chart and a discharge chart.

**Prerequisites:**  
NUCL 152.

#### NUCL 156-3 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 the 24-hour clock, pharmacological terminology and physicians' medication orders. This course provides the learner with the pharmaceutical knowledge required to process physicians' medication orders.

**Prerequisites:**  
Admission to the NUC program.

#### NUCL 162-2 MEDICATION ORDERS

This course introduces the learner to physicians' orders, physicians' medication orders and the Nursing Unit clerk's 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, and intravenous (IV) solutions. Actual forms and physicians' orders from the hospital will be used for practice.

**Prerequisites:**  
NUCL 152 and NUCL 156.

#### NUCL 164-2 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, use of abbreviations and acronyms, and requisitions for the Hematology and Chemistry departments within the Lab. Actual requisitions and physicians' orders from the hospital will be used for practice.

**Prerequisites:**  
NUCL 152 and NUCL 162.

#### NUCL 166-2 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 role in processing orders for these departments. Information is given about the use of abbreviations and acronyms, specimens obtained and requisitions used 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.

**Prerequisites:**  
NUCL 152, NUCL 162, and NUCL 164.

#### NUCL 168-2 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 role in processing diagnostic orders. Information is given about abbreviations and acronyms, requisitions and preparations for diagnostic procedures. Actual requisitions and physicians' orders from the hospital will be used for practice.

**Prerequisites:**  
NUCL 152 and NUCL 162.

#### NUCL 170-2 MEDICAL / SURGICAL ORDERS

This course introduces the learner to admitting, pre-operative (pre-op), discharge and post-operative (post-op) orders and is an accumulation of information learned in previous courses. Information is included about abbreviations and acronyms used for surgical procedures and the Nursing Unit clerk's role in processing these types of orders. A sampling of actual, typical orders from medical and surgical units is included. The course will assist the learner in reviewing all program information.

**Prerequisites:**  
Successful completion of NUCL 152, 154, 156, 162, 164, 166, and 168.

#### NUCL 172-1 PRE-PRACTICUM

This course is designed to assist the learner to acquire/reinforce work role behaviours and skills required for a Nursing Unit Clerk to complete necessary duties. Concepts examined in this course will be directly applied the Practicum setting.

**Prerequisites:**  
ABT 118 and NUCL 152.

#### NUCL 180-4 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.

## CONTACTS

### PROGRAM CONTACT:

**Erna McCall, Instructor**  
Direct: 250-368-3041 (Home office)  
emccall@selkirk.ca

### SCHOOL CHAIR:

**Randy Janzen**  
Direct: 250-365-1327  
Tel: 365-7292 Ext. 327  
rjanzen@selkirk.ca

# NURSING

4-YEAR BACCALAUREATE DEGREE AT CASTLEGAR

## PROGRAM DESCRIPTION

All registered nurses who graduate in British Columbia are now required to complete a four-year baccalaureate degree in order to meet new national and provincial standards for nursing education. Students entering the Bachelor of Science in Nursing Program at Selkirk College will 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 campus.

### COLLABORATION FOR ACADEMIC EDUCATION IN NURSING

The Selkirk College Nursing Program is in partnership with the University of Victoria and eight other colleges and university-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.

- April 30 - Spring term begins - Years 1, 2 & 3
- June 1 - Spring term ends - Year 1 (NURS 136)
- June 8 - Spring term ends - Year 2 (NURS 236) and Year 3 (NURS 370)
- June 11 - Summer term begins - Year 3 (NURS 470)
- July 19 - Summer term ends - Year 3 (NURS 470)



**Note:**  
- Late applications may be accepted if space is available.

suitable learning experiences and the student's learning needs. It is not possible to accommodate considerations of residence or family responsibilities. Individuals enrolling in the Nursing program are advised that access to a reliable motor vehicle is a necessity, as is a valid BC Driver's License.

"Travel requirement" includes local hospitals and agencies in Castlegar, Nelson, and Trail and Rossland during Fall and Winter terms.

"Relocation requirement" (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, (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.

## SPECIAL COSTS, TRAVEL, AND RELOCATION REQUIREMENTS

In addition to the usual expenses for tuition and fees, Nursing students can expect to pay approximately \$200 for a uniform, shoes, and other items.

Placement in practice areas is arranged by the faculty in accordance with the availability of

## PROGRAM CALENDAR

### 2006

- March 1 - Last day for submission of applications for Sept., 2006
- March 31 - Last day for completion of application for entry in Sept., 2006
- April 24 - Spring term begins - Years 1,2
- May 1 - Spring term begins - Years 3, 4
- May 27 - Spring term ends - Year 1
- June 2 - Spring term ends - Year 2
- June 9 - Spring term ends - Year 3, 4
- June 12 - Summer term begins - Year 3
- July 21 - Summer term ends - Year 3
- September 6 - Fall term begins
- December 8 - Fall term ends
- Dec 11-22 - Fall term examinations

### 2007

- January 2 - Winter term begins
- March 1 - Last day for submission of applications for Sept., 2007
- March 31 - Last day for completion of applications for entry in Sept., 2007
- April 6 - Winter term ends
- April 9 -20 - Winter term examinations

## COURSE OF STUDIES

### Translation key:

- Lec = Lecture Hours per week;**
- Lab = Lab Hours per week;**
- Sem = Seminar Hours per week;**
- Prc = Practice Hours per week;**

COURSE	NAME	LEC	LAB	SEM	PRC
<b>Term 1</b>					
BIOL 164-3	Human Anatomy and Physiology I	3	3	0	0
ENGL 110-3	College Composition	3	0	0	0
NURS 110-3	Health I: Health Styles	3	0	0	0
NURS 111-4	Professional Growth I	4	0	0	0
NURS 113-3	Self and Others I	3	0	0	0
NURS 115-3	Nursing Practice I	1	0	0	4
	<b>Total:</b>	<b>17</b>	<b>3</b>	<b>0</b>	<b>4</b>

COURSE	NAME	LEC	LAB	SEM	PRC
<b>Term 2</b>					
BIOL 165-3	Human Anatomy and Physiology II	3	3	0	0
NURS 120-3	Health II: Facilitating Health and Healing in Families	3	0	0	0
NURS 123-3	Self and Others II: Creating Health-Promoting Relationships	3	0	0	0
NURS 125-8	Nursing Practice II	3	0	2	8
NURS 136-5	Consolidated Practice Experience I (Spring, 5 weeks)	0	0	0	35
	Non-Nursing Elective				
	<b>Total:</b>	<b>12</b>	<b>3</b>	<b>2</b>	<b>43</b>

## COURSE OF STUDIES...

COURSE	NAME	LEC	LAB	SEM	PRC
<b>Term 3</b>					
AHSC 218-3	Applied Health Science I	3	0	0	0
NURS 214-6	Healing I: Episodic Health Challenges	6	0	0	0
NURS 215-8	Nursing Practice III Non-Nursing Elective	0	0	0	16
	<b>Total:</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>16</b>

COURSE	NAME	LEC	LAB	SEM	PRC
<b>Term 4</b>					
AHSC 228-3	Applied Health Science II	3	0	0	0
NURS 221-3	Professional Growth II: The Nursing Profession	3	0	0	0
NURS 224-6	Healing II: Complex Episodic Health Challenges	6	0	0	0
NURS 225-8	Nursing Practice IV	0	0	0	16
NURS 236-6	Consolidated Practice Experience II (Spring, 6 weeks)	0	0	0	35
	<b>Total:</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>51</b>

COURSE	NAME	LEC	LAB	SEM	PRC
<b>Term 5</b>					
NURS 310-3	Health III: Teaching and Learning for Prevention	3	0	0	0
NURS 314-3	Healing/Health Sciences III	3	0	0	0
NURS 315-8	Nursing Practice V	0	0	0	16
PHIL 210-3	Bio-Medical Ethics	3	0	0	0
	<b>Total:</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>16</b>

## CAREER OPPORTUNITIES

Following registration with the RNABC, 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 with a 'C' grade or better.



**Note:**  
– For those students applying for Fall 2007, the Math 11 prerequisite will be changing to C+ as the minimum grade.

- One of the following with a grade of 'C+' or better:
  - Biology 11 (recommended)
  - Chemistry 12
  - Physics 11 or 12
- Valid CPR (Level C) certificate. Renewed every two years.
- Good health confirmed through physician's Examination Report. Physical, mental and emotional fitness are required for nursing.
- 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.

All students wanting to complete their BSN at Selkirk College Campus must apply to University of Victoria (UVic) during their third year. The deadline for this application is normally September of the student's third year, in order to be accepted into UVic for winter semester (semester 6). Students in the nursing program will then be considered UVic students for semesters 6, 7 and 8. Please note that for acceptance into semester 6, UVic requires a minimum GPA of 3.0 on the UVic 9.0 scale and that repeated and failed courses (including Biology, English and electives) are included in this GPA calculation.



**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 12-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.
- Completed health and physical examination forms.
- Three completed personal reference forms.
- Completed applicant information questionnaire.
- Current Certificate in CPR (Level C).

– Applicants enrolled in prerequisite and/or upgrading courses may be offered provisional acceptance.

COURSE OF STUDIES

COURSE	NAME	LEC	LAB	SEM	PRC
<b>Term 6</b>					
NURS 341-1.5	Professional Growth III: Nursing Inquiry	3	0	0	0
NURS 350-1.5	Health Promotion and Community Empowerment	3	0	0	0
NURS 351-1.5	Nursing Practice VI	0	0	3	6
NURS 352-1.5	Self and Others III: Reflection on Caring Practice	3	0	0	0
NURS 370-4.5	Consolidated Practice Experience III (Spring, 6 weeks)	0	0	0	35
NURS 470-4.5	Consolidated Practice Experience IV (Summer, 6 weeks) Non-Nursing Elective	0	0	0	35
	<b>Total:</b>	<b>9</b>	<b>0</b>	<b>3</b>	<b>76</b>
<b>Term 7</b>					
NURS 360-1.5	Professional Growth IV: Research	3	0	0	0
NURS 430-1.5	Professional Growth V: Nurses Influencing Change	3	0	0	0
NURS 431-1.5	Nursing Practice VII	0	0	3	6
	<b>Total:</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>6</b>
<b>Term 8</b>					
NURS 475-4.5	Consolidated Practice Experience V (6 weeks)	0	0	0	35
NURS 491-4.5	Nursing Practice VIII (6 weeks)	0	0	0	35
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70</b>

– 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.



Notes:

– 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 term to the following term in the Nursing Program the following requirements must be met:

– Satisfactory completion of all courses in the term 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**

Under Section 12 of the Nurses’ (Registered) Act, applicants for registration must submit evidence of “good character.” The Registered Nurses Association of British Columbia has established the following standards regarding “good character:”

– there is no evidence of a conviction for any criminal offence.

– there is no evidence of immoral or dishonest behaviour.

Any such evidence may prevent or delay registration. Applicants affected by this policy should confer with the School Chair, or contact the Registered Nurses Association of British Columbia prior to entering the program.

All applicants must complete assessment tests in reading, writing and math before registration.

**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.

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 clinical 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). 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 instead of University of Victoria (Malaspina University-College 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.

**APPROXIMATE EXPENSES**

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Nursing for any additional information.

## COURSE DESCRIPTIONS

### AHSC 218-3 APPLIED HEALTH SCIENCE I

This course provides an introductory background to pathophysiology, pharmacology, microbiology, and immunology. The emphasis is upon concepts and how alterations in physiological, biochemical, microbial, or immunological factors can have an impact on homeostasis. Prototype diseases and prototype drugs are examined with an emphasis on integrating scientific processes with nursing practice.

**Prerequisites:**

Admission to Year 2 of the Nursing Program.

### AHSC 228-3 APPLIED HEALTH SCIENCE II

A continuation of AHSC 218, this course utilizes foundational concepts to promote understanding of a range of common disease processes and their treatments. Particular emphasis is placed on the pathophysiologic processes, microbiologic risks and pharmacologic management of these diseases.

**Prerequisites:**

AHSC 218-3.

### BIOL 164-3 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 165-3 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 School Chair.

### ENGL 110-3 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 is a one-semester composition course designed to enable the student to produce clear, coherent written communication. The course covers theme development, editing techniques, and research paper preparation. Students are assessed and paced according to their ability and growth.

**Prerequisites:**

A "C" or better in ENGL 12 or equivalent or LPI level 4.

### NURS 110-3 HEALTH I: HEALTH STYLES

The major emphasis of this course is on the personal meaning of health, related health assessment and health maintenance and prevention. Participants examine significant theoretical and conceptual frameworks of health in relation to self. By reflecting on personal experiences, participants not only have the opportunity to identify personal resources and challenges that impact health but also to recognize the complexity of the change process as related to health-promoting behaviour.

**Prerequisites:**

Admission to the Nursing program, or permission of Instructor.

### NURS 111-4 PROFESSIONAL GROWTH I

This course provides an introduction to the profession of nursing. The philosophical foundations and the foundational concepts of the program are explored. The history of nursing, including a gendered analysis of the profession, is examined. The role of the nurses in the health care system is emphasized, as is the relationship between theory, practice, and research. Participants are introduced to the processes of critical thinking, critical reflection, and critical writing.

**Prerequisites:**

Admission to the Nursing Program.

### NURS 113-3 SELF AND OTHERS I

This course focuses on the learner's personal discovery of self and self in relation to others. Through interaction and reflection, emphasis is placed on understanding how personal beliefs, values, experiences and perceptions have shaped self over time, and relate to and impact on our caring experiences with self and others (individuals, families, and groups).

**Prerequisites:**

Admission to the Nursing Program.

### NURS 115-3 NURSING PRACTICE I

This course provides an introduction to nursing practices with opportunities to learn basic nursing and assessment skills. Participants have opportunities to experience nurses' work in a variety of settings. In addition, participants are introduced to the concept of family in relationship to nursing and health promotion.

**Prerequisites:**

Admission to the Nursing program. Travel Requirement.

### NURS 120-3 HEALTH II: FACILITATING HEALTH AND HEALING IN FAMILIES

This course focuses on family theory and families' experience with chronic health challenges including rehabilitation. Participants engage with individuals and a family to understand the family's personal meaning of health, healing and health promotion in relation to chronic health challenges.

**Prerequisites:**

Promotion to Study Semester 2.

### NURS 123-3 SELF AND OTHERS II: CREATING HEALTH-PROMOTING RELATIONSHIPS

The major emphasis of this 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 participant's 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 2.

### NURS 125-8 NURSING PRACTICE II

This nursing practice experience provides opportunities for participants to develop caring relationships with individuals and families experiencing chronic health challenges. Through praxis, participants reflect on the complexities of caring for families with chronic health challenges and develop sensitivity toward the experience of health as viewed through the individual's/family's perspective. Participants work with families and individuals in the home and community, in agencies, and in care facilities.

**Prerequisites:**

Promotion to Study Semester 2. Travel Requirement.

**NURS 136-5 CONSOLIDATED PRACTICE EXPERIENCE I (SPRING, 5 WEEKS)**

In this consolidated practice experience, opportunities are provided to develop caring relationships with individuals and families experiencing chronic health challenges. Participants have opportunities to consolidate learning from the first year of the program in a variety of settings. Five weeks.

**Prerequisites:**

Successful completion of Study Semester 2. Current CPR Certificate (Level C). Travel Requirement. Relocation may be necessary.

**NURS 214-6 HEALING I: EPISODIC HEALTH CHALLENGES**

The focus of this course is on people's experience with healing, with particular reference to episodic health challenges. Participants integrate theory and concepts of health as they relate to healing. Participants develop a repertoire of nursing practice skills, including critical thinking, clinical decision-making, interpersonal, organizational, and psychomotor skills to promote healing.

**Prerequisites:**

Promotion to Study Semester 3.

**NURS 215-8 NURSING PRACTICE III**

This nursing practice experience provides opportunities to develop caring relationships with people experiencing episodic health challenges. Experiences include provision of care with individuals and families in a variety of settings, as well as in the transition from hospital to home.

**Prerequisites:**

Promotion to Study Semester 3. Travel requirement.

**NURS 221-3 PROFESSIONAL GROWTH II: THE NURSING PROFESSION**

This course builds on the philosophy and concepts examined in Professional Growth I, as well as examining and exploring the professional practice of nursing. Emphasis is placed on standards for practice, and the role of nurse as educator and advocate.

**Prerequisites:**

Promotion to Study Semester 4.

**NURS 224-6 HEALING II: COMPLEX EPISODIC HEALTH CHALLENGES**

Participants continue to develop an understanding of people's experiences with healing related to a variety of increasingly complex episodic health challenges. Participants further develop

their repertoire of nursing practice skills including critical thinking, interpersonal, organization, and psychomotor skills to promote healing. Emphasis is placed on an increase in participant self-directedness.

**Prerequisites:**

Promotion to Study Semester 4.

**NURS 225-8 NURSING PRACTICE IV**

This nursing practice experience provides opportunities for participants to develop caring relationships with individuals and families experiencing complex episodic health challenges. There are opportunities for participants to refine and use their decision-making skills and to explore and utilize the expertise of a variety of health team members.

**Prerequisites:**

Promotion to Study Semester 4. Travel requirement.

**NURS 236-6 CONSOLIDATED PRACTICE EXPERIENCE II (SPRING, 6 WEEKS)**

In this consolidated practice experience, opportunities are provided to develop caring relationships with individuals and families experiencing increasingly complex episodic health challenges. Participants have opportunities to consolidate learning from first and second year of the program in a variety of settings.

**Prerequisites:**

Current CPR Certificate (Level C). Successful completion of Study Semester 4. Travel requirement. Relocation may be required.

**NURS 310-3 HEALTH III: TEACHING AND LEARNING FOR PREVENTION**

The major emphasis of this course is on health teaching for prevention. Participants examine a variety of teaching/learning theories, perspectives, and strategies that underlie meaningful interactions with individuals, families, and groups. They explore and critique primary, secondary, and tertiary prevention programs and basic concepts of epidemiology. They examine the nurse's role in prevention and the significance of interdisciplinary collaboration within a variety of contexts.

**Prerequisites:**

Promotion to Study Semester 5.

**NURS 314-3 HEALING/HEALTH SCIENCES III**

This course provides opportunities for participants to build on their nursing knowledge and understanding of health and natural sciences 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 315-8 NURSING PRACTICE V**

This nursing practice experience provides opportunities to develop caring relationships with individuals, families, and groups with an emphasis on prevention. The integration of the practice of teaching/learning is an essential element. In addition, participants have opportunities to broaden their experience of nurses' collaborative roles within an interdisciplinary team.

**Prerequisites:**

Promotion to Study Semester 5. Travel requirement.

**NURS 341-1.5 PROFESSIONAL GROWTH III: 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 350-1.5 HEALTH PROMOTION AND COMMUNITY EMPOWERMENT**

(University of Victoria at Selkirk College). This course focuses on community as client from a health promotion perspective. The underlying principles of health promotion, including the social determinants of health, participation, capacity, and empowerment, are emphasized. Community development as a pattern of community health promotion practice is explored.

**Prerequisites:**

Health III.

**NURS 351-1.5 NURSING PRACTICE VI**

(University of Victoria at Selkirk College). 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 352-1.5 SELF AND OTHERS III: REFLECTION ON CARING PRACTICE**

(University of Victoria at Selkirk College). Building upon theories and concepts from Self and Others I and II, this course focuses on enhancing participants' everyday relational practice with individuals, families, and groups.

**NURS 360-1.5 PROFESSIONAL GROWTH IV: 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 Semester 6.

**NURS 370-4.5 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 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:**

Successful completion of Study Semester 6. Travel requirement. Relocation may be required.

**NURS 430-1.5 PROFESSIONAL GROWTH V: NURSES INFLUENCING CHANGE**

(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 431-1.5 NURSING PRACTICE VII**

(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.

**Prerequisites:**

Nursing 350 and 351. Travel requirement.

**NURS 470-4.5 CONSOLIDATED PRACTICE EXPERIENCE IV (SUMMER, 6 WEEKS)**

(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 Semester 6. Travel requirement. Relocation may be necessary.

**NURS 475-4.5 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 Semester 7. Travel requirement. Relocation may be necessary.

**NURS 491-4.5 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.

**PHIL 210-3 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 PHIL 100/101 or permission of the School Chair.

**CONTACTS****SCHOOL CHAIR:**

**Randy Janzen**

Direct: 250-365-1327

Tel: 365-7292 Ext. 327

# PHARMACY TECHNICIAN

10-MONTH CERTIFICATE AT CASTLEGAR

## PROGRAM DESCRIPTION

This ten-month program is delivered entirely on-line for the first eight months. This is followed by a five-week, on-site lab component and a four-week practicum in a work setting.

## PROGRAM CALENDAR

### 2006

– August 29 - Fall term instruction begins

### 2007

- January 12 - Fall term instruction ends
- January 15 - Winter term instruction begins
- April 13 - Winter term instruction ends
- April 23 - Spring term instruction begins
- June 30 - Spring term instruction ends

## PROGRAM OBJECTIVES

This program prepares a person to function, under the supervision of a pharmacist to work in either a community or health care setting performing technical production-oriented tasks. Program goals are based on the objectives found in the Accreditation Standard for Pharmacy Technician Training Program (USA National Standard set by the American Pharmaceutical Association, American Society of Health-System Pharmacists, and the American Association of Pharmacy Technicians).

## 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
- 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 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.

## COURSE OF STUDIES

### Translation key:

**Ttl = Total course hours per term**

COURSE	NAME	TTL
<b>Term 1</b>		
PTEC 100-2	Pharmacy Seminar	60
PTEC 104-3	Pharmacy Billing, Regulations & Protocols	90
PTEC 105-2	Pharmacy Calculations	150
PTEC 107-6	Pharmacology I	120
PTEC 109-5	Pharmacy Practice I	120
	<b>Total:</b>	<b>540</b>

COURSE	NAME	TTL
<b>Term 2</b>		
PTEC 106-3	Merchandising Concepts	90
PTEC 108-5	Pharmacology II	150
PTEC 110-3	Pharmacy Practice II	90
PTEC 113-1	Introduction to Aseptic Technique (Jan. 2007)	30
PTEC 114-2	Sterile Products Lab (April 2007)	60
PTEC 115-2	Prescription Dispensing Lab	60
PTEC 116-2	Compounding Lab	60
PTEC 119-2	Computer Skills for Prescription Processing	60
	<b>Total:</b>	<b>600</b>

COURSE	NAME	TTL
<b>Term 3</b>		
PTEC 120-4.5	Hospital Pharmacy Preceptorship	140
PTEC 121-4.5	Community Pharmacy Preceptorship	140
	<b>Total:</b>	<b>280</b>

**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 the practicum. 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 practicum because of a criminal record. Students are advised that certain criminal records may prevent completion of a practicum 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.

**APPROXIMATE EXPENSES**

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Pharmacy Technician for any additional information.

**COURSE DESCRIPTIONS**

**PTEC 100-2 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.

**PTEC 104-3 PHARMACY BILLING, REGULATIONS & 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.

**PTEC 105-2 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.

**PTEC 106-3 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.

**PTEC 107-6 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.

**PTEC 108-5 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.

**PTEC 109-5 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.

## PTEC 110-3 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.

## PTEC 113-1 INTRODUCTION TO ASEPTIC TECHNIQUE (JAN. 2007)

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

## PTEC 114-2 STERILE PRODUCTS LAB (APRIL 2007)

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 115-2 PRESCRIPTION DISPENSING LAB

This is a laboratory based course. In a simulated community pharmacy setting, computer and dispensing technical skills are practiced under the supervision of a pharmacist. 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 116-2 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 119-2 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 120-4.5 HOSPITAL PHARMACY PRECEPTORSHIP

The work experience preceptorship transitions a student to graduate hospital 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.

## PTEC 121-4.5 COMMUNITY PHARMACY PRECEPTORSHIP

The preceptorship is 140 hours of work experience in a community pharmacy under the supervision of a preceptor pharmacist. The preceptorship 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 of the front store and dispensary. Preceptorship experience will vary depending upon the pharmacy. Experience may

include front store merchandise maintenance, customer service and other related duties. Dispensary duties may include: data entry of patient, drug, doctor profiles, filling prescriptions and preparing compounds, and third party billings.

### Prerequisites:

Successful completion of all Pharmacy Technician theory and lab courses.

## FURTHER INFORMATION

This program has its own web site, at <http://online.selkirk.bc.ca/ptec/>.

## CONTACTS

### INSTRUCTOR

**Terry Walker**  
Tel: 365-7292 Ext. 472  
Direct line: 250-354-3871  
Room A-33  
[twalker@selkirk.ca](mailto:twalker@selkirk.ca)

### SCHOOL CHAIR:

**Randy Janzen**  
Direct: 250-365-1327  
Tel: 365-7292 Ext. 327

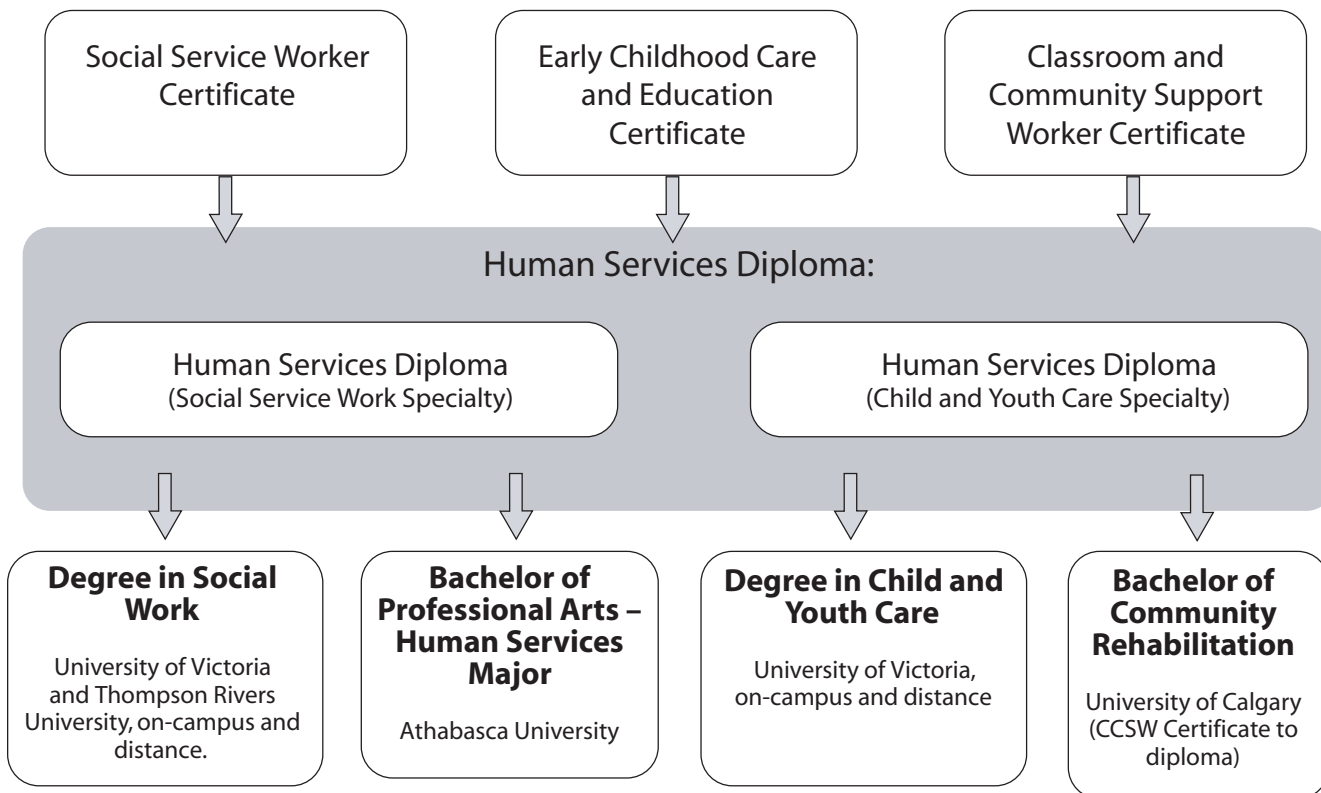
# HUMAN SERVICES

## CERTIFICATES/DIPLOMAS AT CASTLEGAR

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.

### Certificates:



# CLASSROOM AND COMMUNITY SUPPORT WORKER

1-YEAR CERTIFICATE AT CASTLEGAR

## PROGRAM CALENDAR

### 2006

- September 5 - Fall term instruction begins.
- December 8 - Fall term instruction ends.

### 2007

- January 2 Winter term instruction begins.
- April 6 Winter term instruction ends.
- April 30 Spring term begins.
- May 25 Spring term ends.

## PROGRAM OBJECTIVES

Graduates of the Classroom and Community Support Worker Program are prepared to work as Teaching Assistants or as Residential, Life Skills, Supported Employment or Recreation Support Workers. Emphasis is placed on learning how to work as a team member with children and adults with disabilities, their families, social workers, teachers, and therapeutic and recreation professionals.

This exciting nine month program offers opportunities for personal and professional growth while preparing graduates to work in a broad variety of education and community settings. This program also gives students considering further education the prerequisite skills and course work to continue into the Human Services Diploma Program which transfers to degree programs.

By completing this program, students become skilled in interpersonal communications, critical thinking, solution-focused problem solving, teamwork and leadership abilities, augmentative and assistive communication, first aid and personal care, advocacy and family support. Students will know how to access resources, have developed a clear personal support philosophy and have developed commitment to personal and professional wellness and life long learning. Students will have opportunities, through practicum placements, to develop their skills by working hands-on in the field.

## CAREER POTENTIAL

The Certificate program prepares students to work with individuals across the lifespan in a variety of

multi-disciplinary settings such as schools, community centres, government agencies, correctional or residential programs, and early childhood education settings. 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. 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 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 Index (LPI) score of level 4.
- current certification in Standard or Emergency First-Aid. (This can also be done as a corequisite while in the program.)
- résumé.
- a completed Selkirk College application form.
- official transcripts of secondary and post-secondary education.
- two completed personal reference forms.
- completed health information form and medical reference form.
- completed criminal record check.
- complete assessment testing for reading, writing and math before registration.
- basic computer skills.

## COURSE OF STUDIES

### Translation key:

**Lec** = Lecture Hours per week;

**Lab** = Lab Hours per week;

COURSE	NAME	LEC	LAB
<b>Term 1</b>			
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	College Composition	3	0
FAM 180-3	Family Dynamics	3	0
HSER 174-3	Interpersonal Communications	3	0
PSYC 100-3	Introductory Psychology I	3	1
	<b>Total:</b>	<b>20</b>	<b>1</b>

COURSE	NAME	LEC	LAB
<b>Term 2</b>			
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	0	8
PSYC 101-3	Introductory Psychology II	3	1
SSW 161-3	Introduction to Social Policy	3	0
	<b>Total:</b>	<b>16</b>	<b>9</b>

COURSE	NAME	LEC	LAB
<b>Term 3</b>			
CCSW 196-5	Practicum II	0	0

## PRACTICUM REQUIREMENTS

Program practicum requirements include both field observation and field work.

In order to ensure that students become familiar with the range of services available to people with disabilities, students typically complete one practicum in a child and one in an adult oriented setting. A number of factors are taken into consideration when determining an appropriate practicum placement for a student. These are:

- past experience and/or previous practicum placements.
- student preference.
- availability of practicum placements.

After consultation with the student, a final decision on practicum placement is made by the College instructor.



**Note:**  
– A scheduled orientation interview will be held with instructors to discuss the Classroom and Community Support Worker program and requirements for practicum.

– Access to reliable transportation to practicum sites is required.

## 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 or Bachelor of Social Work Degree, depending on the selection of elective courses.

Please see diagram in previous sections: HUMAN SERVICES CERTIFICATE AND DIPLOMA PROGRAMS

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Classroom And Community Support Worker for any additional information.

## COURSE DESCRIPTIONS

### CCSW 155-3 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 156-3 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 160-3 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 161-3 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 165-3 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 170-2 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.

### CCSW 179-1 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 195-6 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.

### CCSW 196-5 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.

### ENGL 110-3 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 is a one-semester composition course designed to enable the student to produce clear, coherent written communication. The course covers theme development, editing techniques, and research paper preparation. Students are assessed and paced according to their ability and growth.

#### Prerequisites:

A "C" or better in ENGL 12 or equivalent or LPI level 4.

### FAM 180-3 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 174-3 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 100-3 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.

### PSYC 101-3 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.

### SSW 161-3 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.

## CONTACTS

### SCHOOL CHAIR:

#### Randy Janzen

Direct: 250-365-1327

Tel: 365-7292 Ext. 327

rjanzen@selkirk.ca



# EARLY CHILDHOOD CARE AND EDUCATION

CERTIFICATE AT CASTLEGAR

## PROGRAM CALENDAR

### 2006

- September 6 Fall term begins.
- December 8 Fall term instruction ends.

### 2007

- January 2 - Instructional activities resume.
- April 6 - Winter term instruction ends.
- April 30 - Spring term begins.
- May 25 - Spring term ends.

## PROGRAM OBJECTIVES

A career in the field of Early Childhood Care and Education combines challenge with creativity and enjoyment of people. The four-term 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.

## 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.

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. During the two year ECCE time frame, there will be an opportunity to complete various courses towards a Human Services Diploma. When students complete their ECCE certificate with an overall grade point average of “B”, or receive H.S. coordinator approval, they will be formally accepted into the H.S. Diploma.

## ADMISSION REQUIREMENTS

Students may complete the program on a full or part-time basis. The new revised program in ECCE will provide increased options for students to take part-time courses. Each term will include courses available in the evening and in a distance or on-line format. Whenever possible, courses will be scheduled on Mondays to allow part-time working students to continue to work and to access training. 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. Applicants with previous partial credit in the ECCE curriculum will be accommodated in the program. Candidates must contact the Human Services Coordinator by April of the year prior to entry to determine course requirements.

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 and medical reference 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.*

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Early Childhood Care And Education for any additional information.

## COURSE DESCRIPTIONS

### ECCE 168-4 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 participate in a Children’s Program alongside and under the guidance of ECCE instructors as well as observe and participate in child care programs in the region. Reflective practice and professional conduct are developed.

### Corequisites:

ECCE 188.

COURSE OF STUDIES

Translation key:

Lec = Lecture Hours per week;

Lab = Lab Hours per week;

COURSE	NAME	LEC	LAB
<b>Term 1</b>			
ECCE 168-4	Clinical Practicum I	0	8
ECCE 178-3	Foundations of Professional Practice I	3	0
ECCE 188-3	Responsive Child-Centered Environments	3	0
FAM 180-3	Family Dynamics	3	0
HSER 174-3	Interpersonal Communications	3	0
PSYC 100-3	Introductory Psychology I	3	1
	<b>Total:</b>	<b>15</b>	<b>9</b>

COURSE	NAME	LEC	LAB
<b>Term 2</b>			
ECCE 169-3	Clinical Practicum II	0	8
ECCE 186-3	Child Health and Safety	3	0
ECCE 193-4	Child-Centered Partnerships I	5	0
ECCE 195-4	Practicum II	0	0
ENGL 110-3	College Composition	3	0
PSYC 240-3	Child Development	3	0
	<b>Total:</b>	<b>14</b>	<b>8</b>

COURSE	NAME	LEC	LAB
<b>Term 3</b>			
ECCE 179-4	Foundations of Professional Practice II	5	0
ECCE 189-4	Responsive Child-Centered Environments II	5	0
ECCE 270-2	Interpersonal Communications III	3	0
HSER 258-3	Fundamentals of Change in Child and Youth Care Practice B Part 1	3	0
	<b>Total:</b>	<b>16</b>	<b>0</b>

COURSE	NAME	LEC	LAB
<b>Term 4</b>			
ECCE 278-3	Foundations of Professional Practice III	3	0
ECCE 288-6	Responsive Child-Centered Environments III	6	0
ECCE 293-2	Child-Centered Partnerships II	2	0
ECCE 294-6	Practicum III	0	35
	<b>Total:</b>	<b>11</b>	<b>35</b>

ECCE 169-3 **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 participate in a Children's Program alongside and under the guidance of ECCE instructors as well as 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 178-3 **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 179-4 **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 186-3 **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.

ECCE 188-3 **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.

ECCE 189-4 **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 193-4 **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 195-4 **PRACTICUM II**

Block practicum of 4 weeks in April

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 plan-

ning, guiding and caring and growing professional awareness. Seminars are scheduled for reflective discussion of practicum learning.

### ECCE 270-2 **INTERPERSONAL COMMUNICATIONS III**

In this course, learners will examine contexts which affect the child and incorporate these influences into planning programs for children. Students acquire the ability to access family and community interests in order to collaboratively create healthy, holistic environments for all children. The course includes opportunities to determine ways of relating and connecting child care services with community services and resources.

### ECCE 278-3 **FOUNDATIONS OF PROFESSIONAL PRACTICE III**

In this course, learners integrate observations and experiences regarding the care and education of young children into a personal and professional knowledge base. An appreciation of the role of change agent in the lives of young children, their families and community is developed, while at the same time honoring the importance of becoming a lifelong learner as an ECCE professional. This integration process takes place within the framework of the ECEBC Code of Ethics and legal parameters of child care, the outcome of which is a learner-focused strategy for future professional growth.

### ECCE 288-6 **RESPONSIVE CHILD-CENTERED ENVIRONMENTS III**

This course builds upon learning about child development and curricular planning tools. The focus now extends to the program context, with a holistic approach to the practitioner's role as planner and adult within the play environment. While learning the skills of creating inclusive programs for children, ages three through six years, students explore their own approaches to play-based planning. Family partnerships, cultural relevance and community development are incorporated as the foundation for program development.

### ECCE 293-2 **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.

### ECCE 294-6 **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.

### ENGL 110-3 **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 is a one-semester composition course designed to enable the student to produce clear, coherent written communication. The course covers theme development, editing techniques, and research paper preparation. Students are assessed and paced according to their ability and growth.

#### **Prerequisites:**

A "C" or better in ENGL 12 or equivalent or LPI level 4.

### FAM 180-3 **FAMILY DYNAMICS**

This course is designed to provide students with a variety of theoretical perspectives to understand 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 174-3 **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.

### HSER 258-3 **FUNDAMENTALS OF CHANGE IN CHILD AND YOUTH CARE PRACTICE B PART 1**

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 in carrying out a planned change process

with children and youth. Students are required to participate in exercises, role plays and simulations in order to accomplish the course objectives. In conjunction with HSER 259, students will have the skills necessary to effect change in practice. The four components of the two courses include self-awareness development, use of relationships, the helping model and interpersonal skills.

#### **Prerequisites:**

HS Certificate or Instructor's permission.

### PSYC 100-3 **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.

### PSYC 240-3 **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.

## CONTACTS

### **PROGRAM CONTACT:**

**Deb Wandler, Coordinator/Instructor**

Direct: 365-1362

Tel: 365-7292 Ext. 362

dwandler@selkirk.ca

### **SCHOOL CHAIR:**

**Randy Janzen,**

Direct: 250-365-1327

Tel: 365-7292 Ext. 327

rjanzen@selkirk.ca

# SOCIAL SERVICE WORKER

3-MONTH CERTIFICATE AT CASTLEGAR

## PROGRAM CALENDAR

### 2006

- September 6 - Fall term instruction begins.
- December 8 - Fall term instruction ends.

### 2007

- January 2 Winter term instruction begins.
- April 6 Winter term instruction ends.
- April 30 Spring term begins.
- May 25 Spring term 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 policy, and the theoretical underpinnings of human service practice. The program teaches practical interviewing and counselling 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. Students have the opportunity to demonstrate skills that include advocacy, child and youth care, employment supports, substance abuse awareness, group facilitation, community support, individual support, problem-solving and communication skills. 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;

**Ttl** = Total course hours per term

COURSE	NAME	LEC	LAB	TTL
<b>Term 1</b>				
ADD 184-3	Introduction to Concepts of Chemical Dependence	3	0	0
ENGL 110-3	College Composition	3	0	0
FAM 180-3	Family Dynamics	3	0	0
HSER 174-3	Interpersonal Communications	3	0	0
PSYC 100-3	Introductory Psychology I	3	1	0
SSW 156-3	Principles and Practices I	3	0	0
SSW 160-3	Introduction to Social Work I	3	0	0
SSW 162-3	Community Resources	3	0	0
	<b>Total:</b>	<b>24</b>	<b>1</b>	<b>0</b>

COURSE	NAME	LEC	LAB	TTL
<b>Term 2</b>				
ENGL 111-3	Introduction to Literature	3	0	0
PSYC 101-3	Introductory Psychology II	3	1	0
SSW 157-3	Group Skills	3	0	0
SSW 161-3	Introduction to Social Policy	3	0	0
SSW 163-5	Field Work I	0	8	0
SSW 166-1	Application of Theory to Practice	0	1	0
SSW 175-3	Interpersonal Communications II	3	0	0
	<b>Total:</b>	<b>15</b>	<b>10</b>	<b>0</b>

COURSE	NAME	LEC	LAB	TTL
<b>Term 3</b>				
SSW 168-5	Field Work II (Block Placement)	0	0	160
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>160</b>

## 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 financial assistance workers, child care workers, community youth workers, adolescent group home workers, transition house workers, geriatric workers, workers with the mentally ill, 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.

## 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 health form and medical reference form.

- 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.

## 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 credits to enter third year of a Child and Youth Care or Bachelor of Social Work degree; depending on selection of elective courses.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Social Service Worker for any additional information.

## COURSE DESCRIPTIONS

### ADD 184-3 INTRODUCTION TO CONCEPTS OF CHEMICAL DEPENDENCE

This course is designed as an introduction to the study of substance abuse and addiction. Current research in the pharmacology and physiology of addictive processes is considered as well as current models for understanding chemical dependence, recovery and relapse. Students learn how the addictive process is assessed and professionally treated and how treatment is individualized based upon the physical, emotional and social needs of the client, including family therapy and self-help programs. The course concludes by focusing on the effects of few of the more prevalent substances currently being abused and strategies for responding to the problems that arise from this abuse.

**Prerequisites:**  
ENGL 12 or equivalent.

### ENGL 110-3 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 is a one-semester composition course designed to enable the student to produce clear, coherent written communication. The course covers theme development, editing techniques, and research paper preparation. Students are assessed and paced according to their ability and growth.

**Prerequisites:**  
A "C" or better in ENGL 12 or equivalent or LPI level 4.

### ENGL 111-3 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.

### FAM 180-3 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 174-3 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 100-3 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.

### PSYC 101-3 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.

### SSW 156-3 PRINCIPLES AND PRACTICES I

The objective of this course is to prepare students in the development of a variety of procedures necessary to assist people in making positive changes in their lives. There is an emphasis on the development of appropriate professional relationships within the context of a professional value system. The course focuses on the "what" and "how" of practice. Also emphasis is placed on the development of self-awareness. Students are expected to be able to demonstrate the skills and techniques required to promote "planned change" in the classroom.

### SSW 157-3 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 160-3 INTRODUCTION TO SOCIAL WORK I

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 161-3 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 162-3 COMMUNITY RESOURCES**

This course is designed to assist students to prepare for practicum placement. An orientation to client groups, professionals, and agencies providing social services in the West Kootenay is presented. Students visit a variety of settings where services are available to deal with a wide range of issues. Resource people will present workshops and information in the classroom to supplement the course content.

**SSW 163-5 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 166-1 APPLICATION OF THEORY TO PRACTICE**

This weekly 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 168-5 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.

**Prerequisites:**

SSW 163 and completion of all program courses.

**SSW 175-3 INTERPERSONAL COMMUNICATIONS II**

A continuation of SSW 174 with emphasis on developing interpersonal skills which are required in social service settings. Students will develop skills in listening, interviewing, problem solving and conflict resolution. These skills are applied to the helping function. Students will also be introduced to a variety of therapeutic approaches to helping people help themselves.

## CONTACTS

**PROGRAM CONTACT:**

**Deb Wandler, Coordinator/Instructor**

Direct: 365-1362  
Tel: 365-7292 Ext. 362  
dwandler@selkirk.ca

**SCHOOL CHAIR:**

**Randy Janzen**

Direct: 250-365-1327  
Tel: 365-7292 Ext. 327  
rjanzen@selkirk.ca

# HUMAN SERVICES: CHILD AND YOUTH CARE (CYC) SPECIALTY

2-YEAR DIPLOMA AT CASTLEGAR

## PROGRAM CALENDAR

### 2006

- September 6 - Fall term instruction begins.
- December 8 - Fall term instruction ends.

### 2007

- January 2 - Winter term instruction begins.
- April 6 - Winter term instruction ends.
- April 30 - Spring term begins.
- May 25 - Spring term ends.

## PROGRAM OBJECTIVES

A Human Services Diploma Program is available at Selkirk College:

1. 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 College of the Fraser Valley or Malaspina University College and/or third year of a four year degree program from the School of Social Work (SW) at the University of Victoria or Thompson Rivers University. The Schools of Social Work at the University College of the Fraser Valley and University of Northern BC (UNBC) may accept the diploma for admission.
2. 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.

## 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 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.

## ADMISSION REQUIREMENTS

In addition to meeting the general entrance requirements for admission to Selkirk College, an

## COURSE OF STUDIES

### Translation key:

Lec = Lecture Hours per week;

COURSE	NAME	LEC
<b>Term 3</b>		
HSER 254-3	Core Concepts in Human Services	3
HSER 258-3	Fundamentals of Change in Child and Youth Care Practice B Part 1	3
HSER 276-3	Adolescent Issues	3
PSYC 240-3	Child Development	3
	<b>Total:</b>	<b>12</b>

COURSE	NAME	LEC
<b>Term 4</b>		
ENGL 111-3	Introduction to Literature	3
FNST 287-3	First Nations Practice Issue (Optional)	3
HSER 255-3	Professional Foundations for Human Services	3
HSER 259-3	Fundamentals of Change in Child and Youth Care Practice B Part 2	3
HSER 264-3	Introduction to Professional Child and Youth Care	3
PSYC 241-3	Adult Development	3
	<b>Total:</b>	<b>18</b>

COURSE	NAME	LEC
<b>Term 5</b>		
HSER 270	Practicum in a Child and Youth Care Setting	6
	<b>Total:</b>	<b>6</b>

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 and Community 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 Community 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.

## 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.

- 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.

## ELECTIVE COURSES

In addition to the required courses listed, students must take two additional electives from the University Arts and Sciences and/or Human Services courses. Consult your faculty advisor to develop your course schedule.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Human Services: Child and Youth Care (CYC) Specialty for any additional information.

## COURSE DESCRIPTIONS

### ENGL 111-3 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.

### FNST 287-3 FIRST NATIONS PRACTICE ISSUE

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 254-3 CORE CONCEPTS IN HUMAN SERVICES

This course introduces students to the concepts of theory and practice and the interrelation between the two. It offers three theoretical perspectives to change: Behavioural, Psychodynamic and Systemic. Each approach offers a basis for understanding behaviour and behavioural change. These approaches offer the basis for developing a beginning of an integrated knowledge base for approaching practice. Three broad perspectives: normative developmental, multiculturalism, and feminism are investigated as they are current and have implications for Human Services.

#### Prerequisites:

HS Certificate or Instructor's permission.

### HSER 255-3 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 258-3 FUNDAMENTALS OF CHANGE IN CHILD AND YOUTH CARE PRACTICE B PART 1

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 in carrying out a planned change process with children and youth. Students are required to participate in exercises, role plays and simulations in order to accomplish the course objectives. In conjunction with HSER 259, students will have the skills necessary to effect change in practice. The four components of the two courses include self-awareness development, use of relationships, the helping model and interpersonal skills.

#### Prerequisites:

HS Certificate or Instructor's permission.

### HSER 259-3 FUNDAMENTALS OF CHANGE IN CHILD AND YOUTH CARE PRACTICE B PART 2

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 264-3 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.

### HSER 270 PRACTICUM IN A CHILD AND YOUTH CARE SETTING

A 200(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.

### HSER 276-3 ADOLESCENT ISSUES

"Adolescence" is a term used to describe a period in human development in which major developmental and social changes occur. This course explores the issues confronting adolescents in Canadian and Kootenay society. An exploration of what adolescence is, issues that are unique to adolescents in our society, and how we, as professionals, may assist in supporting youth through this often awkward stage of life.

#### Prerequisites:

HS Certificate or Instructor's permission.

### PSYC 240-3 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.

### PSYC 241-3 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.

## CONTACTS

### Deb Wandler, Coordinator/Instructor

Direct: 365-1362  
Tel: 365-7292 Ext. 362  
[dwandler@selkirk.ca](mailto:dwandler@selkirk.ca)

### SCHOOL CHAIR:

### Randy Janzen

Direct: 250-365-1327  
Tel: 365-7292 Ext. 327  
[rjanzen@selkirk.ca](mailto:rjanzen@selkirk.ca)



# HUMAN SERVICES: SOCIAL SERVICE WORKER (SSW) SPECIALTY

2-YEAR DIPLOMA AT CASTLEGAR

## PROGRAM CALENDAR

### 2006

- September 6 - Fall term instruction begins.
- December 8 - Fall term instruction ends.

### 2007

- January 2 - Winter term instruction begins.
- April 6 - Winter term instruction ends.
- April 30 - Spring term begins.
- May 25 - Spring term ends.

## PROGRAM OBJECTIVES

A Human Services Diploma Program is available at Selkirk College:

1. To provide access to all prerequisites 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 College of the Fraser Valley or Malaspina University College and/or third year of a four year degree program from the School of Social Work (SW) at the University of Victoria or Thompson Rivers University. The Schools of Social Work at the University College of the Fraser Valley and University of Northern BC (UNBC) may accept the diploma as prerequisite.
2. 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.

## 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 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.

## 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 Community 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.

form for the specific courses they wish to take. Admission to these courses will be granted on a space availability basis.

- 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.

## 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

## ELECTIVE COURSES

In addition to the required courses listed, students must take three additional electives from the 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.

FNST 287 is listed as an elective course. Students may choose another University Transfer elective instead of FNST 287.

## COURSE OF STUDIES

### Translation key:

Lec = Lecture Hours per week;

COURSE	NAME	LEC
<b>Term 3</b>		
HSER 254-3	Core Concepts in Human Services	3
HSER 276-3	Adolescent Issues	3
PSYC 240-3	Child Development	3
	<b>Total:</b>	<b>9</b>

COURSE	NAME	LEC
<b>Term 4</b>		
ENGL 111-3	Introduction to Literature	3
FNST 287-3	First Nations Practice Issue (Elective)	3
HSER 255-3	Professional Foundations for Human Services	3
HSER 259-3	Fundamentals of Change in Child and Youth Care Practice B Part 2	3
HSER 281	Directed Studies - Methods	3
PSYC 241-3	Adult Development	3
	<b>Total:</b>	<b>18</b>

COURSE	NAME	LEC
<b>Term 5</b>		
HSER 280	Advanced Human Service Practicum (Optional)	6
	<b>Total:</b>	<b>6</b>

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Human Services: Social Service Worker (SSW) Specialty for any additional information.

## COURSE DESCRIPTIONS

### ENGL 111-3 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.

### FNST 287-3 FIRST NATIONS PRACTICE ISSUE

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 254-3 CORE CONCEPTS IN HUMAN SERVICES

This course introduces students to the concepts of theory and practice and the interrelation between the two. It offers three theoretical perspectives to change: Behavioural, Psychodynamic and Systemic. Each approach offers a basis for understanding behaviour and behavioural change. These approaches offer the basis for developing a beginning of an integrated knowledge base for approaching practice. Three broad perspectives: normative developmental, multiculturalism, and feminism are investigated as they are current and have implications for Human Services.

#### Prerequisites:

HS Certificate or Instructor's permission.

### HSER 255-3 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 259-3 FUNDAMENTALS OF CHANGE IN CHILD AND YOUTH CARE PRACTICE B PART 2

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 276-3 ADOLESCENT ISSUES

"Adolescence" is a term used to describe a period in human development in which major developmental and social changes occur. This course explores the issues confronting adolescents in Canadian and Kootenay society. An exploration of what adolescence is, issues that are unique to adolescents in our society, and how we, as professionals, may assist in supporting youth through this often awkward stage of life.

#### Prerequisites:

HS Certificate or Instructor's permission.

### 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.

### 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 240-3 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.

### PSYC 241-3 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.

## CONTACTS

### Deb Wandler, Coordinator/Instructor

Direct: 365-1362  
Tel: 365-7292 Ext. 362  
[dwandler@selkirk.ca](mailto:dwandler@selkirk.ca)

### SCHOOL CHAIR:

Randy Janzen  
Direct: 250-365-1327  
Tel: 365-7292 Ext. 327  
[rjanzen@selkirk.ca](mailto:rjanzen@selkirk.ca)

# SCHOOL OF HOSPITALITY AND TOURISM

Cook Training ..... 116  
 Golf Club Management and Operations ..... 119  
 Resort and Hotel Management ..... 123  
 Ski Resort Operations and Management ..... 127

Selkirk is the best place to learn about hospitality and tourism. As a student, you learn just by living here. The cultural and recreation scenes are renowned, and the College's Tenth Street Campus has been tailored to meet your educational needs.

Employment prospects for graduates are excellent. There is high and growing demand for the expertise and experience students acquire in these programs.

Looking for your dream career? This just may be your lift ticket.

## COOK TRAINING, PROFESSIONAL

Selkirk teaches the culinary ABC's, from soups and salads to meat, veggies and dessert. Students learn to plan menus, prepare ingredients, cook meals, and clean up afterwards – for groups of four to 400. This provincially standardized program prepares graduates for success in restaurants, cafeterias and fast food outlets.

## GOLF CLUB MANAGEMENT AND OPERATIONS

This two-year Diploma program provides a comprehensive learning experience in a spectacular setting. As the first program in Canada, we're still leading the way in preparing the top managers in the industry. Along with providing job skills, courses qualify for university transfer.

## 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. High demand for skilled managers means the sky is the limit for our graduates.

## SKI RESORT OPERATIONS AND MANAGEMENT

Where better to learn to operate and manage a ski resort than in the Kootenay? Whitewater is less than 30 minutes from Campus, and Red Mountain 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.



# COOK TRAINING

3-TERM CERTIFICATE AT NELSON TENTH STREET

## PROGRAM CALENDAR

### COOKING LEVEL I - TERM 1

Start Date - September 5, 2006.

End Date - December 15, 2006.

### COOKING LEVEL II - TERM 2

Start Date - January 2, 2007.

End Date - April 20, 2007.

### COOKING LEVEL III - TERM 3

Start Date - October 3, 2006.

End Date - February 17, 2007.

## PROGRAM OBJECTIVES

Selkirk College offers three levels of the provincially standardized cooking program. This program is designed to provide training for students wishing to pursue careers in the hospitality industry providing students with the skills required to become competent, professional, frontline employees. A certificate will be issued to those who successfully complete Levels I, II and III.

## CAREER POTENTIAL

The demand for professional cooks is very high and growing at a rapid rate. There is tremendous potential for placement in many types of industry establishments. Students have found excellent steady employment in hospitals, northern BC camps, a variety of major resorts and hotels such as Banff Springs Hotel and Kananaskis Country Golf Course, the Pan Pacific Hotel and Four Seasons Hotel in Vancouver. 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 Professional Cook Training at (250)-352-6601.

## COURSE OF STUDIES

Translation key:

Ttl = Total course hours per term

COURSE	NAME	TTL
<b>Term 1</b>		
COOK 150-2	Vegetable and Starch Cookery	30
COOK 151-2	Meat and Poultry Cookery	30
COOK 152-2	Seafood Cookery	30
COOK 153-2	Stocks, Soups and Sauces	30
COOK 154-2	Meat, Poultry and Seafood Cutting and Processing	30
COOK 155-6	Cold Kitchen	90
COOK 156-6	Baking and Desserts	90
COOK 157-2	Basic Food Service and Kitchen Management	27.5
COOK 158-2	Egg and Breakfast Cookery	30
COOK 159-1	Safety, Sanitation and Equipment	15
COOK 160-2	Health Care/Cook Chill	27.5
	<b>Total:</b>	<b>430</b>

COURSE	NAME	TTL
<b>Term 2</b>		
COOK 250-2	Vegetables and Starch Cookery	27.5
COOK 251-4	Meat and Poultry Cookery	55
COOK 252-2	Seafood Cookery	27.5
COOK 253-4	Stocks, Sauces and Soups	55
COOK 254-4	Meat, Poultry and Seafood Cutting	55
COOK 255-4	Cold Kitchen	55
COOK 256-5	Baking and Desserts	82.5
COOK 257-2	Basic Food Service Skills	27.5
COOK 258-1	Eggs and Breakfast Cookery	10
COOK 259-1	Safety, Sanitation and Equipment	15
COOK 260-2	Health Care/Cook Chill	30
	<b>Total:</b>	<b>440</b>

COURSE	NAME	TTL
<b>Term 3</b>		
COOK 350-2	Vegetables and Starch	30
COOK 351-2	Meat and Poultry	30
COOK 352-2	Seafood	30
COOK 353-2	Stocks, Sauces and Soups	30
COOK 354-2	Meat, Poultry, Seafood Cutting	30
COOK 355-7	Cold Kitchen	110
COOK 356-8	Baking and Desserts	120
COOK 357-2	Basic Food Service	30
COOK 359-1	Safety, Sanitation and Equipment	15
COOK 360-1	Health Care/Cook Chill	15
	<b>Total:</b>	<b>440</b>

## ADMISSION REQUIREMENTS

### ACADEMIC

Admission is open to individuals who:

- Are at 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 a satisfactory standing on the Computer Placement Test in Math and English, or

- Have graduated from a BC senior secondary school or equivalent.
- An official secondary school transcript must be submitted.

### 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 résumé 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.

## PRIOR LEARNING ASSESSMENT AND RECOGNITION

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 students 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.

## COOKING LEVEL I

Cook Training Level I is a four-month provincially standardized program designed to train people for employment in restaurants, cafeterias, and fast-food outlets.

### PROGRAM CONTENT

#### Core Skills

Prerequisite Program an introduction to kitchen safety, terminology, recipe conversion, cooking methods, sanitation and the identification and selection of vegetables, meats, poultry, seafood and dairy products.

The practical application of skills in the kitchen, and further theoretical instruction is included in the training. Topics include salads, dressings, sandwiches, sanitation, safety, basic stocks, soups, (sauces) basic desserts, garnish, breakfast cookery, microwave use, vegetables, poultry, meat, seafood, cooking principles, presentation.

## COOKING LEVEL II

Cook Training Level II is a four-month provincially standardized program designed to produce graduates with experience in the following areas of

high volume food preparation: salads, dressings, vegetables, deep fry, grilled foods, meats, poultry, seafood, sauces, soups and stocks, butchery and dessert baking.

### ADMISSION REQUIREMENTS

Applicants must have completed Level I or equivalent. Prior Learning Assessment is available for those with prior experience.

## COOKING LEVEL III

Cook Training Level III is a 16-week, provincially standardized program designed to introduce students to the complexity, diversity and attractiveness of the Cooking profession. Students acquire practical experience preparing à la carte, table d'hôte and prix fixe menu items for patrons of the College's training dining room.

### ADMISSION REQUIREMENTS

Applicants must have completed Level II or equivalent.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Cook Training, Professional for any additional information.

## COURSE DESCRIPTIONS

### COOK 150-2 VEGETABLE AND STARCH COOKERY

A lab course describing and demonstrating vegetable cookery.

### COOK 151-2 MEAT AND POULTRY COOKERY

This course introduces students to the skills required to identify, select, and cook various types and cuts of meat, and poultry.

### COOK 152-2 SEAFOOD COOKERY

This course introduces students to the skills required to identify, select, and cook various types and cuts of seafood.

### COOK 153-2 STOCKS, SOUPS AND SAUCES

Lectures and labs enable students to become proficient in the production of soups and sauces.

### COOK 154-2 MEAT, POULTRY AND SEA-FOOD CUTTING AND PROCESSING

A lab course focusing on the skills of cutting and portioning meat, poultry and seafood.

### COOK 155-6 COLD KITCHEN

This course involves lab work on the topics of hot and cold sandwiches, salads and garnishes.

### COOK 156-6 BAKING AND DESSERTS

Lecture and lab teaching methods are used to explore the skills required to prepare basic desserts and pies.

### COOK 157-2 BASIC FOOD SERVICE AND KITCHEN MANAGEMENT

An introduction to receiving and storing food, weighing and measuring products, converting recipes, using kitchen terminology, understanding nutrition and handling knives.

### COOK 158-2 EGG AND BREAKFAST COOKERY

An introduction to the skills of short order breakfast cookery: cooking eggs, breakfast meats, cereals, breads, muffins, biscuits and hot beverages.

### COOK 159-1 SAFETY, SANITATION AND EQUIPMENT

Examines the safe use and maintenance of hand tools and kitchen equipment; safety in the kitchen and fire prevention methods. The survival first-aid course is a component of this course, as is the Foodsafe program - a study of safe food handling, causes of food poisoning and prevention.

### COOK 160-2 HEALTH CARE/COOK CHILL

This course identifies nutritional requirements associated with the production of balanced meals. A comprehensive study of the culinary treatment of vegetables that includes cleaning and preparation, boiling and blanching, steaming, stuffing, baking, sauteeing, deep frying, braising, glazing and pureeing.

### COOK 250-2 VEGETABLES AND STARCH COOKERY

A comprehensive study of the culinary treatment of vegetables that includes cleaning and preparation, boiling and blanching, steaming, stuffing, baking, sauteeing, deep frying, braising, glazing and pureeing.

## COOK TRAINING

---

### COOK 251-4 **MEAT AND POULTRY COOKERY**

Common cooking techniques are practised, which include stewing, braising, grilling, frying, broiling, roasting, curing and marinating meats and poultry.

### COOK 252-2 **SEAFOOD COOKERY**

This course teaches students to identify, select, clean and prepare seafood for cooking. Then students learn techniques of poaching, grilling, broiling, deepfrying, and baking seafood as well as marinating and stuffing.

### COOK 253-4 **STOCKS, SAUCES AND SOUPS**

This course builds the student's repertoire of stocks, sauces and soup bases. A practical element will see students produce a variety of sauces, compound butters, cream, clear, and puree soups as well as soup garnishes and accompaniments.

### COOK 254-4 **MEAT, POULTRY AND SEAFOOD CUTTING**

Students learn to identify and cut both primary and secondary cuts of meat, poultry and seafood. This course also deals with the preparation of meats for cooking.

### COOK 255-4 **COLD KITCHEN**

Students prepare salads, dressings, jellies and aspics, pickled and marinated vegetables, cheese platters and cold cut trays.

### COOK 256-5 **BAKING AND DESSERTS**

In this lesson students will produce pies, pastries, breads, rolls, cakes, cookies, custards, puddings, fruit desserts, gelatins and quickbreads.

### COOK 257-2 **BASIC FOOD SERVICE SKILLS**

Students learn purchasing procedures, the receiving and storage of goods, how to maintain records, menu planning and cost calculations, inventory control, and how to utilize leftovers.

### COOK 258-1 **EGGS AND BREAKFAST COOKERY**

Students prepare eggs and breakfast products in quantity.

### COOK 259-1 **SAFETY, SANITATION AND EQUIPMENT**

The students learn to maintain safe and clean equipment and work areas.

### COOK 260-2 **HEALTH CARE/COOK CHILL**

In this course students learn nutritional requirements associated with the production of balanced meals.

### COOK 350-2 **VEGETABLES AND STARCH**

Covers advanced methods of preparing vegetables and starches for banquets and à la carte dining.

### COOK 351-2 **MEAT AND POULTRY**

This course covers specialty preparation and cooking of the finer and more expensive cuts of meat.

### COOK 352-2 **SEAFOOD**

This course enhances the students' knowledge and understanding of seafood and the fine procedures and techniques involved in preparing them à la Carte style.

### COOK 353-2 **STOCKS, SAUCES AND SOUPS**

An introduction to fine glaces from good stocks. Quality derivative sauces from the five base mother sauces, specialty and international soups, the students' confidence rises with the experience gained in the Rosemont Dining Room.

### COOK 354-2 **MEAT, POULTRY, SEAFOOD CUTTING**

Continued experience with secondary meat, poultry and seafood cutting as well as the artistic use of kitchen tools is discussed and exhibited in this course.

### COOK 355-7 **COLD KITCHEN**

A beginning to the creation of showpieces and artisan works for buffets, banquets, brunches, etc., as well as individual items such as salads, pates, gallantines and terrines.

### COOK 356-8 **BAKING AND DESSERTS**

In this course, students deal with more delicate forms of baking and the pastry shop, frozen desserts, delicately built and decorated cakes and mousses are covered.

### COOK 357-2 **BASIC FOOD SERVICE**

Students discuss and employ the use of food and service statistics. They design and cost menus, and elaborate on kitchen skills and procedures learned in COOK 257.

### COOK 359-1 **SAFETY, SANITATION AND EQUIPMENT**

Necessary for any kitchen operation, these skills are stressed and enhanced at this level.

### COOK 360-1 **HEALTH CARE/COOK CHILL**

A theory-based course on specific diets with particular nutritional needs. Also covered are specific cooking techniques involved in preparing these foods.

## CONTACTS

### PROGRAM CONTACT:

#### Ron Matthews, Program Coordinator

Direct: 250 505-1331

Tel: 352-6601 Ext.

rmatthews@selkirk.ca

### SCHOOL CHAIR:

#### Bob Falle

Direct: 250 505-1317

Tel: 250 352-6601 Ext. 317

bfalle@selkirk.ca

# GOLF CLUB MANAGEMENT AND OPERATIONS

2-YEAR DIPLOMA AT NELSON TENTH STREET

## PROGRAM CALENDAR

### 2006

- October through April - fully qualified candidates are accepted, interviewed and offered placements in program for September 2006.
- May 1 - partly qualified applicants may be offered seats if space available. Late applicants will be accepted subject to space availability.
- September 5 - Fall term begins for Year I students.
- October 2 - Fall term begins for Year II students.
- December 15 - Fall term ends for Year I and II.

### 2007

- January 2 - Winter term begins for Year I and II.
- March 30 - Final day for Year II class.
- April 20 - Final day for Year I class.
- April 21 - Work term begins for Year I students.

## PROGRAM OBJECTIVES

Selkirk College offers a unique, two-year diploma program in Golf Club Management and Operations. Resort and public golf courses and clubs are some of the fastest developing sectors of the tourism/recreation industry and will require staff that are trained to apply competent, professional business procedures together with the skills and knowledge acquired through practical, hands-on experience. Program graduates have experienced an excellent placement rate and many are now in senior management positions in the golf industry.

## CAREER POTENTIAL

The Golf Club Management and Operations program is designed to provide students with the skills and knowledge necessary to succeed in a supervisory or management capacity at a golf club. The program is intensive and students will acquire skills through theory, practical work experience, special projects, presentations, field trips, and guest lecturers. Students spend a portion of the program at a golf or club facility in a challenging work environment through participation in a 20- to 26-week work internship.

## ADMISSION REQUIREMENTS

- Admission to the Selkirk College Golf Club Management and Operations program is open

## COURSE OF STUDIES

Translation key:

Ttl = Total course hours per term

COURSE	NAME	TTL
<b>Term 1</b>		
GOLF 149-3	Overview of Golf Club Operations and Tourism	45
GOLF 155-3	Computer Software Applications	45
GOLF 159-3	Business Communications I	45
GOLF 161-3	Food and Beverage Service for Supervisors	30
GOLF 169-3	Tournament and Special Event Planning	45
GOLF 172-3	Introductory Accounting	45
GOLF 176-2	Turf Care I	30
GOLF 190-1	Field Work Term 1	30
	<b>Total:</b>	<b>315</b>

COURSE	NAME	TTL
<b>Term 2</b>		
GOLF 153-3	Organizational Leadership	45
GOLF 154-3	Human Resources Management	45
GOLF 156-2	Operational Controls	30
GOLF 163-3	Supervisory Bartending	45
GOLF 164-3	Food and Beverage Cost Controls	45
GOLF 171-3	Golf Club Computer Applications	45
GOLF 191-1	Field Work Term 2	30
	<b>Total:</b>	<b>285</b>

COURSE	NAME	TTL
<b>Term 3</b>		
GOLF 181	Work Internship	600
	<b>Total:</b>	<b>600</b>

COURSE	NAME	TTL
<b>Term 4</b>		
GOLF 251-3	Marketing and Customer Service	45
GOLF 254-3	Golf Club Administration	45
GOLF 256-3	Corporate and Business Planning	45
GOLF 276-2	Turf Care II	30
GOLF 280-3	Conflict Resolution and Critical Thinking	45
	<b>Total:</b>	<b>210</b>

COURSE	NAME	TTL
<b>Term 5</b>		
GOLF 257-3	Golf Club Marketing	45
GOLF 259-3	Golf Shop Operations	45
GOLF 261-2	Management Communications	30
GOLF 268-3	Golf Course Budgeting	45
GOLF 279-3	Entrepreneurial Skills	45
GOLF 281-3	Risk Prevention and Business Law	45
GOLF 282-3	Clubhouse Design and Facility Maintenance	45
	<b>Total:</b>	<b>300</b>

to anyone who is a graduate of Grade 12 or equivalent. Preference will be given to applicants with one season or more of golf course/club or related hospitality or retail experience.

- A minimum of a “C” grade in English 12 or equivalent is required. Applicant must arrange to have an “official” transcript sent to Selkirk College, Admissions department.
- All applicants must include with their application a resumé, two letters of

recommendation from a previous employer, preferably from a management person in a golf or a related industry.

- Personal interview with an instructor. Note: Interview results are not used as criteria for admission.
- Where circumstances make a personal interview impractical, a telephone interview may be conducted. Contact the Program Coordinator to inquire.

– All applicants must complete pre-admission tests in reading, writing and math.

### 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.

### UNIVERSITY TRANSFERABILITY

Through curriculum articulation agreements Golf Club Management and Operations graduates from Selkirk College can receive two year's credit towards four-year bachelor's degrees from Ryerson, and the University of Lethbridge. At Thompson Rivers University (formerly University College of the Caribou) and Malaspina University College 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 college.

### DIPLOMA OPTIONS

Students who graduate from the Golf Club Management and Operations program have the option of returning to Selkirk College for a third year to obtain a diploma in either Ski Resort and Operations Management or Resort and Hotel Management.

### DISTANCE LEARNING CERTIFICATE

Selkirk College offers a Golf Club Management and Certificate program through distance learning. This program is designed for golf club personnel who wish to advance their careers and

individuals wanting to enter the golf industry to pursue various career options.

The certificate program consists of the following six courses: COMM 240 Financial Accounting I, GOLF 165/265 Golf Course Maintenance I and II, GOLF 169 Tournament and Special Event Planning, GOLF 254 Golf Club Administration, GOLF 257 Golf Club Marketing, and GOLF 258 Golf Shop Operations.

For information about distance learning courses in the Golf Club Management and Operations program, call admissions at 1-(250) 352-6601.

### APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Golf Club Management and Operations for any additional information.

### COURSE DESCRIPTIONS

#### GOLF 149-3 OVERVIEW OF GOLF CLUB OPERATIONS AND TOURISM

This course reviews the origins of golf; the growth of the Golf Industry to the present; and trends for the future. It is a general overview of the Golf and Tourism industry in Canada with emphasis on the role of golf as a sector of the tourism industry. Students are introduced to the range of skills required to manage various departments in a golf or country club, the organization structure, and characteristics of various clubs in Canada. Learners will be exposed to the economic impact of tourism, the role of government, attractions, events and recreational tourism.

#### GOLF 153-3 ORGANIZATIONAL LEADERSHIP

One of the greatest challenges a manager faces is to create and maintain a harmonious and productive work group. Through an examination of one's own leadership style as it relates to some of the common theories, the student will learn how to achieve these goals. Why people behave the way they do in an organization is studied along with delegation, motivation, decision making and team building.

#### GOLF 154-3 HUMAN RESOURCES MANAGEMENT

This course is a practical look at the process of personnel administration. From the identification of the need for new staff through advertising, creating job descriptions, interviewing, checking references, orientation, training, and evaluation, students will examine the importance of viewing staff as a raw resource to be shaped into a valuable resource. Attention will be paid to legislation affecting employees as well as the topics of employee turnover and discipline.

#### GOLF 155-3 COMPUTER SOFTWARE APPLICATIONS

This course is designed to familiarize students with many of the word processing and spreadsheet functions available in the Microsoft Office Suite. Skills learned in this course will be put into practice in many other courses in the program.

#### GOLF 156-2 OPERATIONAL CONTROLS

The purpose of this course is to create a general familiarization with the basics of financial management and the tools of control. Some time is spent on the fundamentals of basic accounting but greater emphasis is placed on budgets, financial statement analysis and internal controls including some of the fraud and theft issues faced by today's businesses.

#### GOLF 159-3 BUSINESS COMMUNICATIONS I

The exploration of the numerous written communication models, their uses, effectiveness and drawbacks will be undertaken. These principles then will be applied to the Tourism industry. Also covers public speaking concepts.

#### GOLF 161-3 FOOD AND BEVERAGE SERVICE FOR SUPERVISORS

The dining room is often one of the busier aspects of a resort. In this course, students will study and practice the fundamentals of effective food and beverage service. In addition to the "order of service," students will study the tableware and equipment used, back-end requirements, procedures for opening and closing a dining room and the typical job descriptions in this area.

#### GOLF 163-3 SUPERVISORY BARTENDING

Beverage service is fundamental to the success of a food and beverage operation at a golf club or resort. In this course, students will study bar equipment, the types of alcoholic and non-alcoholic beverages available, and the typical job descriptions in this area. In addition, students will study and practice the steps involved in and the



techniques of bartending. Students completing this course will have the opportunity to obtain the provincial “*Serving It Right*” certificate.

#### GOLF 164-3 **FOOD AND BEVERAGE COST CONTROLS**

Students will study the concept of cost control as well as many of the techniques used to effectively control the cost of products used in a food and beverage operation.

#### GOLF 169-3 **TOURNAMENT AND SPECIAL EVENT PLANNING**

Tournaments and special events add value to the services offered by golf clubs and they provide a vehicle for increasing participation rates, revenues, and publicity. This course provides a review of the elements of a range of common golf programs and examines the key requirements of organizing “open” golf tournaments, corporate golf events and major special event tournaments.

#### GOLF 171-3 **GOLF CLUB COMPUTER APPLICATIONS**

Designed exclusively for the golf industry, this course features a hands-on approach that allows you to learn as you use the software. The course takes you step-by-step through computerized pro shop inventory control, accounts, point-of-sale, and bookings, as well as restaurant management, including inventory, menu lists, prep lists, menu items, purchase orders, point-of-sale and revenue sales. Messaging and timeclocking are also reviewed.

#### GOLF 172-3 **INTRODUCTORY ACCOUNTING**

An introductory course in accounting from the basic accounting equation to the preparation of the income statement and balance sheet. This course covers merchandise operations, service business accounting, depreciation, adjusting entries as well as specialized journals.

#### GOLF 176-2 **TURF CARE I**

The tasks and responsibilities of the Course Superintendent are analyzed and the principles of good turf grass management are studied. Students learn about equipment use and maintenance as well as alternatives to chemical turf treatments. More information about this course is available online.

#### GOLF 181 **WORK INTERNSHIP**

Upon successful completion of the first two semesters, qualifying students will participate in a paid work internship at a golf or related facility. Students are required to work a minimum of 600 hours during this 26 week period from approxi-

mately mid April to late September. The internship gives students the opportunity to gain valuable experience and observe operational practices at the facility where they are employed. Upon completion of the working part of this course, students will prepare and present a comprehensive report on the facility where they worked.

#### GOLF 190-1 **FIELD WORK TERM 1**

A mandatory field trip of four or five day’s duration scheduled to visit various types of golf facilities in British Columbia. At each stop, students meet management and supervisory personnel while examining operating systems, equipment and procedures.

#### GOLF 191-1 **FIELD WORK TERM 2**

A mandatory field trip of four or five day’s duration scheduled to visit various types of golf facilities in British Columbia. At each stop, students meet management and supervisory personnel while examining operating systems, equipment and procedures.

#### GOLF 251-3 **MARKETING AND CUSTOMER SERVICE**

Basic concepts and principals of marketing such as the market mix and the nine “Ps” are studied in term of how they relate to the Tourism industry. An introduction to market research, product analysis and customer profiles are studied as a means of examining the concepts of target marketing and micro markets. Pricing and marketing techniques are studied and special emphasis is placed on the role that front line personnel play in product delivery and customer service.

#### GOLF 254-3 **GOLF CLUB ADMINISTRATION**

This course examines the administration of the different types of golf clubs and the expanding role of the general manager. The course looks at both the big picture (the club philosophy; establishing the club’s mission, goals and objectives) and day-to-day hands-on administrative activities (running effective meetings; hiring and keeping the right people; financial management; recruiting and retaining members).

#### GOLF 256-3 **CORPORATE AND BUSINESS PLANNING**

Includes financial statement analysis, sales mix, trend and ratio analysis, working capital management, cost planning, CVP analysis, evaluating equipment and financial management techniques used by managers.

#### GOLF 257-3 **GOLF CLUB MARKETING**

This unique and innovative course focuses on the specific knowledge and skills necessary for successfully marketing a golf facility. It will help you understand, streamline and improve profitability of your marketing endeavours as you learn to research your product and your competitors, build on your strengths and create a total quality service environment that makes for an unforgettable golfing experience.

#### GOLF 259-3 **GOLF SHOP OPERATIONS**

Golf Shop Operations explores the various management tools and practices that contribute towards the efficient, effective and profitable operation of a golf shop. You will study merchandising methods as well as sales planning and analysis, golf shop personnel issues, shop layout and design, inventory management and control, golf car fleet management, the retail buying plan and golf shop operation contracting/leasing.

#### GOLF 261-2 **MANAGEMENT COMMUNICATIONS**

Industry managers must be able to communicate with staff, boards, owners and members. This course covers report writing, memos, letter writing and public speaking techniques.

#### GOLF 268-3 **GOLF COURSE BUDGETING**

Students learn how to prepare departmental operating budgets and how to integrate them into a master budget for the Golf Club. Long range capital replacement planning will be discussed. The design and use of labour budgets using a spreadsheet program is included in this course.

#### GOLF 276-2 **TURF CARE II**

The tasks and responsibilities of the Course Superintendent are analyzed and the principles of good turf grass management are studied in depth.

#### GOLF 279-3 **ENTREPRENEURIAL SKILLS**

The ability to prepare a comprehensive business plan is an important skill for any manager or department head. Students must prepare a complete business plan using many of the skills covered in other courses in the curriculum.

#### GOLF 280-3 **CONFLICT RESOLUTION AND CRITICAL THINKING**

Various topics are discussed including resolution styles, adversarial versus collaborative styles, dynamics of conflicts and uses/misuses of power.

### **GOLF 281-3 RISK PREVENTION AND BUSINESS LAW**

A review of the basic concepts of risk management and prevention. Students examine the fundamental elements of risk management including risk identification, risk evaluation, risk prevention and control, and risk management administration as applied to a golf club or resort. Course topics include directors' and officers' liability, host liquor liability insurance coverage, contract and lease law, tort law and commercial law and its application in golf clubs.

### **GOLF 282-3 CLUBHOUSE DESIGN AND FACILITY MAINTENANCE**

The learners are exposed to the basic principles of clubhouse design and planning. The role of the board, committees, master planner/consultant and clubhouse architect, during the planning process, are explained in detail. The equipment requirements of a golf club are many and varied. This course is designed to give students an understanding of various equipment needs for the golf clubhouse. Clubhouse operation and facility maintenance procedures will be reviewed.

## FURTHER INFORMATION

This program has its own web site, at <http://selkirk.ca/ht/>.

## CONTACTS

### **PROGRAM CONTACT:**

#### **Wayne Schweitzer, Program Coordinator**

Direct: 250 505-1310  
Tel: 250 352-6601 Ext. 310  
Fax: 250.352.5716  
[wschweitzer@selkirk.ca](mailto:wschweitzer@selkirk.ca)

### **SCHOOL CHAIR:**

#### **Bob Falle**

Direct: 250 505-1317  
Tel: 250 352-6601 Ext. 317  
[bfalle@selkirk.ca](mailto:bfalle@selkirk.ca)



# RESORT AND HOTEL MANAGEMENT

2-YEAR DIPLOMA AT NELSON TENTH STREET

## PROGRAM CALENDAR

### 2006

- September 5 - Fall term begins.
- October 3 - Year II begins.
- December 15 - Fall term ends.

### 2007

- January 2 - Winter term begins.
- April 17 - Winter term ends.
- May 1 - Work term begins for first year students.

Prior to May 31, 2006 only fully qualified students will be accepted. After June 1, 2006 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. and it is projected that there will be 84,000 new jobs created by 2010. As a result, this two-year program is designed to prepare graduates for careers in tourism focussing primarily on resorts and hotels 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.

As 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.

## 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.

## ADMISSION REQUIREMENTS

Applicants for the Fall 2006 term should have the following qualifications:

- 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 tests in reading, writing and math.

### 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 AND RECOGNITION

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.

## DIPLOMA OPTIONS

Students who graduate from the Resort and Hotel Management program have the option of returning to Selkirk College for a third year to obtain a diploma in either Ski Resort and Operations Management or Golf Club Management and Operations.

## 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 University of Calgary, Victoria, Ryerson, Guelph, Athabasca, Lethbridge, and La Trobe University in Australia. At Thompson Rivers University (formerly University College of the Caribou) and Malaspina University College, 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.

## ADDITIONAL INFORMATION

### THE ACADEMIC OFFERINGS

The most successful managers in the coming decades will be multi-skilled but, more importantly, they will anticipate and upgrade their knowledge and skills on a regular basis. Selkirk's course roster of academic offerings provides solid instruction in areas that will be in demand for many years.

## RESORT AND HOTEL MANAGEMENT

Courses are structured to deliver hotel- and resort-specific information and to provide knowledge transferable to any type of organization:

- accommodations, food and beverage service, kitchen management/food preparation.
- supervisory housekeeping, mixology, food service supervision.
- hospitality law, convention, sales and catering services, cross-cultural communication.
- human resources management: recruitment and selection, training, coaching and team building.
- marketing, sales, advertising, programming and packaging, entrepreneurial training.
- budgeting, accounting, business software applications.
- business communications, organizational leadership, conflict resolution and negotiation.

First year intake in the Program is limited to about thirty students to permit highly personalized instruction. Instructors and students come to know each other well, a bond that facilitates learning while at school, but also extends beyond graduation as careers evolve. This networking is further aided by contact with recruiters from top resorts throughout Western Canada (Delta Hotels and Resorts, Rimrock Resort, Fairmont Hotels and Resorts, Hilton Resorts, Fairmont Hot Springs Resort, Radisson Convention Centre, to name a few) and through a blue-ribbon advisory committee of industry leaders who provide insights and guidance about industry trends and curriculum requirements.

### THEORY AND PRACTICE MERGE IN HANDS-ON EXPERIENCES

Students in the Resort and Hotel Management Program are exposed to a unique combination of theory and hands-on application made possible in the College's on-campus restaurant, Scholar's, a beautiful venue overlooking Kootenay Lake and supported by one of the best equipped convention scope kitchens in the BC interior. At Scholar's, first-year students gain valuable experience serving, cooking, and in bartending capabilities, while second-year students hone skills as manager. (NOTE: primary responsibility for food preparation at Scholar's, for the College cafeteria, and for catered functions on campus, is provided by the College's Professional Cooking students.)

Resort and hotel students acquire further hands-on work and experience diversity by working at catered community functions held at Mary Hall, the College's Tenth Street Campus convention centre, and through association with the staff and students from three other hospitality and tourism programs offered by Selkirk - Culinary Arts, Golf

Club Management and Operations and Ski Area Operations and Management- more connections that open doors to resort career opportunities.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Resort And Hotel Management for any additional information.

## COURSE OF STUDIES

### Translation key:

**Lec** = Lecture Hours per week;

**Lab** = Lab Hours per week;

COURSE	NAME	LEC	LAB
<b>Term 1</b>			
RHOT 150-3	Tourism: An Industry Perspective	45	0
RHOT 152-3	Supervisory Housekeeping and Maintenance	45	0
RHOT 155-3	Computer Applications	0	45
RHOT 159-3	Business Communications I	45	0
RHOT 161-4	Accommodations	60	0
RHOT 162-3	Supervisory Food and Beverage Service	45	0
	<b>Total:</b>	<b>240</b>	<b>45</b>

COURSE	NAME	LEC	LAB
<b>Term 2</b>			
RHOT 153-3	Organisational Leadership for the Resort Industry	45	0
RHOT 154-3	Hospitality Human Resources Management	45	0
RHOT 163-3	Mixology and Oenology	0	45
RHOT 164-3	Food and Beverage Cost Controls	45	0
RHOT 172-3	Kitchen Management/Food Preparation	0	45
RHOT 175-3	Hospitality Computer Applications	0	45
RHOT 180-1	Field Trip	0	30
	<b>Total:</b>	<b>135</b>	<b>165</b>

COURSE	NAME	LEC	LAB
<b>Term 3</b>			
RHOT 171	Work Term	0	500
	<b>Total:</b>	<b>0</b>	<b>500</b>

500

COURSE	NAME	LEC	LAB
<b>Term 4</b>			
RHOT 250	Hospitality Marketing I	45	0
RHOT 265-3	Food Service Management	45	0
RHOT 269-3	Accounting	45	0
RHOT 272-3	Hospitality Law	45	0
RHOT 282-3	Dining Room Management	0	45
	<b>Total:</b>	<b>180</b>	<b>45</b>

COURSE	NAME	LEC	LAB
<b>Term 5</b>			
RHOT 251-3	Marketing II	45	0
RHOT 259-3	"Effective" Communications	45	0
RHOT 268-3	Hospitality Entrepreneurial Training and Budgeting	18	27
RHOT 270-3	Convention, Sales and Catering Services	45	0
RHOT 273-3	Tourism and the Canadian Economy	45	0
RHOT 279-3	Conflict Resolution/Negotiation	45	0
	<b>Total:</b>	<b>243</b>	<b>27</b>

## COURSE DESCRIPTIONS

### RHOT 150-3 **TOURISM: AN INDUSTRY PERSPECTIVE**

An introduction to tourism and its role in the economy. Specific topics include: tourism scale and impact, the tourism sectors, tourism products in BC, Canada and the rest of the world, language and industry terminology, government and its role, ecotourism, and the pros and cons of tourism. Students will learn and identify educational and professional career path opportunities in the various industry sectors.

### RHOT 152-3 **SUPERVISORY HOUSEKEEPING AND MAINTENANCE**

This course provides an overview of the fundamentals of housekeeping and maintenance management. This course examines the management function, tools and practices required in today's lodging housekeeping and maintenance departments. Employee training methods are investigated using the occupational standards developed for the hospitality industry.

### RHOT 153-3 **ORGANISATIONAL LEADERSHIP FOR THE RESORT INDUSTRY**

This course focuses on 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 154-3 **HOSPITALITY 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 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, recruiting and hiring the right people, appraisal procedures, challenges and trends and employment standards.

### RHOT 155-3 **COMPUTER APPLICATIONS**

This course is an introductory study of the fundamental concepts of information systems used in business. Students gain an understanding of the use of computers in a business context with emphasis on the hospitality and tourism industry. Topics include word processing, spreadsheet usage, internet research and communications.

### RHOT 159-3 **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 161-4 **ACCOMMODATIONS**

This course will introduce students to the accommodations sector. Topics include travel patterns affecting the lodging industry, different types of lodging, functions of the various departments within a lodging operation, the principles of front office management and relevant operational procedures, the guest cycle beginning with reservations through the night audit, security and safety issues relevant to areas of the lodging industry, and contingency plans for emergencies.

### RHOT 162-3 **SUPERVISORY FOOD AND BEVERAGE SERVICE**

This course introduces students to service skills used in the industry today. The course focuses on the philosophy and psychology of service as well as technical skills like the mechanics of service. Students experience a combination of service theory reinforced in a controlled and practical environment where they can practice the concepts learned. Emphasis is on the concept of customer relations from its broadest perspective, and ways these affect the customer and the interpersonal skills needed to manage situations. Students are required to attend the six-hour provincially standardized program on the safe handling and service of food. Students who successfully complete this component receive a Foodsafe Certificate.

### RHOT 163-3 **MIXOLOGY AND OENOLOGY**

This course covers product knowledge of wine, liquor and beer. The basic methods of mixing cocktails and the equipment used are taught along with its practical application. This course also covers the regulatory requirements of the Liquor Control and Licensing Bureau. Detailed analysis of the 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 164-3 **FOOD AND BEVERAGE COST CONTROLS**

This course focuses on the principles and procedures involved in an effective system of food, beverage and labour controls used in the hospitality industry. Topics include the basic control procedures used, purchasing methods, inventory and receiving control, food and beverage costing methods, production controls, and labour cost analysis.

### 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. The lecture method of instruction frequently fails to capture the dynamics of the learning experience. 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 course gives student 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 172-3 **KITCHEN MANAGEMENT/FOOD PREPARATION**

A study of the fundamental skills necessary to function competently in a kitchen. All aspects of food preparation are studied along with the necessary safety considerations. This course is a hands-on experience. In the first component of this course the students prepare lunch in the College cafeteria and in the next they prepare food in the evening for a special event.

### RHOT 175-3 **HOSPITALITY COMPUTER APPLICATIONS**

An overview of the information needs of lodging properties and food service establishments is explored. Students are given the opportunity through hands-on experience to learn a food and beverage computer system plus a front office computer system.

### RHOT 180-1 **FIELD TRIP**

A mandatory field trip of approximately one week's duration (in year one and year two) on which students visit various locations throughout Western Canada. This trip serves to introduce

students to new products in the hospitality market and allows first-hand inspection of established operations.

### RHOT 250 **HOSPITALITY MARKETING I**

The basic concepts and principles of marketing, such as the market mix and the nine "Ps", are studied in terms of how they relate to the tourism industry. An introduction to market research, product analysis and customer profiles are studied as a means of examining the concepts of target marketing and micro-markets. Pricing and marketing techniques are studied with special emphasis placed on the role that front line personnel play in product delivery.

### RHOT 251-3 **MARKETING II**

In the contemporary world of hotel and resort management, there are few involvements that are more important or that demand more knowledge than marketing. 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, and building confidence in the design and application of tactics useful in sales, advertising and promotion.

### RHOT 259-3 **"EFFECTIVE" COMMUNICATIONS**

Learning to communicate effectively involves knowledge and practice at a number of levels. 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 265-3 **FOOD SERVICE MANAGEMENT**

The Food and Beverage Department at a hotel resort is a high profile department and can be a substantial profit centre. It is one thing to understand that we must control a Food and Beverage operation, but it is another to understand how, when and why we must do it. The purpose of this course is to show how we can manage the department to provide desired levels of profitability and customer satisfaction. Through lectures and hands-on operations exercises the student will study the food and beverage operation and learn how to analyze the operation and implement changes that will affect the success of the operation.

### RHOT 268-3 **HOSPITALITY ENTREPRENEURIAL TRAINING AND BUDGETING**

The principles and practices of developing a successful small tourism 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 269-3 **ACCOUNTING**

This course introduces students to the 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 270-3 **CONVENTION, SALES AND CATERING SERVICES**

An examination of the administrative systems necessary to successfully sale and coordinate convention and catering services. Students learn the techniques necessary for handling large scale catering and major events. A review of sales, event preparation, function and meeting room setups, audio-visual equipment needs, and convention billing. Hands-on experience is gained by participating in on-site catering functions.

### RHOT 272-3 **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 273-3 **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 279-3 **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.

### RHOT 282-3 **DINING ROOM MANAGEMENT**

This hands-on course takes a student from a basic understanding of the understanding of the principles of food production and service to the practical skills and knowledge for the effective management of food and beverage service outlets. Emphasis is placed 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.

## FURTHER INFORMATION

This program has its own web site, at <http://selkirk.ca/ht/>.

## CONTACTS

### PROGRAM CONTACT:

**Lorna Marshall, Program Coordinator**  
Direct: 250 505-1344  
Tel: 250 365-6601 Ext. 344  
Fax: 250.352.5716  
[lmarshall@selkirk.ca](mailto:lmarshall@selkirk.ca)

### SCHOOL CHAIR:

**Bob Falle, School Chair**  
Direct: 250 505-1317  
Tel: 250 352-6601 Ext. 317  
[bfalle@selkirk.ca](mailto:bfalle@selkirk.ca)

# SKI RESORT OPERATIONS AND MANAGEMENT

2-YEAR DIPLOMA AT NELSON TENTH STREET

## PROGRAM CALENDAR

### 2006

August 8 - Instruction begins for 2nd Year students

September 5 - Instruction begins for year 1 students.

October 27 - Fall term ends for year 2 students, work term begins.

December 15 - Fall term ends for year 1 students.

### 2007

January 2 - Winter term begins for year 1 students.

April 20 - Winter term ends for year 1 students.

April 23-27 - Work term reports week for year 2 students.

May 31 - Deadline for applications. \*

August 7 - Instruction begins for year 2 students.

**\*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 term and after graduation.

During the first 3 terms 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 3 terms are three 5 day field trips to different ski regions in British Columbia and Alberta.

During the 4th term, students undertake a 21-week paid work term 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 at least one on-site visit from an instructor during the work term and must complete a major written report to receive credit.

## 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

- Web Marketing
- Resort Promotions
- Special Events
- Brochures
- Consumer Shows
- Communications

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, some 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 some 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

## 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.

### GENERAL

- Interview. A personal interview will be completed with a ski program instructor. Where circumstances make a personal interview impractical, a telephone interview may be

conducted. Areas assessed 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. Two seasons of part time or full time work experience at a ski resort is desirable.

- Related experience in: retail, adventure tourism or hospitality are considered in lieu of direct 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.



**Notes**  
– All applicants will be required to complete a questionnaire which will be sent to them upon receipt of the initial application to this program.

– It is strongly recommended that students have keyboarding skills and an understanding of 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 enrolment 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 term and are an extra expense to be paid by the student.

– This is a popular program; candidates are strongly advised to apply early.

## COURSE OF STUDIES

### Translation key:

Ttl = Total course hours per term

COURSE	NAME	TTL
<b>Term 1</b>		
SROM 150-3	Tourism: An Industry Perspective	45
SROM 151-3	Tourism Marketing and Customer Service	45
SROM 155-3	Computer Applications	45
SROM 159-3	Business Communications I	45
SROM 166-2	Ski Resort Facilities Maintenance	30
SROM 170-3	Ski School and Special Events Management	45
SROM 171-3	Ski Area Planning	45
SROM 172-3	Ski Lift Functions, Maintenance and Regulations	45
SROM 180-1	Field Study	30
	<b>Total:</b>	<b>375</b>

COURSE	NAME	TTL
<b>Term 2</b>		
SROM 153-3	Organizational Leadership	45
SROM 156-3	Data Base Management	45
SROM 157-3	Ski Rental/Rental Shop Management	45
SROM 158-3	Ski Area Risk Prevention and Management	45
SROM 160-2	Guest Services and Ticket Office Operations	30
SROM 169-2	Financial Accounting	45
SROM 173-2	Slope Grooming Operations	30
SROM 175-2	Snowmaking Systems Operations	30
SROM 184-2	Snow Safety/Ski Patrol Operations	30
SROM 190-1	Field Study	30
	<b>Total:</b>	<b>375</b>

COURSE	NAME	TTL
<b>Term 3</b>		
SROM 251-3	Ski Area Marketing, Advertising and Market Research	45
SROM 254-3	Ski Area Food and Beverage Administration	45
SROM 256-3	Ski Area Budgeting and Business Management	45
SROM 258-3	Human Resources Management	45
SROM 272-3	Supervisory Lift Operations	30
SROM 280-2	Ski Area Construction and Project Management	45
SROM 290-1	Field Study	30
	<b>Total:</b>	<b>285</b>

COURSE	NAME	TTL
<b>Term 4</b>		
SROM 188	Winter Work Term	500
	<b>Total:</b>	<b>500</b>

## PRIOR LEARNING ASSESSMENT AND RECOGNITION

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.



## 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.

The Canadian Snow Sports Management Certificate Program, designed and offered in cooperation with the Canadian Ski Instructors' Alliance, the Canadian Ski Coaches Federation, and the Canada West Ski Areas Association offers a distance learning certificate. The Snow Sports Certificate concentrates on supervisory and management skills, including ski resort marketing, leadership and communications, human resources management, and risk management.

- 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 154 Human Resources Management)
- SNOW 156 - Snow Sports Risk Management (Under development)
- SNOW 150 - Snow Sports Sales and Marketing (Under development) o Courses are available in traditional distance learning formats.

For information about Ski Resort Management Distance Learning courses, contact admissions @ (250) 352-6601

## DEGREE PROGRAM TRANSFERABILITY

Through curriculum articulation agreements, Ski Resort and Operations Management graduates from Selkirk College may receive two year's credit towards four-year bachelor's degrees from the following institutions:

1. University of Lethbridge, Lethbridge, Alberta, Bachelor of Business Management  
Website <http://www.uleth.ca/>

2. Thompson Rivers University, Kamloops British Columbia, Bachelor of Tourism Management  
Website <http://www.tru.ca/>

3. Malaspina University College, Nanaimo British Columbia, Bachelor of Tourism Management  
Website [www.mala.bc.ca](http://www.mala.bc.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.

## DIPLOMA OPTIONS

Students who graduate from the Ski Resort and Operations Management program have the option of returning to Selkirk College for a third year to obtain a diploma in either Resort and Hotel Management or Golf Club Management and Operations.

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.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Ski Resort Operations and Management for any additional information.

## COURSE DESCRIPTIONS

### SROM 150-3 **TOURISM: AN INDUSTRY PERSPECTIVE**

This course provides an introduction to the tourism industry and its intrinsic relationship to the ski industry. This is accomplished by examining key elements of tourism, the interrelationship of the eight tourism sectors, and the impact of tourism as it relates to the ski industry. Career paths and opportunities are also explored.

### SROM 151-3 **TOURISM MARKETING AND CUSTOMER SERVICE**

The basic concepts and principles of marketing, such as the market mix and the nine "Ps",

are studied in terms of how they relate to the tourism industry. An introduction to market research, product analysis and customer profiles are studied as a means of examining the concepts of target marketing and micro-markets. Pricing and marketing techniques are studied with special emphasis placed on the management of service and its role in marketing.

### SROM 153-3 **ORGANIZATIONAL LEADERSHIP**

One of the greatest challenges a manager faces is to create and maintain a harmonious and productive work group. 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 delegation, group dynamics, decision-making and team building.

### SROM 155-3 **COMPUTER APPLICATIONS**

This course is an introductory study of the fundamental concepts of information systems used in business. Students will understand the use of a computers in a business context with emphasis on the hospitality and tourism industry. Topics include an introduction to hardware and software, word processing, spreadsheet usage and communications.

### SROM 156-3 **DATA BASE MANAGEMENT**

The initial portion of this course encompasses the basic concepts in the understanding, querying and maintenance of a database system using Microsoft Access 2003. Creating, editing and maintaining tables, queries, forms and reports are covered in this initial portion. The second portion covers an in-depth continuation of report grouping, design, custom forms and publishing to the Web. Forms are enhanced with OLE fields, Hyperlinks and subforms. Importing Excel spreadsheets into Access databases will complete the computer skills being presented.

### SROM 157-3 **SKI RENTAL/RENTAL SHOP MANAGEMENT**

Key retailing topics such as the buying activity, merchandising, mark-up, inventory control, and retail shop layout and design are introduced. There is an emphasis on ski and snowboard product retailing. Rental shop design, customer service procedures, and rental shop risk management issues are all examined. Guest speakers and field study provide additional depth and ski industry orientation to this course material.

### **SROM 158-3 SKI AREA RISK PREVENTION AND MANAGEMENT**

This course concentrates on analysis and management of ski area risk potential in the context of a climate of increasingly aggressive litigation. Case studies form the background for study of such topics as risk identification, risk control, skier safety, risk management practices, staff training, workplace safety, recordkeeping, emergency procedures, insurance coverage, and insurance management.

### **SROM 159-3 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 160-2 GUEST SERVICES AND TICKET OFFICE OPERATIONS**

An important interface between the ski resort and its customers occurs at the Guest Service and Ticket Sales office. This course examines the many facets of daily ticket office operations including: season pass sales systems, daily lift ticket sales, cash procedures, float control and sales/receipts balancing. Students are also exposed to controls required to limit both external and internal fraud. Guest services requires excellence in customer service. Exposure to quality customer service and the skills required for processing individuals and groups for a wide range of ski resort product sales rounds out the course content.

### **SROM 166-2 SKI RESORT FACILITIES MAINTENANCE**

Effective management of a ski resort requires smooth functioning of all base area facilities including: parking lots, day lodges, and other customer service buildings. This course is designed to give students an insight into the complexity of ski resort base area infrastructure and building systems. Included is an examination of both the functioning and preventative maintenance of these important assets. Field trips and guest speakers are used to augment information presented in class.

### **SROM 169-2 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 microcomputers 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 170-3 SKI SCHOOL AND SPECIAL EVENTS MANAGEMENT**

A well run ski school provides important services to skiers and essential benefits to the ski area. This course studies ski school operations from a management perspective emphasizing the role of the ski school in skier education; creation of new skiers; building skier loyalty to the area; organizing and operating special events, races, and skier improvement programs. The course also covers the organization and staffing of a ski school, financial management, ski school programs, and ski school marketing.

### **SROM 171-3 SKI AREA PLANNING**

This course begins with a study of mapping and moves through a wide range of subjects including: environmental analysis, base area analysis, soil study, run planning, forestry practice, lift placement, avalanche hazard analysis, mountain circulation, run and lift capacities, base facility capacities, capacity balancing, expansion planning, government relations, master planning, and project management. A strong complement of field work augments classroom hours.

### **SROM 172-3 SKI LIFT FUNCTIONS, MAINTENANCE AND REGULATIONS**

Designed for people who have worked in lift operations and/or those who have no direct experience, this course consists of three parts. Part One covers the various mechanical components of a ski lift to develop a solid understanding of how ski lifts function. Part Two provides an overview of the maintenance tasks required to keep ski lifts operating safely and efficiently. Part Three helps develop an understanding of the regulations and regulatory agencies that promote safe lift operations and maintenance practice.

### **SROM 173-2 SLOPE GROOMING OPERATIONS**

Students become familiar with the specifications, capabilities and operating characteristics of a number of oversnow vehicles and grooming implements. In addition, students learn grooming practice and theory. Recordkeeping, employee training, preventative maintenance and operation manuals are studied in relation to cost effective, efficient operation of snow grooming systems. Students are exposed to grooming tractors to assess machine operating characteristics and capa-

bilities, and implement use and effectiveness. Field study provides students with some experience in grooming operations.

### **SROM 175-2 SNOWMAKING SYSTEMS OPERATIONS**

Without snow making systems in place, many ski areas would cease operations. This course begins with an exploration of snowmaking systems operations, the review of basic snow physics and meteorology, includes snowmaking system and water and power requirements, system design and construction, and snowmaking system operation. The importance of cost-effective, efficient operation of snowmaking systems is emphasized.

### **SROM 180-1 FIELD STUDY**

This course consists of a five day credit bearing field trip to visit ski areas. Although venues change from year to year, they typically include 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 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.

### **SROM 184-2 SNOW SAFETY/SKI PATROL OPERATIONS**

Snow safety concerns begin with avalanche hazards. Students study avalanche phenomena and avalanche terrain, mountain weather and snowpack features, avalanche hazard evaluation and avalanche control measures. In addition, the course addresses avalanche safety and rescue and the role of avalanche hazard identification in ski area planning. Ski Patrol topics include first aid standards, accident investigation, patrol staffing and training, skier safety measures and facilities and equipment.

### **SROM 188 WINTER WORK TERM**

Each student works as a paid, full-time employee at a ski resort. Students are encouraged to secure a job rotation schedule that places him/her in various operations at the resort to ensure the widest possible range of experience. Student performance during the work semester is evaluated jointly by the student's employer and the instructor.

### **SROM 190-1 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 251-3 SKI AREA MARKETING, ADVERTISING AND MARKET RESEARCH** This course examines current market trends and analyses a variety of market research sources to gain a deeper understanding of the skier market. Students study the essential elements of ski area marketing including brochure design, consumer shows, snow reporting and internet advertising. Students also produce a marketing promotion designed to actual use by a ski area.

**SROM 254-3 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 256-3 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 258-3 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 training and development, recruiting and hiring the right people, appraisal and discipline procedures, challenges and trends, employment standards and labour relations.

**SROM 272-3 SUPERVISORY LIFT OPERATIONS**

SROM 272 focuses on lift operations from a supervisory perspective. Students learn about lift capacity, standard and emergency operating procedures, regulations pertaining to lift operations, lift operator training, lift operations budgeting, and lift operations and maintenance record keeping. Students also build on their knowledge of the mechanical functioning of ski lifts by studying the features and applications of various types of lifts from simple fiber rope tows to technologically advanced multiple haul rope gondola ropeways. All students will complete a related course, LIFT 150 – Lift Operations Train-the-Trainer, which will help qualify them to train lift operators in the Province of British Columbia.

**SROM 280-2 SKI AREA CONSTRUCTION AND PROJECT MANAGEMENT**

Students review topics pertaining to managing and overseeing on-mountain construction. The course surveys the various stages of lift, run and base facilities construction including techniques and equipment used. Emphasis is placed on environmental impact mitigation practices and includes project scheduling using the PERT method, the bidding process, and project supervision.

**SROM 290-1 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.

## FURTHER INFORMATION

This program has its own web site, at <http://www.selkirk.ca/ht/>.

## CONTACTS

### PROGRAM CONTACT:

**John Waterer, Instructor, Program Coordinator**  
Direct: 250 505-1348  
Tel: 250 352-6601 Ext. 348  
[jwaterer@selkirk.ca](mailto:jwaterer@selkirk.ca)

### SCHOOL CHAIR:

**Bob Falle**  
Direct: 250 505-1317  
Tel: 250 352-6601 Ext. 317  
[bfalle@selkirk.ca](mailto:bfalle@selkirk.ca)





# INTERNATIONAL EDUCATION

English Language Program ..... 134  
 English Language and Business ..... 140  
 English Language and Humanities ..... 141  
 English Language Summer Immersion ..... 142  
 English Language Winter Immersion ..... 143  
 International Digital Film ..... 144  
 Teaching English to Speakers  
 of Other Languages (TESOL) ..... 145

The International Education Department, formed in 1987, is a multifaceted department which offers full-time programs in English Language Studies and Teaching English to Speakers of Other Languages (TESOL) on the Castlegar Campus as well as a number of short-term summer and winter English Programs. Services to International Students include homestay, student visas, medical coverage, advising, and peer support.

International students study English, university transfer, career and technology programs in Canada.

**ENGLISH LANGUAGE PROGRAM**

Whether you want to improve your English for personal communication, for further studies, or for your future career, we can help you.

**TESOL ADVANCED DIPLOMA PROGRAM**

There is a growing global demand for qualified English language teachers. Selkirk can help you get your TESOL Certificate and open up new educational horizons.

**SUMMER ENGLISH LANGUAGE TOURS / WINTER ENGLISH LANGUAGE TOURS**

Take our Summer Tour and improve your English with your new friends while surrounded by the beauty of nature, or combine English with some of Canada’s best skiing and snowboarding in our Winter Tour.

**ACADEMIC / CAREER PROGRAMS**

Choose from a broad range of transferable university courses or general and specialised associate degree, diploma and certificate programs.. Combined English Certificates

Earn certificates in English plus Humanities, Business, Computers, and Early Childhood Care and Education.

**INTERNATIONAL DIGITAL FILM**

Learn how to make an independent film with our international film program. In conjunction with the School of Digital Media, Music, and Information Technology. Are you missing prerequisites for a particular course or program? Selkirk College also offers high school equivalency courses.



# ENGLISH LANGUAGE PROGRAM

1- TO 6- TERM CERTIFICATE AT CASTLEGAR

## PROGRAM SUMMARY

Depending on student entry level, the program length varies from one to six terms

The International Education Department offers a comprehensive, full-time program in English language studies on the Castlegar campus. Courses in grammar, writing, reading, and oral communication are offered over six levels. 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.

## PROGRAM CALENDAR

### WINTER 2006

Orientation. January 3 - 4  
Classes Start. January 5  
Classes End. April 7  
Exam Period. April 10 - 14

### SPRING 2006

Orientation. April 27 - 28  
Classes Start. May 1  
Classes End. July 18  
Exam Period. July 19 - 21

### FALL 2006

Orientation. September 1 -2, 6  
Classes Start. September 7  
Classes End. December 9  
Exam Period. December 12 - 16

### WINTER 2007

Orientation. January 2 - 3  
Classes Start. January 4  
Classes End. April 6  
Exam Period. April 9 - 13

## 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.

## COURSE OF STUDIES

### Translation key:

**Lec = Lecture Hours per week;**

**Lab = Lab Hours per week;**

**Sem = Seminar Hours per week;**

COURSES	NAME	LEC	LAB	SEM
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 065/066	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
	<b>Total:</b>	<b>106</b>	<b>6</b>	<b>58</b>

Students who complete Level 05 and wish to continue their study of English can enrol in Level 06 and Provincial Level English 51, as well as in additional courses offered in other college programs. Please note: Level 06 courses may not be offered in all terms.

Graduating students may apply for admission to other college programs. Successful completion of Level 5 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.

## APPROXIMATE EXPENSES

For fee information, please visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/).

## 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 OF STUDIES

The English Language Program includes instruction in all English skill areas at fundamental, intermediate, and advanced stages over five different levels. A college bridge program is offered at Level 06.

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.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for English Language Program for any additional information.

## 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 gram-

matical 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:**

SL 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 and 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 com-



municative 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 065/066 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 091-A 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 091-B 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 091-C MOVIES**

Student 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 091-D 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 091-E 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 092-A 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 092-B 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 092-C 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 092-D **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 093-A **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 093-B **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 093-C **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 093-D **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 093-E **AREA STUDIES**

This course provides opportunities for students to practice communicative language skills in preparation for enrolment in another college program, such as university transfer or tourism diploma programs.

#### **Corequisites:**

EASL Current enrollment in an English Language Program Communications course.

### EASL 094-A **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 094-B **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 094-C **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 094-D **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 094-E **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 095-A **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 095-B **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 095-C **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 095-D 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.

**FURTHER INFORMATION**

This program has its own web site, at <http://www.selkirk.bc.ca/explore>.

**CONTACTS****PROGRAM CONTACT:****Philomena Archambault, International Student Coordinator**

Direct: 365-1291  
Tel: 365-7292 Ext. 291  
[parchambault@selkirk.ca](mailto:parchambault@selkirk.ca)

**Ruby Chambers, Secretary**

Direct: 250-365-1293  
Tel: 250-365-7292 Ext. 293  
[rchambers@selkirk.ca](mailto:rchambers@selkirk.ca)

**Cara Weston, Department Head**

Direct: 365-1282  
Tel: 365-7292 Ext. 282  
[cweston@selkirk.ca](mailto:cweston@selkirk.ca)

**Linda Wilkinson, Department Head**

Direct: 250-365-1395  
Tel: 365-7292 Ext. 395  
[lwilkinson@selkirk.ca](mailto:lwilkinson@selkirk.ca)



# ENGLISH LANGUAGE AND BUSINESS

CERTIFICATE IN ENGLISH LANGUAGE AND BUSINESS AT CASTLEGAR

---

## PROGRAM SUMMARY

International students will have the opportunity to combine completion of advanced levels of the English Language Program, English 090, and two courses in the area of Business. A Selkirk College Certificate is issued upon successful completion.

## CURRICULUM

To be issued a combined certificate in English Language and Business, all students would complete the following English Language Program and University Prep courses with at least a “C” (60%) average:

- EASL 055 (Grammar)
- EASL 056A (Academic Writing)
- EASL 057B (Literature)
- EASL 057A (Academic Reading)
- EASL 058 (Communications)
- EASL 093A (Academic Preparation)
- ENGL 090 Provincial Level English

Students would also complete at least two courses from the following:

- ADMN 167 (Business Software Applications)
- COMM 220 (Organizational Behaviour)
- ADMN 181 (Marketing)
- ECON 106
- ECON 107

## CONTACTS

### PROGRAM CONTACT:

#### **Cara Weston, Department Head**

Direct: 365-1282  
Tel: 365-7292 Ext. 282  
cweston@selkirk.ca

#### **Linda Wilkinson, Department Head**

Direct: 250-365-1395  
Tel: 365-7292 Ext. 395  
lwilkinson@selkirk.ca



# ENGLISH LANGUAGE AND HUMANITIES

CERTIFICATE IN ENGLISH LANGUAGE AND HUMANITIES AT CASTLEGAR

---

## PROGRAM SUMMARY

International students will have the opportunity to combine completion of advanced levels of the English Language Program, English 090, and two courses in the area of Humanities. A Selkirk College certificate will be issued upon successful completion.

## CURRICULUM

To be issued a combined certificate in English Language and Humanities, all students would complete the following English Language Program and University Prep courses with at least a "C" (60%) average:

- EASL 055 (Grammar)
- EASL 056A (Academic Writing)
- EASL 057B (Literature)
- ASL 057A (Academic Reading)
- EASL 058 (Communications)
- EASL 093A (Academic Preparation)
- ENGL 090 Provincial Level English

Students would also complete at least two courses from the following:

- PHIL 100
- PHIL 101
- PSYC100
- PSYC101
- ENGL110
- ENGL111
- HIST 105
- HIST 107
- ECON106
- ECON107
- ANTH100
- ANTH101

## CONTACTS

### PROGRAM CONTACT:

#### **Cara Weston, Department Head**

Direct: 365-1282  
Tel: 365-7292 Ext. 282  
cweston@selkirk.ca

#### **Linda Wilkinson, Department Head**

Direct: 250-365-1395  
Tel: 365-7292 Ext. 395  
lwilkinson@selkirk.ca



# ENGLISH LANGUAGE SUMMER IMMERSION

2-4 WEEK PARTICIPATION CERTIFICATE AT CASTLEGAR

## PROGRAM SUMMARY

Selkirk College offers a variety of summer programs from 2 to 4 weeks for group tours such as college students, Elderhostel (mature students), and special interest groups. Tours include English classes, homestay or residence accommodation, and recreation and cultural activities.

Combine conversational English and recreational activities and experience Canadian nature, family life and culture. Enjoy great golf, canoeing and hiking in the summer. Note that study permits are not required for short-term programs of six months or less.

## ARTS AND CULTURE

Enjoy one of the most beautiful small cities in Canada - Nelson, BC - is famous for its fine arts, community theater, outdoor recreation and summer Street Festival.

## RECREATIONAL ACTIVITIES

- Go hiking, biking, swimming and canoeing
- Enjoy outdoor barbecues and beach picnics
- Take golfing, tennis or horseback riding lessons
- Participate in afternoon activities everyday
- Explore Canadian nature this summer
- Learn and speak English with Canadian cultural assistants and new friends

## SKIING, SNOWBOARDING AND ENGLISH

Selkirk College offers a variety of winter programs from 2 to 4 weeks for group tours such as college students, Elderhostel (mature students) and special interest groups. Tours include English classes, homestay or residence accommodation, and all recreation and cultural activities.

Combine conversational English and recreational activities and experience Canadian nature, family life and culture. Enjoy skiing or snowboarding at one of Canada's finest ski areas in winter. Note that study permits are not required for short-term programs of six months or less.

## SAMPLE THREE-WEEK SUMMER TOUR ITINERARY

DATE	MORNING	AFTERNOON	EVENING
Day One	Arrival - Meet Tour Co-ordinator and Homestay Family		
Day Two	Lakeside Park Welcome Barbecue		
Day Three	Homestay activities		
Day Four	English Class		Historic Nelson Walking Tour and Photo Rally
Day Five	Canada Day Holiday		
Day Six	English Class		Hiking - Pulpit Rock
Day Seven	English Class		Visit Kaslo - SS Moyie/ Langham Museum
Day Eight	English Class		Theatre Class Art Walk 6-9 PM
Day Nine & Ten	Homestay Activities		Storytelling Festival
Day Eleven	English Class		Kayaking - Sproule Creek
Day Twelve	English Class		Visit Ainsworth Hot Springs
Day Thirteen	English Class		Horseback Riding
Day Fourteen	English Class		Visit Nikkei Centre - New Denver
Day Fifteen	English Class		Aquatic Centre Dance at Taghum Hall
Day Sixteen & Seventeen	Homestay Activities		Starbelly Jam Music Festival
Day Eighteen	English Class		Golfing - Balfour
Day Nineteen	English Class		Castlegar Campus Tour and MIR Peace Centre Presentation
Day Twenty	English Class		Rafting on Slocan River
Day Twenty-one	English Class		Visit Spearhead Timberworks Closing Ceremony Northshore Hall
Day Twenty-two	Departure		

## ENGLISH CLASSES

- Study with caring and professional English teachers
- Practice speaking more natural conversational English

## CANADIAN SUMMER FAMILY LIFE

- Stay in a comfortable Canadian home carefully selected for you
- Enjoy evenings and weekends with your Canadian homestay family
- Join in family activities and adventures

Our summers are mostly sunny, hot, and dry with the occasional refreshing rain - the best season to enjoy the outdoors with your homestay family

## CONTACTS

### PROGRAM CONTACT:

**Cara Weston, Department Head**  
Direct: 365-1282  
Tel: 365-7292 Ext. 282  
cweston@selkirk.ca

**Linda Wilkinson, Department Head**  
Direct: 250-365-1395  
Tel: 365-7292 Ext. 395  
lwilkinson@selkirk.ca

# ENGLISH LANGUAGE WINTER IMMERSION

2-4 WEEK TOURS AT CASTLEGAR

## SKIING, SNOWBOARDING AND ENGLISH

Selkirk College offers a variety of winter programs from 2 - 4 weeks for group tours such as college students, Elderhostel (mature students), and special interest groups. Tours include English classes, homestay or residence accommodation, and recreation and cultural activities.

Combine conversational English and recreational activities and experience Canadian nature, family life and culture. Enjoy skiing or snowboarding at one of Canada's finest ski areas. Note that study permits are not required for short-term programs of six months or less.

The community of Rossland is rated as one of Canada's greatest ski towns and is home to two Canadian Olympic Gold Medal winners. Nelson, BC is known for its arts and culture as well as its skiing and snowboarding. Combine this outstanding location with our excellent English Language Program and you could enjoy your most memorable winter!

## MORE INFORMATION

For more information about Rossland and Red Mountain, check out the following web sites: Rossland BC, Red Mountain and Red Mountain Resort.

For more information about Nelson and White-water visit their web sites: Nelson or Whitewater Ski Hill.

## THE PROGRAM

Includes:

- Your ski and snowboarding lessons, equipment, and day passes
- Homestay with a Canadian family
- A program to meet your needs and interests

## STUDYING AT SELKIRK COLLEGE

English classes will focus on conversation and building vocabulary, with some reading and writing activities. Your success will depend on your desire to meet and talk with local people, and other visitors to Rossland or Nelson.

## SAMPLE ITINERARY

### SAMPLE TWO-WEEK WINTER TOUR ITINERARY

DATE	MORNING	AFTERNOON
Day One	Arrival - Meet Tour Co-ordinator and Homestay Family	
Day Two	English Class	Tour of Nelson
Day Three	Day at Whitewater Ski Area - Snowboarding Lesson in English	
Day Four	English Class	Visit Ainsworth Hot Springs
Day Five	Day at Whitewater Ski Area - Snowboarding Lesson in English	
Day Six and Seven	Weekend Activities with Homestay Family	
Day Eight	Day at Whitewater Ski Area - Snowboarding Lesson in English	
Day Nine	English Class	Skating/Bowling/Curling
Day Ten	Day at Whitewater Ski Area - Snowboarding Lesson in English	
Day Eleven	English Class	Capitol Theatre Production
Day Twelve	Day at Whitewater Ski Area - Snowboarding Lesson in English	
Day Thirteen	Weekend with Homestay and Evening Farewell Ceremony	
Day Fourteen	Homestay Activities	
Day Fifteen	Departure	

In the spring, you can enter the full-time English Language Program at Selkirk College. Or you can apply for the Ski Resort Operations and Management Diploma Program - the only one of its kind in Canada!

## CONTACTS

### PROGRAM CONTACT:

#### Cara Weston, Department Head

Direct: 365-1282  
Tel: 365-7292 Ext. 282  
cweston@selkirk.ca

#### Linda Wilkinson, Department Head

Direct: 250-365-1395  
Tel: 365-7292 Ext. 395  
lwilkinson@selkirk.ca

# INTERNATIONAL DIGITAL FILM\*

2-TERM ADVANCED DIPLOMA AT NELSON TENTH STREET (\*SCHOOL OF DIGITAL MEDIA, MUSIC AND TECHNOLOGY)

## PROGRAM SUMMARY

The International Digital Film Program is an intensive two-term advanced diploma program offered on the Tenth Street Campus. 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. Internationalization of course content and delivery is integral to the program. Students have the option of participating in a study abroad experience as part of their final project.



### Note:

*– This new program is under development and is scheduled to begin in September, 2006. Program content is subject to change. It is a joint program of the International Education Department and the School of Digital Media, Music and Information Technology.*

## PROGRAM OBJECTIVES

Graduates of the program have varied career opportunities according to their areas of specialization and expertise. There are strong opportunities for graduates to pursue entry-level positions within the Canadian film industry. In addition, the International Digital Film Program prepares graduates to work in the steadily growing area of independent film.

## 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 coursework, or work experience in the area of multimedia production, photography and/or video is required. All applicants are required to submit a letter of intent and portfolio, and attend an interview. Applicants lacking sufficient technical knowledge will be required to enrol in an orientation session prior to the beginning of the fall term and/or additional coursework.

Applicants who are speakers of other languages must provide evidence of a minimal TOEFL score of 213 (computer), or IELTS score of 6.5, or have completed Level 5 (Upper Advanced) in the Selkirk College English Language Program and English 090 or equivalents.

## PROGRAM COURSES

### FALL TERM

- Writing the Screenplay (3 Credits)
- Systems and Logistics (3 Credits)
- Technical Fundamentals: Camera, Light, Lens, Hardware (3 Credits)
- Digital Film Editing (3 Credits)
- Sound Recording and Engineering (2 Credits)
- Global Film Studies - Fiction (2 Credits)

### WINTER TERM

- After Effects, FC Pro and Shake (3 Credits)
- Directing and Cinematography (3 Credits)
- Business for Film (1.5 Credits)
- Global Film Studies - Documentary (2 Credits)
- Film Project or International Study Abroad (6 Credits)

## CONTACTS

### PROGRAM CONTACT:

**Daryl Jolly, Instructor**  
Direct: 250-505-1394  
Tel: 352-6601 Ext. 394

### SCHOOL CHAIR

**Jason Taylor**  
Tel: 352-6601 Ext. 305  
Direct line: 505-1305  
Room P 100B





# TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

4-MONTH ADVANCED DIPLOMA AT CASTLEGAR

## PROGRAM OBJECTIVES

There is a growing global demand for qualified English language teachers. The one term TESOL Advanced Diploma Program will provide Canadian and international students with an intensive overview of the fundamental elements of teaching English to speakers of other languages.

The program will facilitate student knowledge and understanding of second language teaching theory and methodology. Skills will be developed through classroom and practicum assignments focusing on teaching English writing, reading, communications and grammar. Practice teaching within the Selkirk College English Language Program will provide students with concrete experience. A TESOL Advanced Diploma from Selkirk College will be awarded to successful graduates.

## 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 550 (paper) or 213 (computer), an IELTS score of 6.5, or have completed Level 5 (Upper Advanced) in the Selkirk English Language Program and English 090.

## COURSE OF STUDIES

The program includes course work in the areas of second language acquisition theory and linguistics, current practices, curriculum design, materials development, intercultural communication, classroom management and assessment. The program consists of 16 hours of classes per week, with an additional 4 hours of practicum per week. The one term program is approximately 14 weeks in length.

## PROGRAM EXPENSES

Fees: \$2350.00 (Canadian students); \$3950.00 (International Students).

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Teaching English to Speakers of Other Languages (TESOL) for any additional information.

## COURSE DESCRIPTIONS

### TSOL 102-3 SECOND LANGUAGE ACQUISITION AND THEORY

This course is an examination of first and second language acquisition (SLA) from a theoretical and applied point of view. Consideration will be 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 104-3 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 will explore the needs and challenges of effective classroom organisation and management. Current approaches, learner variables, situational context, and task development will be considered with the goal of creating a learner-centred classroom focused on student success.

### TSOL 106-3 ENGLISH LANGUAGE CURRICULUM AND MATERIALS DEVELOPMENT

Students will be provided with an introduction to English language curriculum studies in the

context of current approaches to teaching English as an additional language. The course includes a focus on the specific language skills of listening, speaking, reading and writing, as well as the integration of these skills within a curriculum. Students will have opportunities to work with and develop materials related to these language skills. Student work in this course can be applied to lesson preparation for the TESOL program practicum.

### TSOL 108-3 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 110-5 PRACTICUM EXPERIENCE AND SEMINAR

A teaching practicum is an integral part of the TESOL program. From the third week of classes, students will be involved in classroom observations and then proceed to small group and whole group teaching. Students will have the opportunity to choose specific skill area classes to focus on within the extensive Selkirk College English Language program. Through observation, practice and review, students will be able to gain firsthand experience. Experienced instructors in the program will provide guidance, supervision and ongoing support. A one-hour weekly group seminar will provide the opportunity for students to share and reflect on their experience.

### TSOL 112-2 GRAMMAR AND PHONOLOGY

This course provides students with an overview of common grammar structures and opportunities to

## COURSE OF STUDIES

COURSE	NAME
<b>Term 1</b>	
TSOL 102-3	Second Language Acquisition and Theory
TSOL 104-3	Classroom Practice and Organization
TSOL 106-3	English Language Curriculum and Materials Development
TSOL 108-3	Language and Culture
TSOL 110-5	Practicum Experience and Seminar
TSOL 112-2	Grammar and Phonology
TSOL 114-1	Testing and Evaluation
TSOL 116-1	Computer Assisted Language Learning (CALL)

## TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

---

discuss and develop different ways of incorporating grammar in an English Language program curriculum.

### TSOL 114-1 **TESTING AND EVALUATION**

This course focuses on basic concepts and constructs of language assessment. There will be 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 will be considered.

### TSOL 116-1 **COMPUTER ASSISTED LANGUAGE LEARNING (CALL)**

This course focuses on the integration of computer technology into the English language learning classroom. Students will survey, evaluate and use word processing, email, MS Powerpoint, Internet resources, and CD-ROM software as tools in a computer-mediated communication environment. Hands-on task-based and project-based assignments will provide the students with a practical basis for developing interactive, effective and meaningful computer activities and assignments for teaching and learning language.

## FURTHER INFORMATION

This program has its own web site, at <http://www.selkirk.ca/explore/tesol.asp>.

## CONTACTS

### PROGRAM CONTACT:

#### **Cara Weston, Department Head**

Direct: 365-1282  
Tel: 365-7292 Ext. 282  
[cweston@selkirk.ca](mailto:cweston@selkirk.ca)

#### **Linda Wilkinson, Department Head**

Direct: 250-365-1395  
Tel: 365-7292 Ext. 395  
[lwilkinson@selkirk.ca](mailto:lwilkinson@selkirk.ca)





# SCHOOL OF INDUSTRY AND TRADES

Carpentry Apprenticeship .....	148
Electrical Apprenticeship .....	149
Electrical Entry .....	150
Esthetics .....	152
Fine Woodworking .....	155
General Mechanics .....	157
Hairdressing .....	158
Heavy Equipment Operator .....	160
Millwright/Machinist .....	161
Process Operations .....	162
Refrigeration Plant Operator .....	164
Skilled Trades Exploratory Program (STEP) For Women .....	165
Welding .....	166

There aren't many sure bets in life, but this one is as good as it gets. Over the next 15 years, thousands of skilled trades persons will be required in British Columbia to fill vacancies created by a growing economy and the impending retirement of baby boomers.

### CARPENTRY APPRENTICESHIP

Selkirk College offers all four levels of Carpentry Technical Training, in cooperation with the Industry Training Authority. Courses combine on-the-job training with class studies.

### ELECTRICAL & ELECTRICAL APPRENTICESHIP

A nine-month Pre-apprenticeship Certificate prepares students through practical training for residential, commercial and industrial systems. Apprenticeship technical training is offered to indentured apprentices seeking Red Seal Inter-Provincial qualification.

### ESTHETICS

This seven-month provincially accredited Certificate program prepares students to provide professional care of the body and to become provincially registered.

### FINE WOODWORKING

This nine-month specialized Certificate emphasizes quality design, originality and enhanced workmanship. Students are prepared for careers in Craftsmanship and Design.

### HAIRDRESSING

Hairstyling skills and beauty culture are the focus of this ten-month provincially articulated program. Hands-on training is combined with a practicum at a commercial salon.

### GENERAL MECHANICS

This nine-month Pre-apprenticeship Certificate leads students toward careers in Automotive Service, Commercial Transport Mechanics and Heavy Duty Mechanics.

### MILLWRIGHT/MACHINIST

This nine-month Pre-apprenticeship Certificate encompasses both Millwright and Machinist trades, preparing students to write the first year apprenticeship exam in their chosen area.

### PROCESS OPERATOR

A nine-month Certificate prepares graduates, theoretically and practically, for jobs in manufacturing plants and mills. They complete 4th Class Power Engineering technical training.

### WELDING & WELDING UPGRADE

A nine-month C Level Welder Fitter Certificate covers provincial curriculum through practical skills training. Upgrade programs also lead toward A or B Level Certification.

### SKILLED TRADES EXPLORATORY PROGRAM

This full-time 11-week program explores knowledge and skills related to industrial occupations including Carpentry, Drafting, Electrical, Mechanics, Millwright, Machinist and Welding.



# CARPENTRY APPRENTICESHIP

6-WEEK CERTIFICATE AT NELSON SILVER KING

## PROGRAM CALENDAR

### 2006

Level 1 - February 13 to March 24

Level 2 - Date TBA

Level 3 - Date TBA

Level 4 - Date TBA

## PROGRAM OBJECTIVES

Selkirk College, in cooperation with the Industry Training Authority, offers all four levels of Carpentry Technical Training. Each level consists of a 6 week program that meets 30 hours per week.

This 6 week course prepares students to become journey person Carpenters by completing the required technical training for Levels 1, 2, 3, and 4.

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 Inter-provincial 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

- High School Graduation or equivalent.
- 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.

## CONTACTS

### PROGRAM CONTACT:

#### Trades Information, Program Contact

Direct: 250-354-3221

Tel: 250-352-6601 Ext. 221

trades@selkirk.ca

### SCHOOL CHAIR:

#### Danny Bradford

Tel: 352-6601



# ELECTRICAL APPRENTICESHIP

10-WEEK THEORY COURSES AT NELSON SILVER KING

## PROGRAM CALENDAR

### 2006

Level 4 - January 3 to March 10

Level 1 - March 13 to May 19

Level 2 - May 23 to July 28

Level 3 - July 31 to October 6

Level 4 - October 10 to December 15

### 2007

Level 1 - January 2 to March 9

Level 2 - March 12 to May 18

Level 3 - May 22 to July 27

Level 4 - July 30 to October 5

Level 1 - October 9 to December 14

## 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

Applicants must be indentured in an Electrical Apprenticeship prior to admission. For information on apprenticeship opportunities, contact the Industry Training Authority at 1-866-660-6011 or at [www.itabc.ca](http://www.itabc.ca).

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Electrical Apprenticeship for any additional information.

## PROGRAM COURSES

### 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

## CONTACTS

### PROGRAM CONTACT:

#### Trades Information, Program Contact

Direct: 250-354-3221

Tel: 250-352-6601 Ext. 221

[trades@selkirk.ca](mailto:trades@selkirk.ca)

### SCHOOL CHAIR:

#### Danny Bradford

Tel: 352-6601



# ELECTRICAL ENTRY

9-MONTH CERTIFICATE AT NELSON SILVER KING

## PROGRAM CALENDAR

### 2006

September 5 - Fall term instruction begins.  
December 15 - Fall term instruction ends.

### 2007

January 2 - Winter term instruction begins.  
May 25 - Winter term instruction ends.

## PROGRAM OBJECTIVES

The Electrical Entry Program at Selkirk College is designed to prepare 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 demonstrate 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 Entry 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.

## CAREER POTENTIAL

Source: [workfutures.bc.ca/profiles/profile](http://workfutures.bc.ca/profiles/profile).

Employment in electrical trades is forecast to grow at about the average for all occupations through

to 2008. About 820 new jobs and an additional 2,360 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 1998 and 2008, which is the same rate as 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

- High School graduation or equivalent.\*
- Principles of Math 11 or Applications of Math 12 with a "C" grade or better. Completion of Principles of Math 12 is recommended but not mandatory.
- The probability of succeeding in this program improves if candidates possess strong reading and comprehension skills.
- All applicants must complete pre-admission computerized placement testing in math and reading once they have submitted their application.

## COURSE OF STUDIES

ELEN 150	Trade Math
ELEN 155	Electrical Shop I: Electrical Installations and Wiring Methods
ELEN 166	Electrical Shop II: Electrical Installations and Wiring Methods
ELEN 167	Communication and Learning Skills
Module 1	Electrical Fundamentals
Module 2	DC Circuit Analysis
Module 3	Electromagnetism and Applications
Module 4	Meters and Test Equipment - Part I
Module 5	Prints and Drawings
Module 6	AC Motor Controls and Industrial Wiring - Part I
Module 7	Canadian Electrical Code and Wiring - Part I
Module 8	Industrial Power Electronics - Part I

\*Consideration will be given to mature individuals (19 years or older) who are not High 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 as part of hiring policies.



### Notes:

- Prospective students are advised that, due to the small size of the West Kootenay population, only a very low percentage of Selkirk Electrical Entry graduates find apprenticeships locally. The majority find employment in 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.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Electrical Entry for any additional information.

## COURSE DESCRIPTIONS

### ELEN 150 TRADE MATH

A review of Math 11 including whole numbers, fractions and decimals, ratio and proportion, percent, roots and powers, scientific notation/engineering prefix, transposition of formulae, perimeter, area and volume, trigonometry.

**ELEN 155 ELECTRICAL SHOP I: 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 and lighting systems will be practised in the shop.

**ELEN 166 ELECTRICAL SHOP II: ELECTRICAL INSTALLATIONS AND WIRING METHODS**

An extensive coverage of the design, installation, and troubleshooting of commercial and industrial power, lighting, control, alarm, data, and communication systems will be conducted in a shop setting.

**ELEN 167 COMMUNICATION AND LEARNING SKILLS**

Students are introduced to computer hardware and software. Microsoft Word is used to assist students in developing technical writing skills to prepare cover letters, resumes, and reports. Students use personal computers to access the College network and the Web to complete assignments relating to circuit analysis, motor control, code, and the regulatory agencies governing the electrical trades.

**MODULE 1 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.

**MODULE 2 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.

**MODULE 3 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.

**MODULE 4 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.

**MODULE 5 PRINTS AND DRAWINGS**

Students engage in the practice of reading and interpretation of working drawings and sketches. Electrical blueprints and plans are studied with emphasis on schematics, wiring diagrams, power risers, and block diagrams.

**MODULE 6 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 systems unique to industrial settings are studied and installed in the shop.

**MODULE 7 CANADIAN ELECTRICAL CODE AND WIRING - PART I**

Students study Sections 0, 2, 4, 6, 8, 10, 12, 14, 16, 26, 28, 62, and 76 of the Canadian Electrical Code, as well as relevant sections of the Electrical Safety Act of British Columbia, and the ULC Standards for Fire Alarm Systems. Emphasis is placed on practical application of the code.

**MODULE 8 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.

**CONTACTS****PROGRAM CONTACT:****Trades Information, Program Contact**

Direct: 250-354-3221  
Tel: 250-352-6601 Ext. 221  
trades@selkirk.ca

**SCHOOL CHAIR:****Danny Bradford**

Tel: 352-6601

# ESTHETICS

7-MONTH CERTIFICATE AT NELSON SILVER KING

## PROGRAM CALENDAR

### 2006

- September 5 - Fall term instruction begins.
- December 15 - Fall term instruction ends.

### 2007

- January 2 - Winter term instruction begins.
- April 27 - Winter term instruction ends.

## 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 be familiar with 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 is 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.

## 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

- High School graduation or equivalent.\*
- All applicants are required to complete a pre-admission computerized placement test in reading, writing and mathematics once they have submitted their application.
- An interview with an instructor may be required before commencement of the program.

\*Consideration will be given to mature individuals (19 years or older) who are not High 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.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Esthetics for any additional information.

## COURSE DESCRIPTIONS

### ESTH 120 INTRODUCTION TO ESTHETICS

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 121-1 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

## COURSE OF STUDIES

### COURSE

### NAME

#### Term 1

ESTH 120	Introduction to Esthetics
ESTH 121-1	Hygiene, Bacteriology, Sanitation
ESTH 122-2	Skin: Anatomy, Physiology & Disorders I
ESTH 123-3	Basic Skin Care
ESTH 124-4	Facial Treatment - Cosmetic Massage I
ESTH 125-4	Manicure - Artificial Nails I
ESTH 126-2	Foot Care I
ESTH 127-2	Hair Removal - Waxing I
ESTH 131-1	Cosmetic Chemistry - Product Knowledge
ESTH 132-3	Anatomy and Physiology II
ESTH 133-3	Basic Makeup I
ESTH 134-5	Facial Treatment - Cosmetic Massage II
ESTH 135-4	Manicure - Artificial Nails II
ESTH 136-1	Foot Care II
ESTH 137-2	Hair Removal, Waxing II

### COURSE

### NAME

#### Term 2

ESTH 140-2	Small Business Management
ESTH 143-4	Makeup II
ESTH 144-6	Facial Treatment - Cosmetic Massage III
ESTH 145-2	Manicure - Artificial Nails III
ESTH 146-1	Foot Care III
ESTH 147-2	Hair Removal - Waxing III
ESTH 148-2	Advanced Topics
ESTH 149-1	General Trade Practices - Professionalism/Selling



diseases and disorders. Proper sanitation and sterilization procedures are established.

#### ESTH 122-2 **SKIN: ANATOMY, PHYSIOLOGY & DISORDERS I**

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 123-3 **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 124-4 **FACIAL TREATMENT - COSMETIC MASSAGE I**

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 125-4 **MANICURE - ARTIFICIAL NAILS I**

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 126-2 **FOOT CARE I**

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 127-2 **HAIR REMOVAL - WAXING I**

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 131-1 **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 132-3 **ANATOMY AND PHYSIOLOGY II**

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 133-3 **BASIC MAKEUP I**

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 134-5 **FACIAL TREATMENT - COSMETIC MASSAGE II**

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 135-4 **MANICURE - ARTIFICIAL NAILS II**

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 136-1 **FOOT CARE II**

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 137-2 **HAIR REMOVAL, WAXING II**

In this course students are given time in the salon to put into practice the theory learned in Hair Removal and Waxing I. The goal being the proper use of implements and products on clients, including following all sanitary and safety rules.

#### ESTH 140-2 **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 143-4 **MAKEUP II**

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 144-6 **FACIAL TREATMENT - COSMETIC MASSAGE III**

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 145-2 **MANICURE - ARTIFICIAL NAILS III**

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 146-1 **FOOT CARE III**

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 147-2 **HAIR REMOVAL - WAXING III**

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 148-2 **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. Consideration is given to estheticians working with physicians.

### ESTH 149-1 **GENERAL TRADE PRACTICES - PROFESSIONALISM/SELLING**

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.

## CONTACTS

### PROGRAM CONTACT:

#### Trades Information, Program Contact

Direct: 250-354-3221

Tel: 250-352-6601 Ext. 221

trades@selkirk.ca

### SCHOOL CHAIR:

#### Danny Bradford

Tel: 352-6601



# FINE WOODWORKING

9-MONTH CERTIFICATE AT NELSON SILVER KING


## PROGRAM CALENDAR

### 2006

September 5 - Fall term instruction begins.  
December 15 - Fall term instruction ends.

### 2007

January 2 - Winter term instruction begins.  
May 25 - Winter term instruction ends.

 **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. You will be well served by the individual instruction offered, whether you intend to pursue a career in 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 and marketing 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 a focus on how each course relates to making a living as a professional woodworker. Subjects related to professional practice are covered in the program. Topics that are discussed and practised include: photographing your work, and the planning and setup of a professional show, AutoCAD (optional), wood carving (optional), marketing strategies for wood products, as well as other options for employment using your new skills. 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.

## 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

- High School graduation or equivalent.\*
- Principles of Math 11 or Applications of Math 11 or 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 pre-admission computerized placement test in reading, writing and mathematics once they have submitted their application.
- Applicants will be required to arrange an orientation interview with the program instructor only after having received an acceptance letter.

Basic computer skills highly recommended.

\* Consideration will be given to mature individuals (19 years or older) who are not High 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.)

## NOTE: SECOND YEAR SPECIALTY PROGRAM (OPTION)

Individuals desiring to further advance their woodworking skills, and to explore an area of personal interest at greater depth, may choose to return for a second year of study. A large portion of the second year consists of independent study; therefore you should possess a high degree of self-motivation. Applicants for this specialty program must have passed the foundation year with a minimum of “B” standing in all courses.

The second year program is for people who desire to spend more time developing their skills in all the areas covered in the first year. Acceptance into the second year program is based on the student’s performance and aptitude displayed in the first year. With a bigger emphasis on professional practice, topics include:

- Designing, costing, manufacturing and selling a production item.
- Designing and costing a complete workshop.
- Designing and building a chair.
- Exploring the commission process.
- Historical research project.
- Developing a portfolio and other marketing tools.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Fine Woodworking for any additional information.

## COURSE OF STUDIES

**Translation key:**  
**Ttl = Total course hours per term**

COURSE	NAME	TTL
<b>Term 1</b>		
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
	<b>Total:</b>	<b>1080</b>

### 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. With the first few projects, this will be done on a drafting table. It is recommended that students take the optional AutoCAD course, and at that point they can produce drawings on the computer for their later projects.

#### 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.

### CONTACTS

#### PROGRAM CONTACT:

##### Trades Information, Program Contact

Direct: 250-354-3221  
Tel: 250-352-6601 Ext. 221  
trades@selkirk.ca

#### SCHOOL CHAIR:

##### Danny Bradford

Tel: 352-6601



# GENERAL MECHANICS

9-MONTH CERTIFICATE AT NELSON SILVER KING

## PROGRAM CALENDAR

### 2006

September 5 - Fall term instruction begins.  
December 15 - Fall term instruction ends.

### 2007

January 2 - Winter term instruction begins.  
May 25 - Winter term instruction ends.

## PROGRAM OBJECTIVES

This program encompasses three mechanical trades: Automotive Mechanics, Commercial Transport Mechanics and Heavy Duty Mechanics. The First Year curriculum of these three trades is covered in detail within the guidelines of the Industry Trade Authority thus crediting the graduating student with Level 1 training in their chosen trade.

The theory portion of the program is delivered in a classroom lecture mode 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, Fire Safety and WHIMIS 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.

Whether you chose Automotive, Commercial Transport or Heavy Duty Technician, there are great opportunities in every sector of this rapidly expanding industry that is currently experiencing a skills shortage.

## ADMISSION REQUIREMENTS

- High School graduation or equivalent.\*
- Principles of Math 10 or Applications of Math 11 or Essentials of Math 12 and Communications 11 or equivalent with a "C" grade or better.
- Possession of a valid driver's license class 5 novice or higher.
- Must be capable of doing physical work.
- Basic keyboarding and computer skills are an asset.
- All applicants are required to complete a pre-admission 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 High 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 and three pairs of 100% cotton coveralls in good condition. You are also required to purchase the necessary textbooks and supplies associated with the mechanics trades at an approximate cost of \$500. The college will loan all other books and tool kits needed to complete the course. It is recommended that students have their own vehicle/transportation.*

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for General Mechanics for any additional information.

## COURSE OF STUDIES

COURSE	NAME
Term 1 GMECH 150/151/152	General Mechanics I

COURSE	NAME
Term 2 GMECH 160/161/162	General Mechanics II

## COURSE DESCRIPTIONS

### GMECH 150/151/152 GENERAL MECHANICS I

Mechanical shop safety procedures; hand and power tools; using shop manuals, work orders and parts manuals; start, stop and run equipment; rigging and lift loads; basic oxy-acetylene and arc welding; service tires, wheels and rims; service bearing and seals; service steering systems and perform wheel alignments; service vehicle frames and suspension systems; service air brake systems; service cooling systems; service lubrication systems; service air induction systems.

### GMECH 160/161/162 GENERAL MECHANICS II

Service automotive and heavy duty electrical systems; service emission control systems; service clutches; service auto and heavy duty transmissions, drive lines and drive axles; service basic hydraulic systems; service track machine steering, undercarriage, and final drives; service large wheel machine steering, undercarriage and drive lines; service winches and winch controls; service working attachments, dozers, buckets etc.; service fifth wheel and trailer undercarriage; prepare for employment, résumé writing.

## CONTACTS

### PROGRAM CONTACT:

#### Trades Information, Program Contact

Direct: 250-354-3221  
Tel: 250-352-6601 Ext. 221  
[trades@selkirk.ca](mailto:trades@selkirk.ca)

#### Al Walker, Program Coordinator

Direct: 354-3240  
Tel: 352-6601 Ext. 240

### SCHOOL CHAIR:

#### Danny Bradford

Tel: 352-6601

# HAIRDRESSING

9-MONTH CERTIFICATE AT NELSON SILVER KING

## PROGRAM CALENDAR

### 2006

September 5 - Fall term instruction begins.  
December 15 - Fall term instruction ends.

### 2007

January 2 - Winter term instruction begins.  
May 25 - Winter term instruction ends.

## 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

- High School graduation or equivalent.\*
- All applicants are required to complete a pre-admission computerized placement test in reading, writing and mathematics once they have submitted their application.
- 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 High School graduates provided they have successfully completed Grade 10 or equivalent.



**Note:**  
- Professional clothes must be worn to all classes and practicums (no jeans).

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Hairdressing for any additional information.

## COURSE DESCRIPTIONS

### HAIR 110-1 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 152-2 INFECTION CONTROL

This course focuses on personal grooming and public hygiene, bacteriology and related diseases/disorders, sanitation and sterilization.

### HAIR 154-2 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 156-3 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 158-6 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 160-2 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.

## COURSE OF STUDIES

### COURSE OF STUDIES

HAIR 110-1	Introduction to Hairdressing
HAIR 152-2	Infection Control
HAIR 154-2	Shampoo and Massage I, II
HAIR 156-3	Trichology and Chemistry
HAIR 158-6	Hairstyling and Blow Drying I, II, III
HAIR 160-2	Communications I, II, III
HAIR 162-6	Hair Shaping and Hair Cutting I, II, III
HAIR 164-6	Chemical Texturizing I, II, III
HAIR 166-6	Hair Colouring I, II, III
HAIR 168-2	Salon Business and Management II, III
HAIR 170-2	Wigs and Hair Additions
HAIR 172-6	Practicum

**HAIR 162-6 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 164-6 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 166-6 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 168-2 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 170-2 WIGS AND HAIR ADDITIONS**

An introduction to the typology, measurement, fitting, cleaning, conditioning, cutting, colouring and styling of wigs, hair pieces and extensions.

**HAIR 172-6 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.

**CONTACTS****PROGRAM CONTACT:****Trades Information, Program Contact**

Direct: 250-354-3221

Tel: 250-352-6601 Ext. 221

trades@selkirk.ca

**SCHOOL CHAIR:****Danny Bradford**

Tel: 352-6601



# HEAVY EQUIPMENT OPERATOR

CERTIFICATE AT NELSON SILVER KING

## PROGRAM OBJECTIVES

This intensive hands-on course provides training in the operation of heavy equipment. The program covers routine maintenance as well as practical field operations including land clearing, grading and road building. The program curriculum includes pre-operational checks of equipment, as well as safe operating techniques specific to each machine.

Training is available on excavators, backhoe loaders and front end loaders. Progress varies for each person and depends on the individual's ability to master operating techniques. Upon successful completion of the learning tasks associated with a specific piece of equipment, a certificate will be granted.

Selkirk Instructors will also offer evaluation of existing heavy equipment operators and, if qualified, will certify experienced operators. Length of instruction varies and depends on the individual's skills and knowledge.

## CAREER POTENTIAL

Graduates of the Heavy Equipment Operators program will find employment as operators of excavators, backhoes, or loaders, depending on what piece of equipment they have taken training on. Examples of industry requiring these people would be Municipalities, Construction Companies, Land Clearing and Road building companies. Wages vary, depending on the employer and the machine to be operated; an average salary for a union excavator operator is \$18 to \$25 per hour.

## ADMISSION REQUIREMENTS

- High School graduation or equivalent.
- Must be 19 years of age or older.
- Valid class 5 driver's license.
- Physically fit and able to adapt to rugged working conditions.
- Good health, free of vision, hearing, or respiratory ailments.
- Complete a health information and medical reference form.



### Notes:

- Continuous intake.
- Students must provide steel-toed boots, hard hat, hearing protection, safety vest, and gloves.
- All books and materials will be supplied by Selkirk College and must be returned at the end of the program.

## MACHINERY

A schedule will be designed with each student to accommodate maximum practical time with classroom assignments. For students who require more time, this must be negotiated on an individual basis with the Instructor.

### Backhoe Loader Operator

The Backhoe Loader course is 180 hours in length covered over 6 weeks.

### Front End Loader Operator

The Front End Loader course is 60 hours in length covered over 2 weeks.

### Excavator Operator

The Excavator course is 240 hours in length covered over 8 weeks.

## CONTACTS

### PROGRAM CONTACT:

#### Trades Information, Program Contact

Direct: 250-354-3221  
Tel: 250-352-6601 Ext. 221  
trades@selkirk.ca

#### Al Walker, Program Coordinator

Direct: 354-3240  
Tel: 352-6601 Ext. 240

### SCHOOL CHAIR:

#### Danny Bradford

Tel: 352-6601



# MILLWRIGHT/MACHINIST

9-MONTH CERTIFICATE AT NELSON SILVER KING

## PROGRAM CALENDAR

### 2006

September 5 - Fall term instruction begins.

December 15 - Fall term instruction ends.

### 2007

January 2 - Winter term instruction begins.

May 25 - Winter term instruction ends.

## 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. This program prepares students for entry-level employment as a Millwright or Machinist within a variety of industrial worksites.

## ADMISSION REQUIREMENTS

- High School graduation or equivalent.\*
- Principles of Math 10 or Applications of Math 11 or Essentials of Math 12 with a C grade or better.
- All applicants are required to complete a pre-admission 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 High 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.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Millwright/Machinist for any additional information.

## COURSE OF STUDIES

COURSE TERM 1	NAME
MILMAC 150	Introductory Millwright/Machinist
MILMAC 160	Intermediate Millwright/Machinist
MILMAC 170	Advanced Millwright/Machinist

## 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.

## CONTACTS

### PROGRAM CONTACT:

#### Trades Information, Program Contact

Direct: 250-354-3221  
Tel: 250-352-6601 Ext. 221  
[trades@selkirk.ca](mailto:trades@selkirk.ca)

### SCHOOL CHAIR:

#### Danny Bradford

Tel: 352-6601

# PROCESS OPERATIONS

9-MONTH CERTIFICATE AT NELSON SILVER KING

## PROGRAM CALENDAR

### 2006

September 5 - Fall term instruction begins.  
December 15 - Fall term instruction ends.

### 2007

January 2 - Winter term instruction begins.  
May 25 - Winter term instruction ends.  
June - Regular two week practicum dates TBA.

## PROGRAM OBJECTIVES

Process Operators are skilled knowledgeable workers who start, monitor, control, and stop equipment and process units in large industrial plants. A process may be described as the series of actions necessary when material and/or energy is modified. Process Operators work in plants which convert raw materials into saleable finished products (e.g., various types of metal, pulp and paper, lumber, oil and gas etc.) or power (i.e., thermal and electrical power).

Process Operators start in entry level jobs which may involve manual labour and then progress into more responsible positions over time. Process Operators must be physically fit, able to work long hours in industrial environments, and good at math, physics and chemistry. Process Operators are in demand by industry and typically enjoy excellent wages and steady year round work.

Graduates from this program receive a Selkirk College Process Operations certificate and a BCIT certificate for studies in 4th Class Power Engineering.

## CAREER POTENTIAL

There are fewer jobs today for “unskilled” workers. During the past decade, virtually all aspects of resource extraction and product manufacture have become streamlined and computerized. The resulting highly sophisticated industrial environment demands that workers be well-trained and effective employees. Because of this trend, plant operations are relying on fewer employees who are able to work with increasingly sophisticated equipment.

In addition to the demand from employers for more highly trained process operators, the current workforce is aging and many employees will be at retirement age within five to ten years. With the imminent retirement of a large body of highly skilled and experienced workers, there is a real demand for trained operators. Process Operations Program graduates can fulfill the employment needs of industry today and into the future.

## ADMISSION REQUIREMENTS

- High School graduation or equivalent, including C+ or better in Principles of Math 11 or Applications of Math 11, English 12 or Technical and Professional Communications 12, and either Physics 11 or Chemistry 11.
- Applicants must pass a pre-admission computerized placement test in reading, writing, and mathematics.
- Applicants may be required to successfully complete aptitude testing and physical demand assessments consistent with those used by local industry.
- Applicants may be required to submit a resume with cover letter and successfully complete interviews with the College and/or industry supporters to determine their suitability for the program.
- Mature student entry may be possible with High School completion or GED including a passing grade in Principles of Math 11 or Applications of Math 11, English 12 or Technical and Professional Communications 12, and either Physics 11 or Chemistry 11.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Process Operations for any additional information.

## COURSE DESCRIPTIONS

### POP 101 PROCESS OPERATIONS AND POWER ENGINEERING (4TH CLASS POWER ENGINEERING PART A)

This course introduces the learner to process operations, power engineering, and industrial safety, using the curriculum of 4th Class Power Engineering as the focal point for learner studies.

### POP 102 PROCESS MATH AND SCIENCE

This course covers basic math and science concepts which are useful to a process operator or power engineer entering industry. The course covers basic mathematics, physics and chemistry. The topics in this course complement and supplement the material covered in POP 101, POP 103, POP 104 and POP 105. Examples that relate to industry and the real world are used throughout.

### POP 103 PROCESS OPERATIONS AND POWER ENGINEERING (4TH CLASS POWER ENGINEERING PART B)

This course builds on the material covered in POP 101. It introduces additional knowledge regarding process operations, process equipment and systems, and 4th Class Power Engineering.

## COURSE OF STUDIES

COURSE	NAME
Term 1	
POP 101	Process Operations and Power Engineering (4th Class Power Engineering Part A)
POP 102	Process Math and Science
POP 103	Process Operations and Power Engineering (4th Class Power Engineering Part B)
POP 104	Industry Work Skills
POP 105	Work Practicum

**POP 104 INDUSTRY WORK SKILLS**

This course complements POP 101, 102 and 103 by covering a variety of topics relevant to a process operator entering industry. Topics covered include: instrumentation and controls; quality; teamwork and communication; basic computer skills; job search; projects and field trips, and; lab and shop skills. Students will learn how to launch their Process Operator career, and how to be successful in their career.

**POP 105 WORK PRACTICUM**

This work experience practicum is intended to provide the learner with opportunities to gain practical (hands-on) experience performing entry-level operator duties as well as more advanced tasks and work duties that would be expected of a process operator in industry. The work experience may include work in a continuous operation on shift work and may require working 12 hour day shifts and night shifts. It will involve travel for work in process plants remote to the Nelson campus.

## CONTACTS

**PROGRAM CONTACT:****Trades Information, Program Contact**

Direct: 250-354-3221  
Tel: 250-352-6601 Ext. 221  
trades@selkirk.ca

**Tom Kemppe, Program Contact/Instructor**

Tel: 352-6601 Ext. 235  
tkemppe@selkirk.ca

**Danny Bradford, School Chair**

Tel: 352-6601



# REFRIGERATION PLANT OPERATOR

6-MONTH CERTIFICATE AT NELSON SILVER KING (DISTANCE ONLY)

---

## PROGRAM OBJECTIVES

A comprehensive 9-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.

## ADMISSION

Continuous intake.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Refrigeration Plant Operator for any additional information.

## CONTACTS

### PROGRAM CONTACT:

#### Trades Information , Program Contact

Direct: 250-354-3221

Tel: 250-352-6601 Ext. 221

[trades@selkirk.ca](mailto:trades@selkirk.ca)

#### Harry Kidd

Instructor

Direct line: 250-505-5143

### SCHOOL CHAIR:

#### Danny Bradford

Tel: 352-6601 Ext. 212



# SKILLED TRADES EXPLORATORY PROGRAM (STEP) FOR WOMEN

11-WEEK CERTIFICATE AT NELSON SILVER KING

## PROGRAM CALENDAR

### 2006

February 6 - Winter 11-week program instruction begins.

April 21 - Winter program instruction ends.

September 18 - Fall 11-week program instruction begins.

December 1 - Fall program instruction ends.

### 2007

February 5 - Winter 11-week program instruction begins.

December 1 - Winter program instruction ends.

## 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

- High School Graduation or equivalent.\*
- Basic computer literacy.
- Typing skills of 20 words per minute or better.
- All applicants are required to complete a pre-admission 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 High School graduates provided they have successfully completed Grade 10 or equivalent.

## 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
- General Mechanics
- Carpentry
- Welding
- Equipment Operation
- Worksite Visits
- Fasteners and Fittings

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Skilled Trades Exploratory Program (STEP) for Women for any additional information.

## CONTACTS

### PROGRAM CONTACT:

#### Trades Information , Program Contact

Direct: 250-354-3221  
Tel: 250-352-6601 Ext. 221  
[trades@selkirk.ca](mailto:trades@selkirk.ca)

#### Al Walker, Program Coordinator

Direct: 354-3240  
Tel: 352-6601 Ext. 240  
[awalker@selkirk.ca](mailto:awalker@selkirk.ca)

### SCHOOL CHAIR:

#### Danny Bradford

Tel: 352-6601

# WELDING CERTIFICATE

9-MONTH LEVEL C WELDER-FITTER CERTIFICATE, TESTING & UPGRADING FOR LEVELS B & A AT NELSON SILVER KING

## PROGRAM CALENDAR

### 2006

- September 5 - Fall term instruction begins.
- December 15 - Fall term instruction ends.

### 2007

- January 2 - Winter term instruction begins.
- May 25 - Winter term instruction ends.

## 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-Fitter:** training in several processes and procedures to a basic competency level in welding with additional modules to provide basic training in fitting, layout, and fabrication.
- **CWB:** unclassified - Welders tested and licensed by a CWB member shop or union.
- **B Level:** intermediate training in several processes and procedures.
- **Pressure Tickets:** after becoming a registered B Level Welder, 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.

## CAREER POTENTIAL

Graduates of each level of training may 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 provides the means of entry into management, technical services, inspection and quality control, engineering, fabrication, machining, mechanical, maintenance and more.

## WELDING LEVELS

### C LEVEL WELDER-FITTER

The Level C Welder-Fitter program is nine months of training and five months of work experience which provides you with extensive 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-Fitter job requirements.

### ADMISSION REQUIREMENTS

- High School graduation or equivalent.\*
- Principles of Math 10 or Applications of Math 11 or Essentials of Math 12 with a “C” or better.
- English 10 with a “C” or better.
- Good hand/eye coordination.
- Recent (within one year) optometrist and hearing exam.
- An interview with the instructor prior to admittance is strongly recommended.
- All applicants are required to complete a pre-admission 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 High 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.

## PROGRAM COURSES

### COURSE OF STUDIES (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

### COURSE OF STUDIES (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

## B LEVEL WELDING

Approximately four months training plus eight months work experience is required for your B Level training. Selkirk College offers a series of competency-based courses on a continuous basis from September to June. 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. (Provide Documentation)

- Minimum of five months work experience as a Welder.
- Recent (within one year) eye examination.

Students must supply some hand tools and purchase B Level module texts at a cost of approximately \$100.

Students are required to have C Level module texts in addition to above.

An interview with the instructor prior to registering is strongly recommended.

## PROGRAM COURSES

### 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

### A LEVEL WELDING

Approximately two months training plus ten months work experience.

### ADMISSION REQUIREMENTS

- Successful completion of B Level Welding Program. (Provide Documentation)
- Minimum of eight months work experience as a Welder.
- Recent (within one year) eye examination.

An interview with the instructor prior to registering is strongly recommended.

Students must supply some hand tools and purchase A Level module texts at a cost of approximately \$50.

**Students are required to have C and B Level module texts in addition to above.**

## PROGRAM COURSES

### 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

## CAREER POTENTIAL

Graduates of each level of training may 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 provides the means of entry into management, technical services, inspection and quality control, engineering, fabrication, machining, mechanical, maintenance and more.

## ADDITIONAL INFORMATION

Welder Certification Company Training Courses are also available. For more information please contact Colin A. Makeiv (ext. 236) or Kim Buchan (ext. 250) on the Silver King Campus phone (250) 352-6601 or fax (250) 352-3180.

## PROCEDURE AND PROCESS QUALIFICATION (TICKETS)

Various Organizations (CWB, MCA, 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.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Welding for any additional information.

## CONTACTS

### PROGRAM CONTACT:

#### Trades Information , Program Contact

Direct: 250-354-3221  
Tel: 250-352-6601 Ext. 221  
[trades@selkirk.ca](mailto:trades@selkirk.ca)

#### Colin A. Makeiv, Program Contact/Instructor

Tel: 365-6601 Ext. 236  
[cmakeiv@selkirk.ca](mailto:cmakeiv@selkirk.ca)

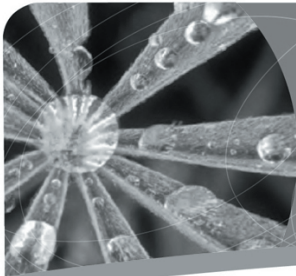
### SCHOOL CHAIR:

#### Danny Bradford

Tel: 352-6601







# SCHOOL OF RENEWABLE RESOURCES

Forest Technology..... 170  
 Geographic Information Systems ..... 175  
 Integrated Environmental Planning..... 178  
 Recreation, Fish and Wildlife ..... 183

Four diverse environmental programs are designed to prepare you for a rewarding career and lifestyle. Each is known and respected across Canada for offering quality instruction, innovative technology and practical experience. In fact, Selkirk is leading the way as the first nationally accredited forestry program in BC with the Canadian Council of Technicians and Technologists. The additional strength of the Selkirk Geospatial Research Centre makes Selkirk the ideal place to learn.

### FOREST TECHNOLOGY

From silviculture and harvesting to ecosystem management and development planning, students learn in the field and in the classroom – in our case, a 600-hectare woodlot. Graduates are immediately employable. In fact, an average 85% have found forestry employment within two months of graduation.

### RECREATION, FISH & WILDLIFE TECHNOLOGY

This program focuses on the growing opportunities for management in Parks, Recreation, and Fish and Wildlife Management. Our graduates serve as park wardens and rangers, interpreters, park planners, fisheries officers and resource technicians. An average 75% of graduates have found related work within two months.

### INTEGRATED ENVIRONMENTAL PLANNING

This nationally accredited program thoroughly prepares students to respond to the need for technologists in all areas of environmental assessment and monitoring. Graduates have been hired by government, industry and consulting firms that manage environmental protection and resource planning. Opportunities for further education are extensive.

### GEOGRAPHIC INFORMATION SYSTEMS

The Advanced Diploma in GIS is a 12-month program that trains students to be geospatial experts. They gain experience with technological applications in environment planning, business, industry and resource sectors. Graduates possess a highly desirable skill set making them immediately employable in diverse sectors.



# FOREST TECHNOLOGY

2-YEAR DIPLOMA AT CASTLEGAR

## PROGRAM CALENDAR

### 2006

September 5 - Orientation Day for new and returning student.

December 11 - 20 - Fall term examinations at Castlegar Campus

### 2007

January 2 - Winter Instruction Begins

February 15 - 16 - Reading Break

April 16 - 20 - Winter term examinations at Castlegar Campus

April 23 - 30 - Spring 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 field learning 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.

## 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:

– Completion of senior secondary school graduation (or equivalent) with the following courses or their equivalents.

- BIOL 11 or BIOL 12 with "C+" or better
- Principles of MATH 11 (with trigonometry) with a "C+" or Principles of MATH 12 with "C+" or better.
- ENGL 12 or ENGL 055 with "C+" or better.
- One of Physics 11, Chemistry 11, Forestry 11 or a Science 12 with a "C+" or better.

For any question related to prerequisites and support, please contact School Chair.

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.

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.

Applications may be accepted beyond the application deadline, provided space is available.

## 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.

## DEGREE PROGRAMS

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, University of British Columbia, Thompson Rivers University, and University of Alberta.

## COMMON CORE

The first year of both the Forest Technology and Recreation, Fish & Wildlife 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.

The Forest Technology and Recreation, Fish & Wildlife programs are structured so that both diplomas can be obtained in three years; however, students must designate which program they are entering since enrolment and facilities are limited for both. Admission to the third year is dependent on available space within the program.

## UNIVERSITY DEGREE BRIDGING

Candidates aspiring to bachelor's degree programs in Renewable Resources may take advantage of university transfer courses available at Selkirk College.

## COMPUTER COMPETENCY

Demonstrated computer competency is a prerequisite for entering RRS 191 in the second term. Competency can be demonstrated by attaining one of the following:

- advanced credit for previous course work, or
- computer experience verified by successful completion of a computer skills challenge exam offered in September, or

– completion of an approved entry level computer course covering word processing and spreadsheet fundamentals.

The deadline to achieve this requirement is during the first term; however, it is strongly recommended that this prerequisite be completed prior to starting the Forest Technology Program.

## 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, or visit [selkirk.ca/student/services/coop/](http://selkirk.ca/student/services/coop/)

### 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

## SPECIAL FEES

– First year students are required to obtain first-aid certification during the fall term if they do not possess a valid certificate prior to registration. The minimum cost for such certification is approximately \$70 and may be higher depending on level of certification desired by the student.

– Second year students are required to take part in a five-to-six day field trip during March/April.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Forest Technology for any additional information.

## COURSE OF STUDIES

Translation key:

Lec = Lecture Hours per week;

Lab = Lab Hours per week;

COURSE	NAME	LEC	LAB
<b>Term 1</b>			
MATH 160-3	Technical Mathematics	3	0
RRS 152-4	Surveying	1	4
RRS 160-4	Resource Measurements	2	3
RRS 162-4	Botany and Forest Ecology	2	3
RRS 164-4	Geology, Landforms and Soils	2	3
RRS 171-2	Fire Control (Half term)	2	0
TWC 150-3	Introduction to Technical Communications I	3	0
	<b>Total:</b>	<b>15</b>	<b>13</b>

COURSE	NAME	LEC	LAB
<b>Term 2</b>			
MATH 190-3	Resource Statistics I	2	1
RRS 154-4	Map and Air Photo Use	0	4
RRS 158-3	Introduction to GIS	3	0
RRS 163-4	Forest Ecology	2	3
RRS 170-4	Fish and Wildlife Ecology	2	3
RRS 172-2	Fire Ecology (Half term)	2	0
RRS 191-2	Introduction to Computers II	0	2
TWC 151-3	Introduction to Technical Communications II	3	0
	<b>Total:</b>	<b>14</b>	<b>13</b>

COURSE	NAME	LEC	LAB
<b>Term 3</b>			
FOR 278-3	Field School	0	0

COURSE	NAME	LEC	LAB
<b>Term 4</b>			
FOR 250-4	Silviculture I	3	4
FOR 252-2	Forest Resource Management	2	0
FOR 260-4	Applied Forest Hydrology and Forest Road Engineering	3	4
FOR 265-4	Forest Measurements	2	3
FOR 271-4	Applied Ecology	2	3
FOR 274-4	Forest Health Management	2	3
	<b>Total:</b>	<b>14</b>	<b>17</b>

COURSE	NAME	LEC	LAB
<b>Term 5</b>			
FOR 200-1	Field Trip Study	0	0
FOR 251-4	Silviculture II	3	4
FOR 253-3	Forest Policy	1	2
FOR 261-4	Forest Harvesting	3	4
FOR 275-3	Forest Pest Management	1	3
RRS 250-3	Integrated Resource Management	2	2
RRS 290-3	Computer Applications	0	3
	<b>Total:</b>	<b>10</b>	<b>18</b>

COURSE DESCRIPTIONS

**FOR 200-1 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. The course fee changes yearly depending on trip logistics. This fee ranges between \$0 and \$200 plus additional expenses that are not covered by the college.

**FOR 250-4 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 251-4 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 252-2 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 253-3 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 260-4 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 261-4 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 265-4 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 271-4 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 studies of 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 274-4 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 275-3 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.

**FOR 278-3 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.

**MATH 160-3 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, or MATH 12 (Principles or Applications), or MATH 80, or equivalent.

**MATH 190-3 RESOURCE STATISTICS I**

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 152-4 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.

**RRS 154-4 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 MATH 161.

**RRS 158-3 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 160-4 RESOURCE MEASUREMENTS**

An introduction to measurements and the sampling methods used to assess, classify, and evaluate vegetation on forest and range land. Emphasis is placed on proper techniques for laying out plots, collection methods for various types of data, and the proper use of measurement equipment.

**RRS 162-4 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:**

BIOL 11 or BIOL 50. ( grade of "C" or better is required to use a course to satisfy a prerequisite requirement.)

**Corequisites:**

RRS 164.

**RRS 163-4 FOREST ECOLOGY**

This course is a continuation of RRS 162, with further studies of local forest ecosystems and how they function. Tree silvics, soils, energy, nutrient cycling, and climate are some of the topics covered. The course will also focus on the impact of various types of management on local forest ecosystems. Topics are covered in both the classroom and the field.

**Prerequisites:**

RRS 162, RRS 164.

**RRS 164-4 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 170-4 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.

**RRS 171-2 FIRE CONTROL (HALF SEMESTER)**

The principles and practice of fire suppression, fire behaviour and fire weather are examined to provide students with the skills and knowledge to work safely and effectively as fire fighters.

**Corequisites:**

First Aid Certificate.

**RRS 172-2 FIRE ECOLOGY (HALF SEMESTER)**

The principles of fire and smoke management and the prevention of interface forest fires are explored. Some theory and practice is provided in developing prescribed burn plans and the role fire plays in forested ecosystems. Students also receive basic chainsaw training.

**Prerequisites:**

RRS 171.

**RRS 191-2 INTRODUCTION TO COMPUTERS II**

This course builds upon the basic computer concepts required in the computer competency prerequisite. The course offers training in advanced computer applications and techniques specific to the Renewable Resource Technology programs. Emphasis will be placed on the use of spreadsheets, database applications, web design, and presentation software.

**Prerequisites:**

ABT 113/134, Challenge Exam, or Advanced Credit.

**RRS 250-3 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 290-3 COMPUTER APPLICATIONS**

This course introduces computer applications commonly used in resource management. Instruction includes: Computer mapping with Softree and ArcGIS 9.0 incorporating FRGIS and TRIM data. Topics such as traverse reduction, map assembly and display, as well as data transfer are covered. Spreadsheet solutions using Microsoft Excel, Database basics using Microsoft Access are used. Creating presentations with Microsoft PowerPoint are introduced and developed. File Management and basic data translation is covered

throughout the course as we manipulate and display data using these software tools.

**Prerequisites:**

All first year courses.

**TWC 150-3 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.

**TWC 151-3 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.

## FURTHER INFORMATION

This program has its own web site, at <http://selkirk.ca/rr/>.

## CONTACTS

**SCHOOL CHAIR:**

**Peter Schroder**

Direct: 250-365-1287

Tel: 365-7292 Ext. 287

[pschroder@selkirk.ca](mailto:pschroder@selkirk.ca)

# GEOGRAPHIC INFORMATION SYSTEMS

1-YEAR ADVANCED DIPLOMA AT CASTLEGAR

## PROGRAM CALENDAR

### 2006

Jan.-May - Term two - coursework.

May-Aug - Term three - work experience.

Sept. - New cohort intake.

Sept.-Oct. - Term four for existing cohort - coursework.

Sept.-Oct. - Term one for new cohort - coursework.

## 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 technology 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.

## 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

### 1. 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.)

## COURSE OF STUDIES

Translation key:

Ttl = Total course hours per term

COURSE	NAME	TTL
<b>Term 1</b>		
GIS 302-3	GIS Applications I	48
GIS 306-3	Introduction to Remote Sensing I	48
GIS 316-3	CAD Mapping	48
GIS 318-3	Cartography and Mapping Fundamentals	48
	<b>Total:</b>	<b>192</b>
<b>Term 2</b>		
GIS 303-3	Applications II	48
GIS 307-3	Introduction to Remote Sensing II	48
GIS 310-3	GIS Data Management	48
GIS 313-3	Database Systems I	48
GIS 314-3	Database Systems II	48
GIS 320-1	GIS Professional Development I	16
GIS 321-1	Multimedia	16
GIS 323-3	Introduction to GPS	48
GIS 325-3	Internet Mapping	48
GIS 329-3	Visual Basic Programming	48
GIS 331-3	Advanced GIS Applications	48
	<b>Total:</b>	<b>464</b>
<b>Term 3</b>		
GIS 390-3	Special Project A	35
GIS 391-3	Special Project B	35
	<b>Total:</b>	<b>70</b>
<b>Term 4</b>		
GIS 327-3	Project Management	48
GIS 333-3	Modeling and Customization	48
GIS 335-3	Spatial Statistics	48
	<b>Total:</b>	<b>144</b>

– 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.

### 2. 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.

### 3. 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.

## CO-OP EDUCATION OPTION

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 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, or visit [selkirk.ca/student/services/coop/](http://selkirk.ca/student/services/coop/)

## APPLICATION PROCEDURE

Before an applicant's file is considered complete, the following must be received by the Admissions Office:

1. Completed application form,
2. Official transcripts of all relevant post-secondary education,
3. Official transcripts of high school grades will be required for applicants entering without a

credential from an accredited post-secondary institution,

4 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),

5 Completed letter of intent.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Geographic Information Systems for any additional information.

## COURSE DESCRIPTIONS

### GIS 302-3 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 303-3 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 306-3 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 307-3 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 310-3 GIS DATA MANAGEMENT

This course is an introduction to the fundamentals of spatial data and data management principles. With a focus on data specifically in BC and in relation to federal, provincial, municipal, regional and industry, 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 313-3 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 314-3 DATABASE SYSTEMS II

The purpose of this course is to introduce both conceptual and practical aspects of designing and developing a database. The course will provide an overview of several design methodologies and models. Following this overview, the course will cover database design and implementation using Oracle 9i and ArcSDE 9.0.

#### Prerequisites:

GIS 313.

### GIS 316-3 CAD MAPPING

This course provides an introduction to using MicroStation computer-assisted design and drafting software for mapping and GIS.

### GIS 318-3 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 320-1 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 321-1 **MULTIMEDIA**

Presentation of GIS information using a diversity of media is essential in conveying key messages to aid the decision-making process. The multimedia course consists of a series of workshops designed to build skills in using Photoshop, Dreamweaver and Adobe Illustrator. Map and remotely sensed data is integrated into these software programs to enhance the quality of presentation, whether to the web, as images for presentations, or in creating visually captivating posters.

#### GIS 323-3 **INTRODUCTION TO GPS**

Global Positioning Systems (GPS) is an essential skill for the acquisition of field data for integration into GIS for presentation or analysis. Topics in this course include field skills in data acquisition and lab-based skills in the correction and integration of GPS data into GIS. Students will receive the RISC Data Manager certification.

#### GIS 325-3 **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 327-3 **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 329-3 **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 331-3 **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 333-3 **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 335-3 **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 390-3 **SPECIAL PROJECT A**

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 391-3 **SPECIAL PROJECT B**

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.

## FURTHER INFORMATION

This program has its own web site, at <http://www.selkirk.ca/sgrcl/>.

## CONTACTS

### **Peter Schroder, School Chair**

Direct: 250-365-1287  
Tel: 365-7292 Ext. 287  
[pschroder@selkirk.ca](mailto:pschroder@selkirk.ca)

# INTEGRATED ENVIRONMENTAL PLANNING

2-YEAR DIPLOMA AT CASTLEGAR

## PROGRAM CALENDAR

### 2006

September 5 - Orientation Day for new and returning student.

December 11 - 20 - Fall term examinations  
- Castlegar Campus

### 2007

January 2 - Winter Instruction Begins

February 15 - 16 - Reading Break

April 16 - 20 - Winter term examinations  
- Castlegar Campus

April 23 - 30 - Spring Field School

## PROGRAM OBJECTIVES

The Integrated Environmental Planning Technology 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 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.

## 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.

## DEGREE COMPLETION

There is a long-standing tradition of our graduates transferring and successfully completing university degrees. Selkirk's Integrated Environmental Planning 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: Royal Roads University, University of Lethbridge, Thompson Rivers University, Seneca College, University of Cape Breton, 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.

## 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, or visit [selkirk.ca/student/services/coop/](http://selkirk.ca/student/services/coop/)

### 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.

## UNIVERSITY DEGREE BRIDGING

Candidates aspiring to bachelor's degree programs in Renewable Resources may take advantage of university transfer courses available at Selkirk 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:

- Completion of senior secondary school graduation (or equivalent) with the following courses or their equivalents.

- BIOL 11 or 12 with a "C+" or better.
- CHEM 11 with a "C+" or better.
- ENGL 12 or ENGL 055 with a "C+" or better.
- Principles of MATH 11 (with Trigonometry) with a "C+" or better or Principles of MATH 12 with a "C+" or better.

For any question related to prerequisites and support, please contact School Chair.

- Mature student entry is possible without secondary school completion, but mature applicants must have CHEM 11, BIOL 11, and ENGL 12, or equivalent courses with a "C+" or better, 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.
- 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.
- A minimum of two months of any work experience is recommended prior to registration.
- Applications may be accepted beyond the application deadline, provided space is available.

## 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: Industry, Government and Environmental Consulting companies. The PAC meets regularly, and their feedback may result in changes to the program.

## COMPUTER COMPETENCY

Demonstrated computer competency is a pre-requisite for entering RRS 191 in the second term. Competency can be demonstrated by attaining one of the following:

- advanced credit for previous course work, or
- computer experience verified by successful completion of a computer skills challenge exam offered in September, or
- completion of an approved entry level computer course covering word processing and spreadsheet fundamentals.

The deadline to achieve this requirement is during the first term. However it is strongly recommended that this pre-requisite is completed prior to starting the Integrated Environmental Planning Technology Program.

## SPECIAL FEES

– First year students will be required to obtain first-aid certification during the fall term if they do not possess a valid certificate prior to registration. The minimum cost for such certification is approximately \$70 and may be higher depending on level of certification desired by the student.

– Second year students are required to take part in a five to six day field trip during March/April, that may have associated costs that are the students responsibility.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Integrated Environmental Planning for any additional information.

## COURSE DESCRIPTIONS

### ECON 216-3 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 (formerly 200) and ECON 107 (formerly 201) with a grade of "C" or better or written permission of the School Chair. These prerequisites are not required for students registered in the Integrated Environmental Planning program.

### IEP 151-4 INTEGRATED ENVIRONMENTAL PLANNING APPLICATIONS I

Building upon the basic problem-solving and planning principles learned in IEP 150, this course affords students opportunities to gain competence in critical analysis of provincial, regional and local land use planning goals and processes,

## COURSE OF STUDIES

#### Translation key:

**Lec = Lecture Hours per week;**

**Lab = Lab Hours per week;**

COURSE	NAME	LEC	LAB
<b>Term 1</b>			
IEP 166-3	Applied Microbiology	2	2
MATH 160-3	Technical Mathematics	3	0
RRS 152-4	Surveying	1	4
RRS 162-4	Botany and Forest Ecology	2	3
RRS 164-4	Geology, Landforms and Soils	2	3
TWC 150-3	Introduction to Technical Communications I	3	0
	<b>Total:</b>	<b>13</b>	<b>12</b>

COURSE	NAME	LEC	LAB
<b>Term 2</b>			
IEP 151-4	Integrated Environmental Planning Applications I	1	3
IEP 163-4	Environmental Chemistry	3	3
MATH 191-2	Resource Statistics	2	0
RRS 154-4	Map and Air Photo Use	0	4
RRS 158-3	Introduction to GIS	3	0
RRS 170-4	Fish and Wildlife Ecology	2	3
RRS 191-2	Introduction to Computers II	0	2
TWC 151-3	Introduction to Technical Communications II	3	0
	<b>Total:</b>	<b>14</b>	<b>15</b>

COURSE	NAME	LEC	LAB
<b>Term 3</b>			
IEP 275-2	Field School	0	70
	<b>Total:</b>	<b>0</b>	<b>70</b>

COURSE	NAME	LEC	LAB
<b>Term 4</b>			
ECON 216-3	Environmental Economics	3	0
IEP 250-4	Integrated Environmental Planning Applications II	1	3
IEP 254-4	Hydrology I	2	3
IEP 260-4	Systems Ecology I	2	3
IEP 263-4	Water Pollution Chemistry	3	3
IEP 270-3	Computer Applications I	1	4
MATH 291-2	Resource Statistics II	0	2
	<b>Total:</b>	<b>12</b>	<b>18</b>

COURSE	NAME	LEC	LAB
<b>Term 5</b>			
IEP 200-1	Field Trip Study	0	0
IEP 251-4	Integrated Environmental Planning Applications III	1	3
IEP 255-3	Hydrology II	1	3
IEP 261-4	Systems Ecology II	2	3
IEP 264-4	Air Pollution Chemistry	3	3
IEP 271-3	Computer Applications II	1	4
MATH 292-2	Resource Statistics III	0	2
	<b>Total:</b>	<b>8</b>	<b>18</b>

and of recent project, land use and resource planning studies which exemplify efforts to integrate environmental, social and economic considerations at different levels of planning. Documented approaches to resolving a variety of site-specific, linear, area-specific and regional problems are employed as case studies.

**Prerequisites:**  
IEP 150.

### IEP 163-4 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 166-3 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.

### IEP 200-1 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 250-4 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 251-4 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 254-4 HYDROLOGY I

This course is an introductory study of air and water in our environment including their properties, the natural processes which affect them, and practical experience in the collection and analyses of field and laboratory data using standard techniques and equipment.

**Prerequisites:**  
IEP 163.

### IEP 255-3 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: snowpack, limnology, groundwater, surface runoff and flooding, small hydropower and hydraulic modeling.

**Prerequisites:**  
IEP 254.

### IEP 260-4 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, riparian, aquatic and lakeshore ecosystems. Labs will explore various methods of sampling, analysis,

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 261-4 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 263-4 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 264-4 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 270-3 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.

**IEP 271-3 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.

**IEP 275-2 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.

**MATH 160-3 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, or MATH 12 (Principles or Applications), or MATH 80, or equivalent.

**MATH 191-2 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.

**MATH 291-2 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.

**MATH 292-2 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.

**RRS 152-4 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.

**RRS 154-4 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 MATH 161.

**RRS 158-3 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 162-4 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 164-4 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 170-4 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.

**RRS 191-2 INTRODUCTION TO COMPUTERS II**

This course builds upon the computer concepts from RRS 190 by offering advanced computer applications and techniques specific to the Integrated Environmental Planning Technology program. Emphasis will be placed on the use of spreadsheets, database applications, web design, and desktop mapping.

**Prerequisites:**  
ABT 113 and ABT 134, or challenge exam, or advanced credit.

**TWC 150-3 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

## INTEGRATED ENVIRONMENTAL PLANNING

---

developing writing skills, academic research and documentation, the organization and interpretation of data, oral presentation skills, and job search techniques.

### **TWC 151-3 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.

## FURTHER INFORMATION

This program has its own web site, at <http://selkirk.ca/rr/>.

## CONTACTS

#### **SCHOOL CHAIR:**

##### **Peter Schroder**

Direct: 250-365-1287

Tel: 365-7292 Ext. 287

[pschroder@selkirk.ca](mailto:pschroder@selkirk.ca)



# RECREATION, FISH AND WILDLIFE

2-YEAR DIPLOMA AT CASTLEGAR

## PROGRAM CALENDAR

### 2006

September 5 - Orientation Day for new and returning student.

December 11 - 20 - Fall term examinations  
- Castlegar Campus.

### 2007

January 2 - Winter Instruction Begins.

February 15 - 16 - Reading Break.

April 16 - 20 - Winter term examinations  
- Castlegar Campus.

April 23 - 30 - Spring 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.

## 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.

## ADMISSION REQUIREMENTS

Program staff are committed to helping 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:

- Completion of senior secondary school graduation (or equivalent) with the following courses or their equivalents.
  - BIOL 11 or BIOL 12 with "C+" or better
  - Principles of MATH 11 (with trigonometry) with a "C+" or Principles of MATH 12 with "C+" or better.
  - ENGL 12 or ENGL 055 with "C+" or better.
  - One of Physics 11, Chemistry 11, Forestry 11 or a Science 12 with a "C+" or better.

For any question related to prerequisites and support, please contact School Chair.

- 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 MATH 11 with a "C+".
- Applicants may be required to complete preparatory modules in mathematics, writing and computers, where identified by the school.
- 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.

Applications may be accepted beyond the application deadline, provided space is available.

## COMPUTER COMPETENCY

Demonstrated computer competency is a prerequisite for entering RRS 191 in the second term. Competency can be demonstrated by attaining one of the following:

- advanced credit for previous course work, or
- computer experience verified by successful completion of a computer skills challenge exam offered in September, or
- completion of an approved entry level computer course covering word processing and spreadsheet fundamentals.

The deadline to achieve this requirement is during the first term; however, it is strongly recommended that this prerequisite be completed prior to starting the Forest Technology Program.

## DEGREE PROGRAMS

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.

## 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, or visit [selkirk.ca/student/services/coop/](http://selkirk.ca/student/services/coop/)

### 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

## UNIVERSITY DEGREE BRIDGING

Candidates aspiring to bachelor's degree programs in Renewable Resources may take advantage of university transfer courses available at Selkirk College.

**COMMON CORE**

The first year of both the Forestry Technology and Recreation, Fish & Wildlife 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.

The Forestry and Recreation, Fish & Wildlife programs are structured so that both diplomas can be obtained in three years. However students must designate which program they are entering since enrolment and facilities are limited for both. Admission to the third year is dependent on available space within the program.

**SPECIAL FEES**

First year students are required to obtain first-aid certification during the fall term if they do not possess a valid certificate prior to registration. The minimum cost for such certification is approximately \$70 and may be higher depending on level of certification desired by the student.

Four certificate courses are offered that are prerequisites for application to specific job opportunities

- C.O.R.E. Hunter Training (Required as part of RFW diploma). \$65.00 estimated
- Canadian Firearm Safety Course (Required as part of RFW diploma). \$35.00 estimated
- Canadian Restricted Firearm Course (Required as part of RFW diploma). \$35.00 estimated
- Park Security and Public Safety P.S.P.S. \$160.00 estimated

Second year students are required to take part in 2 five-day field trips during the Fall of 2nd year.

**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 feedback may result in changes to the program.

**APPROXIMATE EXPENSES**

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Recreation, Fish And Wildlife for any additional information.

**COURSE OF STUDIES**

**TRANSLATION KEY:  
LEC = LECTURE HOURS PER WEEK;  
LAB = LAB HOURS PER WEEK;**

<b>COURSE</b>	<b>NAME</b>	<b>LEC</b>	<b>LAB</b>
<b>Term 1</b>			
MATH 160-3	Technical Mathematics	3	0
RRS 152-4	Surveying	1	4
RRS 160-4	Resource Measurements	2	3
RRS 162-4	Botany and Forest Ecology	2	3
RRS 164-4	Geology, Landforms and Soils	2	3
RRS 171-2	Fire Control (Half term)	2	0
TWC 150-3	Introduction to Technical Communications I	3	0
	<b>Total:</b>	<b>15</b>	<b>13</b>

<b>COURSE</b>	<b>NAME</b>	<b>LEC</b>	<b>LAB</b>
<b>Term 2</b>			
MATH 190-3	Resource Statistics I	2	1
RRS 154-4	Map and Air Photo Use	0	4
RRS 158-3	Introduction to GIS	3	0
RRS 163-4	Forest Ecology	2	3
RRS 170-4	Fish and Wildlife Ecology	2	3
RRS 172-2	Fire Ecology (Half term)	2	0
RRS 191-2	Introduction to Computers II	0	2
TWC 151-3	Introduction to Technical Communications II	3	0
	<b>Total:</b>	<b>14</b>	<b>13</b>

<b>COURSE</b>	<b>NAME</b>	<b>LEC</b>	<b>LAB</b>
<b>Term 3</b>			
RFW 255-3	Outdoor Skills I - Spring Field School	0	0
<b>Term 4</b>			
RFW 200-1	Field Trip Study	0	0
RFW 251-3	Policy and Enforcement	0	3
RFW 256-3	Backcountry Risk Analysis and Mitigation	1	4
RFW 262-4	Ecosystem-Based Management	2	3
RFW 263-4	Outdoor Recreation Operations & Management	2	4
RFW 272-4	Techniques in Wildlife Mangement I	2	3
RFW 280-4	Fish Management I	2	4
	<b>Total:</b>	<b>9</b>	<b>21</b>

<b>COURSE</b>	<b>NAME</b>	<b>LEC</b>	<b>LAB</b>
<b>Term 5</b>			
RFW 257-3	Avalanche Hazard Assessment and Management	4	0
RFW 265-3	Commercial Recreation Management	2	3
RFW 273-3	Techniques in Wildlife Management II	2	3
RFW 276-3	Resource Communications	0	3
RFW 281-4	Fish Management II	2	3
RRS 250-3	Integrated Resource Management	2	2
RRS 290-3	Computer Applications	0	3
	<b>Total:</b>	<b>12</b>	<b>17</b>



## COURSE DESCRIPTIONS

### MATH 160-3 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, or MATH 12 (Principles or Applications), or MATH 80, or equivalent.

### MATH 190-3 RESOURCE STATISTICS I

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.

### RFW 200-1 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 251-3 POLICY AND ENFORCEMENT

This course covers the study of acts and regulations governing resource management, as well as the policies and procedures of enforcement. The emphasis is on interpreting and enforcing park, fish, wildlife and forestry acts and regulations, and the provincial courts system. Role-playing is used in enforcement procedure training.

### RFW 255-3 OUTDOOR SKILLS I - 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, rock climbing and wildlife

enhancement. Scheduled after final exams in late April (ten days, seventy hours).

### RFW 256-3 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 Park and Crown lands. Human, terrestrial, aquatic, 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 257-3 AVALANCHE HAZARD ASSESSMENT AND MANAGEMENT

This course extends the study of natural hazard assessment and land management to winter back-country 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, SnoPro software and hazard mapping using ArcGIS. Successful students receive a certificate in avalanche safety recognized by the Canadian Avalanche Association.

#### Prerequisites:

RFW 256.

### RFW 262-4 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, management of invasive non-native weed species, biodiversity management, landscape ecology and soil conservation.

#### Prerequisites:

All first year courses.

### RFW 263-4 OUTDOOR RECREATION OPERATIONS & 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 265-3 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 272-4 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 273-3 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 276-3 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.

**Prerequisites:**  
RFW 200.

**RFW 280-4 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 281-4 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 152-4 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.

**RRS 154-4 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 MATH 161.

**RRS 158-3 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 160-4 RESOURCE MEASUREMENTS**

An introduction to measurements and the sampling methods used to assess, classify, and evaluate vegetation on forest and range land. Emphasis is placed on proper techniques for laying out plots, collection methods for various types of data, and the proper use of measurement equipment.

**RRS 162-4 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:**  
BIOL 11 or BIOL 50. ( grade of "C" or better is required to use a course to satisfy a prerequisite requirement.)  
**Corequisites:**  
RRS 164.

**RRS 163-4 FOREST ECOLOGY**

This course is a continuation of RRS 162, with further studies of local forest ecosystems and how they function. Tree silvics, soils, energy, nutrient cycling, and climate are some of the topics covered. The course will also focus on the impact of various types of management on local forest ecosystems. Topics are covered in both the classroom and the field.

**Prerequisites:**  
RRS 162, RRS 164.

**RRS 164-4 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 170-4 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.

**RRS 171-2 FIRE CONTROL (HALF SEMESTER)**

The principles and practice of fire suppression, fire behaviour and fire weather are examined to provide students with the skills and knowledge to work safely and effectively as fire fighters.

**Corequisites:**  
First Aid Certificate.

**RRS 172-2 FIRE ECOLOGY (HALF SEMESTER)**

The principles of fire and smoke management and the prevention of interface forest fires are explored. Some theory and practice is provided in developing prescribed burn plans and the role fire plays in forested ecosystems. Students also receive basic chainsaw training.

**Prerequisites:**  
RRS 171.

**RRS 191-2 INTRODUCTION TO COMPUTERS II**

This course builds upon the computer concepts from RRS 190 by offering advanced computer applications and techniques specific to the Integrated Environmental Planning Technology program. Emphasis will be placed on the use of spreadsheets, database applications, web design, and desktop mapping.

**Prerequisites:**  
ABT 113/134, Challenge Exam or Advanced Credit.

**RRS 250-3 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 290-3 COMPUTER APPLICATIONS**

This course introduces computer applications commonly used in resource management. Instruction includes: Computer mapping with Softree and ArcGIS 9.0 incorporating FRGIS and TRIM data. Topics such as traverse reduction, map assembly and display, as well as data transfer are covered. Spreadsheet solutions using Microsoft Excel, Database basics using Microsoft Access are used. Creating presentations with Microsoft PowerPoint are introduced and developed. File Management and basic data translation is covered throughout the course as we manipulate and display data using these software tools.

**Prerequisites:**

All first year courses.

**TWC 150-3 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.

**TWC 151-3 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.

## CONTACTS

**SCHOOL CHAIR:**

**Peter Schroder**

Direct: 250-365-1287

Tel: 365-7292 Ext. 287

pschroder@selkirk.ca





# SCHOOL OF UNIVERSITY ARTS AND SCIENCES

General Information .....	190
College Preparatory (Upgrading).....	192
General University Studies .....	193
Associate of Arts	
General .....	194
Accelerated .....	195
Elementary Education .....	196
English .....	197
English (Writing Studies) .....	198
First Nations Studies (Online) .....	199
History .....	200
Peace Studies .....	201
Psychology .....	202
Associate of Science	
General .....	203
Biochemistry .....	204
Biology .....	205
Bridging Program in Engineering (Applied Science) .....	206
Two-Year Applied Science (Engineering) .....	207
Kinesiology .....	208
Peace Studies .....	209
Physical Education .....	210
Studies in Writing .....	211
Courses and Descriptions .....	212

If you're considering a university degree, don't overlook the advantages of starting out at Selkirk College. Our Arts and Sciences faculty is world class. All have Master's Degrees and over one-third have PhDs. But their primary focus is teaching, not research. You'll enjoy small class sizes and facilities that include an extensive library collection, well equipped computer labs, a new state-of-the-art biology lab, and breathtaking field sites.

### ASSOCIATE DEGREES

With this provincially established credential, students earn the first two years of a four-year Bachelor Degree and may transfer directly into BC universities.

#### Associate of Arts

- General
- Accelerated
- Elementary Education
- English
- English (Writing Studies)
- First Nations Studies (Online)
- History
- Peace Studies
- Psychology

#### Associate of Science

- General
- Biochemistry
- Biology

### DIPLOMAS AND OTHER PROGRAMS

#### Engineering

Students can take the one-year Bridging Program, allowing them to transfer into second year Engineering at BC universities. Or, there's the two-year Applied Science Program, which adds Mathematics and Physics courses, lightening future class loads.

#### Sports Sciences

Physical Education prepares students for management of recreation facilities or completion of a Bachelor Degree. And Kinesiology prepares students for Bachelor Degree studies in Kinesiology or Human Kinetics.

#### Peace Studies (new)

Part of the MIR Centre for Peace at Selkirk College, this program is made up of core peace studies courses and transferable liberal arts courses.

#### Studies in Writing (new)

With a strong emphasis on portfolio development and professional practices, graduates will be better positioned to compete for placement in university writing programs or to continue with their own writing practice.

#### College Preparatory Courses

Are you missing prerequisites for a particular course or program? Selkirk College also offers high school equivalency courses.



# UNIVERSITY TRANSFER PROGRAMS

---

## PROGRAM SUMMARY

The School of University Arts and Sciences at Selkirk College offers a range of university transferable courses and programs that provide students with the opportunity to earn up to two years of university credit before transferring to a university or university college.

## ADMISSION REQUIREMENTS

See individual course and program descriptions for admission requirements. Students who do not have the required prerequisites may upgrade by taking College Preparatory Courses along with selected university courses in their program.

## GENERAL UNIVERSITY STUDIES

Students may choose to register in a single university transfer course, or transfer up to a full two years of course credits. Selkirk College university transfer courses are formally recognized for credit by universities and university colleges in British Columbia as part of an undergraduate academic or applied degree program. The British Columbia Online Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) provides details on transfer credit. University transfer courses may also transfer to other universities in Canada and the United States; contact those universities directly for transfer credit details or check with a Selkirk College counsellor.

## LIBERAL ARTS AND SCIENCES DIPLOMA

Selkirk College awards a Liberal Arts and Science Diploma to students who successfully complete two full years (normally sixty credits or twenty courses) of general university studies courses. To qualify for this diploma a student must successfully complete sixty credits of university transfer courses with a minimum grade point average of 2.00 (A "C" average). At least three credits must be from university transfer English.

## ASSOCIATE DEGREES

Another option for students who wish to complete two years of university studies at Selkirk College is to earn one of several different Associate Degrees. The associate degree is a formally established

credential recognized province-wide, designed to provide students with the first two years of a four year bachelor degree. It requires the completion of a specified two years (approximately 60 credits) of university course work in the Arts and Sciences. Selkirk College offers Associate of Arts degrees in general arts, elementary education, English, First Nations studies, history, peace studies, psychology and writing studies, and Associate of Science degrees in general science, biochemistry, and biology.

Public universities and university colleges in British Columbia acknowledge the excellent academic preparation associate degrees provide by awarding special transfer credit recognition to students who have completed an Associate of Arts degree or an Associate of Science degree. Students who have completed an associate degree are guaranteed to receive two years of transfer credit (normally 60 credits) upon admission that can be applied towards completion of their baccalaureate degree. Students will receive credit for all their associate degree courses according to the course-to-course equivalencies in the British Columbia Online Transfer Guide ([www.bctransferguide.ca](http://www.bctransferguide.ca)). In addition, any university transfer courses that do not have an exact equivalent at a receiving institution and would normally not transfer will be given general (unassigned) credit and may be used as general education or elective requirements at the degree granting institution.

Two B.C. universities, Simon Fraser University and University of Northern British Columbia, provide priority admission to students with an Associate Degree over other transfer students.

## ENGINEERING (APPLIED SCIENCE)

Selkirk College offers two pathways towards a degree in engineering. Students completing either of these two programs may transfer into major universities in British Columbia or to the University of Alberta to complete their degree. Transfer credit to other university engineering programs may be possible.

The Bridging Program in Engineering is an intensive one-year program that allows students to transfer into the second year of four-year university engineering degree programs. This is a challenging program intended for students with a grade of "B" or higher in Grade 12 chemistry, English, mathematics and physics.

The Applied Science Program is a two-year program that provides students with a year of engineering degree courses, along with a strong background in mathematics and physics. Students

who have completed this program enter into the second year of four-year university engineering programs, with a reduced workload in their remaining three years.

The Engineering Co-op option formally integrates a student's academic study with periods of related, paid work experience. Eligible first year engineering students can apply for a limited number of co-op work term positions posted by the Co-op Education department. Students who successfully complete a co-op work term should be able to transfer their co-op work term credit to a subsequent Co-op Engineering program at a university or university college. Availability of the Engineering Co-op option is dependent on student enrolment, and may not be available every year. For more information on the Selkirk College Co-op Education program in Engineering contact the Manager of the Co-op Education Department or the Chair of the School of University Arts and Sciences.

## PEACE STUDIES

New for fall 2006 the School of University Arts and Sciences working together with the Mir Centre for Peace at Selkirk College is proud to offer two two-year university transferable programs in Peace Studies. Both programs will combine university course work in humanities and social sciences with a strong grounding in peace studies and conflict resolution. Students will be able to choose from two streams: the Associate of Arts Degree in Peace Studies which focuses on peace and the environment, and the Liberal Arts Diploma in Peace Studies which emphasizes peace in a cultural and international context.

## SPORTS SCIENCES

Students interested in sports sciences - from teaching physical education to sports medicine, physiotherapy and sports and movement-related research - can complete specialized university transferable Sports Sciences diplomas in Kinesiology and Physical Education. These diploma programs are aligned closely with the Bachelor of Human Kinetics program at the University of British Columbia, but also transfer to selected universities elsewhere in Canada.

## WRITING STUDIES

Selkirk College writing programs emphasize portfolio development and professional practices for writers in any discipline. The Associate of

Arts degree in English (Writing Studies) fulfills the course requirements to enter the third year of university major or honours programs in English. The Liberal Arts Diploma in Writing Studies offers two years of diverse university transferable liberal arts and sciences enriched with writing: for the workplace, communications and freelance writing, and imaginative writing in fiction, poetry, non-fiction or drama.

Selkirk College has many other programs and courses that qualify for transfer into university degree programs. Contact the appropriate School Chair for further information.

## PROGRAMS

The following Schools have laddering agreements into at least one university degree program.

### SCHOOL OF BUSINESS AND AVIATION

The School of Business and Aviation offers courses for students considering a Bachelor of Business Administration or Bachelor of Commerce. Depending on the institution, students can transfer up to two full years (normally sixty credits) of academic course credit towards a degree program in Business or Commerce.

Up to fifty-five Selkirk College Aviation Program course credits can be applied towards a Bachelor of Science in Aeronautical Science degree at Embry-Riddle Aeronautical University in Florida.

### SCHOOL OF DIGITAL MEDIA, MUSIC AND INFORMATION TECHNOLOGY

Students can transfer two years of Multimedia program credits towards a Bachelor of Communications at Athabasca University, or a Bachelor of New Media at the University of Lethbridge.

The Berklee College of Music in Boston and Selkirk College have a 2 + 2 transfer agreement that allows students to continue on in the third year of Berklee College music degree programs.

### SCHOOL OF HEALTH AND HUMAN SERVICES

Students can complete up to two years towards a Bachelor of Social Work degree at the University of British Columbia, the University of Victoria, the University of Northern British Columbia or Thompson Rivers University.

In collaboration with the University of Victoria, the nursing program in the School of Health and Human Services offers a four-year Bachelor of Science in Nursing degree on-site at Selkirk College.

### SCHOOL OF HOSPITALITY AND TOURISM

Selkirk College Resort and Hotel Management, Golf Club Management and Operations, and Ski Resort Operations and Management diploma program graduates can receive up to two-year's credit towards Bachelor of Tourism Management degrees at several universities and university colleges in British Columbia and across Canada.

### SCHOOL OF RENEWABLE RESOURCES

The School of Renewable Resources offers courses towards the first year of Bachelor of Science in Forestry degrees at the University of British Columbia, University of Northern British Columbia and University of Alberta. Transfer credit to other university programs may be possible.

Transfer credit is also given at selected universities in British Columbia and Alberta for course work completed in the Integrated Environmental Planning and Recreation, Fish and Wildlife Technology diploma programs.

# COLLEGE PREPARATORY (UPGRADING)

CASTLEGAR

---

## PROGRAM SUMMARY

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 pre-requisites for Biology, Chemistry, English, Math and Physics courses offered in various university and diploma programs. Also see courses offered under Adult Basic Education.

## COURSE OF STUDIES

College preparatory courses are offered in fall (term 1), winter (term 2) and spring (term 3). Course descriptions are included in the general University Courses list.

### TERM 1

BIOL 080: Introduction to Biology I  
CHEM 080: Basic Principles of Chemistry  
ENGL 090: Introductory Composition  
MATH 080: Algebra and Trigonometry I  
MATH 090: Algebra and Trigonometry II  
PHYS 080: Basic Principles of Physics

### TERM 2

BIOL 090: Introduction to Biology II  
CHEM 080: Basic Principles of Chemistry  
ENGL 090: Introductory Composition  
MATH 080: Algebra and Trigonometry I  
MATH 090: Algebra and Trigonometry II

### TERM 3

ENGL 090: Introductory Composition

## CONTACTS

**Carol Retzlaff, School Chair**  
Tel: 365-1444  
cretzlaff@selkirk.ca





# GENERAL UNIVERSITY STUDIES

CASTLEGAR

## PROGRAM SUMMARY

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 may 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 at [www.bctransferguide.ca](http://www.bctransferguide.ca). 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 and university colleges, 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

### HUMANITIES

English  
French  
History  
Humanities  
Peace Studies  
Philosophy  
Spanish  
Writing Studies

### SOCIAL SCIENCES

Addictions  
Anthropology  
Economics  
Family Studies  
First Nations  
Geography (Human)  
\*Human Services (selected courses)  
\*Kinesiology/Physical Education (selected courses)  
Political Science  
Psychology  
\*Social Services (selected courses)  
Sociology  
Women's Studies

### SCIENCES

Applied Science (Engineering)  
Astronomy  
Biology  
Chemistry  
Computing Science  
Environmental Science  
Geography (Physical)  
\*Integrated Environmental Planning (selected courses)  
\*Kinesiology/Physical Education (selected courses)  
Mathematics  
Physics  
\*Recreation Fish and Wildlife (selected courses)  
\*Renewable Resources (selected courses)  
Statistics

### OTHER

\*Administration (selected courses)  
\*Commerce (selected courses)  
\*Kinesiology/Physical Education (selected courses)  
\*Social Services (selected courses)

For the requirements of Associate degrees and programs in Engineering, Peace Studies, Sports Sciences and Writing Studies university transferable courses are classified as follows. For further information speak to a college counsellor or program advisor.

\*Always seek the advice of a college counsellor before adding these courses to your program; some restrictions may apply.

## CONTACTS

**Carol Retzlaff, School Chair**  
Tel: 365-1444  
[cretzlaff@selkirk.ca](mailto:cretzlaff@selkirk.ca)

# ASSOCIATE OF ARTS DEGREE (GENERAL)

2-YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR

## PROGRAM OBJECTIVES

For students interested in a bachelor degree in the arts, the Associate of Arts degree provides two years of courses, and fulfills most or all course requirements to enter the third year of Bachelor of Arts degree programs at universities in British Columbia.

The Associate of Arts Degree Online Option allows students to complete the Associate of Arts degree entirely online. For more information, contact the Selkirk College Admissions Office or the School of University Arts and Sciences Chair.

Students may complete a general Associate of Arts degree, or choose from discipline-specific Associate of Arts degrees in Elementary Education, English, First Nations Studies (online), History and Psychology.

## 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.

## PROGRAM REQUIREMENTS

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 365-7292.
- Fulfill all the requirements for an Associate of Arts degree as outlined below.
- Discipline specific Associate of Arts degrees may have additional course requirements (see individual program descriptions).

Associate of Arts degree requirements (see also summary table below):

1. Completion of 60 term credits of courses that have assigned or unassigned university transfer credit at the 100- or 200-level or higher at accredited provincial universities;
2. Completion of at least 15 of these 60 term credits at Selkirk College;

3. Completion of at least six term credits in courses that have assigned or unassigned university transfer credit at the 100- or 200-level in English;
4. 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;
5. Completion of at least 18 term 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;
6. 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);
7. Completion of an additional nine term credits or more in courses that have assigned or unassigned university transfer credit at the 100- or 200-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 will count towards the Associate Degree.

## CONTACTS

**Carol Retzlaff, School Chair**  
Tel: 250-365-1444  
cretzlaff@selkirk.ca

**Bonnie Horswill, Secretary**  
Tel: 250-365-1205  
bhorswill@selkirk.ca

## GENERAL COURSE REQUIREMENTS FOR AN ASSOCIATE OF ARTS DEGREE

### 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
University Transfer Courses	9	100 level or higher
<b>TOTAL</b>	<b>60</b>	



#### Note:

– Always consult with a Selkirk College Counsellor before selecting courses towards an Associate Degree

# ACCELERATED ASSOCIATE OF ARTS DEGREE

1-YEAR AT CASTLEGAR

---

## PROGRAM OBJECTIVES

This program allows motivated students with a high level of maturity and academic ability to complete a two-year credential in approximately one year. The program provides students with an Associate of Arts degree, which transfers directly into the third year of bachelor degree programs at universities and university colleges in British Columbia. The suite of courses that makes up the program should be widely transferable to bachelor degree programs at other Canadian and selected international universities.

The program starts in May, with two intensive terms of classroom and field study (May to mid-June and July to mid-August), followed by standard 16-week fall and winter terms. Students complete the program by taking two online courses the following May.

## ADMISSION REQUIREMENTS

Admission to the program requires:

- British Columbia high school graduation or equivalent.
- Completion of English 12 and Principles of Math 11 with a grade of C+ or better.
- Completion of CPT (computer placement testing for assessing math and English skills; contact the college at 365-7292 for further information).
- Submission of an essay of up to 500 words outlining why the applicant wishes to complete an accelerated rather than a standard two year associate degree, and how they intend to deal with the intensity of the program.

Admission is limited, and will be based on application date and assessment of the above submissions and requirements.

## COURSE OF STUDIES

A recommended five term course of studies is listed below, although other course combinations may be possible in the fall and winter terms. Courses should always be chosen in consultation with a program advisor or college counsellor.

### TERM 1 (MAY - MID-JUNE)

ENGL 110-3: College Composition  
GEOG 130-3: Introduction to Physical Geography  
PSYC 100-3: Introductory Psychology I

### TERM 2 (JULY - MID-AUGUST)

ENGL 111-3: Introduction to Literature  
GEOG 232-3: Geomorphology  
PSYC 101-3: Introductory Psychology II

### TERM 3 (FALL) - OTHER COURSE COMBINATIONS MAY BE POSSIBLE: CONSULT A PROGRAM ADVISOR OR COLLEGE COUNSELLOR

ENGL 2xx-3: Second-year English  
FREN 1st or SPAN 1st (3 credits)  
HIST 104-3: Canada Before Confederation  
PHIL 200-3: Contemporary Moral Problems or  
HIST 203: History of British Columbia  
PSYC 230-3: Emotional and Social Disorders  
SOC 200-3: Deviance and Social Control

### TERM 4 (WINTER) - OTHER COURSE COMBINATIONS MAY BE POSSIBLE: CONSULT A PROGRAM ADVISOR OR COLLEGE COUNSELLOR

CPSC 132-3: Elements of Computing  
ENGL 2xx-3: Second-year English  
FREN 1st or SPAN 1st (2nd half of fall language course) (3 credits)  
HIST 105-3: Contemporary Canada  
HIST 210-3: History of the First Nations of Canada or  
SOC 215: Canadian Social Structure  
PSYC 231-3: Psychotic and Organic Disorders

### TERM 5

Two online electives in arts or sciences at first or second year level

## CONTACTS

**Carol Retzlaff, School Chair**  
Tel: 365-1444  
cretzlaff@selkirk.ca

# ASSOCIATE OF ARTS DEGREE IN ELEMENTARY EDUCATION

2-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.

## 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.

### TERM 1

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 (HIST 104 is recommended)

MATH 100-3: Calculus I or

MATH 130-3: College Mathematics I

(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)

100 or 200 level Humanities excluding English\*, or Social Sciences (3 credits)

### TERM 2

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 101-3: Calculus II or

MATH 131-3: College Mathematics II

100 or 200 level Humanities excluding English, or Social Sciences (3 credits)

Lab science\* (requires a minimum two-hour lab): choose from Astronomy, Biology, Chemistry, Physical Geography, Geology, or Physics (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)

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Associate of Arts Degree in Elementary Education for any additional information.

## CONTACTS

**Carol Retzlaff, School Chair**

Tel: 365-1444

[cretzlaff@selkirk.ca](mailto:cretzlaff@selkirk.ca)



# ASSOCIATE OF ARTS DEGREE IN ENGLISH

2-YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR

---

## 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.

## 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 ONE

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 TWO

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 THREE

ENGL 200-3: A Survey of English Literature I

ENGL 202-3: Canadian Literature I or

ENGL 204-3: Children's Literature II

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 FOUR

ENGL 201-3: A Survey of English Literature II

ENGL 203-3: Canadian Literature II or

ENGL 205-3: Children's Literature I

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)

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Associate of Arts Degree in English for any additional information.

## CONTACTS

**Carol Retzlaff, School Chair**

Tel: 365-1444

[cretzlaff@selkirk.ca](mailto:cretzlaff@selkirk.ca)

# ASSOCIATE OF ARTS DEGREE IN ENGLISH (WRITING STUDIES)

2-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.

## PROGRAM 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 term.

## 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 ONE

- 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 TWO

- 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 + 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 THREE

- 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 II
- 100 or 200 level Science elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

### TERM FOUR

- 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 I
- 100 or 200 level university transfer elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

## CONTACTS

**Carol Retzlaff, School Chair**

Tel: 365-1444

cretzlaff@selkirk.ca

# ASSOCIATE OF ARTS DEGREE IN FIRST NATIONS STUDIES (ONLINE)

2-YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR

---

## PROGRAM OBJECTIVES

The two-year Associate of Arts Degree in First Nations Studies is the result of collaboration among six BC rural colleges. They are: the College of the Rockies, College of New Caledonia, North Island College, Northern Lights Community College, Northwest Community College and Selkirk College.

Courses in this program can be completed through Selkirk College (online and at the Castlegar campus) and by completing relevant courses from the other participating colleges online. Information on other college courses is available through BC Campus at [www.bccampus.ca](http://www.bccampus.ca). If you are interested in more information on this program, please contact the counselling office at Selkirk College.

## CONTACTS

**Carol Retzlaff, School Chair**

Tel: 365-1444

[cretzlaff@selkirk.ca](mailto:cretzlaff@selkirk.ca)



# ASSOCIATE OF ARTS DEGREE IN HISTORY

2-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.

## PROGRAM 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.

## PROGRAM COURSES

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)

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Associate of Arts Degree in History for any additional information.

## CONTACTS

**Carol Retzlaff, School Chair**

Tel: 365-1444

[cretzlaff@selkirk.ca](mailto:cretzlaff@selkirk.ca)



# ASSOCIATE OF ARTS DEGREE IN PEACE STUDIES

2-YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR

## 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 MIR Centre for Peace 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.

## 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.

## 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: Biology I  
CPSC 132: Elements of Computing or  
MATH 130: College Mathematics I  
ENGL 110: College Composition  
ECON 106: Principles of Economics I  
MIR 100: Peace Studies I

### TERM 2:

BIOL 106: Biology II  
ENGL 111: Introduction to Literature  
ECON 107: Principles of Economics II  
GEOG 140: Introduction to Cultural Geography  
MIR 101: Peace Studies II

### TERM 3:

BIOL 200: Principles of Ecology  
ECON 216: Environmental Economics (can be taken in semester 3 or 4)  
MIR 200: Peace Studies III  
2 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:

MIR 201: Peace Studies IV  
MIR 202: Directed Investigations in Peace Studies  
Three 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  
The following courses are recommended as Peace Studies electives (for some programs one or more of these courses may be a required component of the program):

ANTH 201: Ethnic Relations  
ANTH 215: Anthropology of Religion  
ECON 106: Principles of Economics I  
ECON 107: Principles of Economics II  
ECON 216: Environmental Economics  
FAM 180: Family Dynamics  
FNST 287: First Nations Practice Issue  
FREN 112: First Year French I  
FREN 113: First Year French II  
GEOG 140: Introduction to Cultural Geography  
HIST 104: Canada Before Confederation  
HIST 105: Contemporary Canada  
HIST 106: Western Civilization I  
HIST 107: Western Civilization II  
HIST 203: A History of British Columbia  
HIST 210: A History of the First Nations of Canada  
HIST 215: A History of the West Kootenay  
HIST 220: Latin America: Pre-1821  
HIST 221: Latin America: Post-1821  
PHIL 200: Contemporary Moral Problems I  
SOC 120: Introductory Sociology I  
SOC 121: Introductory Sociology II  
SOC 215: Canadian Social Structure

SPAN 112: First Year Spanish I  
SPAN 113: First Year Spanish II  
WS 100: Women's Studies I  
WS 101: Women's Studies II

## CONTACTS

### SCHOOL CHAIR:

**Carol Retzlaff**  
Tel: 365-1444 Ext.  
cretzlaff@selkirk.ca

# ASSOCIATE OF ARTS DEGREE IN PSYCHOLOGY

2-YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR

---

## 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.

## PROGRAM 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.

## PROGRAM COURSES

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 term 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 term 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)

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Associate of Arts Degree in Psychology for any additional information.

## CONTACTS

**Carol Retzlaff, School Chair**

Tel: 365-1444

[cretzlaff@selkirk.ca](mailto:cretzlaff@selkirk.ca)

# ASSOCIATE OF SCIENCE DEGREE (GENERAL)

2-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 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.

## 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 365-7292.
- 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 (see also summary table below):

1. Completion of 60 term credits of courses that have assigned or unassigned university transfer credit at the 100- or 200-level or higher at accredited provincial universities;
2. Completion of at least 15 of these 60 term credits at Selkirk College;
3. Completion of at least six term credits in courses that have assigned or unassigned university transfer credit at the 100- or 200-level in English;
4. Completion of at least six term credits in Mathematics; at least three credits must be in Calculus;

## GENERAL COURSE REQUIREMENTS

### 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, Physical Education) with university transfer credits.
<b>TOTAL</b>	<b>60</b>	



#### Note:

– Always consult with a Selkirk College Counsellor before selecting courses towards an Associate Degree.

5. Completion of at least 18 credits in Science courses that have assigned or unassigned university transfer credit at the 100- or 200-level or higher; at least three credits must be in a Laboratory-based Science course;
6. 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;
7. Completion of at least six term credits in Arts courses at the 100-level or higher, excluding English;
8. Completion of an additional six term credits or more in courses that have assigned or unassigned university transfer credit at the 100- or 200-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.

## CONTACTS

### Carol Retzlaff, School Chair

Tel: 365-1444

cretzlaff@selkirk.ca

# ASSOCIATE OF SCIENCE DEGREE IN BIOCHEMISTRY

2-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.

## ADMISSION REQUIREMENTS

Admission to the Associate of Science degree in Biochemistry program requires the completion of Biology 12, Chemistry 11, English 12, Principles of Math 12 and Physics 11 with a grade of “C” or higher.

## 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 365-7292.
- 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.

## PROGRAM COURSES

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 elective<sup>1</sup> (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 elective<sup>1</sup> (3 credits)

<sup>1</sup> 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 and CPSC 100 as science electives.

UNBC offers a Minor in Biochemistry. Students transferring to UNBC are advised to take Biology 202 as a second-year science elective.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Associate of Science Degree in Biochemistry for any additional information.

## CONTACTS

**Carol Retzlaff, School Chair**  
Tel: 365-1444  
[cretzlaff@selkirk.ca](mailto:cretzlaff@selkirk.ca)

# ASSOCIATE OF SCIENCE DEGREE IN BIOLOGY

2-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.

## ADMISSION REQUIREMENTS

Admission to the Associate of Science degree in Biology program requires the completion of Biology 12, Chemistry 11, English 12, Principles of Math 12 and Physics 11 with a grade of “C” or higher.

## 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.

## PROGRAM COURSES

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 2xx<sup>1</sup> (3 credits)  
CHEM 212-3: Organic Chemistry I  
100 or 200 level Arts other than English (3 credits)  
Science elective<sup>2</sup> (3 credits)

### TERM 4

BIOL 206-3: Introductory Biochemistry  
BIOL 2xx<sup>1</sup> (3 credits)  
CHEM 213-3: Organic Chemistry II  
100 or 200 level Arts elective other than English (3 credits)  
Science elective<sup>2</sup> (3 credits)

<sup>1</sup> Choose 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 term.

<sup>2</sup> Students transferring to UBC are advised to take Chemistry 220 as a second-year science elective. Students transferring to UVic or SFU are advised to take Biology 200 and Biology 202. Students transferring to UNBC are advised to take Biology 200 and Biology 202. Geography 232 should be taken as a second-year science elective.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Associate of Science Degree in Biology for any additional information.

## CONTACTS

**Carol Retzlaff, School Chair**  
Tel: 365-1444  
[cretzlaff@selkirk.ca](mailto:cretzlaff@selkirk.ca)

# BRIDGING PROGRAM IN ENGINEERING (APPLIED SCIENCE)

1-YEAR PROGRAM AT CASTLEGAR

## PROGRAM OBJECTIVES

The Bridging Program in Engineering provides students with courses required in the first year of Engineering degree programs at UBC, UVic, SFU, and the University of Alberta, where students can transfer to complete the remaining three years of the degree.

## ADMISSION REQUIREMENTS

Admission to the Bridging Program in Engineering requires the completion of Chemistry 11 (Chemistry 12 recommended), English 12, Principles of Math 12 and Physics 12. Although the minimum grade requirement is a "C" in each, students are strongly recommended to have a "B" or higher.

## PROGRAM COURSES

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](http://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 I  
CPSC 100-3: Introduction to Programming I  
ENGL 110-3: College Composition  
MATH 100-3: Calculus I  
PHYS 104-3: Fundamental Physics I  
PHYS 200-3: Principles of Mechanics

### TERM 2

APSC 100-3: Engineering Graphic  
Communications  
CHEM 125-4: Foundations of Chemistry II  
MATH 101-3: Calculus II  
MATH 221-3: Introductory Linear Algebra  
PHYS 105-3: Fundamental Physics II  
Elective<sup>1</sup> (3 credits)

<sup>1</sup> Some Engineering degree programs require Physics 201, Computer Science 101 or an Arts elective. Check the appropriate University calendar for details and/or see a Selkirk College counsellor.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Bridging Program in Engineering (Applied Science) for any additional information.

## CONTACTS

**Carol Retzlaff, School Chair**  
Tel: 365-1444  
[cretzlaff@selkirk.ca](mailto:cretzlaff@selkirk.ca)



# TWO-YEAR APPLIED SCIENCE (ENGINEERING)

2-YEAR PROGRAM AT CASTLEGAR

## PROGRAM OBJECTIVES

The two-year Applied Science program provides the courses required in the first year of Engineering degree programs at UBC, UVic, SFU, and the University of Alberta, where students can transfer to complete their degree. At the same time students gain a strong background in Mathematics and Physics, reducing their workload in the remaining three years of the degree.

## ADMISSION REQUIREMENTS

Admission to the two-year Applied Science program requires the completion of Chemistry 11 (Chemistry 12 recommended), English 12, Principles of Math 12 and Physics 12 with a minimum grade of "C" in each course. 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.

## PROGRAM COURSES

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](http://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 I<sup>1</sup>

CPSC 100-3: Introduction to Programming I

ENGL 110-3: College Composition or

ENGL 112-3: Introduction to Poetry and Drama (ENGL 110 recommended)<sup>2</sup>

MATH 100-3: Calculus I

PHYS 102-3: Basic Physics I<sup>3</sup> or

PHYS 104-3: Fundamental Physics I

### TERM 2

CHEM 125-4: Foundations of Chemistry II

ENGL 111-3: Introduction to Literature or

ENGL 114-3: Introduction to Prose Fiction

MATH 101-3: Calculus II

CPSC 101-3: Introduction to Programming II or

MATH 221-3: Introductory Linear Algebra or

STAT 206-3: Statistics

PHYS 105-3: Fundamental Physics II

### TERM 3

MATH 200-3: Multivariable Calculus

PHYS 200-3: Principles of Mechanics

PHYS 210-3: Relativity and Quanta

2 first or second year electives<sup>5</sup> (6 credits)

### TERM 4

APSC 100-3: Engineering Graphic Communications

Two of: (6 credits)

CPSC 101-3: Introduction to Programming II and/or

MATH 221-3: Introductory Linear Algebra and/or

STAT 206-3: Statistics

MATH 215-3: Differential Equations

PHYS 201-3: Applied Mechanics<sup>6</sup>

PHYS 202-3: Electricity and Magnetism<sup>4</sup>

<sup>1</sup> Students who do not have Chemistry 12 take Chemistry 110.

<sup>2</sup> First year of a Bachelor of Science degree program normally requires two terms of English.

<sup>3</sup> Students who do not have Physics 12 take Physics 102 in first year and Physics 104/105 in second year.

<sup>4</sup> May be required for Electrical Engineering; strongly recommended for other areas.

<sup>5</sup> Complementary Studies Courses; electives in Humanities and Social Sciences required by UBC (6 credits) and University of Alberta (3 credits).

<sup>6</sup> Required by UBC and University of Alberta; recommended for other institutions

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Two-Year Applied Science (Engineering) Program for any additional information.

## CONTACTS

**Carol Retzlaff, School Chair**

Tel: 365-1444

[cretzlaff@selkirk.ca](mailto:cretzlaff@selkirk.ca)

# KINESIOLOGY

2-YEAR DIPLOMA AT CASTLEGAR

## PROGRAM OBJECTIVES

Kinesiology is the study of human movement, from the basic cellular level to its place in society as a whole. Kinesiologists evaluate matters related to physical activity in a wide range of fields, from high performance athletics, to industrial applications, to rehabilitation after injury.

Selkirk's two-year Kinesiology Diploma is designed to prepare students for entry into university Kinesiology or Human Kinetics degree programs. The program is aligned closely with the Bachelor of Human Kinetics, Kinesiology and Health Science program at the University of British Columbia, but also transfers to selected universities elsewhere in Canada.

## ADMISSION REQUIREMENTS

Admission to the Kinesiology Diploma program requires the completion of Biology 12, Chemistry 11, English 12, Principles of Math 12 and Physics 11 with a minimum grade of "C" in each course. Physical Education 12 is recommended. 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.

## PROGRAM COURSES

The following is a suggested course of studies for students wishing to transfer to UBC. Students are strongly advised to always plan their program in consultation with a College counsellor.

### TERM 1

BIOL 104-3: Biology I  
BIOL 164-3: Human Anatomy and Physiology I  
CHEM 110-3: Fundamentals of Chemistry or  
CHEM 122-3: General Chemistry I  
ENGL 110-3: College Composition  
KPE 138-3: Introduction to Social Aspects of  
Leisure and Sport

### TERM 2

BIOL 106-3: Biology II  
BIOL 165-3: Human Anatomy and Physiology II  
CHEM 125-4: Foundations of Chemistry II  
KPE 235-3: Physical Growth and Motor  
Development  
Elective\*

### TERM 3

KPE 200-3: Introduction to Exercise Physiology  
KPE 216-3: Human Behaviour in Sport and  
Physical Activity  
KPE 242-3: Dynamics of Motor Skill Acquisition  
MATH 100-3: Calculus I or  
PHYS 102-3: Basic Physics I or  
PHYS 104-3: Fundamental Physics I  
Elective\*

### TERM 4

KPE 104-3: Conditioning for Sport and Physical  
Fitness  
KPE 214-3: Leisure and Sport in Canadian  
Society  
KPE 225-3: Biomechanics  
MATH 101-3: Calculus II or  
PHYS 103-3: Basic Physics II or  
PHYS 105-3: Fundamental Physics II  
Elective\*

\*Electives should be chosen in consultation with a College counsellor. Recommended electives include KPE 201: Basic Human Nutrition, KPE 207: Physical Activity and Leisure for Special Populations, KPE 221: Concepts in Healthy Lifestyles, KPE 240: Introduction to Athletic Therapy.

## APPROXIMATE EXPENSES

Visit [selkirk.ca/tuition/](http://selkirk.ca/tuition/) for approximate fee information.

Please check with the program contacts for Kinesiology for any additional information.

## CONTACTS

**Carol Retzlaff, School Chair**  
Tel: 365-1444  
[cretzlaff@selkirk.ca](mailto:cretzlaff@selkirk.ca)



# LIBERAL ARTS DIPLOMA IN PEACE STUDIES

2-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.

## 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.

## 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: Principles of Economics I  
ENGL 110: College Composition  
MIR 100: Peace Studies I  
2 electives\*

### TERM 2:

ECON 107: Principles of Economics II  
ENGL 111: Introduction to Literature  
MIR 101: Peace Studies II  
2 electives\*

### Term 3:

ANTH 205: Anthropology of Religion  
MIR 200: Peace Studies III  
PHIL 200: Contemporary Moral Problems I  
2 electives\*

### TERM 4:

ANTH 201: Ethnic Relations  
MIR 201: Peace Studies IV  
MIR 202: Directed Investigations in Peace Studies  
2 electives \*

\*The following courses are recommended as Peace Studies electives (for some programs one or more of these courses may be required):

ANTH 201: Ethnic Relations  
ANTH 215: Anthropology of Religion  
ECON 106: Principles of Economics I  
ECON 107: Principles of Economics II  
ECON 216: Environmental Economics  
FAM 180: Family Dynamics  
FNST 287: First Nations Practice Issue  
FREN 112: First Year French I  
FREN 113: First Year French II  
GEOG 140: Introduction to Cultural Geography  
HIST 104: Canada Before Confederation  
HIST 105: Contemporary Canada  
HIST 106: Western Civilization I  
HIST 107: Western Civilization II  
HIST 203: A History of British Columbia  
HIST 210: A History of the First Nations of Canada  
HIST 215: A History of the West Kootenay  
HIST 220: Latin America: Pre-1821  
HIST 221: Latin America: Post-1821  
PHIL 200: Contemporary Moral Problems I  
SOC 120: Introductory Sociology I  
SOC 121: Introductory Sociology II  
SOC 215: Canadian Social Structure  
SPAN 112: First Year Spanish I  
SPAN 113: First Year Spanish II  
WS 100: Women's Studies I  
WS 101: Women's Studies II

## CONTACTS

### SCHOOL CHAIR:

**Carol Retzlaff**  
Tel: 365-1444 Ext.  
cretzlaff@selkirk.ca

# PHYSICAL EDUCATION

2-YEAR PROGRAM AT CASTLEGAR

## PROGRAM OBJECTIVES

The Physical Education Diploma is designed for students who wish to teach physical education in public or private settings. It provides two years of coursework towards university degree programs related to physical education, and is aligned closely with the Bachelor of Human Kinetics: Physical and Health Education program at the University of British Columbia. The program also transfers to selected universities elsewhere in Canada.

## ADMISSION REQUIREMENTS

Admission to the Physical Education Diploma program requires the completion of Biology 12, Chemistry 11, English 12, and Principles of Math 11 with a minimum grade of "C" in each course. Physical Education 12 and Physics 11 are recommended. 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.

## PROGRAM COURSES

The following is a suggested course of studies for students wishing to transfer to UBC. Specific requirements apply to students planning on elementary or secondary school teaching; students are strongly advised to plan their program in consultation with a College counsellor.

### TERM 1

BIOL 164: Human Anatomy and Physiology I

ENGL 110-3: College Composition

KPE 138-3: Introduction to Social Aspects of Leisure and Sport

KPE 170-3: Performance Analysis: Individual Elective\*

### TERM 2

BIOL 165: Human Anatomy and Physiology II

ENGL 111-3: Introduction to Literature

KPE 104-3: Conditioning for Sport and Physical Fitness

KPE 171-3: Performance Analysis: Individual Elective\*

### TERM 3

KPE 200-3: Introduction to Exercise Physiology

KPE 216-3: Human Behaviour in Sport and Physical Activity

KPE 242-3: Dynamics of Motor Skill Acquisition

KPE 270-3: Performance Analysis: Team Elective\*

### TERM 4

KPE 214-3: Leisure and Sport in Canadian Society

KPE 225-3: Biomechanics

KPE 235-3: Physical Growth and Motor Development

KPE 271-3: Performance Analysis: Team Elective\*

\*Electives should be chosen in consultation with a College counsellor.

## CONTACTS

**Carol Retzlaff, School Chair**

Tel: 365-1444

[cretzlaff@selkirk.ca](mailto:cretzlaff@selkirk.ca)



# STUDIES IN WRITING PROGRAM

2-YEAR LIBERAL ARTS DIPLOMA AT CASTLEGAR

---

## 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.

## PROGRAM 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.

## PROGRAM COURSES

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 ONE

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 TWO

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 THREE

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 FOUR

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

## CONTACTS

**Carol Retzlaff, School Chair**

Tel: 365-1444

cretzlaff@selkirk.ca

# UNIVERSITY ARTS AND SCIENCES

COURSES FOR ALL UNIVERSITY TRANSFER PROGRAMS

## COURSES (ALL UNIVERSITY TRANSFER)

### ANTH 100-3 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.

### ANTH 101-3 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 201-3 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.

### ANTH 205-3 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 210-3 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 strongly recommended; ANTH 101 recommended; ENGL 12 or equivalent with a grade of "C" or better.

### APSC 100-3 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 120-0 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 102-3 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 080 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. (3,2)(0,0)

#### 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. (0,0)(3,2)

#### Prerequisites:

BIOL 050, BIOL 11, or equivalent, or permission of the School Chair.

### BIOL 104-3 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.

#### 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.

**BIOL 106-3 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 permission of Instructor and School Chair.

**BIOL 164-3 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 165-3 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 School Chair.

**BIOL 200-3 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 School Chair.

**BIOL 201-3 BASIC HUMAN NUTRITION**

**Note:**  
– *KPE students enrol in KPE 201 - Basic Human Nutrition.*

Students will be introduced to issues regarding food choices and healthy eating, nutritive value and distribution of nutrients in the diet, metabolism, and recommended daily intake requirements. This course describes how key nutrients (carbohydrates, lipids, proteins, amino acids, vitamins, water, and minerals) relate to health, fitness, energy balance, and weight control. Students will gain theoretical and practical knowledge that will help them to make healthy decisions regarding food choices and dietary habits.

**Prerequisites:**

Biology 104: Biology I, and second year status highly recommended. (A grade of "C" or better is required to use a course to satisfy a prerequisite requirement).

**BIOL 202-3 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 204-3 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 206-3 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 210-3 BIOLOGY OF VASCULAR PLANTS**

This course provides a study of vascular plants emphasizing anatomy and evolution of structure. Topics include cell and tissue types, growth and development, basic physiology and comparative studies of the divisions of vascular plants.

**Prerequisites:**

Biology 104 and 106 with a grade of "C" or better.

**BIOL 212-3 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, or permission of the instructor. (A grade of "C" or better is required to use a course to satisfy a prerequisite requirement).

**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, investiga-

tive, report-based, and problem-based learning exercises.

**Prerequisites:**

Biology 104 and 106 with a grade of "C" or better.

**BIOL 220-3 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**

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. (3,2)(3,2)

**Prerequisites:**

MATH 049; MATH 050 should be taken concurrently.

**CHEM 110-3 FUNDAMENTALS OF CHEMISTRY**

This 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.

**Note:**

– That for some degree programs (e.g. B.Sc.) Principles of Math 12 may be required for program admission or in order to receive transfer credit for Chem 110.

**CHEM 122-3 GENERAL CHEMISTRY I**

This 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 "C" or better. Note that for some degree programs (e.g. B.Sc.) Principles of Math 12 may be required for program admission or in order to receive transfer credit for Chem 122.

**CHEM 125-4 FOUNDATIONS OF CHEMISTRY II**

This course is the continuation of either Chem 110 or 122. The course 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, substitution, 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 permission of the Instructor and School Chair.

**CHEM 212-3 ORGANIC CHEMISTRY I**

This course begins with an investigation of the correlation between structure and acidity (basicity). Next, the organic chemistry introduced in CHEM 125 (alkanes, stereochemistry, nucleophilic substitution and elimination reactions of alkyl halides) is reviewed briefly. The chemistry of alkenes and alkynes is also examined. The course concludes with an exploration of spectroscopic methods (IR, <sup>1</sup>H and <sup>13</sup>C NMR, MS, and UV) as tools in organic structure determination. The laboratory work for 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 213-3 ORGANIC CHEMISTRY II**

This 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 220-3 INTRODUCTORY INORGANIC CHEMISTRY**

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 222-3 INTRODUCTORY PHYSICAL CHEMISTRY**

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 100-3 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 101-3 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 132-3 ELEMENTS OF COMPUTING**

A survey course for non-specialists, providing a general introduction to computer concepts and terminology, and current and future uses of computers. Common software applications and elementary programming concepts will be introduced. This course does not serve as a prerequisite for further computing science courses.

**Prerequisites:**

English 12 with a grade of "C" or better.

**CPSC 200-3 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 100-3 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 101-3 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 200-3 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 term 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 terms of first-year university English or Writing with a grade of C or better, or permission of instructor.

**CWRT 201-3 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 permission of the instructor.

**ECON 106-3 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.



**Note:**  
– Students with credit for ECON 200 or 201 cannot take ECON 106 or 107 for further credit.

**Prerequisites:**

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

**Equivalents:**

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

**ECON 107-3 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.



**Note:**  
– Students with credit for ECON 200 or 201 cannot take ECON 106 or 107 for further credit.

**Prerequisites:**

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

**Equivalents:**

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

**ECON 210-3 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 (formerly 200) and ECON 107 (formerly 201) with a grade of "C" or better or written permission of the School Chair.

**ECON 216-3 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 (formerly 200) and ECON 107 (formerly 201) with a grade of “C” or better or written permission of the 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 110-3 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 is a one-term composition course designed to enable the student to produce clear, coherent written communication. The course covers theme development, editing techniques, and research paper preparation. Students are assessed and paced according to their ability and growth.

**Prerequisites:**

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

**ENGL 111-3 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-term 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.

**ENGL 112-3 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 School Chair.

**ENGL 114-3 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 School Chair.

**ENGL 200-3 A SURVEY OF ENGLISH LITERATURE I**

Studies from Chaucer to Milton.

**Prerequisites:**

A “C” or better in ENGL 110/111 or ENGL 112/114.

**ENGL 201-3 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 School Chair.

**ENGL 202-3 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 School Chair.

**ENGL 203-3 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 204-3 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.

**ENGL 205-3 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.

**ENGL 212-3 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.

**ENGL 213-3 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 School Chair.



**FREN 102-3 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.

**FREN 103-3 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.

**FREN 112-3 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.

**FREN 113-3 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.

**FREN 122-3 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.

**FREN 123-3 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 130-3 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.

**GEOG 136-3 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:**

GEOG 130 with a grade of "C" or better or written permission of the Instructor and School Chair.

**GEOG 140-3 INTRODUCTION TO CULTURAL GEOGRAPHY**

Human spatial behaviour in the context of the interaction between cultures and environments. A wide range of cultural institutions and world environments are used to illustrate this systematic approach to cultural geography.

**Prerequisites:**

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

**GEOG 230-3 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 term credits of 100-level geography courses with a grade of "C" or better, or the written permission of the Instructor and School Chair.

**GEOG 232-3 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 240-3 REGIONAL GEOGRAPHY OF CANADA**

Consideration of regional concepts through a detailed study of the geography of Canada.

**Prerequisites:**

Three term 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 254-3 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 term credits of 100-level geography.

**GEOL 132-3 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.

**GEOL 142-3 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.

**HIST 104-3 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.

**HIST 105-3 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.

**HIST 106-3 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 107-3 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 203-3 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 210-3 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 contribu-

tions 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 215-3 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 220-3 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 221-3 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 mod-

ernize 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.

**HUM 200-3 STUDIES IN CULTURE AND PEACE COMMUNITY AND THE WORLD: INTERDISCIPLINARY 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: peace and war, self awareness and human suffering, social justice and nationalist conflict, environment and ethical consciousness. This one term, three credit, course is transferable to B.C. Universities, and will be taught in 3 linked modules.

**Modules:**

- “Literature and Culture: In Search of Utopia”
- “The Warrior Tradition: Practising Presence, Practising Peace”
- “Women and Peace”

Students may register for any module they wish. Completion of all 3 modules will lead to three Humanities/Arts credits.

**KPE 104-3 CONDITIONING FOR SPORT AND PHYSICAL FITNESS**

An introduction to health and physical fitness including fitness assessment, exercise prescription, training techniques and personal fitness programming. This course also examines healthy living with respect to prevention of cardiovascular disease and cancer as well as environmental consumer issues related to active living.

**Prerequisites:**

BIOL 12 or written permission of the Instructor and School Chair.

**KPE 138-3 INTRODUCTION TO SOCIAL ASPECTS OF LEISURE AND SPORT**

An introduction to the relationship between leisure, sport and society; concepts, theories and problems.

**Prerequisites:**

English 12 with a grade of “C” or better.

**KPE 170-3 PERFORMANCE ANALYSIS 1: INDIVIDUAL**

This course combines activity and pedagogy in the performance analysis of selected individual sports and activities. Specific topics will be announced each year.

**Prerequisites:**

ENGL 12 with a “C” or better and admission to the Physical Education diploma program. Other students may be admitted with permission of the instructor.

**KPE 171-3 PERFORMANCE ANALYSIS II: INDIVIDUAL**

This course combines activity and pedagogy in the performance analysis of selected individual sports and activities. Specific topics will be announced each year.

**Prerequisites:**

ENGL 12 with a “C” or better and admission to the Physical Education diploma program. Other students may be admitted with permission of the instructor.

**KPE 200-3 INTRODUCTION TO EXERCISE PHYSIOLOGY**

This course introduces students to the study of exercise physiology and examines the physiological responses of the human body to exercise. The course content is focussed on the neuromuscular, metabolic, and cardiorespiratory systems, and the integrative manner in which these systems adapt in an attempt to maintain cellular homeostasis during exercise. Both acute and long-term physiological adaptations which occur in response to physical training will be examined.

**Prerequisites:**

KPE 102 and KPE 103. (A grade of “C” or better is required to use a course to satisfy a prerequisite requirement.)

**KPE 201-3 BASIC HUMAN NUTRITION**

Students will be introduced to issues regarding food choices and healthy eating, nutritive value and distribution of nutrients in the diet, metabolism, and recommended daily intake requirements. This course describes how key nutrients (carbohydrates, lipids, proteins, amino acids, vitamins, water, and minerals) relate to health, fitness, energy balance, and weight control. Students will gain theoretical and practical knowledge that will help them to make healthy decisions regarding food choices and dietary habits.

**Prerequisites:**

Biology 104 and second-year status highly recommended. (A grade of “C” or better is required to use a course to satisfy a prerequisite requirement).

**KPE 207-3 PHYSICAL ACTIVITY AND LEISURE FOR SPECIAL POPULATIONS**

This course is intended to provide students with knowledge of a variety of disabling conditions and an overview of the considerations and implications for participation in physical activity and leisure in a variety of contexts.

**Prerequisites:**

KPE 100 or equivalent.

**KPE 214-3 LEISURE AND SPORT IN CANADIAN SOCIETY**

This course is designed to give the student a comprehensive review of historical issues and events of Canadian leisure and sport. The historical issues and events are reviewed from perspectives of geographical, sociological, economic and political.

**Prerequisites:**

KPE 138.

**KPE 216-3 HUMAN BEHAVIOUR IN SPORT AND PHYSICAL ACTIVITY**

This course is designed to familiarize the student with psychological variables that influence both learning and skilled performance in physical activity and those that affect participant satisfaction in physical activity environments. The emphasis in the course is on the individual, which also includes his/her interaction with others in a group situation.

**Prerequisites:**

KPE 138.

**KPE 221-3 CONCEPTS IN HEALTHY LIFESTYLES**

An introduction to the components of healthy lifestyles, their effects on the body and health, how to incorporate and modify behaviours to facilitate healthy living and develop human potential and wellness.

**Prerequisites:**

KPE 100 or 104.

**KPE 225-3 BIOMECHANICS**

This course presents a systematic procedure for qualitative analysis of human motion. The identification and application of mechanical principles governing motion, through to formation of deterministic models and observational strategies.

**Prerequisites:**

KPE 100.

**KPE 235-3 PHYSICAL GROWTH AND MOTOR DEVELOPMENT**

Characteristics of physical growth and motor development related to physical activity; factors affecting and the measurement of, physical growth and motor development.

**Prerequisites:**

KPE 100.

**KPE 240-3 INTRODUCTION TO ATHLETIC THERAPY**

This course is designed to give the student an understanding of the nature and anatomy of common sports injuries; the provision of first aid in sports programmes; prophylactic strapping for sports participation, and an appreciation of the concepts underlying rehabilitation of the injured athlete.

**Prerequisites:**

KPE 100 or equivalent; or permission from course instructor.

**KPE 242-3 DYNAMICS OF MOTOR SKILL ACQUISITION**

An introductory examination of motor skill acquisition, the variables which influence the learning and performance of motor skills, and the relationship between skill acquisition and growth and development.

**Prerequisites:**

KPE 100 or equivalent.

**KPE 270-3 PERFORMANCE ANALYSIS III: TEAM**

This course combines activity and pedagogy in the performance analysis of selected team sports and activities. Specific topics will be announced each year.

**Prerequisites:**

ENGL 12 with a "C" or better and admission to the Physical Education diploma program. Other students may be admitted with permission of the instructor.

**KPE 271-3 PERFORMANCE ANALYSIS IV: TEAM**

This course combines activity and pedagogy in the performance analysis of selected team sports and activities. Specific topics will be announced each year.

**Prerequisites:**

ENGL 12 with a "C" or better and admission to the Physical Education diploma program. Other students may be admitted with permission of the instructor.

**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 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. (3,2)(3,2)

**Prerequisites:**

MATH 049 or sufficient 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. (3,2)(3,2)

**Prerequisites:**

Principles of MATH 11, or MATH 050 or equivalent with a grade of C or better.

**MATH 100-3 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. This course utilizes a graphing calculator as a tool to assist students in the analysis of functions, their derivatives and integrals.

**Prerequisites:**

Principles of MATH 12 or equivalent with a grade of "C" or better.

**MATH 101-3 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. This course utilizes a graphing calculator

and a tool to assist students in the analysis of functions, its derivatives or integrals.

**Prerequisites:**

MATH 100 or equivalent with a grade of "C" or better.

**MATH 105-3 INTRODUCTION TO STATISTICS (SEE STAT 105-3)**

This course has been changed to STAT 105.

**MATH 112-3 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.

**MATH 130-3 COLLEGE MATHEMATICS I**

A finite mathematics course primarily for non-physical science students who do not require a course in calculus. Topics include such things as sets, graphs, matrices and linear systems, introductory linear programming, and mathematics of finance.

**Prerequisites:**

Principles of MATH 11, or MATH 050 or equivalent with a grade of "C" or better.

**MATH 131-3 COLLEGE MATHEMATICS II**

A sequel to MATH 130. Includes such topics as counting techniques, probability, and statistics.

**Prerequisites:**

MATH 130 with a grade of "C" or better.

**Equivalents:**

CMA - QM1, Mathematics.

**MATH 140-3 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.

**MATH 200-3 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.

**MATH 206-3 (SEE STAT 206-3)****MATH 215-3 DIFFERENTIAL EQUATIONS**

A first course in ordinary differential equations for mathematics majors, engineering students, and science majors. First and second order equations are used to model natural phenomena. The solutions of linear equations are viewed as elements of appropriate vector spaces. Systems of equations are introduced and used to study higher order equations. Nonlinear systems are discussed with their associated phase spaces and stability considerations. The course includes both analytical and numerical techniques. This course will use MAPLE software to support the mathematics laboratory and the learning and teaching process.

**Prerequisites:**

MATH 200 with a grade of "C" or better.

**Corequisites:**

MATH 221.

**MATH 221-3 INTRODUCTORY LINEAR ALGEBRA**

Topics include systems of equations, row reduction, matrix inversion, rank, determinants, vector spaces and subspaces, linear independence and bases coordinate vectors, change of basis, linear mappings, eigenvectors, diagonalization. This course will use Maple software to support the mathematics laboratory and the learning and teaching process.

**Prerequisites:**

MATH 100 with a grade of "C" or better.

**PHIL 100-3 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 101-3 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 200-3 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.

**Recommended:**

ENGL 110 with a grade of "C" or better is recommended.

**PHIL 201-3 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.

**Recommended:**

ENGL 110 with a grade of "C" or better is recommended.

**PHIL 210-3 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 permission of the Instructor and School Chair.

**Recommended:**

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. (3,2)(0,0)

**Prerequisites:**

MATH 050 or equivalent (May be taken concurrently).

**PHYS 102-3 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. A student with PHYS 12 must enrol in PHYS 104.

**PHYS 103-3 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.

**PHYS 104-3 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.

**Corequisites:**

MATH 100: Calculus I.

**PHYS 105-3 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.

**Corequisites:**

MATH 101.

**PHYS 200-3 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 engineering.

**PHYS 201-3 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.

**PHYS 202-3 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.

**Corequisites:**

MATH 200.

**PHYS 210-3 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.

**PSYC 100-3 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.

**PSYC 101-3 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.

**PSYC 200-3 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 202-3 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 230-3 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 and 101 or written permission of Instructor and School Chair.

**PSYC 231-3 PSYCHOTIC AND ORGANIC DISORDERS**

Psychology 231 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.

**PSYC 240-3 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.

**PSYC 241-3 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.

**SOC 120-3 INTRODUCTORY SOCIOLOGY I**

This course is an introduction to the discipline. The sociological perspective is examined, along with the associated concepts and methods. Attention 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.

**SOC 121-3 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 200-3 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 School Chair.

**SOC 215-3 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 School Chair.

**SPAN 102-3 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.

**SPAN 103-3 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.

**SPAN 112-3 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 permission of instructor.

**SPAN 113-3 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 permission of instructor.

**STAT 105-3 INTRODUCTION TO STATISTICS (WAS MATH 105-3)**

This course is intended for social and environmental science 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 12, MATH 051, or MATH 130 or equivalent with a grade of "C" or better.

**STAT 206-3 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.

**WS 100-3 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:**

A grade of "C" or better in English 12.

**WS 101-3 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:**

A grade of "C" or better in English 12.

### OTHER UNIVERSITY TRANSFER PROGRAMS AND COURSES AT SELKIRK COLLEGE

The courses listed here may be used as electives in a university studies program, and transfer to one or more of the major British Columbia universities. Contact a Selkirk College counsellor to find out how these courses might best fit with your program.

- IEP 271-3 Computer Applications II
- RFW 272-4 Techniques in Wildlife Management I
- RFW 280-4 Fish Management I
- RRS 154-4 Map and Air Photo Use
- RRS 158-3 Introduction to GIS
- RRS 162-4 Botany and Forest Ecology
- RRS 163-4 Forest Ecology
- RRS 164-4 Geology, Landforms and Soils

### SCHOOL OF BUSINESS AND AVIATION

- COMM 220-3 Principles of Organizational Behaviour
- COMM 230-3 Introduction to Business and Management
- COMM 240-3 Financial Accounting I
- COMM 241-3 Financial Accounting II

### SCHOOL OF HEALTH AND HUMAN SERVICES

- ADD 184-3 Introduction to Concepts of Chemical Dependence
- FAM 180-3 Family Dynamics
- FNST 287-3 First Nations Practice Issue
- HSER 254-3 Core Concepts in Human Services
- HSER 255-3 Professional Foundations for Human Services
- HSER 258-3 Fundamentals of Change in Child and Youth Care Practice B Part 1
- HSER 259-3 Fundamentals of Change in Child and Youth Care Practice B Part 2
- HSER 264-3 Introduction to Professional Child and Youth Care
- HSER 276-3 Adolescent Issues
- SSW 160-3 Introduction to Social Work I
- SSW 161-3 Introduction to Social Work II

### SCHOOL OF RENEWABLE RESOURCES

- IEP 166-3 Applied Microbiology
- IEP 254-4 Hydrology I
- IEP 255-3 Hydrology II
- IEP 260-4 Systems Ecology I
- IEP 261-4 Systems Ecology II
- IEP 263-4 Water Pollution Chemistry
- IPE 264-4 Air Pollution Chemistry
- IPE 270-3 Computer Applications I



# TEACHER EDUCATION

12-MONTH AT CASTLEGAR

## 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. This program prepares teachers for their responsibilities in British Columbia schools. The Faculty is committed to preparing teachers who will be knowledgeable, skillful, flexible and compassionate in their professional practice and who are guided by a sense of social and ethical responsibility.

Successful completion of the program leads to the Bachelor of Education degree and also to recommendation for initial teacher certification by the BC College of Teachers. Graduates of this program are initially qualified to apply for certification to teach in the Province of British Columbia. However, they may also apply for certification in other provinces and in other countries.

## GENERAL ADMISSION REQUIREMENTS

Candidates interested in the 12-month program must possess a four-year degree, from an accredited university with the appropriate prerequisites. The degree must be a 4-year bachelor of Arts or Science degree (120 credits) or acceptable equivalent from an accredited university, majoring in arts, fine arts, science, music, human kinetics or equivalent.

Consult the UBC link for a more specific breakdown of admission requirements.

For complete program details and an online application, visit UBC's Faculty of Education website at <http://www.educ.ubc.ca>.

The application deadline is March 15 for August entry.

## PROGRAM COURSES

Refer to: <http://www.educ.ubc.ca>

## CONTACTS

### PROGRAM CONTACT:

#### **Marlane King, Coordinator**

Direct: 365-3364  
Tel: 365-7292 Ext. 400  
[mking@selkirk.ca](mailto:mking@selkirk.ca)

#### **Kathryn Trusz, Secretary**

Direct: 365-3364  
[ktrusz@selkirk.ca](mailto:ktrusz@selkirk.ca)





# GLOSSARY

---

## **ACADEMIC ELECTIVE**

an optional course in a program, selected from transferable courses. 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**

period of time normally from early September to late April; two consecutive terms.

## **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:

1. Fully qualified – meets all program admission requirements.
2. 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. However, the student will not receive credit for having completed the by-passed course(s).

## **APPRENTICESHIP**

an individual who is employed receives instruction paid for by the Industry Training and Apprenticeship Commission (ITAC). Most of the apprenticeship programs are four years duration and all programs are coordinated by the Ministry of Advanced Education, Training and Technology.

## **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 terms with paid work terms 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 credits.

## **COURSE CHALLENGE**

see Prior Learning Assessment.

## **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 term 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 term commonly applied to non-traditional forms of study that may involve correspondence materials, computer assisted learning, complete on-line delivery of a course, or combinations of these learning approaches. 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, rather than imposed by the program. Choice of electives may be limited by restrictions on transferability, subject, or credit.

## **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 performance.

## **IA**

Instructional Assistant.

## **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 term.

**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).

**TERM**

a period of study lasting about four months. Official opening and closing dates for the Fall and Winter terms at Selkirk College are given in the college calendar.

**TERM HOURS**

a means of designating credit for a college course. The number of term 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 term.

**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 attended 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](http://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.bctransferguide.ca](http://www.bctransferguide.ca).

# FACULTY

## DEANS

**Neil Coburn**, Instructional Dean, Castlegar, BMath, MMath, MMath, PhD (U of Waterloo), BEd (U of Western Ontario)

**Ron Coreau**, Instructional Dean, Nelson, BA (Loyola), MA Ed. (St. Francis Xavier University)

**Gerry Gauthier**, Dean of Student Development/Registrar, BA (Notre Dame U), MA (U of C), MA (Gonzaga)

**Angus Graeme**, Instructional Dean, Castlegar, BSF (UBC), MA (Royal Roads), RPF

**Violet Kalesnikoff**, Dean of Community, Corporate and International Development, ID (UBC), MEd (SFU)

## INTERNATIONAL EDUCATION

**Cara Weston**, Department Head, BEd (UBC), MA (ColumbiaU)

**Linda Wilkinson**, Department Head, BA (SFU), TQ (BC); MA (in progress), Royal RoadsU

**Philomena Archambault**, International Student Coordinator

**John Armstrong**, Instructor, BA, MA (UBC), TQ (BC)

**Felicity Blaiklock**, Instructor, BEd (Hons) Kingston, M.Ed (SFU)

**Ruby Chambers**, Secretary

**Deborah Hubscher**, Admissions Assistant

**Larry (Mac) McHenry**, Instructor, BA (U of Saskatchewan), BEd (U of Regina), TQ (Sask)

**Shana Rablah**, Instructor, BA (UBC), BEd (UBC)

**Tom Schoeller**, Instructor, BS, (McMaster), T. ESL Certificate (VCC)

**Laurence Shephard**, Instructor, BSc (London U)

**Joan Silvey**, Instructor, BA (Lewis and Clark); MA (UBC)

**Robin Trudel**, Instructor, BEd (UBC)

**Cara Weston**, Department Head, BEd (UBC), MA (ColumbiaU)

**Linda Wilkinson**, Department Head, BA (SFU), TQ (BC); MA (in progress), Royal RoadsU

## INTERNATIONAL DIGITAL FILM

**Daryl Jolly**, Instructor, Program Contact, BA (UVic)

**Jason Taylor**, School Chair, Diploma Structural Architecture of Drafting (BCIT), Diploma Computer Graphics and Animation (Vancouver Film School)

## SCHOOL OF ABE AND TRANSITIONAL TRAINING

**Lyle Olsen**, School Chair, School of Adult Basic Education and Transitional Training, BSc (UBC), PhD (UBC), TQ (BC)

### Adult Basic Education

**Allison Alder**, Instructor at Nakusp, BSc (UVic), ID (BC)

**Richard Allin**, Instructor at Nakusp, BA (U of Dayton), ID (BC)

**Linda Bjerrisgaard**, ABE Instructor and Learning Assistance at Trail, BEd (UBC), MA (UBC), TQ (BC)

**Ray Brock**, TT Instructor at Nelson Silver King, BEd (UL), TQ (BC, U of Alberta)

**Barb Coombs**, Instructor at Nelson Silver King, BSc (U of Alberta), TQ (BC)

**Grace Devaux**, TT Instructor at Castlegar, BSc (U of Alberta)

**Rosemary Enefer**, Instructional Assistant, Food Service Program at Trail, ID (BC)

**Leora Gesser**, Instructor at Grand Forks, BA (McGill)

**Cindy Gustafson**, Instructor at Trail, BSc (UVic)

**Heather Haake**, Instructor, BA (McMaster), ECE Certificate (Selkirk)

**Trish Harrison**, Social Learning Program, BGS (SFU), TQ (BC)

**Deirdre Hendrie**, Instructor at Trail, BEd (McGill), BA (Concordia U), TQ (BC)

**Paul Idle**, Instructor at Castlegar, A. & Sc. Dipl. (Selkirk), BSc (UVic), MSc (Laurentian)

**Barbara Jankola**, Instructor at Trail, BSc (UBC), BEd (UBC)

**Jim Leitch**, ABE and TT Instructor at Grand Forks, BA (SFU), BEd (UBC)

**Peter Macek**, Instructor at Nelson Silver King, BSc (UBC), 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)

**Rita Montgomery**, Instructor, BCom (U of Saskatchewan), Diploma Bus. Admn (Selkirk), Trail

**Eric Moon**, Instructional Assistant at Kaslo, Drafting Cert (Selkirk), Music Dipl (Selkirk), ID (BC)

**Lyle Olsen**, School Chair, School of Adult Basic Education and Transitional Training, BSc (UBC), PhD (UBC), TQ (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)

**Ron Stinson**, ABE/TT Instructor at Castlegar, Learning Assistance at Nelson Silver King, BA (U of Manitoba), TQ (U of Manitoba)

**Wendy Tagami**, Instructor at Nelson Silver King, BEd (NDU), TQ (BC)

**Geoff Tellier**, Instructor in Food Service Worker Program at Trail, ID (BC)

## SCHOOL OF BUSINESS AND AVIATION

**Henri P Bureaud**, School Chair, ATPL

### Applied Business Technology

**Shirley Boyes**, Instructor, Cert. (Office Admin) (Selkirk), ID (VCC), AAT (CMA)

**Jennifer Calhoun**, Instructor, Cert. (Office Admin) (Selkirk), ID (VCC), Certified Legal Assistant

**Jackie Chapin**, Program Support / Instructor, ID (UBC)

**Cheryl Degan**, Instructor, ID (UBC)

**BettyAnn Mullen**, Instructor, ID (VCC)

## Aviation

**Crystal Ashton**, Accounting Clerk

**Henri P Bureaud**, School Chair, ATPL

**Andrew Hastie**, Aviation Instructor, B.Sc (U of Calgary), Dipl (Aviation) (Mt. Royal), ATPL

**Bonnie Horswill**, Secretary

### Aviation Information, Program Contact

**Enio Nicolau**, Aviation Instructor, Dipl (Aviation) (Selkirk), ATPL, First Officer (Air Canada)

**Michael Power**, Aviation Instructor, ATPL

**Ray Preston**, Chief Flight Instructor, B.Sc (Waterloo), M.Ed (SFU), ATPL

**Al Ricard**, Director of Maintenance

**George Westinghouse**, Aviation Instructor, B.A. (U Vic), ATPL

## Business Administration

**Carrie Bowen**, Instructor, BBA (BCOU), CGA

**Fiona Matthews**, Instructor, MBA (U of Alberta), BSc (U of Alberta)

**Susan Meredith**, Instructor, BAS (BCOU), MACE (Gonzaga)

**Tiffany Snauwaert**, Program Support / Instructor, BBA(BCOU),CA

**John Stegman**, Instructor, Mathematics, BSc (Notre Dame University), MSc (U of Waterloo)

**Kim Stewart**, Distance Instructor, CGA

**Rita Williams**, Instructor, BA (Indiana U), MSc (San Jose State U)

## SCHOOL OF DIGITAL MEDIA, MUSIC AND INFORMATION TECHNOLOGY

**Jason Taylor**, School Chair, Diploma Structural Architecture of Drafting (BCIT), Diploma Computer Graphics and Animation (Vancouver Film School)

### Computer Information Systems

**Rita Williams**, Instructor, BA (Indiana U), MSc (San Jose State U)

### International Digital Film

**Daryl Jolly**, Instructor, Program Contact, BA (UVic)

**Jason Taylor**, School Chair, Diploma Structural Architecture of Drafting (BCIT), Diploma Computer Graphics and Animation (Vancouver Film School)

### Internet Business Technology

**Sharron Swan**, Instructor, E-Commerce, E-Comm Certificate (Trail), Selkirk

## FACULTY

---

### Multimedia Production and Design

**Charla Beaulieu**, Web Design and Development Instructor, BSc in Honours Chemistry (UBC) BEd (UBC)

**Daryl Jolly**, Instructor, Program Contact, BA (UVic)

**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)

### Music and Technology, Contemporary

**Susan Hill**, Secretary

**Cheryl Hodge**, Instructor, BMus (Berklee), Vocals

**Paul Landsberg**, Instructor, BMus (Berklee), MFA (Cal Arts) Guitar

**Don Macdonald**, Program Coordinator

**Darren Mahe**, Instructor, BMus, BEd (UBC)

**Glen 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

### SCHOOL OF HEALTH AND HUMAN SERVICES

**Randy Janzen**, School Chair, RN, BN, BA (U of Manitoba), MSc (UBC), Nursing

### Advanced Medical Transcription

**Christette Cromarty**, Instructor, Office Administration (Selkirk) AMT (Selkirk) Train the Trainer (VCC)

**Tracy King**, Admissions Officer

**Esther Storvold**, Senior Instructor, ID (VCC), AMT (Selkirk)

### Human Services Programs

**Laura Anderson**, Instructor, BSW, MSW (U of Manitoba), RSW

**Kay Armstrong**, Instructor, BA (Simon Fraser), MA (UVic)

**Duncan Grady**, Instructor, BSc (John Carroll U), MS (Lesley College), SSW, PhD (Naropa/University of Creation Spirituality)

**Rosalyn Grady**, Instructor, Honours BA (U of Waterloo), MA (Holy Names College), PHD (Naropa/University of Creation Spirituality), CCSW

**Toni Hoyland**, Instructor, BEd (UBC), ECE Certificate (Langara), MA in progress (UBC), ECCE

**Jane Mackay**, Instructor, BA (Washington State), MEd (University of Idaho)

**Rhonda Schmitz**, Instructor, BA, MA: Child and Youth Care (UVic), SSW

**Deb Wandler**, Coordinator/Instructor, SSW Certificate (Selkirk), BSW (UVic), MSW (Dalhousie), SSW, HSD

### Gerontology

**Gail Potter**, RN Instructor, RN, BScN (U of Alberta), Masters of Divinity (Christian Theological Seminary)

### Nursing

**Ruth DuBois**, Instructor, RN, BSN (U of Alberta), MA (Gonzaga), Nursing

**Katarina Edwards**, Instructor, RN, BN (U of Calgary), MPH in Progress (Lakehead), Nursing  
**Judith Fearing**, Lab Assistant, RN (Langara), BScN (UBC)

**Patricia Gibson**, Instructor, RN, BSN (U of Alberta), MEd. (UBC), Nursing

**Linda Gomez**, Instructor, RN, BSN (UBC), MScN(UBC), Nursing

**Roberta Hamilton**, Nursing Instructor, BSN (UVic), MA (Royal Roads)

**Lorill Harding**, Instructor, RN, BSN (UVic), MA (San Diego State), Nursing

**Randy Janzen**, School Chair, RN, BN, BA (U of Manitoba), MSc (UBC), Nursing

**Maureen Little**, Instructor, RN, BSN (UBC), MScN (U of Toronto), Nursing

**Mary Ann Morris**, Instructor, RN, BSN (UBC), MSN (UBC), Nursing

**Sandra Morrow**, Instructor, RN, BSN (UBC), MN in progress (Athabasca), Nursing

**Beverly Onischak**, Instructor, RN, BSN (UBC), Nursing

**Teresa Petrick**, Instructor, RN, BScN, MN (U of Alberta), Nursing

**Judy Schultz**, Instructor, RN, BSN (U of Alberta), Nursing

**Shannon Shah**, Instructor, RN, BSN, (U of Lethbridge), MSN (U of Phoenix), PhD in progress (Nova Southeastern University), Nursing

**Joanne van der Ham**, Instructor, RN, BSN (UBC), Nursing

**Donna Van Vliet**, Instructor, RN, BSN (U of Saskatchewan)

### Nursing Unit Clerk

**Randy Janzen**, School Chair, RN, BN, BA (U of Manitoba), MSc (UBC), Nursing

**Erna McCall**, Instructor, Program Contact, NUC (Selkirk), LPN (Selkirk)

### Pharmacy Technician

**Randy Janzen**, School Chair, RN, BN, BA (U of Manitoba), MSc (UBC), Nursing

**Cheryl Morassut**, Instructor, Pharmacy Technician Diploma

**Terry Walker**, Instructor, RN, Pharmacy Technician Certificate (Red Deer College), C PhT

### SCHOOL OF HOSPITALITY AND TOURISM

**Bob Falle**, School Chair, Hons Diploma Ski Area Mgmt, Diploma Recreation Leadership Applied Arts (Humber)

### Cook Training, Professional

**Tobin Baziw**, Instructor, Journeyman Cook, (NAIT)

**Randall Davis**, Instructional Assistant, Journeyman Cook

**Renee Hayes**, Instructor, Journeyman Cook

**Ron Matthews**, Program Coordinator, Journeyman Cook

### Golf Club Management and Operations

**Mitch Regiec**, Instructor, FPCM (Cdn. Society of Club Managers)

**Wayne Schweitzer**, Program Coordinator, AAT (Society of Management Accountants)

### Resort And Hotel Management

**Lorna Marshall**, Program Coordinator, MBA Univ. of Guelph, Diploma (Honors) Applied Arts (Algonquin)

**Harry Pringle**, Instructor, Diploma, Hotel and Restaurant Management, SIAST, MBA University of Guelph

### Ski Resort Operations and Management

**Bob Dodge**, Instructor, Diploma Ski Resort Operations and Management (Selkirk), Diploma Bus Admn (BCIT)

**John Waterer**, Instructor, Program Coordinator, BAsC (UBC), MSc (Imperial, Univ. College of London)

**Peter Wood**, Instructor, BA (Hamilton College)

### SCHOOL OF INDUSTRY

#### AND TRADES TRAINING

**Danny Bradford**, School Chair, IP Journeyper-son Millwright, ID (UBC)

#### Carpentry Apprenticeship

**Barry Martin**, Journeyper-son Carpenter, TQ, CC, MCS, LIOB (METC)

#### Electrical Apprenticeship, Electrical Entry

**Tom Babott**, Instructor, BPE (U of Calgary); BCTQ; IP Journeyper-son Electrician

**Dave Briggeman**, Instructor, BCTQ; IP Journeyper-son Electrician

**Dan Obradovic**, Instructor, MEd (UVIC); BA (U of Waterloo), ID (VCC), BCCQ & BCCA Electrical (IP Standard)

**Bill Winegarden**, Instructor, BCTQ; IA, IP Journeyper-son Electrician, Diploma Electronics Technician (COTR)

#### Esthetics

**Cathy Watt**, Instructor, Professional Makeup Artist, Nail Technician, Esthetician

**Fine Woodworking**

**David Fraser**, Instructional Assistant, Journey-person Carpenter, Journey-person Joiner  
**Michael Grace**, Instructor, Diploma, Furniture Design (Sheridan)

**General Mechanics**

**Andy Gullen**, Instructor, IP Journey-person, Heavy-Duty Mechanic, Commercial Transport and Automotive Service Technician, ID (VCC)  
**Al Walker**, Program Coordinator, Journey-person Heavy Duty Mechanic, IP Journey-person, Auto Service Technician, ID (UBC)

**Hairdressing**

**Luree Gould**, Instructor, Hairdressing Certificate (Selkirk), TQ  
**Bonnie Piderman**, Instructor, ID, Hairdressing Certificate (Molar), TQ

**Heavy Equipment Operator**

**Al Walker**, Program Coordinator, Journey-person Heavy Duty Mechanic, IP Journey-person, Auto Service Technician, ID (UBC)

**Millwright/Machinist**

**Danny Bradford**, School Chair, IP Journey-person Millwright, ID (UBC)  
**Glyn Morgan**, Instructor, Industrial Mechanic / Millwright / Journey-person  
**Bert Peters**, Instructor, Journey-person, Machinist, ID (VCC)

**Process Operations**

**Tom Kemppi**, Program Contact/Instructor, B.E.Sc. (UWO), M.Sc.(UBC), Professional Engineer (Alberta), Power Engineer (4th Class)

**Refrigeration Plant Operator**

**Harry Kidd**, Instructor

**Skilled Trades Exploratory Program (STEP) for Women**

**Al Walker**, Program Coordinator, Journey-person Heavy Duty Mechanic, IP Journey-person, Auto Service Technician, ID (UBC)

**Welding**

**Kim Buchan**, Instructor, ID (VCC), Journey-person Welder  
**Colin A. Makeiv**, Program Contact/Instructor, ID (VCC), Journey-person Welder, CWB Inspector

**SCHOOL OF RENEWABLE RESOURCES**

**Peter Schroder**, School Chair, Diploma Tech Forestry (Selkirk), BSc, MSc (Idaho), RFP

**Forest Technology**

**Carol Andrews**, Instructor, BA (UBC) BSF (UBC), RPF Silviculture / Measurements Instructor

**Rhys Andrews**, Instructor, BSF (UBC), RPF - Vietnam Project Manager, Silviculture, Botany, Ecology, Ecosystem Management, International Development, Contract Management  
**Stuart Deverney**, Instructor, BComm (UBC), BSF (Mont), Diploma Forest Engineering (UBC), RPF

**Barry Janzen**, Instructor, Diploma Forestry Tech (Selkirk), BSc. (U of Idaho), RPF

**Allison Lutz**, Instructor, BA (UVic), MA (York), Geography

**Derek Marcoux**, Instructor, Diploma Tech. (BCIT), BSc (UVic), RPBio

**Peter Schroder**, School Chair, Diploma Tech Forestry (Selkirk), BSc, MSc (Idaho), RFP

**Brendan Wilson**, Instructor, BSc (Sydney), PhD (University of Alberta), RP Bio, Biology

**Geographic Information Systems**

**Donna Delparte**, Instructor, GIS; Co-ordinator, SGRC, BSc (U of Regina), MSc (U of Calgary)

**Robert Magai**, Instructor, PhD. University of Missouri

**Jason Taylor**, School Chair, Diploma Structural Architecture of Drafting (BCIT), Diploma Computer Graphics and Animation (Vancouver Film School)

**Tim Thurston**, Instructor, BSc (U of Toronto), MRM (SFU)

**Rita Williams**, Instructor, BA (Indiana U), MSc (San Jose State U)

**Integrated Environmental Planning**

**Frank Fowler**, Instructor and Faculty Assistant, BSc (Ohio State), BEd (Ohio U), MSc (U of Minnesota)

**Peter Holton**, Instructor, BS, MCP (UC Berkeley), AICP

**Robert Macrae**, Instructor, BSc Agr (U of Guelph), MSc (U of Toronto)

**Robert Magai**, Instructor, PhD. University of Missouri

**Derek Marcoux**, Instructor, Diploma Tech. (BCIT), BSc (UVic), RPBio

**Ian Parfitt**, Instructor

**Brendan Wilson**, Instructor, BSc (Sydney), PhD (University of Alberta), RP Bio

**Recreation, Fish And Wildlife**

**Laura Adams**, Instructor, ACMG, CAA, ID, Diploma BA, MA (Royal Roads)

**Rhys Andrews**, Instructor, BSF (UBC), RPF - Vietnam Project Manager, Silviculture, Botany, Ecology, Ecosystem Management, International Development, Contract Management

**Barry Janzen**, Instructor, Diploma Forestry Tech (Selkirk), BSc. (U of Idaho), RPF

**Derek Marcoux**, Instructor, Diploma Tech. (BCIT), BSc (UVic), RPBio

**Lui Marinelli**, Instructor, BSc (UVic), MSc (U of Western Ontario), PhD (U of Saskatoon)

**Tim Thurston**, Instructor, BSc (U of Toronto), MRM (SFU)

**Rena Vandenbos**, Instructor, BSc (U of Calgary), MSc (U of Alberta) - Fish Management

**SCHOOL OF UNIVERSITY****ARTS AND SCIENCES**

**Carol Retzlaff**, School Chair, BSc (SFU), MSc (with Distinction) (U of Wales, Aberystwyth), Biology

**University Arts and Sciences**

**Lori Barkley**, Instructor, Anthropology, BA (U of Calgary), MA (SFU), Anthropology

**Adrian Barnes**, English Tutor, BA. (UBC), English/Slavonic Studies, B.Ed (UBC) English

**Ross Bates**, Instructor, Mathematics, BSc Hon (U of Western Ontario), MSc, PhD (UBC), Mathematics, Physics

**Jacqueline Belza**, Faculty Assistant, BSc (Silliman), Chemistry

**Colleen Bradshaw**, Instructor, English, BA (Honours) (UNB), MA (U of Alberta), English  
**Wayne Chernoff**, Faculty Assistant, Physics, ASCT, Diploma of Electronic Engineering Tech (Selkirk), Physics

**Ian Dawe**, Instructor, Biology, Biology, BSc (Hons) Dalhousie, MSc (Simon Fraser)

**Larry Dickerson**, Instructor, Psychology, BA, MA, PhD, (U of New Mexico), Psychology

**Sarah Fawcett**, Instructor, English, BA (Dalhousie)

**David Feldman**, Instructor, Mathematics, BA (U of California), MA (UCLA), MSc (UVic), Mathematics, Statistics

**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 & Kinesiology, BPE, MSc (U of Alberta), Kinesiology, Physical Education

**Jim Howard**, Instructor, English, BA, MA (U of Toronto), English

**Will Hunter**, Instructor, Biology, BSc (U of Western, Ontario), MSc (Simon Fraser), Biology

**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

**Linda King**, Instructor, English, BA (Hon) (UBC), MA (SFU), English

**Kim Kratky**, Instructor, English, BA (U of Kansas), MA (Northwestern U), TQ (BC), English

**Marnie Laser**, Instructor, PE & Kinesiology, BSc (Hons) (U of Waterloo), MSc (Lakehead U), Kinesiology, Physical Education

**Allison Lutz**, Instructor, BA (UVic), MA (York), Geography

**Lui Marinelli**, Instructor, BSc (UVic), MSc (U of Western Ontario), PhD (U of Saskatoon)

**Janet Mayr**, Instructor, Sociology, BA (U of PEI), MA (McMaster) Sociology

**Almeda Glenn Miller**, Instructor, English, BFA, MFA (Eastern Washington)

**José Padilla**, Instructor, French and Spanish, BA (U of Ricardo Palma), BA, MA (U of Laval), DEA (La Sorbonne)

**Allyson Perrott**, Instructor, Chemistry, B.Sc., Ph.D. (Dalhousie), B.Ed. (Acadia), Chemistry

# FACULTY / ADMINISTRATION / GOVERNANCE

---

**Tracy Punchard**, Instructor, English, BA (U of Waterloo), MA (Carleton U), PhD (UBC), English

**Delia Roberts**, Instructor, Biology, BSc (with Distinction), MSc, PhD (U of Calgary), Biology

**John Rowell**, 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

**John Stegman**, Instructor, Mathematics, BSc (Notre Dame University), MSc (U of Waterloo)

**Duff Sutherland**, Instructor, History, BA (UBC), MA (Memorial), PhD (SFU), History

**Eloy Switlischoff**, Engineering Instructor

**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

**Monica Vogler**, Instructor, Psychology, BA (UVic), MSc (U of Waterloo), Psychology

**Myler Wilkinson**, Instructor, English, BA, MA (SFU), PhD (McGill), English

**Brendan Wilson**, Instructor, BSc (Sydney), PhD (University of Alberta), RP Bio

## TEACHER EDUCATION

**Marlane King**, Coordinator

**Joe Ranallo**, Instructor

**Kathryn Trusz**, Secretary

## STUDENT ACCESS AND SUPPORT SERVICES (SAS)

**Laurie Read**, Counsellor/Department Head, BA (Western), MA (Gonzaga)

**Randall Cannon**, Learning Specialist, BA, MA (Eastern Washington U)

**Judy Forsyth**, Counsellor, BA, BEd (Western), MA (Gonzaga), CertATh (BC School of Art Therapy)

**Patricia Foy**, Disability Services Advisor, BSc (U of Alberta), MSc (U of Vermont), PhD in progress (U of Calgary)

**Duncan Grady**, Counsellor, BSc (John Carroll U), MS (Lesley College), PhD (Naropa/University of Creation Spirituality)

**Robin Higgins**, Disability Services Advisor, BA, MA (UVic)

**Marilyn James**, Aboriginal Advisor, BFA (Evergreen State U), MEd (SFU)

**Andrea Kosling**, Learning Specialist, BA (UBC), MA (Gonzaga)

**Rhian Landis**, Disability Services Advisor, BEd (UBC), LH, RSP, MA (CSUDH)

**Don Parks**, Counsellor, BA, MA (UVic)

**Brenda Smith**, Manager, Co-op Ed & Employment Services, BA, BEd (U of Alberta), MBA (Athabasca U)

**Ron Stinson**, Learning Specialist, BA, Teacher Certificate (U of Manitoba)

**Paris Voykin**, Coordinator-Assessment & Investigation, BA (U of Victoria), MA in progress (U of Athabasca)

**Glynn Woodburn**, Disability Services Advisor, RN, BN (U of Calgary), MA (Gonzaga)

## PRESIDENT

**Marilyn Luscombe**, BSc, BEd, MEd (Memorial U)

## VICE-PRESIDENT, ADMINISTRATION/BURSAR

**George McIvor**, PMgr, CA, MBA (Asia-Pacific Int'l U)

## VICE-PRESIDENT, ACADEMIC AND STUDENT DEVELOPMENT

**Louise Krohn**, BEd (Université de Montréal), MA (Ed) (SFU)

## DEAN OF STUDENT DEVELOPMENT/REGISTRAR,

**Gerry Gauthier**

School of Adult Basic Education  
Admissions and Records  
Athletics and Recreation  
Co-op Education  
Library  
Safer Campus  
Student Services  
Transitional Training

## DEAN OF COMMUNITY, CORPORATE AND INTERNATIONAL DEVELOPMENT,

**Vi Kalesnikoff**

Community Education  
International Education

## INSTRUCTIONAL DEAN,

**Neil Coburn**

School of Business and Aviation  
School of University Arts and Sciences  
MIR Centre for Peace  
Research Initiatives

## INSTRUCTIONAL DEAN,

**Ron Coreau**

School of Digital Media and Information Technology  
School of Hospitality and Tourism  
School of Industry and Trades Training

## INSTRUCTIONAL DEAN,

**Angus Graeme**

School of Health and Human Services  
School of Renewable Resources  
Selkirk Geospatial Research Centre  
Teaching and Learning

## DIRECTOR OF ADVANCEMENT AND DEVELOPMENT

**Delyse Sylvester**

## DIRECTOR OF BUDGET AND INSTITUTIONAL RESEARCH

**Cathy Mercer**

## DIRECTOR OF FINANCE AND ANCILLARY SERVICES

**Poul Henrikson**

## EDUCATION COUNCIL MEMBERSHIP

### Chairperson

**John Rowell**

### Non-Voting Members

Gerry Gauthier  
Marilyn Luscombe

### Members

Ray Brock  
Neil Coburn  
Kate Enewold  
Angus Graeme  
Will Hunter  
Joleen Kinakin  
Louise Krohn  
Colin Makeiv  
Cathy Mercer  
Pam Mosby  
Ross Owens  
Allyson Perrott  
Marg Poohachoff  
Carol Retzlaff  
Stephen Seaborn  
Esther Storvold  
Bill Winegarden  
David Westmacott  
Peter Wood

## BOARD OF GOVERNORS MEMBERS

### Members

Ron Anderson, Chair  
Dawn DeVito  
Chantel Olausen  
Allan Popoff  
Christian Schadendorf, Vice Chair  
Holly Smee  
David Splett  
Brent Tremblay  
J. J. Verigin Jr.  
Bill Winegarden

### Ex Officio Members

Marilyn Luscombe, President  
Stephen Seaborn, EdCo Chair

### Lifetime Members

Dr Jack Colbert  
Elizabeth Fleet  
Rick Georgetti  
Boyd Hardwicke  
John Higginson  
Audrey Moore  
Alex Pereverzoff  
Maxine Ruzicka  
Peter Verigin



# BURSARIES & AWARDS

## BURSARIES & 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.

### ENTRANCE SCHOLARSHIPS

A monetary grant available to first time students entering Selkirk College in a full program of studies who meet the selection criteria outlined in the application information. Completed applications must be received by the last Friday in April in the Financial Aid office. Each year about \$80,000 in entrance scholarships is awarded.

BC Lions Society Advanced Education Award  
Castlegar - Robson Canadian Legion, Branch 170, Canada 125 Scholarship  
Daphne Hamilton Memorial Scholarship  
Dick Fowler Memorial Entrance Scholarship  
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

### SCHOLARSHIPS

A monetary grant to a student where the primary criterion for the awards is based on above-average academic achievement. Last year \$80,000 was awarded. Applications must be received by the last Friday in April. Awards are made in June.

Air Canada Award - (Trophy)  
Air Canada Pilots Association Scholarship  
Air Canada Scholarship  
Al King Scholarship  
Al Laing Memorial  
Applied Business Technology Scholarship  
Arrow Lakes Generating Station Millwrights' Memorial Scholarship  
Association of BC Forest Professionals Scholarship  
Athlete of the Year Award - Female  
Athlete of the Year Award - Male  
Athletic Department Scholarship  
Audrey and Bill Moore Scholarship  
BC Hydro Scholarship

Bill Sloan History Scholarship  
BKR Music Award  
Blaine Shaw Memorial Citizenship Award  
Business Administration Program Scholarship  
Canada West Ski Association Scholarship  
Canadian Academy of Recording Arts and Sciences Award  
Canadian Hospital Engineering Society (B C Chapter) Scholarship  
Canadian Institute of Forestry (Plaque)  
Canpar Scholarship for Excellence  
CanWest Global Communications Scholarship  
Carlton Scott Memorial Scholarship  
Castlegar & District Hospital Auxiliary Scholarship  
Castlegar Rotary Scholarship  
Castlegar Sunrise 2000 Rotary Club Scholarship  
Celgar Scholarship  
Certified General Accountants Academic Excellence Scholarship  
Certified General Accountants Community Education Tuition Scholarship  
Charter Student Alumni Association Spirit Award  
Christina Lake Golf Club J. E. Nilsen Memorial Scholarship  
Clifford Flury Memorial Scholarship  
Columbia Power Corporation Scholarship for Excellence in the Columbia Basin  
Columbia Power Women in Trades & Technology Award  
Contemporary Music and Technology Scholarship  
Curtis McDonell Memorial Scholarship  
Dal Sweeney Memorial Scholarship  
Dale Schatz Scholarship  
Daryl Jolly Scholarship for Excellence in Graphic Design & 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  
Dr. Robert Driscoll Scholarship  
Ed Cavanaugh Memorial Music 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 Okanogan Electric Consumers Association  
Golf Alumni Student School  
Golf Club Management Award of Excellence (Trophy)  
Golf Management Program Scholarship  
Governor General's Medal  
Hairdressing Scholarship  
Harry Killough Scholarship  
International Education Scholarship  
International Tourism Studies Scholarship  
J. F. Killough Memorial Scholarship  
Jim Chapman Scholarship  
Jim Cromwell Scholarship  
Jim Johnson Memorial Scholarship  
Jim Snook Memorial Award

Jocelyn McGillivray Memorial Music Award  
John and Marjorie Lord Memorial Scholarship  
Kinsey-Sinclair Scholarship  
Knights of Pythias and Pythian Sisters (Castlegar) Scholarship  
Kootenay Dental Society Scholarship  
Languages & Literature English Scholarship  
Languages & Literature Philosophy Scholarship  
Languages & Literature Spanish Scholarship  
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  
Michael Desaulniers Memorial Scholarship  
Michel Devaux Memorial Scholarship  
Mike Jaeck Memorial Scholarship  
Mike Wichert Memorial Scholarship  
MIR Award  
Multimedia Scholarship  
Nelson & District Credit Union Aspire Scholarship  
PE Scholarship Endowment  
Peace & Human Rights Award  
Peregrin Scholarship  
Pope and Talbot Scholarship  
Prestige Lakeside Resort & Convention Scholarship  
Professional Cook Training Scholarship  
Professional Cooks Alumni Scholarship  
PRT Silviculture Award  
Raul Nyroos Scholarship  
Raymond and Anna Gatterer  
Renewable Resources Program Scholarship  
Resort and Hotel Management Program Scholarship  
RNABC Professional Recognition Award  
Russell Gilchrist Memorial 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 Students' Association Scholarship  
Shorter Memorial Music Scholarship  
Southern Interior Silviculture Committee (SISCO) Scholarship  
Steven and Patricia Goldsmith Family Scholarship for Early Childhood Care and Education  
Steven and Patricia Goldsmith Family Scholarship for Early Childhood Care and Education First Year  
SYSCO-HRI Supply Scholarship  
Teck Cominco Business Administration Scholarship  
Teck Cominco 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 & Hospitality Department Student Government Award

## BURSARIES & AWARDS

---

Tourism Careers Program Endowment  
Tracy Paolone Memorial Scholarship  
University Women's Club (Trail & District)  
Scholarship  
Wayne Schweitzer 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  
Yule Anderson Johnstone, Chartered Accountants  
Scholarship

### BURSARIES

A monetary grant to a student where the primary criteria for the award is financial need and acceptable standards of academic achievement. Last year \$75,000 was awarded in bursaries. Completed applications must be received by the last Friday in October.

A. Leone and W.D. Hall Bursary  
Ab Dunn Memorial Bursary  
Alma VanDusen Fund  
Anderton Bursary for Associate of Arts and  
Sciences  
Anderton Bursary for Renewable Resources  
Arrow Lakes Generating Station Bursary  
Arthur Chapman Chapter IODE (Trail) Bursary  
BC Lions Society Advanced Education Fund  
BC Lung Association Bursary  
BCADA and the Group of 7 West Kootenay Auto  
Dealers Bursary  
Bleu Nemeck Memorial Bursary  
Canadian Federation of University Women/  
Nelson Bursary  
CanWest Global Communications Bursary  
Cariboo Woodlot Education Society Bursary  
Castlegar - Robson Canadian Legion, Branch 170  
Bursary  
Castlegar & District Hospital Auxiliary Bursary  
Castlegar Rotary Club Bursary  
Castlegar Savings Credit Union Bursary  
Cecil & Dorothy Stedman Endowment Bursary  
Childcare Bursary  
Children's Festival Bursary  
Christine Stewart Memorial Bursary  
Christopher MacLean Memorial Award-Bursary  
City of Castlegar Bursary  
Connie Sutton Memorial Award  
Craig Andrews Community Education Bursary  
Credit Union Foundation of BC Bursaries  
Dennis Percival Memorial Bursary, Nelson Lion's  
Club  
Dewdney Trail Rock & 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  
George T. & Myrtle Cunningham Fund  
Georgina Maryniak Bursary (Registered Nursing  
Students? Bursary

Grand Forks District Savings Credit Union  
Bursary  
Harry Killough Bursary  
Ian Johnson Memorial Bursary  
Impact Training Bursary  
Jill Harrop Memorial Bursary  
Jim Street Memorial Bursary  
Jock Keith Bursary  
John and Katharine Stewart Bursary  
Kiwanis Early Childhood Education Bursary  
Kootenay Savings Credit Union Endowment  
Bursary  
Kootenay School of Art Bursary  
Lee W. Arnold Memorial Bursary  
Lori Beninger Bursary  
Lorraine Askew Memorial Bursary  
Mario Graziotto Memorial Bursary  
Marnie and Silvio Giella 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  
Robert Boyer Memorial General Endowment  
Robert Boyer Memorial Open Bursary  
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 Association Bursary  
Selkirk Student's Association (Emergency Aid  
Bursaries)  
Star of the West Masonic Lodge Bursary  
Steve Geller Memorial Bursary  
Steve Jankola Memorial Bursary  
Ted Rutherglen Memorial Bursary  
The Keller Family Bursary  
Thomas S. Homersham Nursing Bursary  
Tor Persson Bursary  
Trail Lions Club Bursary  
United Steelworkers of America Local 480  
Bursary  
Wagner Endowment Fund  
Weese Family General Bursary  
Weese Family General Endowment  
Weese Family Liberal Arts Endowment Bursary  
West Kootenay Naturalists' Bursary

# INDEX

---

ABT - Applied Business Technology .....	40	English Language Program .....	134
ABT - Bookkeeping .....	44	English Language Summer Immersion .....	142
ABT - Electronic Word Processing.....	47	English Language Winter Immersion .....	143
ABT - Legal Administrative Assistant .....	48	Esthetics.....	152
ABT - Office Computer Skills Upgrading.....	45	Faculty .....	229
ABT - Office Fundamentals .....	42	Fees.....	10
Academic Regulations .....	19	Fine Woodworking.....	155
Accelerated Associate of Arts Degree .....	195	Forest Technology.....	170
Admission Requirements.....	9	Frequently Called Numbers .....	5
Administration and Governance.....	232	General Mechanics.....	157
Adult Basic Education.....	30	General University Studies .....	193
Adult Special Education .....	33	Geographic Information Systems .....	175
Advanced Medical Transcription.....	86	Gerontology.....	88
Associate of Arts Degree (General) .....	194	Glossary .....	227
Associate of Arts Degree in		Golf Club Management and Operations .....	119
Elementary Education.....	196	Hairdressing.....	158
Associate of Arts Degree in English .....	197	Heavy Equipment Operator.....	160
Associate of Arts Degree in English		Human Services: Child and	
(Writing Studies) .....	198	Youth Care (CYC) Specialty .....	111
Associate of Arts Degree in First Nations		Human Services: Social Service Worker	
Studies (Online).....	199	(SSW) Specialty .....	113
Associate of Arts Degree in History .....	200	Integrated Environmental Planning.....	178
Associate of Arts Degree in Peace Studies .....	201	International Digital Film .....	68
Associate of Arts Degree in Psychology.....	202	Internet Business Technology.....	69
Associate of Science Degree in		Kinesiology .....	208
Biochemistry .....	204	Millwright/Machinist.....	161
Associate of Science Degree (General) .....	203	Multimedia Production and Design .....	72
Associate of Science Degree in Biology.....	205	Music and Technology, Contemporary .....	76
Aviation .....	49	Nursing.....	92
Bridging Program in Engineering		Nursing Unit Clerk.....	90
(Applied Science) .....	206	Office Management.....	60
Bursaries and Awards .....	233	Peace Studies.....	209
Business Administration.....	53	Pharmacy Technician .....	98
Business Administration -		Physical Education .....	210
Accounting/Finance.....	56	Process Operations.....	162
Business Administration - Professional		Programs .....	23
Management .....	58	Recreation, Fish And Wildlife .....	183
Campus Contact Information .....	5	Refrigeration Plant Operator.....	164
Carpentry Apprenticeship .....	148	Resort And Hotel Management.....	123
Classroom And Community		Ski Resort Operations and Management .....	127
Support Worker .....	102	Skilled Trades Exploratory Program	
College Preparatory (Upgrading).....	190	(STEP) for Women.....	165
College Services.....	14	Social Service Worker.....	108
Computer Information Systems .....	66	Student Access and Support .....	16
Cook Training, Professional.....	116	Studies in Writing Program.....	207
Dates to Remember.....	6	Teacher Education .....	225
Early Childhood Care And Education.....	105	Teaching English to Speakers of	
Electrical Apprenticeship.....	149	Other Languages (TESOL) .....	145
Electrical Entry .....	150	Two-Year Applied Science	
English Language and Business .....	140	(Engineering) Program.....	207
English Language and Humanities .....	141	University Arts and Sciences.....	189
		Welding.....	166









