

08/09

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CAMPUS INFORMATION

CASTLEGAR CAMPUS

301 Frank Beinder Way
Castlegar BC V1N 4L3
Telephone: (250) 365-7292
Fax: (250) 365-6568
Toll Free: (888) 953-1133

GRAND FORKS CAMPUS

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

KOOTENAY SCHOOL OF THE ARTS, NELSON

606 Victoria Street
Nelson BC V1L 4K9
Telephone: (250) 352-2821
Fax: (250) 352-1625
Toll Free: (877) 552-2821

SILVER KING CAMPUS, NELSON

2001 Silver King Road
Nelson BC V1L 1C8
Telephone: (250) 352-6601
Fax: (250) 352-3180
Toll Free: (866) 301-6601

TENTH STREET CAMPUS, NELSON

820 Tenth Street
Nelson BC V1L 3C7
Telephone: (250) 352-6601
Fax: (250) 352-5716
Toll Free: (866) 301-6601

TRAIL CAMPUS

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

KASLO LEARNING CENTRE

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

NAKUSP LEARNING CENTRE

311 Broadway
Nakusp BC V0H 1R0
Telephone: (250) 265-4077
Fax: (250) 265-3195

Frequently Called Numbers

Area Code 250

CASTLEGAR CAMPUS

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

- Direct line from Nelson 352-3010
- Direct line from Trail 368-5333
- ABT Admissions 365-1425
- Aboriginal Advisor 365-1357
- Admissions 365-1245
- Aviation Accounting Clerk 365-1510
- Bookshop 365-1281
- Cashier 365-1297
- Continuing Education 365-1208
- Co-op Education and Employment Services 365-1280
- Counselling and Advising 365-1273
- Disability Advisor 365-7392 ext. 380 and ext. 429
- Financial Aid 365-1295 / 365-1290
- Library 365-1229
- Registrar 365-1296
- Residence 365-1227
- Secretary, Selkirk International Education 365-1293
- Secretary, School of Adult Basic Education 365-1343
- Secretary, School of Business and Aviation 365-1205
- Secretary, School of Health and Human Services 365-1378
- Secretary, School of Renewable Resources 365-1378
- Secretary, School of University Arts and Sciences 365-1205
- Selkirk International Education 365-1395 / 365-1282
- Student Records 365-1259
- Student Services 365-1273
- Student Union 365-1262
- Transcripts 365-1259

KOOTENAY SCHOOL OF THE ARTS, NELSON

352-2821 / 877-552-2821 toll free

LEARNING CENTRES

- Kaslo 353-2618
- Nakusp 265-4074

SILVER KING CAMPUS, NELSON

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

- Admissions 354-3204
- Bookstore 354-3249
- Continuing Education 354-3206
- Counselling and Advising 352-6601
- Financial Aid, Castlegar Campus 365-1295
- Library 354-3249
- Student Records, Castlegar Campus 365-1259
- Secretary, School of Industry and Trades Training 354-3221
- Transcripts, Castlegar Campus 365-1259

TENTH STREET CAMPUS, NELSON

- Alumni 505-1384
- Counselling and Advising 505-1300
- Financial Aid, Castlegar Campus 365-1295
- Mary Hall/Catering 505-1367
- Secretary, School of Digital Media and Music 505-1357
- Switchboard 352-6601
- Secretary, School of Hospitality and Tourism 505-1370
- Transcripts, Castlegar Campus 365-1259

TRAIL CAMPUS

368-5236

- Admissions 368-5236
- Adult Basic Education 364-5764
- Continuing Education 364-5770
- Financial Aid, Castlegar Campus 365-1295
- Transcripts, Castlegar Campus 365-1259

2008-2010 DATES TO REMEMBER

JANUARY 2008

- 2 - College campuses re-open
- 7 - Winter semester instruction begins
- 18 - Last day to pay tuition without penalty
- 21 - Late penalty assessed to unpaid tuition
- 22 - Last day to withdraw from classes with 75% refund

FEBRUARY 2008

- 5 - Last day to withdraw from classes with 50% refund and not have course shown on transcript. After this date refunds will not be granted
- 11-15 - Reading Break – Note the reading break may vary in length program by program

MARCH 2008

- 12 - Last day to withdraw from courses or change to audit
- 21 - Good Friday – College closed
- 24 - Easter Monday – College closed

APRIL 2008

- 11 - Winter semester instruction ends
- 14-23 - Winter semester examinations
- 25 - Graduation Ceremonies

MAY 2008

- 5 - Spring/summer semester instructions begins
- 19 - Victoria Day – College closed
- 23 - Last Day for most vocational programs

JUNE 2008

- 2 - Fall semester registration begins

JULY 2008

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

AUGUST 2008

- 4 - BC Day – College closed

SEPTEMBER 2008

- 1 - Labour Day – College closed
- 2 - Orientation for new and returning students
- 3 - Fall semester instruction begins
- 12 - Last day to pay tuition without late penalty
- 15 - Late penalty assessed for all unpaid tuition fees
- 16 - Last day to withdraw from classes with a 75% refund
- 30 - Last day to withdraw from classes with a 50% refund and not have course/s shown on transcript After this date refunds will not be granted

OCTOBER 2008

- 13 - Thanksgiving Day – College closed

NOVEMBER 2008

- 4 - Last day to withdraw from classes or change to audit
- 11 - Remembrance Day – College closed

DECEMBER 2008

- 1 - Winter registration begins
- 5 - Fall semester instruction ends – most programs
- 8-19 - Fall semester examinations – most programs
- 24 - Christmas Holidays – College closed

JANUARY 2009

- 5 - College campuses re-open
- 5 - Winter semester instruction begins
- 16 - Last day to pay tuition without penalty
- 19 - Late penalty assessed for all unpaid fees
- 20 - Last day to withdraw from classes with a 75% refund

FEBRUARY 2009

- 3 - Last day to withdraw from classes with a 50% refund and not have course/s shown on transcript. After this date refunds will not be granted
- 16-20 - Reading Break – Note the reading break may vary in length program by program

MARCH 2009

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

APRIL 2009

- 9 - Winter semester instruction ends – most programs
- 10 - Good Friday – College closed
- 13 - Easter Monday – College closed
- 14-23 - Winter semester examinations – most programs
- 24 - Graduation ceremonies – all Campuses

MAY 2009

- 4 - Spring/summer semester instructions begins
- 18 - Victoria Day – College closed
- 22 - Last day for most vocational programs

JUNE 2009

- 1 - Fall semester registration begins

JULY 2009

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

AUGUST 2009

- 3 - BC Day – College closed

SEPTEMBER 2009

- 7 - Labour Day – College closed
- 8 - Orientation for new and returning students
- 9 - Fall semester instruction begins
- 18 - Last day to pay tuition without late penalty
- 21 - Late penalty assessed for all unpaid tuition fees
- 22 - Last day to withdraw from classes with a 75% refund

OCTOBER 2009

- 6 - Last day to withdraw from classes with a 50% refund and not have course/s shown on transcript After this date refunds will not be granted
- 12 - Thanksgiving Day – College closed

NOVEMBER 2009

- 3 - Last day to withdraw from classes or change to audit
- 11 - Remembrance Day – College closed

DECEMBER 2009

- 1 - Winter semester registration begins
- 11 - Fall semester instruction ends
- 14-23 - Fall semester examinations
- 24 - Christmas Holidays – College closed

JANUARY 2010

- 4 - College campuses re-open
- 4 - Winter semester instruction begins

CALENDAR 2008

January 2008

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
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February 2008

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March 2008

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April 2008

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May 2008

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June 2008

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July 2008

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August 2008

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September 2008

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October 2008

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November 2008

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December 2008

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CALENDAR 2009

January 2009

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February 2009

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March 2009

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April 2009

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May 2009

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June 2009

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July 2009

S	M	T	W	TH	F	S
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August 2009

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September 2009

S	M	T	W	TH	F	S
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20	21	22	23	24	25	26
27	28	29	30			

October 2009

S	M	T	W	TH	F	S
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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 2009

S	M	T	W	TH	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2009

S	M	T	W	TH	F	S
		1	2	3	4	5
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20	21	22	23	24	25	26
27	28	29	30	31		

ADMISSIONS

ADMISSION REQUIREMENTS

All students must satisfy the general admission requirements for the college as well as the specific academic requirements for entry to their program of choice.

General Admission Requirements

Admission to Selkirk College is open to anyone who:

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

Program Specific Admissions Requirements

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

ADMISSIONS PROCEDURE

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.

School/Program 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 Admissions

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

Winter Admissions

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

Notification of Admission

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

Selection

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.

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 213 (computer), or better; or
- submitting an IELTS score of 6.5 or better; or
- submitting an acceptable score on the Language Proficiency Index score of 4 or better.

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.
- 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.

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

Registration is not complete until fees are paid. Deferral of fees is not permitted. A student who is not registered for a course will not receive credit for the course.

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

Students enrolled in Cooperative Education programs are assessed according to the college fee schedule during on-campus study terms. Tuition fees of \$416.16 are assessed for work terms.

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

Tuition Fee Refunds

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

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

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

Fees for individual courses dropped will be based on these same percentages. See **Dates to Remember** on page 7.

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

International Student Refund Policy

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

International students who:

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

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

Senior Citizens

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

Audit Fee

The normal course fee.

Program Deposit

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

Activity Fee

Students are assessed fees for Campus Recreation and Student Activities.

Selkirk College Student Union Membership

In addition to tuition fees, all students are required to pay a *Student Union Membership*. Fees are set by the Selkirk Student Union and amount to 7.1 percent of a student's tuition to a maximum of \$71.07 per semester where applicable.



Special Fees

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

Official Transcript of Record

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

Associate Degree, Diploma or Certificate

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

Late Payment Fee

Sixty dollars (\$60) assessed after the end of the second week of classes.

Tuition Fee Receipts

Five dollars (\$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). For more information refer to the program contact information for each program.

Learning Resource Fee

In order to support the ever-increasing use of technology in instruction, Selkirk College has introduced a technology fee. A fee of ten percent of course tuition is assessed to all students. The fees collected 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 \$76.50 per semester or \$153 per year. Please keep your receipts.

Miscellaneous Fees

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

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.

Club Teams/Activities

Current club teams at the college include ice hockey, soccer, track and field 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.

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

Nelson Campus

At the Silver King and Tenth Street Campuses, recreational activities for students are organized by a Student Activity Coordinator at various times throughout the day and occasionally on weekends. The Mary Hall Gym has a weight room and full size gymnasium floor, complete with equipment for activities such as volleyball, basketball, indoor soccer and floor hockey. Students are encouraged to drop by for more information.

BOOKSHOP

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

Textbook lists are posted outside the bookshop at the beginning of 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 your booklist, you may have to check back later. We recommend that you do not purchase any books until you have actually registered. In some courses, for example English 110, you must also know your section number.

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 the 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 Cashier Services.

LIBRARY SERVICES

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

library also provides computers with internet access and word processing software.

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

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

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

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

Silver King, Nelson: (250) 354-3249

Tenth Street, Nelson: (250) 505-1359

STUDENT ACTIVITIES

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

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

STUDENT UNION

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

STUDENT HOUSING

KEKULKI HOUSE RESIDENCE

Live on campus at Kekuli House Residence – Castlegar Campus

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

The residence can accommodate 100 students with a shared washroom between two rooms. Each room includes:

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

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

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

Off-Campus Accommodation

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

WORKSAFEBC

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

CO-OPERATIVE EDUCATION AND EMPLOYMENT SERVICES (CEES)

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

Co-operative Education and Employment Services Programs

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

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

Work Terms

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

Transferable Work Terms

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

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

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

Remuneration

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

Co-operative Education and Employment Services Program Requirements

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

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

GRADUATION

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

FINANCIAL AID

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

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

Government Assistance Programs

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

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

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

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

- appealing student aid decisions
- requesting reassessments

Awards and Support

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

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

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

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

External Awards

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

- www.scholarshipscanada.com
- www.studentawards.com
- www.awardforexcellence.ca

STUDENT ACCESS AND SUPPORT

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

In this context, our services encompass five key areas: Aboriginal Services, Assessment and

Invigilation Services, Counselling, Disability Services, and Learning Success Centers.

Information about our services is available online at www.selkirk.ca/sas/

Aboriginal Student Services

Marilyn James - Aboriginal Advisor

250 365-7292 Ext. 357 - Castlegar Campus

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

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

Assessment and Invigilation Services

Paris Voykin - Coordinator of Assessment and Invigilation Services

Phone: 250 365-1313 - Castlegar Campus

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

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

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

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

Exam services are available: Mondays on the Trail campus, Tuesday through Thursday on the Castlegar campus, and Friday on the Nelson campuses. Please see the website for more information.

Counselling

COUNSELLORS

Don Parks

250 365-1271 - Castlegar Campus
250 352-6601 Ext. 368 - Tenth Street Campus, Nelson

Laurie Read

250 365-1273 - Castlegar Campus

Robin Higgins

250 365-1273 - Castlegar Campus

Judy Forsyth

250 352-6601 Ext. 225 - Silver King Campus, Nelson
250 365-1273 - Castlegar Campus

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

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

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

Disability Services

DISABILITY SERVICE ADVISORS

Glynn Woodburn

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

Robin Higgins

250 365-1302 - Castlegar Campus

Julie Leffelaar

250 365-1302 - Castlegar Campus

Trish Foy

250 365-1380 - Castlegar Campus

Nadya Sofonoff

Disability Services Assistant
250 365-1429 - Castlegar Campus

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

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

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

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

Learning Success Centres

LEARNING SPECIALISTS

Felicity Blaiklock

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

Randall Cannon

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

Jean Jones and Andrea Kosling

250 365-7292 Ext. 338 - Castlegar Campus

Learning Specialists provide support to students in three major areas: one-on-one tutoring, workshops, and through the recruitment, training, and supervision of peer tutors to support student success. Some exam invigilation services are also available. One-on-one tutoring and workshops focus on effective learning and study skills and include topics such as

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

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

ACADEMIC REGULATIONS

Student Responsibilities

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

Transfer Credit

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

Transfer credit accepted by Selkirk College may not be accepted by another institution, **nor for the purpose of Canada Student Loans or BC Provincial Loans**. Such credit is not considered

part of the student's course load. A "P" or better is required to obtain transfer credit. Students who pass the College Board Advance Placement Test may be considered for advanced placement.

COURSE LOAD

Normal Course Load-Full Time Status

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

Part-Time Status

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

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

Audit

A student who is interested in participating in a credit course but who does not wish to complete assignments, write examinations and 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 COURSE REGISTRATION CHANGE FORM** and return it to the Admissions and Records office by the specified deadline dates. College Policy limits the time for official withdrawal. See College Policy

re: Admissions and Standards. See Dates to Remember on page 7.

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

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

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

CHEATING AND PLAGIARISM

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

15.1 Cheating and Plagiarism

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

15.2 Cheating

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

15.3 Plagiarism

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

15.4 Multiple Use of Term Papers

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

15.5 Selkirk College will not condone nor will it accept work submitted to obtain credit which was produced through cheating or plagiarism.

(a) For a first offense the assignment, test, exam, paper, project or other work involved will be awarded a grade of zero to be incorporated into the calculation of the final grade.

(b) For a second offense, the student will be required to withdraw from the course.

(c) For any further offense, the student will be required to withdraw from the college.

(d) A record of the foregoing will be kept in the student's official record.

(e) Depending on the nature of the offense, steps (a) and/or (b) above may be by-passed, following consultation of instructor, School Chair, Dean and/or Registrar.

PRIOR LEARNING ASSESSMENT AND RECOGNITION

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

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

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

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

GRADING SYSTEMS

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

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

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

STUDENT APPEALS

A student who is dissatisfied with the final grade awarded in any course may appeal within **5 working days** of receiving the grade.

The following sequence should be followed:

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

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

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

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

PROMOTION AND PROBATION

PROMOTION

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

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

PROBATION

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

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

See section on Prior Learning Assessment and Recognition.

DISTANCE/ONLINE LEARNING

MULTIPLE MODES OF DELIVERY

DISTANCE / ONLINE LEARNING

Under the umbrella of Distance Education, Selkirk College offers a variety of 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, by traditional paper-based distance education, or a combination of both.

Online Learning

Online learning is unlike the traditional classroom setting. With the freedom and flexibility of the online environment comes responsibility. The online process takes a real commitment and discipline to keep up with the flow of the process. To find out if online learning is for you, we encourage you to visit the following resource sites:

- Is online learning for you? from OnlineLearning.net (selkirk.ca/programs/distance/onlinelearning.html)
- What makes a successful online student from the Illinois Online Network (selkirk.ca/programs/distance/illinoisnetwork.html)

Diplomas and Certificates

The following programs are available entirely online.

School of Business and Aviation

- ABT - Applied Business Technology
- ABT - Bookkeeping
- ABT - Electronic Word Processing
- ABT - Office Computer Skills Upgrading
- ABT - Office Fundamentals

School of Digital Media and Music

- Internet Business Technology

School of Health and Human Services

- Advanced Medical Transcription
- Gerontology
- Nursing Unit Clerk
- Pharmacy Technician

School of Industry and Trades Training

- BC Electrical Code
- Refrigeration Plant Operator

Courses

Many Selkirk College programs have selected courses available via distance education. For more information visit selkirk.ca/distance/; for information on university-transferrable courses, please visit selkirk.ca/programs/uas/courses/uasdistance.html.



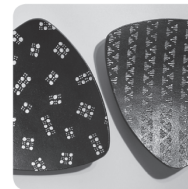
kootenay school of the arts AT SELKIRK COLLEGE

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

2-YEAR DIPLOMAS

CLAY

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



FIBRE

Traditional and contemporary practices co-exist with explorations in a diverse variety of materials and techniques in both a two and three-dimensional context.



JEWELLERY & SMALL OBJECT DESIGN

The emphasis of this studio is on developing the high level of design and fabrication skills necessary for jewellery and small-scale metalsmithing; as students develop these skills, they are encouraged to explore their own concepts as a means of artistic expression.



1-YEAR CERTIFICATE

METAL

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



Ceramic art by: Caroline Dance, Julie MacKinnon, Timothy Niebergall.

Fibre art by: Sonya Lindsay, Sylvia Verhaeghe, Julie Sinden.

Jewellery & small object design by: Jessie Senecal, Karen Bullaro, Laura Parr.

Metal art by: Simon Martel, Lacia Vogel, Chris Shannon.

KOOTENAY SCHOOL OF THE ARTS - CLAY

TWO YEAR DIPLOMA AT KOOTENAY SCHOOL OF THE ARTS CAMPUS, NELSON

Program Summary

Clay work exemplifies the human ability to be creative, even with such a basic earthen material. Knowledge of this art form, progressing from the earliest recorded history to current high tech analysis, offers the modern clay worker access to a wealth of skills and information.

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

Program Objectives

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

Career Potential

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

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

Course Descriptions

CH 103-3 CRAFT AND DESIGN HISTORY

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

CL 099-1.5 ORIENTATION / SECOND STUDIO CHOICE CL 101-1.5 CLAY STUDIO

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

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

Course	Name	Lec	Lab
	Term 1		
CH 103-3	Craft and Design History	3	0
CL 099-1.5	Orientation / Second Studio Choice	3	3
CL 101-1.5	Clay Studio	3	3
CL 105-1.5	Surface Treatment I	3	3
CL 107-1.5	Wheel Thrown Production I	3	3
DE 105-3	Design: Basic Visual Language I	3	3
DR 101-3	Introduction to Drawing I	3	3
	Total:	21	18

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

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

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

CL 105-1.5 SURFACE TREATMENT I

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

CL 106-3 STUDIO CRAFT HISTORY

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

CL 107-1.5 WHEEL THROWN PRODUCTION I

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

CL 108-3 WHEEL THROWN PRODUCTION II

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

CL 110-3 HANDBUILT PRODUCTION I

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

CL 209-3 GLAZE TECHNOLOGY

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

CL 210-3 KILN TECHNOLOGY

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

CL 211-3 WHEEL THROWN PRODUCTION III

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

CL 212-3 HANDBUILT PRODUCTION II

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

CL 213-3 2ND YEAR CLAY STUDIO I

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

CL 217-3 SURFACE TREATMENT II

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

CL 218-3 2ND YEAR CLAY STUDIO II

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

CL 220-3 CLAY ISSUES AND IDEAS

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

DE 105-3 DESIGN: BASIC VISUAL LANGUAGE I

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

DE 106-3 DESIGN: BASIC VISUAL LANGUAGE II

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

DR 101-3 INTRODUCTION TO DRAWING I

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

DR 102-3 INTRODUCTION TO DRAWING II

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

PP 201-3 PROFESSIONAL PRACTICES I

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

PP 204-3 PROFESSIONAL PRACTICES II

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

Contacts**SCHOOL CHAIR**

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KOOTENAY SCHOOL OF THE ARTS - FIBRE

TWO YEAR DIPLOMA AT KOOTENAY SCHOOL OF THE ARTS CAMPUS, NELSON

Program Summary

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

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

Program Objectives

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

Career Potential

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

Course Descriptions

CH 103-3 CRAFT AND DESIGN HISTORY

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

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 1			
CH 103-3	Craft and Design History	3	0
DE 105-3	Design: Basic Visual Language I	3	3
DR 101-3	Introduction to Drawing I	3	3
FI 099-1.5	Orientation / Second Studio Choice	3	3
FI 103-1.5	Introduction to Surface Design	3	3
FI 105-3	Dye Technology and Colour Theory	3	3
FI 125-1.5	Fabric Construction and Design I	3	3
	Total:	21	18

Course	Name	Lec	Lab
Term 2			
DE 106-3	Design: Basic VL 11	3	3
DR 102-3	Introduction to Drawing II	3	3
FI 106-3	Studio Craft History	3	0
FI 108-3	Loom Weaving	3	3
FI 124-3	Felt: Textile Pattern and Design	3	3
FI 216	Advanced Detailing and Finishing Techniques	0	0
	Total:	15	12

Course	Name	Lec	Lab
Term 3			
FI 205-3	Pattern Drafting and Clothing Design	3	3
FI 207-3	Cloth Processes	3	3
FI 211-3	Design for Production	3	3
PP 201-3	Professional Practices I	3	0
	Total:	12	9

Course	Name	Lec	Lab
Term 4			
FI 204-3	Contemporary Fibre	3	3
FI 206-6	Second Year Studio	6	3
FI 208-3	Professional Development	3	3
PP 204-3	Professional Practices II	3	0
	Total:	15	9

DE 105-3 DESIGN: BASIC VISUAL LANGUAGE I

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

DE 106-3 DESIGN: BASIC VL 11

DR 101-3 INTRODUCTION TO DRAWING I
This is a basic drawing course designed to give the student a solid background and experience in the fundamentals of drawing as visual communication and to establish drawing technique. Through exercises and assignments, the student will learn to record a concept and use drawing as a tool to manipulate, develop, illustrate and refine those concepts.

DR 102-3 INTRODUCTION TO DRAWING II

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

FI 099-1.5 ORIENTATION / SECOND STUDIO CHOICE

Students take 1.5 credits for seven weeks in a second studio of their choice.

FI 103-1.5 INTRODUCTION TO SURFACE DESIGN

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

FI 105-3 DYE TECHNOLOGY AND COLOUR THEORY

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

FI 106-3 STUDIO CRAFT HISTORY

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

FI 108-3 LOOM WEAVING

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

FI 124-3 FELT: TEXTILE PATTERN AND DESIGN

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

FI 125-1.5 FABRIC CONSTRUCTION AND DESIGN I

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

FI 204-3 CONTEMPORARY FIBRE

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

FI 205-3 PATTERN DRAFTING AND CLOTHING DESIGN

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

FI 206-6 SECOND YEAR STUDIO

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

FI 207-3 CLOTH PROCESSES

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

FI 208-3 PROFESSIONAL DEVELOPMENT

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

FI 211-3 DESIGN FOR PRODUCTION

Students will choose a medium or media and techniques learned during the two-year program to date. Each student will then relate chosen media and techniques to their method of production. They will develop a limited product line,

which will be designed and produced with the Toronto One of a Kind Show in mind. Emphasis is on design, function contemporary application, craftsmanship, feasibility and professional practices.

FI 216 ADVANCED DETAILING AND FINISHING TECHNIQUES

This course will expose students to advanced detailing and finishing techniques, construction of supporting structures, fashion illustration, fibre identification, and deconstruction and reconstruction of historical or contemporary garments. The course content will be presented through hands-on projects, discussions, demonstrations and critiques.

PP 201-3 PROFESSIONAL PRACTICES I

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

PP 204-3 PROFESSIONAL PRACTICES II

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

Contacts

SCHOOL CHAIR

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KOOTENAY SCHOOL OF THE ARTS - JEWELLERY AND SMALL OBJECT DESIGN

TWO YEAR DIPLOMA AT KOOTENAY SCHOOL OF THE ARTS CAMPUS, NELSON

Program Summary

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

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

Course Descriptions

CH 103-3 CRAFT AND DESIGN HISTORY

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

DE 105-3 DESIGN: BASIC VISUAL LANGUAGE I

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

DE 106-3 DESIGN: BASIC VISUAL LANGUAGE II

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

DR 101-3 INTRODUCTION TO DRAWING I

This is a basic drawing course designed to give the student a solid background and experience in the fundamentals of drawing as visual communication and to establish drawing technique. Through exercises and assignments, the student will learn

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

Course	Name	Lec	Lab
	Term 1		
CH 103-3	Craft and Design History	3	0
DE 105-3	Design: Basic Visual Language I	3	3
DR 101-3	Introduction to Drawing I	3	3
JE 099-1.5	Orientation / Second Studio Choice	3	3
JE 103-1.5	Introduction to Jewellery I	3	3
JE 105-3	Introduction to Jewellery I	6	6
	Total:	21	18

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

Course	Name	Lec	Lab
	Term 3		
JE 215-1.5	Jewellery Design Process	3	3
JE 217-1.5	Findings	3	3
JE 219-3	Production Line	3	3
JE 221-1.5	Gemology	3	3
JE 223-1.5	Gem Setting	3	3
JE 225-1.5	Raising	3	3
JE 227-1.5	Forming	3	3
PP 201-3	Professional Practices I	3	0
	Total:	24	21

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

to record a concept and use drawing as a tool to manipulate, develop, illustrate and refine those concepts.

DR 102-3 INTRODUCTION TO DRAWING II

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

JE 099-1.5 ORIENTATION / SECOND STUDIO CHOICE

Students take 1.5 credits for seven weeks in a second studio of their choice.

JE 103-1.5 INTRODUCTION TO JEWELLERY I

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

JE 105-3 INTRODUCTION TO JEWELLERY I

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

JE 106-3 STUDIO CRAFT HISTORY

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

JE 108-3 INTRODUCTION TO CASTING

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

JE 110-3 JEWELLERY CONSTRUCTION

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

JE 208-3 DESIGN PROCESS

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

JE 210-3 PROFESSIONAL DEVELOPMENT

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

JE 212-6 SECOND YEAR STUDIO

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

JE 215-1.5 JEWELLERY DESIGN PROCESS

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

JE 217-1.5 FINDINGS

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

JE 219-3 PRODUCTION LINE

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

JE 221-1.5 GEMOLOGY

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

JE 223-1.5 GEM SETTING

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

JE 225-1.5 RAISING

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

JE 227-1.5 FORMING

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

PP 201-3 PROFESSIONAL PRACTICES I

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

PP 204-3 PROFESSIONAL PRACTICES II

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

Contacts

SCHOOL CHAIR

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KOOTENAY SCHOOL OF THE ARTS - METAL

ONE YEAR CERTIFICATE AT KOOTENAY SCHOOL OF THE ARTS CAMPUS, NELSON

Program Summary

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

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

Program Objectives

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

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

Career Potential

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

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

Course	Name	Lec	Lab
	Term 1		
ME 121-1	Introduction to Metal Studio	12	12
ME 123-1	Introduction to Welded Forms	12	12
ME 125-3	Design for Fab/Blacksmithing	3	3
ME 127-3	Blacksmithing Fundamentals	12	12
ME 129-3	Advanced Techniques	12	12
ME 131-1.5	Production Processes	12	12
	Total:	63	63

Course	Name	Lec	Lab
	Term 2		
ME 120-6	Pattern Casting	12	12
ME 122-3	Design for Casting	2	4
ME 124-3	Introduction to Bronze Casting	12	12
ME 126-3	Advanced Bronze Casting	12	12
	Total:	38	40

Course Descriptions

ME 120-6 PATTERN CASTING

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

ME 121-1 INTRODUCTION TO METAL STUDIO

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

ME 122-3 DESIGN FOR CASTING

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

ME 123-1 INTRODUCTION TO WELDED FORMS

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

ME 124-3 INTRODUCTION TO BRONZE CASTING

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

ME 125-3 DESIGN FOR FAB/BLACKSMITHING

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

ME 126-3 ADVANCED BRONZE CASTING

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

ME 127-3 BLACKSMITHING FUNDAMENTALS

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

ME 129-3 ADVANCED TECHNIQUES

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

ME 131-1.5 PRODUCTION PROCESSES

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

DR 101-3 INTRODUCTION TO DRAWING I

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

DR 102-3 INTRODUCTION TO DRAWING II

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

JE 099-1.5 ORIENTATION / SECOND STUDIO CHOICE

Students take 1.5 credits for seven weeks in a second studio of their choice.

JE 103-1.5 INTRODUCTION TO JEWELLERY I

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

JE 105-3 INTRODUCTION TO JEWELLERY I

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

JE 106-3 STUDIO CRAFT HISTORY

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

JE 108-3 INTRODUCTION TO CASTING

Students will be introduced to casting techniques

Contacts

SCHOOL CHAIR

Laura White, School Chair
Tel: 352-2821 x24
lwhite@selkirk.ca



adult basic education

AT SELKIRK COLLEGE

The Adult Basic Education (ABE) program can help you upgrade to Grade 8, 10, 11 and 12 levels, to a Adult Dogwood Diploma or a GED. You can take specific courses that you may need for post-secondary studies, work, starting a new business or personal interest in a relaxed setting with other motivated adults. Selkirk College can help you get to where you want to go. Selkirk College ABE: yourday school, your night school, your anytime you want school!

AREAS OF STUDY AND SUPPORT

- Upgrade reading, writing, spelling, math, science, and computer skills
- Complete specific courses including algebra, physics, biology, chemistry & English for entry into post-secondary programs
- Complete your Grade 12 with a Adult Dogwood Diploma or GED equivalency
- Arrange for a literacy tutor
- Prepare for a trade or career program
- Prepare to enter the work force or to start a business
- Assess your present skills and aptitudes
- Receive support with difficult concepts and receive feedback on your work
- Receive support with on-line or Distance Education courses
- Prepare for the LPI Exam
- Improve study, communication, interpersonal, and team working skills
- Feel better about yourself
- Benefit from free books and tuition

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



PERSONAL CHOICES

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

GET STARTED

For more information, or to arrange a meeting to discuss your goals and timelines, contact any one of these helpful instructors at a convenient location near you.

- Nelson: Devorah MacLean 250 354.3222
- Trail: Ian McAlpine 250 364.5764
- Castlegar: Jim Leitch 250 365.1345
- Grand Forks: Leora Gesser 250 442.2704
- Nakusp: Richard Allin 250 265.3640
- Kaslo: Marilyn Roberts 250 353.2618

SCHOOL OF ADULT BASIC EDUCATION AND TRANSITIONAL TRAINING

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

Program Summary

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

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

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

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

FOR MORE INFORMATION PLEASE CONTACT YOUR LOCAL ABE PROGRAM AT ONE OF THE FOLLOWING LOCATIONS:

CASTLEGAR CAMPUS

301 Frank Beinder Way
Castlegar BC V1N 3J1
(250)365-7292

SILVER KING CAMPUS

2001 Silver King Road
Nelson BC V1L 1C8
(250) 352-6601

TRAIL CAMPUS

900 Helena Street
Trail BC V1R 4S6
(250)368-5236

GRAND FORKS CAMPUS

486 – 72nd Ave
Grand Forks BC V0H 1H0
(250) 442-2704

KASLO LEARNING CENTRE

421 Front Street
Kaslo BC V0G 1M0
(250) 353-2618

NAKUSP LEARNING CENTRE

409 Broadway Street West
Nakusp BC V0G 1R0
(250) 265-3640

Course of Studies

Course	Name
	Term 1
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
RSS 01	Reading and Study Skills (English) - Fundamental
RSS 02	Reading and Study Skills (English) - Fundamental
RSS 03	Reading and Study Skills (English) - Fundamental

Course	Name
	Term 2
CHEM 49	Chemistry - Intermediate
CPST 10	Computer Studies - Intermediate
DIST 10	Distance Education Tutorial - Intermediate
EASL 049	English as a second language - Intermediate
ENGL 10	English - Intermediate
ENGT 10	English Tutorial - Intermediate
GEDT 10	GED Tutorial
MATH 10	Intermediate Mathematics
MATH 49	Introductory Algebra
MST 10	Math and Science Tutorial - Intermediate
RSS 27	Reading and Study Skills- Intermediate
SCIE 10	Science - Intermediate
SOST 10	Social Studies - Intermediate

Course	Name
	Term 3
BIOL 050	Introduction to Biology I
CHEM 050	Basic Principles of Chemistry
CPST 50	Computer Studies - Advanced
DIST 50	Distance Education Tutorial - Provincial
EASL 50	English as a second language - Advanced
ENGL 50	English - Advanced
ENGT 50	English Tutorial - Advanced
MATH 23	Applied Mathematics- Advanced
MATH 50	Algebra and Trigonometry I
PHYS 50	Basic Principles of Physics
SOSC 50	Advanced Level Social Studies - Global Issues of Culture and Geography

Course	Name
	Term 4
BIOL 051	Introduction to Biology II
CHEM 51	Chemistry - Provincial Level
CPST 51	Computer Studies - Provincial
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
MATH 51	Algebra and Trigonometry II
MST 50	Math and Science Tutorial - Advanced
MST 51	Math and Science Tutorial - Provincial
PHYS 51	Physics - Provincial
SOSC 51	Provincial Level Social Sciences

Program Objectives

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

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

In the Adult Learning Centres, courses are offered from September to April. These courses are individualized, allowing students to work at their own speed. Flexible timetabling allows most students to choose their class times. On the larger campuses, courses generally run for a longer period of time with many courses at regularly scheduled times. The Silver King Campus in Nelson has a summer semester beginning in early May and ending in August. On the Castlegar Campus, ABE provides upgrading to the Intermediate Level (Grade 10 equivalency) only and Grade 11 and 12 equivalent level courses are offered through University Arts and Sciences – College Preparatory program.

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

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

These courses are tuition free. Books are provided on a loan basis. There is a Learning Resource Fee of \$12.49 per student per semester. Nelson and Castlegar students also pay student union fees.

Admission Requirements

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

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

Notes:

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

Evening Upgrading

Most centres (except Castlegar) provide some evening class hours.

Course Levels

ABE FUNDAMENTAL

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

ABE INTERMEDIATE

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

ABE ADVANCED

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

ABE PROVINCIAL

At this level, the Ministry of Advanced Education, grants a formal, provincially recognized certificate

which is the equivalent, for adults, of high school graduation. Courses at this level in mathematics, sciences, social studies, and English are available in most centres. Students may elect to take one or more courses, or work toward certification.

THE BC ADULT GRADUATION DIPLOMA: "THE ADULT DOGWOOD"

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

BC School System

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

Qualifying Courses (BOLD) total needed: 30 credits

College ABE program (*italic*) total needed: 5 courses

Language Arts 12

or A Provincial Level English or higher

4

Mathematics 11 or 12

or An Advanced or Provincial Level or higher Mathematics

4

Three Grade 12 Ministry-authorized Courses (4 credits ea)

or Three additional courses at the Provincial Level or higher

12

Social Studies 11 (4 credits) and two Grade 12 Ministry-authorized Course (4 credits ea)

or Advanced Social Sciences and two Provincial Level courses or higher

12

Course Descriptions

BIOL 050 INTRODUCTION TO BIOLOGY I

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

Prerequisites:

ENGL 10.

Corequisites:

ENGL 051.

BIOL 051 INTRODUCTION TO BIOLOGY II

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

Prerequisites:

BIOL 050, BIOL 11, or equivalent, or permission of the School Chair.

CHEM 050 BASIC PRINCIPLES OF CHEMISTRY

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

Prerequisites:

MATH 049; MATH 050 should be taken concurrently.

CHEM 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. 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 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 applications such as word processing, spreadsheets and databases. Students will also learn about computer security (viruses, and other malware) and critical thinking as applied to computers.

Prerequisites:

CPST 10 or equivalent skill level.

CPST 51 COMPUTER STUDIES - PROVINCIAL

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

Prerequisites:

CPST 50 or equivalent skill level.

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 ENGLISH AS A SECOND LANGUAGE - INTERMEDIATE

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.

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 enroll 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 enroll 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 enroll in ENGT in order to enhance general language skills.

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.

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 APPLIED MATHEMATICS- ADVANCED

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

Prerequisites:

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

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 before taking Math 50. Topics include a review of number functions, followed by an introduction to real numbers, equations and inequalities, polynomials, rational expressions, graphing linear equations and inequalities and systems of equations.

Prerequisites:

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

MATH 50 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.

Prerequisites:

MATH 049 or sufficient Computerized Placement Test (CPT) score.

MATH 51 ALGEBRA AND TRIGONOMETRY II

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

Prerequisites:

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

MST 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 enroll in M&ST in order to enhance general math skills.

MST 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 enroll in M&ST in order to enhance general math skills, or specifically to help with work or other courses.

MST 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 enroll in M&ST in order to enhance general math skills, or specifically to help with work or other courses.

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.

RSS 01 READING AND STUDY SKILLS (ENGLISH) - FUNDAMENTAL

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

RSS 02 READING AND STUDY SKILLS (ENGLISH) - FUNDAMENTAL

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

RSS 03 READING AND STUDY SKILLS (ENGLISH) - FUNDAMENTAL

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

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.

Contacts

PROGRAM CONTACTS

ABE Contact, Darla Ashton , Program Contact,
School Secretary
Tel: 1-250-442-2704
dashton@selkirk.ca

SCHOOL CHAIR

Lyle Olsen, School Chair
Tel: 442-2704
lolsen@selkirk.ca

ADULT SPECIAL EDUCATION

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

TRANSITIONAL TRAINING

Castlegar and Grand Forks Campuses

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

Silver King Campus, Nelson

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

Trail Campus - Food Service Worker Program

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

Contacts

PROGRAM CONTACTS

ABE Contact, Darla Ashton , Program Contact,
School Secretary
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dashton@selkirk.ca

SCHOOL CHAIR

Lyle Olsen, School Chair
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business & aviation

AT SELKIRK COLLEGE

If a career in business appeals to you, our business programs can help you master the latest in office technology and help you with co-op experiences that are invaluable in landing a job. You can work towards a certificate or diploma or use our programs as the first step to a degree in Business.

A career in Aviation on the other hand will launch your career in the aviation industry and prepare you for the wilderness experience of a bush pilot or have you flying to the cities of the world. Over 500 Selkirk graduates are working as professional pilots in all areas of the airline industry.

AVIATION



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

2-YEAR PROFESSIONAL AVIATION DIPLOMA

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

BUSINESS

Whether you are starting out, upgrading, or 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 – as well as real jobs.

APPLIED BUSINESS TECHNOLOGY (ABT) CERTIFICATES

- Office Fundamentals
- Bookkeeping - Advanced
- Electronic Word Processing - Advanced
- Microsoft Office Computer Skills Upgrading

BUSINESS ADMINISTRATION DIPLOMAS

- Accounting/Finance
- Professional Management
- International Business

OFFICE MANAGEMENT DIPLOMA

First Year - ABT Program

- Office Fundamentals Certificate
- Bookkeeping Advanced Certificate

Second Year - Business Program

- Complete 10 courses (six core courses and four electives)

The Applied Business Technology (ABT) program offers Office Administration and Computer Skills training in four certificate programs that can be taken full-time or part-time at the Castlegar campus or online.

The Office Fundamentals Certificate is the foundation program in Applied Business Technology and is a prerequisite for the advanced certificates in Bookkeeping and Electronic Word Processing.

A Computer Skills Upgrading certificate is available for mature students who have been out of the workforce for various reasons and desire to upgrade their office and computer skills before re-entering the workforce.

Each program offers multiple start dates between September and June that allow students to choose program dates that fit their schedule. For more information visit DABT Course Home at to review the schedule, program outcomes, start dates, software, timetables and textbooks costs.

Program Calendar

2008

- Fall Semester program start dates are in September and October.

2009

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

Program Summary

The Applied Business Technology program area offers four certificate programs:

- Office Fundamentals Certificate
- Bookkeeping Advanced Certificate
- Electronic Word Processing Advanced Certificate
- Office Management Diploma

The Applied Business Technology program area offers service courses for the following programs:

- Advanced Medical Transcriptionist
- Nursing Unit Clerk
- Pharmacy Technician

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

Office Administration and Computer Skills training in 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.

LEARNING OUTCOMES

The following learning outcomes were adopted provincially in October, 1996 and have been identified by prospective employers, the Ministry of Skills, Training and Labour and Applied Business Technology instructors as the skills required to successfully compete for employment in this field. These learning outcomes have been approved provincially by the regulating body for this program.

The graduate of this program has reliably demonstrated the ability to:

- Compose messages, memos, letters, and short reports, correctly applying the fundamental principles of spelling, grammar, and punctuation.
- Utilize active listening skills to accurately condense and record verbal information, instructions, and ideas.
- Communicate verbally, using language that is appropriate to the intended audience.
- Select, apply, and adapt computer software tools such as word processing, spreadsheet, data base, accounting, presentation, and desktop publishing, to business related tasks.
- Transfer skills and knowledge of software, technology, and business systems from one situation to another.
- Work collaboratively and cooperatively by applying a variety of team and communication strategies.
- Share skills and knowledge with others in formal and informal learning situations.
- Assess one's own thinking and that of others, recognizing fallacies, biases, misrepresentations, and unfounded conclusions.
- Define and solve problems both independently and in teams, using a variety of creative problem-solving approaches.
- Evaluate situations, make informed decisions, and initiate appropriate action.
- Keyboard proficiently and accurately.
- (Learning Outcomes -- continued)

- Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- Analyse and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable.
- Apply computational skills to business-related tasks and assess the logic of the results.
- Manage time effectively by setting goals, organizing, planning, prioritizing, and scheduling activities, routines, and projects.
- Achieve business standards for efficiency and quality of work.
- Articulate the importance of one's role in furthering the goals of the organization.
- Apply ethical standards with respect to privacy, confidentiality, and personal behaviour.
- Project a professional image.
- Locate, select, evaluate, organize, and summarize information, using appropriate resources.
- Set realistic personal and professional short- and long-term goals.
- Assess and analyse personal learning needs; set learning goals and objectives; and formulate plans for implementation.

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.

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

Prior Learning Assessment

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.

Certificate Options

OFFICE FUNDAMENTALS CERTIFICATE

Office administration and computer skills training in 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

Office administration and computer skills training in 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 Quick-Books as well as develop advanced skills in Excel and Access. The program includes a one-week preceptorship experience.

Pre-requisite: Office Fundamentals Certificate

ELECTRONIC WORD PROCESSING ADVANCED CERTIFICATE

Office administration and computer skills training in 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 one-week preceptorship experience.

Pre-requisite: Office Fundamentals Certificate

OFFICE COMPUTER SKILLS UPGRADING CERTIFICATE

Office administration and computer skills training in 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.

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.

Contacts

PROGRAM CONTACTS

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Program Calendar

2008

- Winter Semester program start dates are in January and February.
- Fall Semester program start dates are in September and October.

2009

- Winter Semester program start dates are in January and February.
- Fall Semester program start dates are in September and October.

Summary

Office administration and computer skills training in 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.

This certificate may be completed onsite in Castlegar or online, part-time or full-time. For schedule details visit DABT Course Home at <http://abt.selkirk.bc.ca/dabtcoursehome/>

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.

Course of Studies

Translation Key:

Ttl = Total course hours per term

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

Course	Name	Ttl
Term 1		
ABT 101-0.5 (D)	Online Learner Success (free 15-hour course)	15
ABT 110-1.5 (D)	Keyboarding	45
ABT 111-1 (D)	Keyboarding Speed I	30
ABT 113-1.5 (D)	Document Formatting	45
ABT 116-1.5 (D)	Business Calculators	45
ABT 118-1 (D)	Human Relations	30
ABT 120-1.5 (D)	Introduction to Computers and Internet (ICI)	45
ABT 127-1.5 (D)	Business English I	45
ABT 129-1.5 (D)	Business English II	45
Total:		345

Course	Name	Ttl
Term 2		
ABT 114-1.5 (D)	MS Word I	45
ABT 123-1 (D)	Records Management	30
ABT 124-1.5 (D)	Administrative Procedures	45
ABT 134-1.5 (D)	MS Excel I	45
ABT 136-1 (D)	MS Access I	30
ABT 138-1 (D)	Job Search	30
ABT 152-2 (D)	Bookkeeping I	60
ABT 182-2 (D)	Preceptorship (two weeks)	60
Total:		345

Admission Requirements

A BC high school diploma or equivalent is required.

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

Prior Learning Assessment

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.

Admission Requirements

- Students normally must complete the Office Fundamentals, Bookkeeping or Electronic Word Processing certificates within six consecutive semesters of initial entry to qualify for certificates.
- Part-time students who take more than six consecutive semesters to complete their program of studies must apply for an extension to the School Chair or designate.
- Applied Business Technology Program Certificates will be granted upon successful completion (grade of P or better) of mandatory courses in each certificate program with a minimum 2.00 GPA.

Course Descriptions

ABT 102-0.5 **ONLINE LEARNER SUCCESS (MOODLE)**

This office administration and computer skills training course, Online Learner Success (Moodle) course (OLS), is a 15-hour course designed to provide the online learner with a working knowledge of the Moodle application. Assignments and activities in the course have been designed to demonstrate the use of various tools in Moodle. This course is available via Distance Education.

ABT 110-1.5 **KEYBOARDING**

This office administration and computer skills training course develops basic alphabetic, numeric, and special symbols keyboarding skills to a minimum speed of 20 net words per minute in a three minute timed writing. This course is available via Distance Education.

ABT 111-1 **KEYBOARDING SPEED I**

This office administration and computer skills training course is a skill enhancement program designed to upgrade keyboarding skills through technique development, individualized error analysis, and individualized prescriptive recommendations of championship typing drills to correct key stroke weaknesses. Students are expected to key a minimum of 40 net words per minute in a five minute timed writing by the end of the course.

Prerequisites:

ABT 110.

This course is available via Distance Education.

ABT 113-1.5 **DOCUMENT FORMATTING**

This office administration and computer skills training course introduces 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 letters, memos/e-mail, reports and manuscripts.

Prerequisites:

ABT 110, 120.

This course is available via Distance Education.

ABT 114-1.5 **MS WORD I**

This office administration and computer skills training course introduces word processing software to produce finished documents in accordance with business standards. This course introduces intermediate word processing skills. Learners

will learn how to edit and format documents; maintain documents; customize documents using auto correct, headers/footers, page numbering, find and replace, templates; create tables; use special features such as merge, drawing shapes, images and Smart Art.

Prerequisites:

ABT 113 or equivalent.

This course is available via Distance Education.

ABT 116-1.5 **BUSINESS CALCULATORS**

This office administration and computer skills training 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.

This course is available via Distance Education.

ABT 118-1 **HUMAN RELATIONS**

This office administration and computer skills training course, 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 102.

This course is available via Distance Education.

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

This office administration and computer skills training course 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 102.

This course is available via Distance Education.

ABT 123-1 **RECORDS MANAGEMENT**

This office administration and computer skills training course covers the basic rules that apply to each of the four most common filing systems

used in business: Alphabetical, Geographic, Subject, Numeric. These rules are based on those established by the Association of Records Managers and Administrators, Inc. (ARMA).

Prerequisites:

ABT 102.

This course is available via Distance Education.

ABT 124-1.5 **ADMINISTRATIVE PROCEDURES**

This office administration and computer skills training course, in 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 102, 114, 129

This course is available via Distance Education.

ABT 127-1.5 **BUSINESS ENGLISH I**

This office administration and computer skills training 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.

This course is available via Distance Education.

ABT 129-1.5 **BUSINESS ENGLISH II**

This office administration and computer skills training 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.

This course is available via Distance Education.

ABT 134-1.5 **MS EXCEL I**

This office administration and computer skills training course enables students to 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.

Equivalents:

CIB - Computer Applications II; CPA (with ABT 113, ABT 114 and ABT 136) Intro to Computer Systems.

This course is available via Distance Education.

ABT 136-1 MS ACCESS I

This office administration and computer skills training course enables learners to create and modify a database, use the query functions of sorting, filtering and indexes and maintain a database system using Microsoft Access. The fundamental concepts of creating tables, queries, forms, and reports are taught.

Prerequisites:

ABT 120.

This course is available via Distance Education.

ABT 138-1 JOB SEARCH

This office administration and computer skills training course, Job Search 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 102, 113.

This course is available via Distance Education

ABT 152-2 BOOKKEEPING I

This office administration and computer skills training 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.

Equivalents:

(with ABT 252) CIB - Bookkeeping I ; CPA - Accounting I.

This course is available via Distance Education.

ABT 182-2 PRECEPTORSHIP (TWO WEEKS)

This office administration and computer skills training course, Preceptorship, provides the learner with an opportunity to apply skills and knowledge acquired in training to a real workplace situation. This Preceptorship will provide you with an opportunity to network in your community, apply your office skills in a work environment, and enhance your employability skills.

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.

This course is available via Distance Education.

Contacts

PROGRAM CONTACTS

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ABT - BOOKKEEPING

16-WEEK CERTIFICATE AT CASTLEGAR CAMPUS AND ONLINE

Program Calendar

2008

- Winter Semester program starts January
- Spring Semester program starts May
- Fall Semester program starts September

2009

- Winter Semester program starts January
- Spring Semester program starts May
- Fall Semester program starts September

Summary

This 16-week certificate in Office Administration and Computer Skills training, 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 MS Excel and MS Access. The program includes a one-week preceptorship experience.

This certificate may be completed onsite in Castlegar or online, part-time or full-time. For schedule details visit DABT Course Home at <http://abt.selkirk.bc.ca/dabtcoursehome/>

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.

Prior Learning Assessment

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.

Course of Studies

Translation Key:

*Ttl = Total course hours per term

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

Course	Name	Ttl
Term 3		
ABT 128-2 (D)	Business Correspondence	60
ABT 232-1 (D)	MS Excel II	30
ABT 234-1.5 (D)	MS Access II	45
ABT 252-2.5 (D)	Bookkeeping II	75
ABT 254-2 (D)	Simply Accounting	60
ABT 256-2 (D)	QuickBooks	60
ABT 282-1 (D)	Preceptorship (one week)	30
	Total:	360

Admission Requirements

- Students normally must complete the Office Fundamentals, Bookkeeping or Electronic Word Processing certificates within six consecutive semesters of initial entry to qualify for certificates.
- Part-time students who take more than six consecutive semesters to complete their program of studies must apply for an extension to the School Chair or designate.

Applied Business Technology Program Certificates will be granted upon successful completion (grade of P or better) of mandatory courses in each certificate program with a minimum 2.00 GPA.

Course Descriptions

ABT 128-2 BUSINESS CORRESPONDENCE

This office administration and computer skills training course introduces effective techniques to plan, organize and write memos, letters, and short reports for specific business scenarios.

Prerequisites:

ABT 114, 120, 129.

This course is available via Distance Education.

ABT 232-1 MS EXCEL II

This office administration and computer skills training course introduces the student to complex analysis of numerical data; the use of functions with conditional logic and apply various tools to

assist with projecting, analyzing, consolidating and managing data.

Prerequisites:

ABT 134.

This course is available via Distance Education.

ABT 234-1.5 MS ACCESS II

This office administration and computer skills training course introduces 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.

Prerequisites:

ABT 136.

This course is available via Distance Education.

ABT 252-2.5 BOOKKEEPING II

This office administration and computer skills training 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.

Corequisites:

CIB (with ABT 152) - Bookkeeping I.

This course is available via Distance Education.

ABT 254-2 SIMPLY ACCOUNTING

This office administration and computer skills training course introduces the integrated accounting package Simply Accounting for Windows, to create, modify and maintain the general ledger, accounts payable, accounts receivable, Inventory and Canadian 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.

Equivalents:

CIB - Computerized Bookkeeping I.

This course is available via Distance Education.

ABT 256-2 QUICKBOOKS

This office administration and computer skills training course introduces 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.

Equivalents:

CIB - Computerized Bookkeeping I.

This course is available via Distance Education.

ABT 282-1 PRECEPTORSHIP (ONE WEEK)

This office administration and computer skills training course, Preceptorship, provides the learner with an opportunity to apply skills and knowledge acquired in training to a real workplace situation. This Preceptorship will provide you with an opportunity to network in your community, apply your office skills in a work environment, and enhance your employability skills.

Prerequisites:

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

This course is available via Distance Education.

Contacts

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ABT - OFFICE COMPUTER SKILLS UPGRADING

16-WEEK CERTIFICATE AT CASTLEGAR CAMPUS AND ONLINE

Program Calendar

2008

- Winter Semester program starts January
- Spring Semester program starts May
- Fall Semester program starts September

2009

- Winter Semester program starts January
- Spring Semester program starts May
- Fall Semester program starts September

Summary

This 16-week program in Office Administration and Computer Skills training, 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.

This certificate may be completed onsite in Castlegar or online, part-time or full-time. For schedule details visit DABT Course Home at <http://abt.selkirk.bc.ca/dabtcoursehome/>

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.

Prior Learning Assessment

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.

Course of Studies

Translation Key:

Ttl = Total course hours per term

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

Course	Name Term 1	Ttl
ABT 102-0.5 (D)	Online Learner Success (Moodle)	15
ABT 114-1.5 (D)	MS Word I	45
ABT 120-1.5 (D)	Introduction to Computers and Internet (ICI)	45
ABT 134-1.5 (D)	MS Excel I	45
ABT 136-1 (D)	MS Access I	30
	Total:	180

Course	Name Term 2	Ttl
ABT 115-1 (D)	MS Word II	30
ABT 232-1 (D)	MS Excel II	30
ABT 234-1.5 (D)	MS Access II	45
ABT 238-1 (D)	MS Powerpoint	30
ABT 242-1.5 (D)	MS Publisher	45
	Total:	180

Course Descriptions

ABT 102-0.5 ONLINE LEARNER SUCCESS (MOODLE)

This office administration and computer skills training course, Online Learner Success (Moodle) course (OLS), is a 15-hour course designed to provide the online learner with a working knowledge of the Moodle application. Assignments and activities in the course have been designed to demonstrate the use of various tools in Moodle. This course is available via Distance Education.

ABT 114-1.5 MS WORD I

This office administration and computer skills training course introduces word processing software to produce finished documents in accordance with business standards. This course introduces intermediate word processing skills. Learners will learn how to edit and format documents; maintain documents; customize documents using auto correct, headers/footers, page numbering, find and replace, templates; create tables; use special features such as merge, drawing shapes, images and Smart Art.

Prerequisites:

ABT 113 or equivalent.
This course is available via Distance Education.

ABT 115-1 MS WORD II

This office administration and computer skills training course introduces word processing software to produce finished documents in accordance with business standards. This course introduces advanced word processing skills. Learners will customize and automate documents using advanced headers/footers, numbers/bullets, spell check, auto correct, Quick Parts (building blocks), fields, themes, styles, templates, endnotes/footnotes, table of contents/index and shared documents (comments, tracking changes) and protecting documents.

Prerequisites:

ABT 114 or equivalent.
This course is available via Distance Education.

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

This office administration and computer skills training course 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 102.

This course is available via Distance Education.

ABT 134-1.5 MS EXCEL I

This office administration and computer skills training course enables students to 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.

Equivalents:

CIB - Computer Applications II; CPA (with ABT 113, ABT 114 and ABT 136) Intro to Computer Systems.

This course is available via Distance Education.

ABT 136-1 MS ACCESS I

This office administration and computer skills training course enables learners to create and modify a database, use the query functions of sorting, filtering and indexes and maintain a database system using Microsoft Access. The fundamental concepts of creating tables, queries, forms, and reports are taught.

Prerequisites:

ABT 120.

This course is available via Distance Education.

ABT 232-1 MS EXCEL II

This office administration and computer skills training course introduces the student to complex analysis of numerical data; the use of functions with conditional logic and apply various tools to assist with projecting, analyzing, consolidating and managing data.

Prerequisites:

ABT 134.

This course is available via Distance Education.

ABT 234-1.5 MS ACCESS II

This office administration and computer skills training course introduces 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.

Prerequisites:

ABT 136.

This course is available via Distance Education.

ABT 238-1 MS POWERPOINT

This office administration and computer skills training course, MS PowerPoint, is used to produce professional-looking presentations. Using PowerPoint the student will learn to build eye-catching presentations that communicate key information to audiences in business, academic and organization settings.

Prerequisites:

ABT 111, 120.

This course is available via Distance Education.

ABT 242-1.5 MS PUBLISHER

This office administration and computer skills training course, MS 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.

This course is available via Distance Education.

Contacts

PROGRAM CONTACTS

ABT Admissions , Admissions Contact

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ABT Contact , Program Contact

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ABT - ELECTRONIC WORD PROCESSING

16-WEEK CERTIFICATE AT CASTLEGAR CAMPUS AND ONLINE

Program Calendar

PROGRAM START DATES 2008-2009

Limited Intakes. Contact the Admissions Officer at 250.365.7292 ext. 425 for more information.

Summary

This 16-week certificate in Office Administration and Computer Skills training, 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 one-week practicum experience.

This certificate may be completed onsite in Castlegar or online, part-time or full-time. For schedule details visit DABT Course Home at <http://abt.selkirk.bc.ca/dabtcoursehome/>

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.

Prior Learning Assessment

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.

Course of Studies

Translation Key:

* Ttl = Total course hours per term

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

Course	Name	Ttl
Term 3		
ABT 112-1 (D)	Keyboarding Speed II	30
ABT 115-1 (D)	MS Word II	30
ABT 128-2 (D)	Business Correspondence	60
ABT 228-1.5 (D)	Creating HTML Web Pages	45
ABT 238-1 (D)	MS PowerPoint	30
ABT 242-1.5 (D)	MS Publisher	45
ABT 266-2 (D)	MS FrontPage	60
ABT 282-1 (D)	Preceptorship (one week)	30
	Total:	330

Admission Requirements

- Students normally must complete the Office Fundamentals, Bookkeeping or Electronic Word Processing certificates within six consecutive semesters of initial entry to qualify for certificates.
- Part-time students who take more than six consecutive semesters to complete their program of studies must apply for an extension to the School Chair or designate.
- Applied Business Technology Program
Certificates will be granted upon successful completion (grade of P or better) of mandatory courses in each certificate program with a minimum 2.00 GPA

ABT 115-1 MS WORD II

This office administration and computer skills training course introduces word processing software to produce finished documents in accordance with business standards. This course introduces advanced word processing skills. Learners will customize and automate documents using advanced headers/footers, numbers/bullets, spell check, auto correct, Quick Parts (building blocks), fields, themes, styles, templates, endnotes/footnotes, table of contents/index and shared documents (comments, tracking changes) and protecting documents.

Prerequisites:

ABT 114 or equivalent.

This course is available via Distance Education.

ABT 128-2 BUSINESS CORRESPONDENCE

This office administration and computer skills training course introduces effective techniques to plan, organize and write memos, letters, and short reports for specific business scenarios.

Prerequisites:

ABT 114, 120, 129.

This course is available via Distance Education.

ABT 228-1.5 CREATING HTML WEB PAGES

In this office administration and computer skills training 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.

Course Descriptions

ABT 112-1 KEYBOARDING SPEED II

This office administration and computer skills training course, Keyboarding Speed II, is a skill enhancement program designed to upgrade keyboarding skills through technique development, individualized error analysis, and individualized prescriptive recommendations of championship typing drills to correct key stroke weaknesses. Students are expected to key a minimum of 50 net words per minute in a five minute timed writing by the end of the course.

Prerequisites:

ABT 111 or equivalent.

This course is available via Distance Education.

Prerequisites:

ABT 120.

This course is available via Distance Education.

ABT 238-1 MS POWERPOINT

This office administration and computer skills training course, MS PowerPoint, is used to produce professional-looking presentations. Using PowerPoint the student will learn to build eye-catching presentations that communicate key information to audiences in business, academic and organization settings.

Prerequisites:

ABT 111, 120.

This course is available via Distance Education.

ABT 242-1.5 MS PUBLISHER

This office administration and computer skills training course, MS 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.

This course is available via Distance Education.

ABT 266-2 MS FRONTPAGE

This office administration and computer skills training course, MS FrontPage, introduces 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.

This course is available via Distance Education.

ABT 282-1 PRECEPTORSHIP (ONE WEEK)

This office administration and computer skills training course, Preceptorship, provides the learner with an opportunity to apply skills and knowledge acquired in training to a real workplace situation. This Preceptorship will provide you with an opportunity to network in your community, apply your office skills in a work environment, and enhance your employability skills.

Prerequisites:

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

This course is available via Distance Education.

Contacts

PROGRAM CONTACTS

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ABT Contact , Program Contact

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SCHOOL CHAIR

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AVIATION-PROFESSIONAL PILOT PROGRAM

2-YEAR AVIATION DIPLOMA AT CASTLEGAR CAMPUS

Program Calendar

2008

- September 2 - Orientation.
- September 3 - Fall Semester begins.
- December 5 - Fall Semester ends.
- December 8-19 - Fall Semester examinations.

2009

- January 5 - Winter Semester begins.
- February 19 and 20 - Reading Break.
- April 9 - Winter Semester ends.
- April 14-23 - Winter Semester examinations.
- April 30 - Last day for submission of applications by students continuing to second year.

Program Summary

Selkirk Aviation - Professional Pilot is an intensive two year diploma program certified by Transport Canada and supported by the British Columbia Ministry of Advanced Education. All courses are directly transferable toward an aviation degree at Embry Riddle Aeronautical University. Our newly completed multi-million dollar aviation facility offers a state of the art classroom environment, dispatch area, and four sophisticated flight training simulators. Flight training is completed in a fully equipped fleet consisting of five C-172 and two twin engine B-95 aircraft. Selkirk Aviation instructors are all Airline Transport Pilot License rated pilots with military and airline experience. Through university level courses and professional flight training in a challenging mountain environment, Selkirk Aviation graduates emerge from the program fully qualified and prepared for the challenges and responsibilities associated with commercial flying.

Program Objectives

Learn to fly at Selkirk College! The Professional Pilot program at Selkirk College is designed to prepare students for commercial pilot positions in the Canadian and international airline industry. This intensive two year flight training diploma program provides students with the necessary tools to succeed in a technology driven environment. Graduates will be fully licensed and qualified to enter the industry as commercial pilots.

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

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

Course	Name	Lec	Lab
Term 1			
AVIA 100-4-A	Intermediate Flight Training - Fall Term	1	1
AVIA 110-4-A	Introductory Ground Instrument Training - Fall Term	0	1
AVIA 120-3	Meteorology	3	0
AVIA 140-3	Aircraft Systems	3	0
AVIA 160-3	Navigation and Flight Planning	3	0
ENGL 110-3 (D)	College Composition	3	0
	Total:	13	2

Course	Name	Lec	Lab
Term 2			
AVIA 100-4-B	Intermediate Flight Training - Winter Term	1	1
AVIA 110-4-B	Introductory Ground Instrument Training - Winter Term	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 (D)	Introduction to Literature	3	0
	Total:	13	2

Course	Name	Lec	Lab
Term 3			
AVIA 200-4-A	Advanced Flight Training - Fall Term	0	2
AVIA 210-4-A	Advanced Ground Instrument Training	0	1
AVIA 240-3	Transport Aircraft Systems and Operations	3	0
AVIA 250-3	Advanced CRM/PDM and Airmanship	3	0
AVIA 260-4	IFR Procedures	4	0
AVIA 261-3	Aircraft Electronics	3	0
TWC 250-2	Aviation Communications	3	0
	Total:	16	3

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

Career Potential

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

Admission Requirements

The applicant must meet the following Professional Aviation program requirements:

- British Columbia high school graduation, or equivalent, with a final grade of “C+” or better in:
 - Principles of MATH 12 or equivalent
 - ENGL 12 or equivalent, and
 - PHYS 11 or equivalent.
- Prior to the start of the program, an applicant must hold a Private Pilot license, have met all recurrency requirements, and hold a Category I Medical.
- Applicants must satisfactorily complete the entrance tests provided by the Professional Aviation program.
- Applicants must obtain a valid passport prior to starting second year.

Note

- 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 into the second year of the program.
- Students write the Transport Canada examinations for the Commercial Pilot License, Instrument Rating, and IATRA and take Commercial Pilot, Multi-engine Rating and Group I Instrument Rating flight tests in second year. Successful completion of these examinations is mandatory for graduation.

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.

Course Descriptions

AVIA 100-4-A INTERMEDIATE FLIGHT TRAINING - FALL TERM

Fall Term - Over the Fall and Winter terms approximately 70 hours of single engine flight training brings student pilots to a high level of proficiency in basic Visual Flight Rules (VFR) and basic instrument flying techniques.

Classroom topics include: Discussion and review of exercises on the commercial pilot flight test; review of each flight syllabus exercise; review of simulator syllabus exercises; radio communications; mountain flying; winter flying; standard operating procedures; general discussion of flight line operations including scheduling; special operating procedures; safety concerns, etc.

The classroom portion of this course involves one hour per week during the fall semester. Much of the material will be assigned for self study. A final exam will be scheduled in April. Sample questions will be provided for self study.

AVIA 100-4-B INTERMEDIATE FLIGHT TRAINING - WINTER TERM

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

Classroom topics include: discussion and review of exercises on the commercial pilot flight test; review of each flight syllabus exercise; review of simulator syllabus exercises; radio communications; mountain flying; winter flying; standard operating procedures; general discussion of flight

line operations including scheduling; special operating procedures; safety concerns, etc.

The classroom portion of this course involves one hour per week during the fall semester. Much of the material will be assigned for self study. A final exam will be scheduled in April. Sample questions will be provided for self study.

AVIA 110-4-A INTRODUCTORY GROUND INSTRUMENT TRAINING - FALL TERM

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

AVIA 110-4-B INTRODUCTORY GROUND INSTRUMENT TRAINING - WINTER TERM

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

AVIA 120-3 METEOROLOGY

This aviation training 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

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

AVIA 140-3 AIRCRAFT SYSTEMS

In this pilot training course, the student pilot will learn the principles of operation of aircraft systems typical of non-transport category aircraft. The objective is to learn how these systems work and how to use them in flight in both normal and malfunctioning modes. Systems covered include: electrical; hydraulic; pneumatic; flight controls; mechanical; fly-by-wire; flaps, spoilers, etc.

In addition the student pilot will learn the basics of: piston engine operation; constant speed propellers; turbine engine principles; jet engines, etc.

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

The Crew Resource Management /Pilot Decision Making (CRM)/(PDM) portion of this flight training course provides an understanding of CRM concepts and the decision making process. Emphasis in this course is on single pilot operations with an introduction to two-pilot operations. Decision making principles are a key part of the course based on the SAFER decision making model.

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

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

AVIA 171-3 **AERODYNAMICS**

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

AVIA 200-4-A **ADVANCED FLIGHT TRAINING - FALL TERM**

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

AVIA 200-4-B **ADVANCED FLIGHT TRAINING - WINTER TERM**

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

AVIA 201-3 **FLIGHT OPERATIONS**

This pilot training course primarily supports the flight training course AVIA 200, providing the necessary ground briefings for all the flight exercises involved in Commercial flight preparation, multi-engine (systems and operating procedures) and IFR exercise descriptions. This course also

includes coverage of licensing requirements for the Commercial Pilot, Multi-engine and Instrument ratings, as well as a brief description of licensing requirements for type endorsements, high performance flight and the Airline Transport Pilot License (ATPL). A review of operational considerations for winter flying and mountain flying is included.

AVIA 210-4-A **ADVANCED GROUND INSTRUMENT TRAINING - FALL TERM**

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

AVIA 210-4-B **ADVANCED GROUND INSTRUMENT TRAINING - WINTER TERM**

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

AVIA 220-3 **ADVANCED METEOROLOGY**

This aviation 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 **AIR LAW FOR COMMERCIAL OPERATIONS**

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

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

Prerequisites:

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

AVIA 240-3 **TRANSPORT AIRCRAFT SYSTEMS AND OPERATIONS**

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

The remainder of this aviation course covers the normal and emergency operating procedures for transport aircraft as well as the principles of operation of typical systems found in transport aircraft. Several different aircraft will be selected for study based on their representative design. Emphasis will be on pilot centered knowledge such as diagnosing a systems failure and employment of redundant or backup systems where available and recognition of key failures that have no redundancy.

The main topics covered are: general considerations for the operation of very large and heavy aircraft; Vspeed concepts; Transport Aircraft Flight Manuals; performance charts; Transport Aircraft systems; minimum equipment lists and other record keeping for transport aircraft; Transoceanic operation; Grid navigation; operation in the Arctic on True courses; Celestial navigation principles

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

Prerequisites:

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

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

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

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

Classroom training exercises involving practical experience in group problem-solving under the pressure of time constraints will be conducted. Role playing is required and presentation of solutions to the class. (Small groups will analyze video tape documentation, ATC transcripts,

cockpit voice recorder transcripts and flight data recorder tracings of selected aircraft accidents and incidents, after which presentations will be made listing the human factors causes and practical recommendations that would prevent a recurrence.)

AVIA 260-4 IFR PROCEDURES

In this aviation course you will learn all the procedures required in IFR flight. These include: holds; departures, enroute, approach and arrival procedures; circling and missed approach procedures.

In class, students will practice IFR communications procedures in controlled, uncontrolled, radar, and non-radar environments. Class participation and performance will be evaluated.

Exercises and assignments in navigation and communication radio setup will be conducted. Students will learn best practices in the use of available radio equipment. The College aircraft and simulators provide a diverse range of radio equipment including VOR, ADF, GPS, RNAV, auto-pilot, etc and use of all these must be mastered by the student pilot.

The course includes overviews of the Air Traffic Control (ATC) systems and IFR approach design process to assist the pilot in understanding how to operate safely in the IFR system.

Prerequisites:

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

AVIA 261-3 AIRCRAFT ELECTRONICS

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



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: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites:

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

This course is available via Distance Education.

ENGL 111-3 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.

This course is available via Distance Education.

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.

Contacts

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BUSINESS ADMINISTRATION

TWO-YEAR DIPLOMA AT CASTLEGAR CAMPUS

Program Calendar

2008

- September 2 - Orientation.
- September 3 - Fall Semester begins.
- December 5 - Fall Semester ends.
- December 8-19 - Fall Semester examinations.

2009

- January 5 - Winter Semester begins.
- April 9 - Winter Semester ends.
- April 14-23 - Winter Semester 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. Four-month work periods are provided to assist students in applying academic knowledge to the business environment.

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

Completion Options

COLLABORATIVE BACHELOR DEGREE PROGRAMS Canadian Institutions

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

- **Okanagan College** Bachelor of Business Administration degree program.
- **Royal Roads University** Bachelor of Commerce in Entrepreneurial Management at Royal Roads. This program is offered on a quarter system that condenses the third and fourth year curriculum into one calendar year.

- **Thompson Rivers University - Open Learning** Bachelor of Commerce degree program.
- **University of Lethbridge** Bachelor of Management degree program.
- **University of Northern BC** Bachelor of Commerce. For further information on the programs listed above, email business@selkirk.ca

International Institutions

American Business School - Paris

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

Email business@selkirk.ca for further information.

Griffith University - Australia

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

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

Email info@komconsultant.com for further information.

Professional Designations

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

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

Email business@selkirk.ca for further information.

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 or equivalent with a grade of "C+" or higher required.
- Principles of MATH 11 or Applications of Math 12, or equivalent, with a grade of "C+" 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.

NOTES:

- 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.

INTERNATIONAL BUSINESS ADVANCED DIPLOMA

- See description in International Business.

OFFICE MANAGEMENT DIPLOMA

- See description in Office Management.

Co-op Education

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

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

Co-op Work Terms provide for the practical application of academic studies. Each four-month work term is a separate co-op education course. Students spend work terms at an employer's site and a report covering each work term is required. Work term assignments become progressively more challenging. Students will receive 15 credits on their transcripts per co-op education course.

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

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

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

Course	Name	Lec	Lab
Term 1			
COMM 220-3	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 (D)	College Mathematics I	4	0
TWC 164-3	Introductory Report and Letter Writing	4	0
	Total:	23	3

Course	Name	Lec	Lab
Term 2			
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
	Total:	20	1

Course Descriptions

ADMN 181-3 MARKETING

The Business Administration Marketing 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; CUIC - Marketing; REIC - College Elective.

COMM 220-3 PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR

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

Equivalents:

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

COMM 240-3 FINANCIAL ACCOUNTING I

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

Equivalents:

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

COMM 241-3 FINANCIAL ACCOUNTING II

The Business Administration Financial Accounting II course is the next financial accounting

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

Prerequisites:

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

Equivalents:

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

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.

Equivalents:

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

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.

Prerequisites:

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

Equivalents:

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

ECON 107-3 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.

Prerequisites:

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

Equivalents:

(together with ECON 106): CGA - Economics 1, CASB - Economics; CMA - 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 050 or equivalent with a grade of “C” or better. This course is available via Distance Education.

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 - Quantitative Methods.

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; CPA - Business Writing.

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

Contacts

PROGRAM CONTACTS

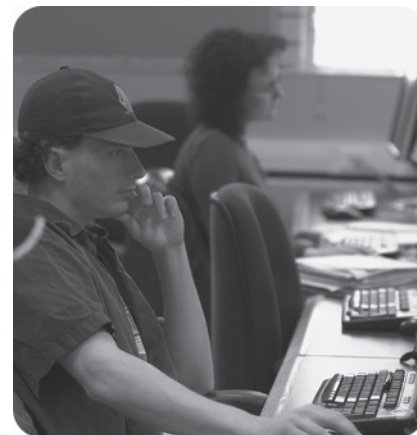
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BUSINESS ADMINISTRATION - ACCOUNTING/FINANCE

TWO-YEAR DIPLOMA AT CASTLEGAR CAMPUS

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.

Course Descriptions

ADMN 250-3 MANAGERIAL ACCOUNTING

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

Prerequisites:

COMM 240/241 or equivalent.

Equivalents:

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

ADMN 251-3 INTERMEDIATE ACCOUNTING I

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

Co-op Work Term

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

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

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

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

Course	Name Term 3	Lec	Lab
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
	Total:	24	0

Course	Name Term 4	Lec	Lab
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
	Total:	22	2



Prerequisites:

COMM 240/241 or equivalent.

Equivalents:

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

ADMN 252-3 FINANCIAL MANAGEMENT

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

Prerequisites:

COMM 240/241 or equivalent.

Equivalents:

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

ADMN 253-3 PRINCIPLES OF INCOME TAX I

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

Prerequisites:

COMM 240/241 or equivalent.

Equivalents:

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

ADMN 254-3 INTERMEDIATE ACCOUNTING II

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

Prerequisites:

ADMN 251 or equivalent.

Equivalents:

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

ADMN 255-3 CORPORATE FINANCE

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

Prerequisites:

COMM 240/241 or equivalent.

Equivalents:

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

ADMN 257-3 INCOME TAX II

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

Prerequisites:

ADMN 253 or equivalent.

Equivalents:

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

ADMN 259-3 AUDITING

The Business Administration Auditing course is 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 I; CMA - Internal Control and Audit; REIC - College Elective.

ADMN 269-3 INFORMATION SYSTEMS

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

Prerequisites:

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

Equivalents:

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

ADMN 272-3 COMMERCIAL LAW

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

Equivalents:

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

ADMN 295-3 BUSINESS POLICY

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

Prerequisites:

ADMN 181, COMM 240/241 or equivalent.

Equivalents:

CMA - Strategic Management; CUIC - Elective;

REIC - College Elective.

STAT 206-3 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.

Equivalents:

CASB - Statistics; CGA - Quantitative Methods I;

CMA - Quantitative Methods.

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BUSINESS ADMINISTRATION - PROFESSIONAL MANAGEMENT

TWO-YEAR DIPLOMA AT CASTLEGAR CAMPUS

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 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.

Course Descriptions

ADMN 130 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.

ADMN 250-3 MANAGERIAL ACCOUNTING

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

Prerequisites:

COMM 240/241 or equivalent.

Equivalents:

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

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
WORK TERM 2	STUDY TERM 3	WORK TERM 3	12
WORK TERM 4	GRAD		4
	With CO-OP	TOTAL MONTHS	28
	Without CO-OP	TOTAL MONTHS	16

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

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

Course	Name	Lec	Lab
Term 3			
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 130	Project Management	4	0
	Total:	20	2

Course	Name	Lec	Lab
Term 4			
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	3	0
ADMN 250	Managerial Accounting	4	0
	Total:	20	0



ADMN 252-3 FINANCIAL MANAGEMENT

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

Prerequisites:

COMM 240/241 or equivalent.

Equivalents:

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

ADMN 255-3 CORPORATE FINANCE

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

Prerequisites:

COMM 240/241 or equivalent.

Equivalents:

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

ADMN 265-3 OPERATIONS MANAGEMENT

The Business Administration Operations Management course is a study of the operations fundamentals covering demand management, forecasting, inventory control, the EOQ model, scheduling, project management, aggregate planning, materials management, value analysis, supplier management, quality management and service centre management. Computer applications for the topics under study are assigned regularly.

Equivalents:

CMA - Operations Management.

ADMN 270-3 MANAGEMENT PRINCIPLES

The Business Administration Management Principles course is an introduction to management theory, philosophy and techniques including the specialized areas of entrepreneurship, small business, and hospitality and service industries.

Prerequisites:

Some knowledge of financial accounting required.

Equivalents:

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

ADMN 272-3 COMMERCIAL LAW

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

Equivalents:

CASB - Business Law; CGA - Law I; CMA - Commercial Law; CUIC - Elective; REIC College Elective.

ADMN 286-3 HUMAN RESOURCE MANAGEMENT

The Business Administration Human Resource Management course is an examination of how to most effectively utilize and manage the human element in work organizations including staffing, training and development, appraisal and compensation, industrial relations and human resources planning. The essential premise of Human Resources Management is that an organization's employees are its most vital asset in the accomplishment of its goals.

Prerequisites:

COMM 220 or permission of the instructor.

Equivalents:

CUIC - Elective; REIC - College Elective.

ADMN 293-3 ELECTRONIC COMMERCE

The Business Administration Electronic Commerce course is an introduction to the multifaceted aspect of electronic commerce. The intention is to provide a framework for students to use in the analysis and formulation of e-commerce business solutions.

Prerequisites:

ADMN 181, COMM 241.

ADMN 295-3 BUSINESS POLICY

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

Prerequisites:

ADMN 181, COMM 240/241 or equivalent.

Equivalents:

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

ADMN 296-3 INTERNATIONAL BUSINESS

The Business Administration International Business course is a comprehensive overview of the implications of practising business and management outside our borders which focuses on how Canadian enterprise can benefit from the opportunities and challenges inherent in the transformation to an international economy.

Prerequisites:

None, but an Introductory Marketing course is recommended.

Equivalents:

CMA - International Business.

ADMN 297-3 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.

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OFFICE MANAGEMENT

TWO-YEAR DIPLOMA AT CASTLEGAR CAMPUS

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.
- Grade of “C+” or better in English 12 or equivalent.
- Grade of “C+” or better in Principles of Mathematics 11 or equivalent.

Notes:

- GPA of 3.0 or higher in the 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.

Course of Studies

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 Administration program.

Course of Studies

Translation Key:

* Lec = Lecture Hours per week;

* Lab = Lab Hours per week;

* Ttl = Total course hours per term

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

Course	Name	Lec	Lab	Ttl
Term 1				
ABT 101-0.5 (D)	Online Learner Success (free 15-hour course)	0	0	15
ABT 110-1.5 (D)	Keyboarding	0	0	45
ABT 111-1 (D)	Keyboarding Speed I	0	0	30
ABT 113-1.5 (D)	Document Formatting	0	0	45
ABT 116-1.5 (D)	Business Calculators	0	0	45
ABT 118-1 (D)	Human Relations	0	0	30
ABT 120-1.5 (D)	Introduction to Computers and Internet (ICI)	0	0	45
ABT 127-1.5 (D)	Business English I	0	0	45
ABT 129-1.5 (D)	Business English II	0	0	45
	Total:	0	0	345

Course	Name	Lec	Lab	Ttl
Term 2				
ABT 114-1.5 (D)	MS Word I	0	0	45
ABT 123-1 (D)	Records Management	0	0	30
ABT 124-1.5 (D)	Administrative Procedures	0	0	45
ABT 134-1.5 (D)	MS Excel I	0	0	45
ABT 136-1 (D)	MS Access I	0	0	30
ABT 138-1 (D)	Job Search	0	0	30
ABT 152-2 (D)	Bookkeeping I	0	0	60
ABT 182-2 (D)	Preceptorship (two weeks)	0	0	60
	Total:	0	0	345

Course	Name	Lec	Lab	Ttl
Term 3				
ABT 128-2 (D)	Business Correspondence	0	0	60
ABT 232-1 (D)	MS Excel II	0	0	30
ABT 234-1.5 (D)	MS Access II	0	0	45
ABT 252-2.5 (D)	Bookkeeping II	0	0	75
ABT 254-2 (D)	Simply Accounting	0	0	60
ABT 256-2 (D)	QuickBooks	0	0	60
ABT 282-1 (D)	Preceptorship (one week)	0	0	30
	Total:	0	0	360

Course	Name	Lec	Lab	Ttl
Term 4				
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
	Total:	23	3	0

Course	Name	Lec	Lab	Ttl
Term 5				
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
	Total:	26	0	0

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.

This course is available via Distance Education.

ABT 110-1.5 **KEYBOARDING**

This office administration and computer skills training course develops basic alphabetic, numeric, and special symbols keyboarding skills to a minimum speed of 20 net words per minute in a three minute timed writing.

This course is available via Distance Education.

ABT 111-1 **KEYBOARDING SPEED I**

This office administration and computer skills training course is a skill enhancement program designed to upgrade keyboarding skills through technique development, individualized error analysis, and individualized prescriptive recommendations of championship typing drills to correct key stroke weaknesses. Students are expected to key a minimum of 40 net words per minute in a five minute timed writing by the end of the course.

Prerequisites:

ABT 110.

This course is available via Distance Education.

ABT 113-1.5 **DOCUMENT FORMATTING**

This office administration and computer skills training course introduces 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 letters, memos/e-mail, reports and manuscripts.

Prerequisites:

ABT 110, 120.

This course is available via Distance Education.

ABT 114-1.5 **MS WORD I**

This office administration and computer skills training course introduces word processing software to produce finished documents in accordance with business standards. This course introduces

intermediate word processing skills. Learners will learn how to edit and format documents; maintain documents; customize documents using auto correct, headers/footers, page numbering, find and replace, templates; create tables; use special features such as merge, drawing shapes, images and Smart Art.

Prerequisites:

ABT 113 or equivalent.

This course is available via Distance Education.

ABT 116-1.5 **BUSINESS CALCULATORS**

This office administration and computer skills training 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.

This course is available via Distance Education.

ABT 118-1 **HUMAN RELATIONS**

This office administration and computer skills training course, 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 102.

This course is available via Distance Education.

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

This office administration and computer skills training course 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 102.

This course is available via Distance Education.

ABT 123-1 **RECORDS MANAGEMENT**

This office administration and computer skills training course covers the basic rules that apply to each of the four most common filing systems used in business: Alphabetical, Geographic, Subject, Numeric. These rules are based on those established by the Association of Records Managers and Administrators, Inc. (ARMA).

Prerequisites:

ABT 102.

This course is available via Distance Education.

ABT 124-1.5 **ADMINISTRATIVE PROCEDURES**

This office administration and computer skills training course, in 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 102, 114, 129

This course is available via Distance Education.

ABT 127-1.5 **BUSINESS ENGLISH I**

This office administration and computer skills training 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.

This course is available via Distance Education.

ABT 128-2 **BUSINESS CORRESPONDENCE**

This office administration and computer skills training course introduces effective techniques to plan, organize and write memos, letters, and short reports for specific business scenarios.

Prerequisites:

ABT 114, 120, 129.

This course is available via Distance Education.

ABT 129-1.5 **BUSINESS ENGLISH II**

This office administration and computer skills training 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.

This course is available via Distance Education.

ABT 134-1.5 MS EXCEL I

This office administration and computer skills training course enables students to 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.

Equivalents:

CIB - Computer Applications II; CPA (with ABT 113, ABT 114 and ABT 136) Intro to Computer Systems.

This course is available via Distance Education.

ABT 136-1 MS ACCESS I

This office administration and computer skills training course enables learners to create and modify a database, use the query functions of sorting, filtering and indexes and maintain a database system using Microsoft Access. The fundamental concepts of creating tables, queries, forms, and reports are taught.

Prerequisites:

ABT 120.

This course is available via Distance Education.

ABT 138-1 JOB SEARCH

This office administration and computer skills training course, Job Search 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 102, 113.

This course is available via Distance Education.

ABT 152-2 BOOKKEEPING I

This office administration and computer skills training 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.

Equivalents:

(with ABT 252) CIB - Bookkeeping I ; CPA - Accounting I.

This course is available via Distance Education.

ABT 182-2 PRECEPTORSHIP (TWO WEEKS)

This office administration and computer skills training course, Preceptorship, provides the learner with an opportunity to apply skills and knowledge acquired in training to a real workplace situation. This Preceptorship will provide you with an opportunity to network in your community, apply your office skills in a work environment, and enhance your employability skills.

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.

This course is available via Distance Education.

ABT 232-1 MS EXCEL II

This office administration and computer skills training course introduces the student to complex analysis of numerical data; the use of functions with conditional logic and apply various tools to assist with projecting, analyzing, consolidating and managing data.

Prerequisites:

ABT 134.

This course is available via Distance Education.

ABT 234-1.5 MS ACCESS II

This office administration and computer skills training course introduces 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.

Prerequisites:

ABT 136.

This course is available via Distance Education.

ABT 252-2.5 BOOKKEEPING II

This office administration and computer skills training 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.

Corequisites:

CIB (with ABT 152) - Bookkeeping I.

This course is available via Distance Education.

ABT 254-2 SIMPLY ACCOUNTING

This office administration and computer skills training course introduces the integrated accounting package Simply Accounting for Windows, to create, modify and maintain the general ledger, accounts payable, accounts receivable, Inventory and Canadian 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.

Equivalents:

CIB - Computerized Bookkeeping I.

This course is available via Distance Education.

ABT 256-2 QUICKBOOKS

This office administration and computer skills training course introduces 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.

Equivalents:

CIB - Computerized Bookkeeping I.

This course is available via Distance Education.

ABT 282-1 PRECEPTORSHIP (ONE WEEK)

This office administration and computer skills training course, Preceptorship, provides the learner with an opportunity to apply skills and knowledge acquired in training to a real workplace situation. This Preceptorship will provide you with an opportunity to network in your community, apply your office skills in a work environment, and enhance your employability skills.

Prerequisites:

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

This course is available via Distance Education.

ADMN 181-3 MARKETING

The Business Administration Marketing 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; CUIC - Marketing; REIC - College Elective.

ADMN 250-3 MANAGERIAL ACCOUNTING

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

Prerequisites:

COMM 240/241 or equivalent.

Equivalents:

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

ADMN 252-3 FINANCIAL MANAGEMENT

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

Prerequisites:

COMM 240/241 or equivalent.

Equivalents:

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

ADMN 269-3 INFORMATION SYSTEMS

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

Prerequisites:

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

Equivalents:

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

ADMN 270-3 MANAGEMENT PRINCIPLES

The Business Administration Management Principles course is an introduction to management theory, philosophy and techniques including the specialized areas of entrepreneurship, small business, and hospitality and service industries.

Prerequisites:

Some knowledge of financial accounting required.

Equivalents:

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

ADMN 272-3 COMMERCIAL LAW

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

Equivalents:

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

ADMN 286-3 HUMAN RESOURCE MANAGEMENT

The Business Administration Human Resource Management course is an examination of how to most effectively utilize and manage the human element in work organizations including staffing, training and development, appraisal and compensation, industrial relations and human resources planning. The essential premise of Human Resources Management is that an organization's employees are its most vital asset in the accomplishment of its goals.

Prerequisites:

COMM 220 or permission of the instructor.

Equivalents:

CUIC - Elective; REIC - College Elective.

ADMN 293-3 ELECTRONIC COMMERCE

The Business Administration Electronic Commerce course is an introduction to the multifaceted aspect of electronic commerce. The intention is to provide a framework for students to use in the analysis and formulation of e-commerce business solutions.

Prerequisites:

ADMN 181, COMM 241.

ADMN 295-3 BUSINESS POLICY

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

Prerequisites:

ADMN 181, COMM 240/241 or equivalent.

Equivalents:

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

ADMN 296-3 INTERNATIONAL BUSINESS

The Business Administration International Business course is a comprehensive overview of the implications of practising business and management outside our borders which focuses on how Canadian enterprise can benefit from the opportunities and challenges inherent in the transformation to an international economy.

Prerequisites:

None, but an Introductory Marketing course is recommended.

Equivalents:

CMA - International Business.

ADMN 297-3 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

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

Equivalents:

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

COMM 241-3 FINANCIAL ACCOUNTING II

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

Prerequisites:

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

Equivalents:

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

ECON 106-3 PRINCIPLES OF ECONOMICS

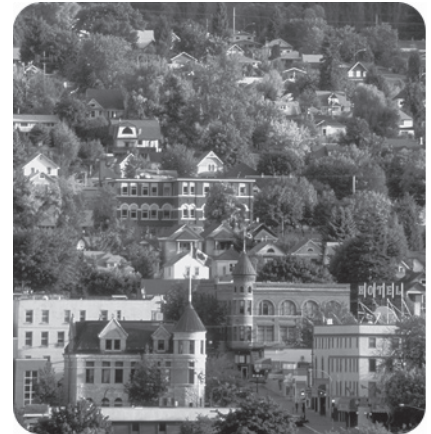
Topics covered include: national income accounts, national income determination model, monetary system, monetary and fiscal policy, problems with the Macro System, inflation, unemployment, etc.; international trade - balance of payments, exchange rates, capital flows.

Prerequisites:

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

Equivalents:

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



Contacts

PROGRAM CONTACTS

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SCHOOL CHAIR

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Program Summary

The Advanced Diploma in International Business is an intensive one-semester program offered on the Castlegar Campus. The purpose of this program is to provide students with the advanced business competencies and skills needed to become competitive as business employees and owners in our globalized marketplace. Students will have the option of participating in a study abroad experience as a component of their advanced diploma.

This new program is under development and is scheduled to begin in September, 2008. Program content is subject to change. It is a joint program of Selkirk International and the School of Business and Aviation.

Program Objectives

The Advanced Diploma in International Business is designed to enhance students' skills in cross-cultural communication and leadership. Through the program, students will develop a critical awareness and understanding of current global business theory and practice in the areas of trade, marketing, management, finance and export. By interacting with international peers students will also gain greater cross-cultural awareness and foster their ability to analyze and respond to complex problems within an international business environment.

Admission Requirements

Applicants must have successfully graduated from a degree or diploma program from a recognized institution, or have completed two years of post-secondary education. Prior work or volunteer experience and/or coursework in business is desirable, but not required.

Entrance requirements include an average of C+ in prior coursework, an interview, and submission of a resume.

Applicants who are speakers of other languages must either: have a minimum TOEFL score of 213 (computer) or 550 (written); or have an IELTS score of 6.5, or have successfully completed Level 5 (Upper Advanced) in the Selkirk College English Language Program and English 051; or have a BC English 12.

Proficient computer skills and working knowledge of business computer software programs are also necessary to succeed.

Course of studies

Translation Key:

* Lec = Lecture Hours per week;

Course	Name	Lec
Term 1		
ADIB 300-3	International Marketing and Trade	3
ADIB 302-3	Intercultural Management and Communication	3
ADIB 304-3	Global Finance	3
ADIB 306-3	International Business	3
ADIB 308-3	International Project, Exchange, or Internship	5
ADIB 310-3	Second Language Elective (Elective)	3
	Total:	20

In addition, applicants are required to have completed the following pre-requisite courses, or their equivalents:

- One semester of a university level course in a second language
- Principles of Organizational Behaviour – COMM 220
- Introductory Financial Accounting – COMM 240
- Principles of Economics – ECON 106
- Commercial Law – ADMN 272
- Marketing – ADMN 181
- English Composition – ENGL 110 or Technical Writing – TWC 164

Course Descriptions

ADIB 300-3 INTERNATIONAL MARKETING AND TRADE

The Advanced Diploma in International Business - International Marketing and Trade course builds on basic marketing concepts and principles, and fosters an analytical, decision-oriented approach through case analysis. The internationalization of a firm is examined through decisions to export, import, license, or offer business electronically. The impact of culture on key processes and activities is considered. Students analyse both the SME (small-medium enterprise) and large corporations' response to the impact of technology.

Market planning is emphasized through evaluation of the business environment, market segmentation, market research and e-commerce choices.

Corequisites:

Enrolment in the Selkirk College International Business program.

ADIB 302-3 INTERCULTURAL MANAGEMENT AND COMMUNICATION

The Advanced Diploma in International Business - Intercultural Management and Communication course focuses on building awareness of culture diversity and its impact on the workplace. Students examine the relationship between culture and identity, and analyze the patterns of behaviour engendered by cultural contact. Management styles and issues are examined in the context of increased diversity in a rapidly changing global workplace. Students explore the cultural dimensions of team-building, conflict resolution and organizational strategies. The management functions, strategies and interpersonal skills necessary to develop global partnerships are integrated into projects and discussion.

Corequisites:

Enrolment in the Selkirk College International Business program.

ADIB 304-3 GLOBAL FINANCE

The Advanced Diploma in International Business - Global Finance course provides students with the skills and knowledge to assist in the management of the financial operations of both an import/export and multinational business unit. Topics include: international monetary system, foreign exchange rates, international bond and equity markets, foreign investment, international capital budgeting, management of economic and transaction exposure, exports and imports, multinational cash management, corporate governance around the world.

Corequisites:

Enrolment in the Selkirk College International Business program.

OFFICE MANAGEMENT

ADIB 306-3 **INTERNATIONAL BUSINESS**

The Advanced Diploma in International Business - International Business course provides students with a comprehensive overview of the implications of practicing business and management outside our borders. Students analyze the opportunities and challenges inherent in the transformation to an international economy. Business and government trade relations, foreign direct investment, financial markets, economic integration and international strategies are emphasized.

Corequisites:

Enrolment in the Selkirk College International Business program.

ADIB 308-3 **INTERNATIONAL PROJECT, EXCHANGE, OR INTERNSHIP**

The Advanced Diploma in International Business - International Project allows the student to choose to complete an international research project or take part in an international exchange or internship. This practical learning opportunity aims to provide 75 hours of work and/or research experience for the student. Projects, exchanges, and/or internships must be approved by the Department Head or designate.

ADIB 310-3 **SECOND LANGUAGE ELECTIVE**

The student will choose to take a course in a second language at the university level.

Contacts

PROGRAM CONTACTS

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digital media & music AT SELKIRK COLLEGE

If you love being creative, and have commitment to excellence, our programs will give you the foundation for the career of a lifetime. Our faculty keeps up with rapid changes in the field, so our programs prepare students for the real world – and real experience on the job. Employers open their doors to Selkirk graduates.

DIGITAL ARTS & NEW MEDIA

The Digital Arts & New Media Program provides students with a 2-year Diploma of in-depth training in the design, development and production of new media.

The program offers a solid foundation in traditional and graphic arts, web site development, video and sound production, animation, and digital media. Students will gain the skills required for advanced production techniques, effective project management and the new media business environment.

DIGITAL FILM

The Independent Digital Film Program is an intensive two-semester advanced diploma program. It addresses the growing trend toward smaller, independent film-making, as well as continued interest in cross-cultural film content, approaches and experiences.

The program provides training in digital film planning, creation and production, with an emphasis on documentary and independent film. 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.

For more information, contact Jason Taylor at 1.250.505.1305, or visit selkirk.ca.



CONTEMPORARY MUSIC & TECHNOLOGY

The unique focus of this dynamic 2-year Diploma is contemporary music. Graduates pursue careers in the recording and entertainment industry. Degree completion is possible through articulation with the Berklee College of Music in Boston.

COMPOSITION MAJOR

Students explore a wide range of styles and techniques for film scoring, 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 of this program is on high proficiency on your principle instrument, along with many opportunities to perform.

DIRECTED STUDIES

Students are able to design special study projects from a range of courses.

For more information, contact Sue Hill at 1.250.505.1357, or visit selkirk.ca.

INDEPENDENT DIGITAL FILM

TWO-TERM, ADVANCED DIPLOMA AT TENTH STREET CAMPUS, NELSON

Program Summary

The Independent Digital Film Program is an intensive two-semester 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. Independentization 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.

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 Independent Digital Film Program prepares graduates to work in the steadily growing area of independent film.

Admission Requirements

The admissions requirements for the Independent Film Program are currently under review. Please contact Daryl Jolly or Jason Taylor for updated admission requirements.

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

Course of Studies

Note: Program courses in the Independent Digital Film program are currently under review. Please contact Daryl Jolly or Jason Taylor for updated program Courses.

Course of Studies

Translation Key:

Ttl = Total course hours per term

Course	Name	Ttl
Term 1		
IDFP 200-3	Screenwriting	3
IDFP 201-2	Film Lab I	2
IDFP 202-3	Systems and Logistics	3
IDFP 204-3	Global Film Studies Narrative	3
IDFP 206-3	Basic Digital Film Editing	3
IDFP 208-3	Sound for Film	3
IDFP 210-3	Technical Fundamentals	3
	Total:	20

Course	Name	Ttl
Term 2		
IDFP 212-3	Video Post and Digital Effects	3
IDFP 213-2	Film Lab II	2
IDFP 214-3	Directing and Cinematography	3
IDFP 216-2	Business for Film	2
IDFP 218-2	Advanced Digital Film Editing	2
IDFP 220-3	Global Film Studies - Documentary	3
IDFP 222-5	Film Project or Independent Study Abroad	5
	Total:	20

Course Descriptions

IDFP 200-3 SCREENWRITING

The course emphasizes the development of film analysis from a writer's point of view, the understanding and practice of specific elements of the screenwriting craft and the opportunity to create the first draft of a screenplay. The first third of the semester is primarily lecture, discussion and writing exercises. The second third includes analysis and group presentations on films and film scripts. The third section of the semester focuses on student writing through the workshop process. Time is devoted to developing proposals and the business of screenwriting.

Corequisites:

Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 201-2 FILM LAB I

IDFP 202-3 SYSTEMS AND LOGISTICS

This is an introduction to all the major components of multimedia and digital film. Topics covered include management and deployment of digital media, project management, design fundamentals and application learning. A brief survey of digital media theory and history is included. This course immerses students in a creative and productive, problem-solving environment.

Corequisites:

Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 204-3 GLOBAL FILM STUDIES NARRATIVE

This course is a survey of the aesthetic and technical development of narrative cinema from the silent period to the present. Students become familiar with the Independent crosscultural influences that have determined that development. In addition, they engage with the work of some of the major innovators in the history of film. Each session consists of an informal lecture and discussion illustrated by film clips plus a full-length film.

Corequisites:

Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 206-3 BASIC DIGITAL FILM EDITING

This course introduces students to the terminology and tasks required of digital editors. Students become proficient in the basic functions of the Final Cut Pro editing system. Interactive discussions regarding editing philosophies and possibilities are encouraged. Hands-on practice provides students with actual editing experience.

Corequisites:

Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 208-3 SOUND FOR FILM

Sound is a powerful tool, and is an integral part of movies and television. This course examines the theory and application of audio and sound design for digital film. Topics include the history of sound for film, and basic recording techniques including microphone choice and recording options. Basic sound design and Foley techniques are also covered. ProTools is the application of choice for this course.

Corequisites:

Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 210-3 TECHNICAL FUNDAMENTALS

In this introductory class, students learn how to operate a digital camera. They become familiar with the various lighting techniques, camera lenses and camera angles that form the foundation of a director of photography's arsenal. Students also learn the language critical to shooting. Discussion, demonstrations and hands-on participation are integral to the course.

Corequisites:

Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 212-3 VIDEO POST AND DIGITAL EFFECTS

In this course, students will learn to use various digital video hardware and software required to produce live action effects. This course will cover in-depth techniques of motion graphics, advanced titling and effects, and digital color grading. The primary delivery mode for this course will be hands-on lab time. The main applications for this course will be Final Cut Pro, Adobe After Effects and Photoshop. Additional applications, including Apple Motion and Shake will be introduced if time permits.

Corequisites:

Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 213-2 FILM LAB II**IDFP 214-3 DIRECTING AND CINEMATOGRAPHY**

This course introduces students to the art and craft of directing and cinematography. Students learn how to think visually; and develop their creative voices through the study of course materials and master film works, as well as hands-on field exercises with digital film equipment. The first half of the semester focuses primarily on visual composition through classroom lectures, film analysis, and creative technique. The second part of the course focuses on practical exercises that implement the theoretical material covered in class.

Corequisites:

Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 216-2 BUSINESS FOR FILM

This course focuses on the business concepts and practices required to successfully complete and distribute a film within a competitive industry. Key topics include financing, contracts, copyright, marketing and exhibition.

IDFP 218-2 ADVANCED DIGITAL FILM EDITING

In this advanced digital editing class, students build on what they learned in Basic Digital Film Editing. They further explore Final Cut Pro Effects Palette, Multi-Cam platform, Photoshop and After Effects. In-class discussions and demonstrations regarding the use and over-use of effects are a critical component of this course.

Corequisites:

Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 220-3 GLOBAL FILM STUDIES - DOCUMENTARY

This course addresses the characteristics of key non-fiction film genres, past and present, such as the staged documentary, the voice of authority, cinema verite, direct cinema, ethnographic filmmaking, the compilation documentary, and interview films. Students explore key issues in filmmaking, such as claims to truth, treatment of human subjects, and the filmmaker's voice.

Corequisites:

Enrolment in the Selkirk College Independent Digital Film Program.

IDFP 222-5 FILM PROJECT OR INDEPENDENT STUDY ABROAD

Students have the opportunity to participate in a 2-week intensive film project.

Contacts**PROGRAM CONTACTS**

Daryl Jolly, Instructor, Program Contact
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SCHOOL CHAIR

Jason Taylor, School Chair
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MUSIC AND TECHNOLOGY, CONTEMPORARY

TWO-YEAR DIPLOMA AT TENTH STREET CAMPUS, NELSON

Program Calendar

2008

- April 30 - Application deadline. (Late applications accepted if space available.)
- March - June - Auditions. Call for dates/times.
- September 2 - Fall term begins.
- December 5 - Fall term instruction ends.

2009

- January 5 - Winter term instruction begins.
- April 9 - 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.

Course of Studies - First Year

Translation Key:

Lec = Lecture Hours per week;

Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 1			
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 165-2	History of Jazz	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
	Total:	14	3

Course	Name	Lec	Lab
Term 2			
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 164-2	History of Rock	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
	Total:	14	3

Career Potential

Graduates may find employment as performers, recording engineers/producers, composers and arrangers, teachers, and in music-related businesses such as publishing, retailing, radio, television, and music agencies.

Transferability

The Music Program has an articulation agreement with the Berklee College of Music in Boston, MA. This agreement allows you to enrol in a prescribed program at Selkirk College and, upon completion, receive direct credits for equivalent Berklee music courses. This may reduce your required credits for completion of a Berklee program to as few as 48 for the diploma program, or 60 for the degree program (normally four semesters of full-time attendance in either case.) The music program is actively pursuing transfer agreements with other Canadian colleges and universities. Transferability to institutions in BC and Alberta has been given top priority with others to follow.

NOTES:

- All electives may not be offered each semester. Confirm with the Program Coordinator regarding availability of electives.
- **Successful completion of all required courses in a given semester, with a grade of "C-" or better and a grade point average of 2.0 is required to proceed within the program.**
- The Music Program's curriculum is currently under revision and may result in changes to the curriculum described below.

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. Independent students may apply

Course of Studies - Second Year

DIRECTED STUDIES MAJOR

Course	Name	Lec	Lab
	Term 3		
MUSC 250-1-b	Directed Studies/Mentorship	0.25	0
MUSC 252-0.5	Private Lesson III A	0.5	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
	Total:	12.75	5

Course	Name	Lec	Lab
	Term 4		
MUSC 251-1-b	Directed Studies/Mentorship	0.25	0
MUSC 253-0.5	Private Lesson IV A	0.5	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
	Total:	16.75	3

Course of Studies - Second Year

GENERAL MUSIC STUDIES MAJOR

Course	Name	Lec	Lab
	Term 3		
ENGL 110-3 (D)	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
	Total:	13.5	5

Course	Name	Lec	Lab
	Term 4		
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
	Total:	12.5	3

for admission under the College's Independent education admissions policy.

An audition/interview to assess instrumental ability, music reading, theory and ear training, is required before admission. Applicants who meet the entry requirements will be advised of the time and place for the audition. **Applicants are expected to attend scheduled auditions in person however, if you live a long distance from the College, other arrangements can be made.**

The audition process must be completed before May 30. A music teacher must invigilate the exam(s), if completing the tests by mail.

Applicants who perform an exceptional audition but who do not meet the theory and ear training standard will be required to attend a two-week theory preparation course in August. This class will provide basic level entrance requirements for the applicant. **The applicant must have a minimum final grade of 75% in both the ear training and the theory sections to be accepted into the Music Program in September.**

Course Descriptions

COLLEGE COMPOSITION

Students needing a year of Introductory English may choose to take English 110/111 or English 112/114. English 112/114 focuses on reading and interpretation of literature, and is an attractive alternative to English 110/111 for students wishing to continue in the study of Arts or Humanities.

English 110: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites:

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

This course is available via Distance Education.

MUSC 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.

Course of Studies - Second Year

PERFORMANCE MAJOR

Translation Key:

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

Course	Name	Lec	Lab
	Term 3		
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
	Total:	15	5

Course	Name	Lec	Lab
	Term 4		
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
	Total:	19	3

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

Course of Studies - Second Year

PRODUCTION MAJOR

Translation Key:

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

Course	Name	Lec	Lab
	Term 3		
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
	Total:	14.5	8

Course	Name	Lec	Lab
	Term 4		
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
	Total:	16.5	6

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

Course of Studies - Second Year

COMPOSITION MAJOR

Course	Name	Lec	Lab
Term 3			
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
	Total:	12.5	5

Course	Name	Lec	Lab
Term 4			
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
	Total:	16.5	3

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 1 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 258-2-Q PRECEPTORSHIP I

This course is designed to immerse each student in a professional performing environment where they will receive feedback not only from their instructor, but also from the club owners, managers, and customers. In this class, students will be required to assume a leadership role within their ensemble. Upon successful completion, they will have increased their performance abilities in the areas of versatility, sound, sight-reading, and improvisation. Students will be able to function in a variety of professional engagements common to today's music industry.

Prerequisites:

Must be a full-time Performance Major.

MUSC 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 259-2-Q 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 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.

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.

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 strengthens 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.

MUSC 999 MUSIC FORUM

Music Forum is a non-credit course designed to provide an opportunity for all music students and faculty to share in a weekly educational experience. Each forum will have a different musical focus. Students will have the opportunity to perform, to witness performances by faculty and guest artists, and to gain insight into the industry from guest lecturers and music professionals.

Prerequisites:

None. Attendance is mandatory for all music students.

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.

Contacts**PROGRAM CONTACTS**

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SCHOOL CHAIR

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DIGITAL ARTS AND NEW MEDIA

TWO-YEAR DIPLOMA AT TENTH STREET CAMPUS, NELSON

Program Calendar

2008

- Sept. 2 – Orientation
- Sept. 3 – Classes begin for all students
- Dec. 11 – Fall term ends.
- Dec. 15-19 – Fall term examinations.

2009

- Jan. 5 – Classes begin for all students
- April 9 – Winter term ends.
- April 17 – Year End Show
- April 20-23 – Winter term examinations.

Program Objectives

The program offers a solid foundation in traditional and graphic arts, web site development, video and sound production, animation and digital media. Students will gain the skills required for advanced production techniques, effective project management and the new media business environment.

The program addresses rapid technological changes in the new media industry and encourages creative solutions in the production of original materials for the interactive education and training, advertising and marketing, and entertainment industries. Using skills acquired in this program, graduates will be able to maximize employability using a broad range of multimedia production skills. Small class sizes allow excellent accessibility to instructors and equipment.

Many graduates of this program have gone on to become professionals in the multimedia field, while others have found this program useful as a stepping-stone towards further education in the digital arts.

Admission Requirements

In addition to the general entrance requirements for admission to Selkirk College, applicants must meet the following criteria set by the Digital Arts & New Media Department.

EDUCATION

High school graduation (or equivalent) with a "C"+ or higher in Math 11 (Principles, Applications or Essentials of Mathematics 11) and a "C+" or higher in English 12. Information & Communications Technology 11 (or equivalent) is highly recommended.

Course of Studies

Translation Key:

Lec = Lecture Hours per week;

Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 1			
DA 100-1	New Media Systems	1	1
DA 101-3	Introduction to Digital Media	2	2
DA 104-3	Introduction to Digital Photography	2	2
DA 110-3	Introduction to Photoshop	2	3
DA 111-3	Introduction to Digital Art and Design Fundamentals	2	3
DA 121-3	Video and Stop Motion Animation	2	4
DA 131-3	Introduction to Web Standards, Accessibility XHTML and CSS	2	3
	Total:	13	18

Course	Name	Lec	Lab
Term 2			
DA 103-3	Applied Writing for New Media	3	0
DA 112-3	Advanced Photoshop	2	2
DA 113-3	Intermediate Digital Art and Design	2	3
DA 122-3	Digital Video I	2	3
DA 132-3	Dreamweaver, Flash and Actionscript	2	3
DA 141-3	3D Modeling and Animation I	2	2
	Total:	13	13

Course	Name	Lec	Lab
Term 3			
DA 210-3	Advanced Projects in DA, DTP and Print	2	2
DA 221-3	Digital Video II	2	3
DA 231-3	Advanced Web Application Development	2	3
DA 242-33D	Modeling and Animation II	2	3
DA 251-2	Digital Audio and Sound Recording	2	1
DA 260-1	Project Management and Business Relationship Models	2	2
	Total:	12	14

Course	Name	Lec	Lab
Term 4			
DA 222-3	Digital Composition and Motion Graphic Design	2	2
DA 232-3	Advanced Flash and Actionscript	2	3
DA 288-3	Portfolio, Demo Reel, Resume	3	2
DA 289-1	Problem Based Learning and Emerging Technologies	1	1
DA 290-3	Work Experience	1	4
DA 299-6	Capstone	1	5
	Total:	10	17

MATURE APPLICANTS

Mature applicants without the above qualifications for full-time study are required to arrange an interview with a faculty member to discuss probationary admission to the program. An assessment will be made of the applicant's ability to complete the program based on work experience, studies undertaken since leaving school, and recommendations for upgrading if deemed necessary.

INTERVIEW

All applicants are required to attend a panel interview with representatives from the Digital Arts & New Media Program. In situations where a face-to-face interview is not possible, a telephone interview will be arranged. The interview is an opportunity for faculty to recommend upgrading if necessary, and for applicants to ask any questions they might have about the program.

- Please tell us a little bit about yourself and why you want to take the program?
- What aspects of your background have prepared you for taking a digital arts program with a creative focus?
- This program requires an extraordinary commitment of time and energy. Explain why you feel you are prepared to make this commitment at this time in your life.
- What do you hope to learn from our Digital Arts program?
- Do you have any traditional art skills?
- What is your level of experience with computers?
- What software applications have you used?
- What area of new media interests you the most and why?

How did you hear about the program? Applicants are encouraged to bring any examples of the following:

- web design (either professional or academic examples)
- print design (business cards, logos, brochures, posters, etc)
- video production, 3D modeling and animation, and/or stop motion photography
- traditional artwork (drawing, painting, sculpture, photography)
- digital artwork (Illustrator, Photoshop, Flash, etc).

COMPUTER AND SOFTWARE KNOWLEDGE

The production labs in the Digital Arts & New Media program use Microsoft Windows XP as the primary operating system. Applicants must have an intermediate level of understanding of Windows 9X, NT, XP and/or MacOS prior to entering the program. It is recommended that

applicants possess basic Internet skills (email, searching and downloading), mousing skills and keyboarding skills of at least 25 wpm.

Computer fundamentals are a prerequisite to this program, and are not taught as part of the curriculum. It is strongly recommended that applicants who do not possess an intermediate level of understanding of operating systems consult with a faculty member before making a formal application to the program.

Program Expenses

Visit selkirk.ca/tuition/ for approximate fee information. Please check with the program contacts for Digital Arts & New Media for any additional information.

PROJECT COSTS AND SUPPLIES

Students should plan and budget for the purchase of textbooks, art supplies, software, and project supplies. While not required, the following items are currently being recommended as items students may purchase:

- A personal computer (Pentium 4, PowerPC G5 or higher, 1024MB of RAM or greater) with a Firewire (IEEE 1393) port, DVD burner and a High Speed Internet connection.
- A Firewire or USB external hard drive (250GB or greater 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.

Course Descriptions**DA 100-1 NEW MEDIA SYSTEMS**

This three-day orientation provides students with the tools and expertise required to participate in the very technical Digital Arts & New Media Program. Intended to give students a head start on their learning experience, this course will introduce students to a range of topics that will allow them to function in this two-year program at a high level. Topics covered include: Using Moodle, POP and IMAP email systems, computer file management, computer hardware usage, the Microsoft Windows operating system, universal networking protocols, printing and data archival methods and practice.

DA 101-3 INTRODUCTION TO DIGITAL MEDIA

The study and profession of digital arts requires a far-reaching and comprehensive understanding of how design interfaces with technology. This course explores the language, practices and systems used in new media production. Web, print, motion graphic, video and interactive design methods are all covered in this introductory course.

DA 103-3 APPLIED WRITING FOR NEW MEDIA

DA 103 is designed to prepare students for the writing demands of Digital Arts courses and the workplace. Through the production of print- and web-based documents, students will learn to organize and develop content that meets their audience's needs and to communicate in a clear and concise writing style. Students will also have an opportunity to deliver effective and engaging oral presentations.

DA 104-3 INTRODUCTION TO DIGITAL PHOTOGRAPHY

Introduction to Digital Photography is a 30 hour, hands-on course intended for students who are interested in learning how to take pictures using the manual modes of their digital camera. This course is compulsory for students who are enrolled in the Digital Arts and New Media Program. Topics will include basic equipment, ISO, aperture, shutter speed, and exposure, as well as, an introduction to color and composition, and basic image manipulation in Adobe Photoshop. Students must have a camera with aperture (Av or A), shutter speed (Tv or S), AND manual (M) modes and will be expected to produce an original body of printed photographs.

DA 110-3 INTRODUCTION TO PHOTOSHOP

This course introduces students to Adobe Photoshop software. Learning a variety of colour correction techniques, becoming skilled with different selection tools, image editing, and using layers are the main objectives of this course.

DA 111-3 INTRODUCTION TO DIGITAL ART AND DESIGN FUNDAMENTALS

The creative process, from concept, to rough sketch, to well-resolved drawing, and finally to completed artwork is the basis for this exploration of the fundamental concepts of design. Students use traditional methods and mediums to develop their ideas, and complete their artwork/illustrations using Adobe Illustrator software.

Students learn introductory through to advanced techniques with Adobe Illustrator, and utilize this powerful software application to create a portfolio of drawings. Images from art history, advertising, and contemporary media are analyzed to challenge students to see and create critically.

DA 112-3 **ADVANCED PHOTOSHOP**

This project-based course is a continuation of DA110, and covers advanced techniques with Adobe Photoshop. Advanced selection methods, custom effects, and blend mode options are explored. Image compositing will be the major focus of this course and will be utilized by students to create complex custom artwork.

Prerequisites:

DA 110.

DA 113-3 **INTERMEDIATE DIGITAL ART AND DESIGN**

The principles of design, the functions of design, design theory, colour theory, and typography are areas of study for this advanced course in digital art and design. Students utilize Adobe Illustrator and Adobe Photoshop software to create full colour graphic design projects.

Prerequisites:

DA 111.

DA 121-3 **VIDEO AND STOP MOTION ANIMATION**

In this course students explore a wide range of stop motion styles, materials and techniques including hand drawn, puppet, pixilation, cutout and clay animation in order to find the style that best serves their final project. Students experience the process of creating their own animated video, which involves working in teams, script writing, storyboarding, acting, character development, animation, and production techniques. By the end of the term students will have created their own short animated videos.

DA 122-3 **DIGITAL VIDEO I**

This course provides students the opportunity to explore digital video production from both a creative and technical perspective. Production techniques, camera usage and non-linear editing software titles are all topics covered in this introductory level course.

DA 131-3 **INTRODUCTION TO WEB STANDARDS, ACCESSIBILITY XHTML AND CSS**

The aim of this course is to provide a foundation of technologies and technical skills in Web development. It covers Website design principles and best practices using XHTML, CSS and accessibility standards. Students learn how to conceptualize, produce and deploy large and small web sites that are readable by all users regardless of their ability or browsing device.

DA 132-3 **DREAMWEAVER, FLASH AND ACTIONSCRIPT**

This course continues the fundamentals of website design based on Web standards and accessibility. Students will begin with an introduction to utilizing Dreamweaver as a complete site/document management tool. Flash MX will be introduced as a tool to enhance XHTML based sites and used to create fully functional Flash sites. An emphasis will be placed on the understanding and use of Actionscript 2.0 to add functionality, interactivity and uniqueness to websites.

Prerequisites:

DA 131.

DA 141-3 **3D MODELING AND ANIMATION I**

This course focuses on the concepts and practices used in 3D computer animation. Modeling, Animation, lighting and textures are covered in depth using NewTek's Lightwave 3D.

DA 210-3 **ADVANCED PROJECTS IN DA, DTP AND PRINT**

Learning Pantone colour systems, colour separation methods, and preparing print-ready digital artwork is the focus of this project-based course. Students learn Adobe InDesign and Adobe Acrobat, and utilize these software applications in conjunction with the rest of the Adobe Creative Suite to create full colour graphic design projects such as CD covers, posters, corporate identity packages, and product packaging. Students develop a professional quality portfolio of graphic design images that will lay the groundwork for the graduation portfolio and demo reel produced in DA288.

Prerequisites:

DA 110, DA 111, DA112, DA 113.

DA 221-3 **DIGITAL VIDEO II**

This course presents students with a comprehensive study of advanced editing and effects, compression techniques and delivery systems of digital video. Students learn introductory techniques of video compositing using Adobe After Effects and Photoshop. Topics covering compression methods, such as MPEG-1 MPEG-2, H.264, and Flash video, will be combined with DVD authoring and Web streaming technologies.

Prerequisites:

DA 122.

DA 222-3 **DIGITAL COMPOSITION AND MOTION GRAPHIC DESIGN**

This project-based course will allow students to explore the more complex and creative field of compositing and motion graphic design. Students will be required to produce a series of 2D and 3D animated shorts that demonstrate their talent and ability to communicate visually.

Prerequisites:

DA 110, DA 112, DA 122 DA 221.

DA 231-3 **ADVANCED WEB APPLICATION DEVELOPMENT**

This course focuses on the creation of dynamic, database driven web applications. Topics include Web application delivery and dynamic data driven websites using PHP, and MYSQL. Database design, database normalization, table structure and the Structured Query Language (SQL) are also covered. Good programming techniques and web design are emphasized and students create a number of practical programs that they can put to use on their own sites.

DA 232-3 **ADVANCED FLASH AND ACTIONSCRIPT**

In this course, students learn the principles behind, and the techniques of creating a multimedia authored production for mass distribution. Topics include Dynamic Flash website authoring using ActionScript and DVD/CD ROM production and distribution. User interface design, usability and usability studies are also addressed.

Prerequisites:

DA 131, DA 132.

DA 242-3 3D MODELING AND ANIMATION II

This course is a continuation of DA 141, focuses on the concepts and practices used in 3D computer animation. Advanced modeling, animation, lighting, textures and compositing and particle effects are covered in depth using NewTek's Lightwave 3D.

Prerequisites:

DA 141.

DA 251-2 DIGITAL AUDIO AND SOUND RECORDING

This course examines the theory and application of audio and sound design for digital video and new media technologies. Topics include basic recording techniques including microphone choice and recording options. Basic sound design and Foley techniques will also be covered.

DA 260-1 PROJECT MANAGEMENT AND BUSINESS RELATIONSHIP MODELS

This course examines the process involved in the planning, management and successful completion of a project. Students will be led through a practice of preparing proper project documents that include proposals, budgets, timelines, design rationale, time reports and presentation outlines required for DA 299. The use of case studies and pilot studies will enhance the students understanding of the new media project life cycle. Focus will be given to a client-centred approach of project development and delivery.

DA 288-3 PORTFOLIO, DEMO REEL, RESUME

In this class, students will utilize the software, techniques and skills learned in the Digital Arts and New Media program to author and produce a professional-quality CD, DVD and Web portfolio and/or demo reel. Through a series of exercises and projects, students will demonstrate a high level understanding of user interface design, print design, product packaging, logo design, and résumé development. As a requirement for graduation, all students must produce a digital portfolio and/or demo reel. Students will present their completed body of work to a faculty committee for evaluation.

Prerequisites:

Term 1, 2 & 3.

DA 289-1 PROBLEM BASED LEARNING AND EMERGING TECHNOLOGIES

This course will provide students with the opportunity to participate in a series of scenarios which require group participation and problem solving skills. Guest speakers may provide first-hand accounts of their experiences in similar situations and with instructors, facilitate the problem solving activity.

Students will also be introduced to emerging technologies related to new media. They will apply their knowledge of convergence principles in understanding how new technologies function within new media and new media production. Guest speakers may provide first-hand accounts of their experiences using these technologies. Students will be required to experiment with some of these technologies.

Prerequisites:

DA 299, Term 1, 2 & 3.

DA 290-3 WORK EXPERIENCE

Students will engage in a 30-hour, off-campus, supervised work experience program at a business or organization best suited to their area of focus. The faculty advisor, student and work experience sponsor will jointly develop projects that best meet the needs of the student. Students are responsible for researching and approaching the work experience sponsor.

DA 299-6 CAPSTONE

This purpose of this course is to provide students the opportunity to employ their cumulative skills and talents in a chosen area of focused study. Each student must declare a primary and secondary area of interest that will be the basis of a unique product, requiring a series of scheduled tasks to complete. Products created in this course shall be identified as the student's graduating piece, which shall stand as the most significant accomplishment of their studies.

Students will be paired with a faculty advisor(s) to assist them the planning and development of their project.

The course will conclude with each student presenting their project to their faculty advisor(s) and peers. An evaluation criteria will be established in partnership with the student and instructor, in accordance with industry standards.

A significant time investment, outside of the regularly scheduled class time, will be required.

Capstone focus of study can be the combination of any two of the following:

- Web Application Development

- Motion Graphic Design
- Graphic Design / Branding
- 3D Animation / Compositing
- 2D Animation / Compositing

Digital Video Examples of Capstone Projects:

- A one- or two-minute 3D animated short
- A one- or two-minuted 2D digitally composed animated short
- A complete branding and collateral package for a product or service

Dynamic Web application development Students may pair up with one another, only where there are significant responsibilities that warrant such an arrangement.

The deadline for registering the Capstone Project in Digital Arts & New Media is the last Thursday in October.

Contacts**PROGRAM CONTACTS**

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SCHOOL CHAIR

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INTERNET BUSINESS TECHNOLOGY

CREDENTIAL OPTIONS SUBJECT TO COURSE SELECTION (SEE PROGRAM OBJECTIVES) AT TENTH STREET CAMPUS, NELSON

Program Calendar

Start dates:

- September 2, 2008
- October 1, 2008
- January 5, 2009
- February 2, 2009

Please contact the instructor, Sharron Swan for more information on program start dates.

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 3 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 for further information.
- Students completing IBT 110 & IBT 120 receive a "Certificate".
- Students completing IBT 110, IBT 120, IBT 130 and IBT 140 receive an "Advanced Certificate"
- Students completing all four IBT courses, plus an English Course, one Business Accounting Course and two electives receive a "Diploma".

Course of Studies

Translation Key:

Ttl = Total course hours per term

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

Course	Name	Ttl
	Term 1	
IBT 110-1 (D)	Web Technology (Web Design Theory and HTML)	67.5
IBT 110-2 (D)	Web Technology (Web Graphics and Photo Manipulation)	67.5
IBT 110-3 (D)	Web Technology (Web Development using Dreamweaver or MS FrontPage)	75
IBT 110-4 (D)	Web Technology (Introduction to Web Marketing and Site Optimization)	75
	Total:	285

Course	Name	Ttl
	Term 2	
IBT 120-1 (D)	Web Business and Marketing (Internet Marketing)	45
IBT 120-2 (D)	Web Business and Marketing (Search Engine Advertising)	45
IBT 120-3 (D)	Web Business and Marketing (Digital Marketing Case Studies)	60
IBT 120-4 (D)	Web Business and Marketing (E-Commerce Theory)	67
IBT 120-5 (D)	Web Business and Marketing (Creating Effective Web Content)	37
	Total:	254

Course	Name	Ttl
	Term 3	
IBT 130-1 (D)	Web Graphics and Multimedia (Working with the Adobe Web Collection)	75
IBT 130-2 (D)	Web Graphics and Multimedia (Working with Macromedia Studio MX)	75
IBT 130-3 (D)	Web Graphics and Multimedia (Introduction to Multimedia Concepts on the Web)	60
IBT 130-4 (D)	Web Graphics and Multimedia (Macromedia Director/Shockwave)	75
	Total:	285

Course	Name	Ttl
	Term 4	
IBT 140-1 (D)	Web Programming (XHTML)	60
IBT 140-2 (D)	Web Programming (JavaScript)	75
IBT 140-3 (D)	Web Programming (PHP/MySQL)	75
IBT 140-4 (D)	Web Programming (ASP.NET using Dreamweaver MX 2004)	75
	Total:	285

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 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)

Course Descriptions**IBT 110-A 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.

This course is available via Distance Education.

IBT 110-B 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.

This course is available via Distance Education.

IBT 110-C 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.

This course is available via Distance Education.

IBT 110-D 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.

This course is available via Distance Education.

IBT 120-A 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.

This course is available via Distance Education.

IBT 120-B 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.

This course is available via Distance Education.

IBT 120-C 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.

This course is available via Distance Education.

IBT 120-D 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.

This course is available via Distance Education.

IBT 120-E 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.

This course is available via Distance Education.

IBT 130-A 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.

This course is available via Distance Education.

IBT 130-B 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.

This course is available via Distance Education.

IBT 130-C 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.

This course is available via Distance Education.

IBT 130-D WEB GRAPHICS AND MULTIMEDIA (MACROMEDIA DIRECTOR/SHOCKWAVE)IBT 140-A WEB PROGRAMMING (CSS)

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!

This course is available via Distance Education.

IBT 140-B 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.

This course is available via Distance Education.

IBT 140-C WEB PROGRAMMING (PHP)

This module introduces the learner creating dynamic data-driven web pages, build contact management systems and mailing lists using PHP scripting languages.

This course is available via Distance Education.

IBT 140-D WEB PROGRAMMING (ASP.NET 2.0)

Participants of this module will develop the skills required to create ASP.NET 2.0 Web pages that interact with user input and online databases.

They will also learn the essentials of building dynamic Web sites using ASP.NET 2.0.

This course is available via Distance Education.

Contacts

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health & human services

AT SELKIRK COLLEGE

From health care agencies and pharmacies to group homes, government offices and home-based businesses, employers open their doors to Selkirk graduates. Our faculty keeps up with rapid changes in the field, so our programs prepare 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 PROGRAMS

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.

GERONTOLOGY

This program is for Registered Nurses seeking specialized knowledge and training in order to effectively educate, assess and care for elderly people.

ADVANCED MEDICAL TRANSCRIPTION

A 10-month Certificate program is offered in partnership with Trail Regional Hospital. The program is also available via distance learning.

NURSING

This Baccalaureate Nursing Degree is designed to prepare students for entry-level positions as Registered Nurses in British Columbia's evolving health care system.

NURSING UNIT CLERK

This 720-hour program prepares students to work as a Nursing Unit Clerk within an acute care hospital setting. It also provides certification for employees currently working as unit clerks.

PHARMACY TECHNICIAN

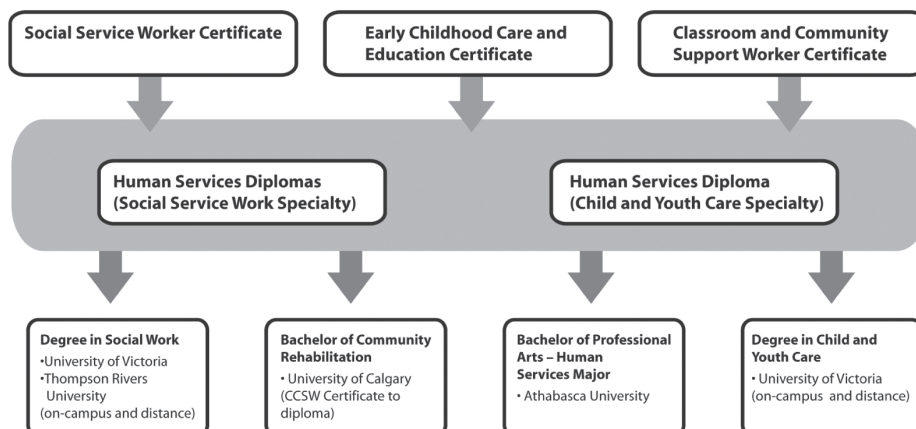
This 10-month program provides students with the knowledge and skills necessary to assist pharmacists in retail pharmacies.

HOME SUPPORT/RESIDENT CARE ATTENDANT

This 24-week certificate program trains students to provide front-line health care to clients in selected community settings, home support agencies, and continuing care facilities.

HUMAN SERVICES PROGRAMS

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 a degree in either Social Work or Child and Youth Care.



ADVANCED MEDICAL TRANSCRIPTION

NINE MONTH PLUS THREE WEEKS FULLY ONLINE CERTIFICATE AT TRAIL CAMPUS

Program Calendar

If you enjoy daily challenges and working with new technology, this nine-month (plus 3-week practicum) online program is designed to equip you with the skills that are necessary to meet the needs of the medical community for transcriptionists. Professionals in this specialized field are in high demand. Part-time and full-time schedules available. Intakes are September and January of each year. Students may elect to take the medical transcription program off site or on site.

2008

- January 7 to May 29
- September 2 to December 21.

2009

- January 7 to May 29.

All medical transcription courses are offered online through distance education.

Program Objectives

The Advanced Medical Transcription Program provides a unique hands-on learning experience that prepares you for the real-life challenges of medical transcription. This program encourages you to develop critical thinking and decision-making skills while applying appropriate medical terminology to each transcribed document. You will transcribe authentic medical dictation to industry standards. Due to the high standards required in this program, students meet or exceed employer expectations during the three week practicum of the program. Selkirk College's curriculum ensures that our graduates are well prepared and are able to transition into the workplace with ease.

Career Potential

With an Advanced Medical Transcription program certificate, graduates have been successful in obtaining employment with online medical transcription companies, hospitals and medical clinics as medical transcriptionists, editors and have even moved on to provide medical transcription technical support.

Course of Studies

Translation Key:

Ttl = Total course hours per term

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

MTAT 148-5 (D)	Medical Terminology II (prerequisite)	150
	Total:	150

Course	Name	Ttl
	Term 1	
ABT 174 (D)	Speed Development	30
MTAT 146-1 (D)	Medical Office Procedures	24
MTAT 150-4 (D)	History and Physical Examinations	120
MTAT 152-4 (D)	Consultation Reports	120
MTAT 154-4 (D)	Operative Reports	120
MTAT 161-3	Clinic, Discharges, Diagnostics	90
MTAT 176-1 (D)	Proofreading	30
	Total:	534

Course	Name	Ttl
	Term 2	
MTAT 164-3 (D)	Oncology	90
MTAT 166-4 (D)	Radiology and Nuclear Medicine	120
MTAT 170-4 (D)	Transcription Accuracy and Transcription Speed	120
MTAT 173-4 (D)	Introduction to MedTran	0
MTAT 180-3 (D)	Practicum	90
MTAT 182-1 (D)	Home Business Basics	30
	Total:	450

Admission Requirements

To achieve success, a student choosing to do the medical transcription program should be highly motivated and proficient in computer skills including file management, downloading, uploading, MS Word, email and internet browsing. All prerequisites to the medical transcription program are offered online.

- A graduate of a BC Senior Secondary school or equivalent
- A post-secondary certificate in Applied Business Technology or equivalent work experience
- ABT 112 Keyboarding Speed II or equivalent proof of 50 net words per minute in a five minute typing test
- MTAT 148 Medical Terminology II

Registration for the Advanced Medical Transcription Program for qualifying students is on a first come, first served basis. Intakes are September and January of each year

Part-Time Students

Students may choose to take the medical transcription program courses on a part-time basis; however, to receive a certificate, all courses for the medical transcription program must be completed within two academic school years (maximum four semesters) from the student program start date.

Distance Education

This online program allows you to complete the required courses in our computer labs on site or from home through distance education. Close contact with instructors and other students allows you to network, receive regular feedback and share challenges and triumphs. Working as an online student enables you to choose the work environment that best suits your personal needs. You can choose between full or part-time enrollment and take up to two years to complete the program. Distance education students are required

to provide their own equipment and work station. This includes establishing an Internet connection with an e-mail account, MS Word, WAV pedal, headphones and supplies.

Course Descriptions

ABT 174 SPEED DEVELOPMENT

is office administration and computer skills training course, 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 or 50 net words per minute. This course is available via Distance Education.

MTAT 146-1 MEDICAL OFFICE PROCEDURES

All medical transcription courses are offered online and may be taken through distance education correspondence.

In the medical transcription course MTAT 146, procedures and policies are covered. Students set up their computer and MS Word. Templates used by medical transcriptionists are downloaded, and printing, filing and retrieving documents are covered. Tour of a Medical Transcription Department and assignment required.

Prerequisites:

Prerequisites for the Advanced Medical Transcription Program: A graduate of a BC senior secondary school or equivalent. A post-secondary certificate in Applied Business Technology or equivalent work experience. 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. This course is available via Distance Education.

MTAT 148-5 MEDICAL TERMINOLOGY II (PREREQUISITE)

Medical Terminology II is an online course and is a **prerequisite course for the Advanced Medical Transcription Program**. Students complete a comprehensive study of the construction of medical terms including medical suffixes, medical term roots, and medical prefixes, an overview of anatomical terms, the integumentary system, the skeletal system, the muscular system, the nervous system, the eyes and ears, the digestive system, the endocrine system, the cardiovascular system, the respiratory system, blood, lymphatic and

immune systems, the urinary and male reproductive systems, the female reproductive system, human genetics and obstetrics, medical imaging (radiology, nuclear medicine and radiation therapy), terms used in psychiatry, pharmacology, laboratory terminology, surgical terminology, oncology, pathology and autopsies. Abnormal conditions and disease processes are covered in each body system. It is recommended that students complete this course prior to starting program.

Prerequisites:

ABT 143 recommended. This course is available via Distance Education.

MTAT 150-4 HISTORY AND PHYSICAL EXAMINATIONS

In this medical transcription online training course, 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. This course is available via Distance Education.

MTAT 152-4 CONSULTATION REPORTS

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students are introduced to various styles and 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. This course is available via Distance Education.

MTAT 154-4 OPERATIVE REPORTS

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students are introduced to various styles and 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. This course is available via Distance Education.

MTAT 161-3 CLINIC, DISCHARGES, DIAGNOSTICS

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students are introduced to various styles of report presentation, templates and challenging accents of dictating physicians. Emphasis is placed on accurately transcribing patient clinic notes, discharge summaries, and diagnostic tests (electroencephalograms [EEGs], electromyograms [EMGs] and electrocardiograms [ECGs], including stress tests and Holter monitors.

Prerequisites:

MTAT 154. This course is available via Distance Education.

MTAT 164-3 ONCOLOGY

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students are introduced to various styles and accents of dictating physicians. Emphasis is placed on accurately transcribing oncology reports. Students transcribe authentic dictation, use correct forms and format, proofread, file and retrieve documents.

Prerequisites:

MTAT 161. This course is available via Distance Education.

MTAT 166-4 RADIOLOGY AND NUCLEAR MEDICINE

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students are introduced to various styles and accents of dictating physicians. Emphasis is placed on accurately transcribing radiology and nuclear medicine reports. Students transcribe authentic dictation, use correct forms, and format, proofread, file and retrieve documents.

Prerequisites:

MTAT 164. This course is available via Distance Education.

MTAT 170-4 TRANSCRIPTION ACCURACY AND TRANSCRIPTION SPEED

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, emphasis is placed on accurately transcribing 50 minutes of medical dictation within a specified timeframe.

Prerequisites:

MTAT 166

This course is available via Distance Education.

MTAT 173-4 INTRODUCTION TO MEDTRAN

Students are introduced to the MedTran online medical transcription computer program in which students will learn how to work through instructions for connecting to an online medical transcription company, access their online transcription computer training program, transcribe challenging authentic dictation while applying specific transcription formatting as related to each particular dictation. Emphasis is placed on accurately transcribing medical reports.

Prerequisites:

MTAT 170

This course is available via Distance Education.

MTAT 176-1 PROOFREADING

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students proofreading skills are developed and tested in document content and report presentation.

Prerequisites:

MTAT 146.

This course is available via Distance Education.

MTAT 180-3 PRACTICUM

The Advanced Medical Transcription Program courses are all offered online. A three-week practicum is required for graduation. Students may choose to do the practicum with an on line company or at a hospital or medical clinic.

Prerequisites:

MTAT 170.

This course is available via Distance Education.

MTAT 182-1 HOME BUSINESS BASICS

The Advanced Medical Transcription Program courses are all offered online. In this medical transcription online training course, students are given informative information which touches on some of the important aspects of a home-based medical transcription subcontracting business.

Prerequisites:

MTAT 180.

This course is available via Distance Education.

Contacts

PROGRAM CONTACTS

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SCHOOL CHAIR

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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.

Course of Studies

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

Course	Name
	Term 1
GNUR 200-3 (D)	Contemporary Issues in Gerontology
GNUR 201-3 (D)	Healthy Aging, Wellness, and Longevity
GNUR 210-1 (D)	Spirituality and Aging
GNUR 300-3 (D)	Introduction to Gerontological Nursing
GNUR 301-3 (D)	Psycho-Social Issues in Geriatric Nursing
GNUR 302-3 (D)	Physiological Function in the Aged
GNUR 303-3 (D)	Delirium, Dementia and Depression in the Elderly
GNUR 304-2 (D)	Field Studies
GNUR 310-2 (D)	Medication Use and Abuse with the Elderly
GNUR 311-1 (D)	Women's Health Issues in Aging
GNUR 313-2 (D)	Palliative Care: The Last Gift of Life

Admission Requirements

Full-time: Registered Nurses with a minimum of one year nursing experience with adults.

Part-time: Nurses and other health or social science students and professionals who wish to take individual courses and have the required course pre-requisites. Students in this category may not qualify to take GNUR 313-2 Palliative Care.

Prerequisites:

Certificate/Diploma in Health or Human Service Discipline.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

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 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.

Prerequisites:

Certificate/Diploma in Health or Human Service Discipline preferred.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

Contacts

PROGRAM CONTACTS

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HOME SUPPORT/RESIDENT CARE ATTENDANT

24-WEEK CERTIFICATE AT CASTLEGAR CAMPUS

Program Objectives

This intense 24-week certificate program is designed to graduate Home Support/Resident Care Attendants who can provide front-line health care to clients in selected community settings, home support agencies, and continuing care facilities (including extended care, intermediate care, adult day care and personal care).

Admission Requirements

Admission to the Selkirk College Home Support/Resident Care Attendant program is open to individuals who have met the following requirements:

- English 11 (or equivalent) – “C+” or better
- Science 10 (or equivalent) – “C+” or better
- Mathematics 10 (or equivalent) – “C+” or better
- Applicants who are upgrading in preparation for entry are strongly advised to complete ABE Intermediate Science, including the following five modules: Human Biology, The Cell, Nutrition, Disabilities, and Disease.
- Possess current certificates in CPR (Level C) and Standard First Aid.
- Good health, verified by a physical examination. Physical fitness and stamina are required.
- Up-to-date immunization.
- Criminal record search.
- All applicants must complete assessment tests in reading, writing, and math before registration.

Admission Procedure

- 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. Before an application is considered to be complete, the following documents must be received by the Admissions Office:
 - Completed College application form.
 - Official transcripts for all relevant courses.
 - Completed health and physical examination, immunization forms.
 - Three completed personal reference forms.

Course of Studies

Translation Key:

Lec = Lecture Hours per week;

Prc = Practice Hours per week;

Ttl = Total course hours per term

Course	Name	Lec	Prc	Ttl
Term 1				
HSRC 150	Human Relations: Interpersonal Communications	40	0	40
HSRC 151	Health: Lifestyle and Choices	0	0	30
HSRC 152	Health and Healing: Concepts for Practice	0	0	60
HSRC 153	Nursing Arts	60	0	60
HSRC 154	Healing: Special Needs in HS/RCA	40	0	54
HSRC 155	Work Role: Introduction to HS/RCA	30	0	30
HSRC 157	Work Role: Additional Work Environments	36	0	36
HSRC 160	Clinical Practice I	0	60	60
HSRC 170	Clinical Practice II (Residential Care)	0	162	162
HSRC 172	Clinical Practice III (Home Support and Community)	0	27	27
HSRC 180	Practicum (Transition Experience)	0	97	97
	Total:	206	346	656

- Completed applicant information questionnaire.
- Criminal Record Search.
- Current Certificate in CPR (Level C).
- Current Certificate in Standard First Aid.
- Applicants enrolled in prerequisite and/or upgrading courses may be offered provisional acceptance.
- This is a limited enrolment program.

RECOMMENDED CHARACTERISTICS:

- A caring attitude. A sincere interest in people of all ages who require all levels of care. This includes individuals who are: mentally or physically disabled, experiencing life threatening situations, confused or requiring rehabilitation.
- Good command of oral and written English.
- Good manual dexterity.
- Any supportive courses in human biology, psychology, sociology, First Aid or previous related work experience or education would be an asset.
- Flexibility to adjust to early morning and evening practicum shifts, to a variety of clinical settings and locations.

NOTES:

- Clinical and practicum placements are arranged on the basis of student learning needs and available learning experiences. It is not possible to comply with the personal and travel requirements of individual students.

- Graduates of the program receive a combined HSW and RCA Certificate. This certificate meets curriculum requirements of the Ministry of Advanced Education, Training and Technology and is recognized within British Columbia.

Special Costs and Travel

Students are required to have uniforms, white duty shoes, a watch with a second hand, and bandage scissors. In addition, students must be prepared to travel to clinical practice agencies. Access to a reliable vehicle is necessary. Students are required to possess a valid BC driver's license by the start of HSRC 160.

Course Descriptions

HSRC 150 **HUMAN RELATIONS: INTERPERSONAL COMMUNICATIONS**

Focuses on the development of self awareness and increased understanding of others. Participants will explore basic communication concepts and practical skills which contribute to effective, caring, interpersonal relationships.

HSRC 151 **HEALTH: LIFESTYLE AND CHOICES**

Provides an introduction to the concept of health and the components of a health-enhancing lifestyle. Participants will be invited to reflect on their own experience of health, recognizing challenges and resources that may impact on their lifestyle choices, and consequently, their health.

HSRC 152 **HEALTH AND HEALING: CONCEPTS FOR PRACTICE**

Provides the opportunity to develop a theoretical framework for practice. Participants examine the significant philosophical beliefs and theoretical concepts underlying competent practice.

HSRC 153 **NURSING ARTS**

Nursing Arts focuses on assisting the learner to acquire skills and techniques that promote comfort, safety and independence for the older adult in a variety of environments.

HSRC 154 **HEALING: SPECIAL NEEDS IN HS/RCA**

Builds upon content in other courses to assist participants to explore concepts and approaches applicable to the care of residents experiencing changes in mental functioning. Also explores the role of the Home Support Attendant in special needs family situations.

HSRC 155 **WORK ROLE: INTRODUCTION TO HS/RCA**

Builds upon content in other courses to further develop the knowledge, attitudes and values required for practice as a Resident Care Attendant. Also provides an introduction to community care, the home support industry, and the role of the Home Support Attendant.

HSRC 157 **WORK ROLE: ADDITIONAL WORK ENVIRONMENTS**

Provides the learner opportunities to explore worksites beyond residential and home support sites. These sessions are augmented by guest speakers and/or site visits.

Prerequisites:

Successful completion of HSRC 155

HSRC 160 **CLINICAL PRACTICE I**

Opportunity is provided for participants to apply knowledge and skills from all previous and concurrent HSRC courses to the care of elderly clients in a variety of community settings.

HSRC 170 **CLINICAL PRACTICE II (RESIDENTIAL CARE)**

Provides the learner with opportunities to apply theoretical knowledge and skills to the care of the older client in a variety of residential facilities. This clinical is a more comprehensive extension of HSRC 160 and prepares the learner for HSRC 172 and HSRC 180.

HSRC 172 **CLINICAL PRACTICE III (HOME SUPPORT AND COMMUNITY)**

Provides the learner with opportunities to apply theoretical knowledge and skills to the care of the client in the Home Support and other related community environments. This clinical is an extension of HSRC 170 and prepares the learner for HSRC 180.

HSRC 180 **PRACTICUM (TRANSITION EXPERIENCE)**

Integrates the knowledge, skills and attitudes acquired during the program with an additional opportunity to perform the roles of the HSRCA while under the guide and supervision of a mentor. Opportunities are provided to gain increased self-confidence in the work setting and to become socialized into the work role.

Contacts

SCHOOL CHAIR

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Program Calendar

2008

- March 1 - Last day for submission of application for Sept. 2008.
- March 31 - Last day for completion of application for entry in Sept. 2008.
- September 2 - Student Orientation.
- September 3 - Fall term instruction begins.
- December 5 - Fall term instruction ends.
- December 8-19 - Fall term examinations.

2009

- January 5 - Winter term instruction begins.
- February 16-20 - Reading break.
- April 9 - Winter term instruction ends.
- April 14-23 - Winter term examinations.
- May 5 - Spring term begins - Years 1, 2 & 3.
- June (date TBA) - Spring term ends - Year 1.
- June 13 - Spring term ends - Years 2 & 3.
- June 16 - Summer term begins - Year 3.
- July 25 - Summer term ends - Year 3.

Note: Late applications may be accepted if space is available.

If there is a discrepancy in calendar dates between the University of Victoria and Selkirk College, the Selkirk College calendar will be considered correct.

Program Summary

All registered nurses who graduate in British Columbia are now required to complete a four-year baccalaureate degree in order to meet 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 Castlegar campus.

Course of Studies

Translation Key:

Lec = Lecture Hours per week;

Sem = Seminar Hours per week;

Ttl = Total course hours per term

Lab = Lab Hours per week;

Prc = Practice Hours per week;

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

Course	Name	Lec	Lab	Sem	Prc	Ttl
Term 1						
BIOL 164-3	Human Anatomy and Physiology I	3	3	0	0	0
ENGL 110-3	(D) College Composition	3	0	0	0	0
NURS 112-3	Professional Practice 1: Intro to Profession of Nursing	3	0	0	0	3
NURS 116-6	Health and Healing 1: Living Health	6	0	0	0	6
NURS 117-3	Relational Practice 1: Self and Others	3	0	0	0	3
NURS 119-3	Nursing Practice 1: Intro to Nursing Practice	0	0	0	3	3
Total:		18	3	0	3	15

Course	Name	Lec	Lab	Sem	Prc	Ttl
Term 2						
BIOL 165-3	Human Anatomy and Physiology II	3	3	0	0	0
NURS 122-3	Professional Practice 2: Intro to Discipline of Nursing	3	0	0	0	3
NURS 126-6	Health and Healing 2: Health Indicators	6	0	0	0	6
NURS 129	Nursing Practice 2: Coming to Know the Client	0	0	2	8	0
NURS 130-6	Consolidated Nursing Experience I	6	0	0	12	6
	Non-Nursing Elective	3	0	0	0	0
Total:		21	3	2	20	15

Course	Name	Lec	Lab	Sem	Prc	Ttl
Term 3						
AHSC 218-3	Applied Health Science I	3	0	0	0	0
NURS 214-6	Healing I: Episodic Health Challenges	6	0	0	0	0
NURS 215-8	Nursing Practice III	0	0	0	16	0
	Non-Nursing Elective	3	0	0	0	0
Total:		12	0	0	16	0

Course	Name	Lec	Lab	Sem	Prc	Ttl
Term 4						
AHSC 228-3	Applied Health Science II	3	0	0	0	0
NURS 221-3	Professional Growth II: The Nursing Profession	3	0	0	0	0
NURS 224-6	Healing II: Complex Episodic Health Challenges	6	0	0	0	0
NURS 225-8	Nursing Practice IV	0	0	0	16	0
NURS 236-6	Consolidated Practice Experience II (Spring, 6 weeks)	0	0	0	35	0
Total:		12	0	0	51	0

Course	Name	Lec	Lab	Sem	Prc	Ttl
	Term 5					
NURS 310-3	Health III: Teaching and Learning for Prevention	3	0	0	0	0
NURS 314-3	Healing/Health Sciences III	3	0	0	0	0
NURS 315-8	Nursing Practice V	0	0	0	16	0
PHIL 210-3	Bio-Medical Ethics	3	0	0	0	0
	Total:	9	0	0	16	0

Course	Name	Lec	Lab	Sem	Prc	Ttl
	Term 6					
NURS 341-1.5	Professional Growth III: Nursing Inquiry	3	0	0	0	0
NURS 350-1.5	Health Promotion and Community Empowerment	3	0	0	0	0
NURS 351-1.5	Nursing Practice VI	0	0	3	6	0
NURS 352-1.5	Self and Others III: Reflection on Caring Practice	3	0	0	0	0
NURS 370-4.5	Consolidated Practice Experience III (Spring, 6 weeks)	0	0	0	35	0
NURS 470-4.5	Consolidated Practice Experience IV (Summer, 6 weeks)	0	0	0	35	0
	Non-Nursing Elective	3	0	0	0	0
	Total:	12	0	3	76	0

Course	Name	Lec	Lab	Sem	Prc	Ttl
	Term 7					
NURS 360-1.5	Professional Growth IV: Research	3	0	0	0	0
NURS 430-1.5	Professional Growth V: Nurses Influencing Change	3	0	0	0	0
NURS 431-1.5	Nursing Practice VII	0	0	3	6	0
	Total:	6	0	3	6	0

Course	Name	Lec	Lab	Sem	Prc	Ttl
	Term 8					
NURS 475-4.5	Consolidated Practice Experience V (6 weeks)	0	0	0	35	0
NURS 491-4.5	Nursing Practice VIII (6 weeks)	0	0	0	35	0
	Total:	0	0	0	70	0

ties throughout the East and West Kootenay regions, or elsewhere.

- In some cases, due to limited availability of practice placements, students may have to relocate for consolidated practice experiences.
- Students will be required to obtain and maintain current CPR certification, (Level “C”). This should be done prior to entry and maintained while in the program. The cost for such certification will be additional to other course fees in the Nursing program. Recertification is required every two years.
- Students may be required to obtain and maintain student registration with the College of Registered Nurses of British Columbia (CRNBC). The cost for registration will be additional to other course fees.

Career Opportunities

Following registration with the College of Registered Nurses of BC (CRNBC), graduates are eligible to practice nursing in a variety of settings, or enrol in post-basic nursing specialty programs such as operating room nursing, critical care nursing, pediatric nursing, maternal and child health nursing, outpost nursing, or mental health nursing. Many post-basic specialty programs require a period of nursing practice before entry. A post-basic certificate in Gerontological Nursing is available through Distance Education.

Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet these Collaborative Nursing Program requirements:

- High school graduation (or equivalent).
- Completion of the following courses (or equivalent):
 - ENGL 12 with a ‘C+’ grade or better
 - BIOL 12 with a ‘C+’ grade or better
 - CHEM 11 with a ‘C+’ grade or better
 - Principles of MATH 11 with a ‘C+’ grade or better.
- One of the following with a grade of ‘C+’ or better:
 - Biology 11 (recommended)
 - Chemistry 12
 - Physics 11 or 12
- Valid CPR (Level C) certificate. Renewed every two years.

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.

Special Costs, Travel, and Relocation Requirements

- In addition to the usual expenses for tuition and fees, Nursing students can expect to pay approximately \$300 for a uniform, shoes, stethoscope and other items.
- Placement in practice areas is arranged by the faculty in accordance with the availability of suitable learning experiences and the student’s learning needs. It is not possible to accommodate personal considerations related to residence or family responsibilities. Individuals enrolling in the Nursing program are advised that access to a reliable motor vehicle is a necessity, and a valid BC Driver’s License is mandatory.
- “Travel requirement” includes local hospitals and agencies in Castlegar, Nelson, and Trail and Rossland during all semesters.
- “Relocation requirement” (Consolidated Practice Experiences) may include communi-

- 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.

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.

- This is a limited enrolment program.
- The wait list is not carried forward from one year to another. Applicants who are not admitted in a given year should reapply *early* for the next year, according to Admission policy.
- Advanced credit may be granted, on application, for support courses (other than Nursing). Applications for advance credit must be received by the Registrar prior to entering the Nursing program. For detailed information please refer to the Nursing Program Admission Policies, or consult the School Chair.
- Students in good standing who are forced to interrupt their program normally may re-enter within one year of departure without penalty, subject to availability of space.
- Performance appraisal based on learning outcomes and the professional judgment of instructors, places emphasis on personal interaction and communication, as well as on practice knowledge and competence.

In order to progress from one semester to the following semester in the Nursing Program the following requirements must be met:

- Satisfactory completion of all courses in the semester with a minimum grade of 60%.
- A minimum cumulative average of 65% and/or a GPA of no less than 2.33. All other admission criteria must continue to be met throughout the program.

CRIMINAL RECORDS

All applicants must submit a Criminal Record Check as part of the application process.

All applicants must complete assessment tests in reading, writing and math before registration.

Transferring to University

During Third Year Fall Term, students will apply to University of Victoria. For the following three terms students will be considered University of Victoria students but will continue to study at Selkirk College, Castlegar campus.

Please note that completion of terms 1-5 does not automatically guarantee admission to the University of Victoria. To achieve maximum benefit from the program, Nursing core courses

must be taken concurrently. Because individual courses change each year to accommodate new knowledge, changing practice conditions, etc., selected core courses in that term may be repeated if an acceptable grade is not achieved in any one core course. Students must complete each term before proceeding into the following term.

Non-Nursing Electives

Students may select three university transfer courses (three credits per course) of their choice. Each course must be transferable to the University of Victoria for 1.5 units (which is the equivalent of a 3-credit course from Selkirk College).

If a student chooses to complete their degree through one of the following instead of University of Victoria (Malaspina University-College, UBC Okanagan and Thompson Rivers University), these institutions all require two first year English courses to meet degree requirements. Students considering transfer to these institutions should consider taking a second English course (e.g. English 111) as one of their electives.

Nursing Electives

One nursing elective will be taken by distance during year four. Elective choices vary from year to year and information will be provided to students for choosing electives.

Electives

Note: All students must complete three non-nursing electives in addition to the courses listed below. One elective must be completed in each of the first three years of the program. Any university-transfer course that can transfer to University of Victoria is eligible for a non-nursing elective.

In addition, a nursing elective is required in term eight. The courses available will change from year-to-year and will be made known to students in advance.

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: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites:

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

This course is available via Distance Education.

NURS 112-3 PROFESSIONAL PRACTICE 1: INTRO TO PROFESSION OF NURSING

This course is an introduction to the profession of nursing. Participants examine the foundational concepts of the curriculum and how the concepts relate to nursing practice. Participants also explore the history of nursing and have the opportunity to explore and critically reflect upon the political and socioeconomic forces that have shaped the status of women in society and the evolution of the nursing profession. Standards of nursing practice and responsibility for safe and ethical nursing practice are explored.

Prerequisites:

Admission to the nursing program.

NURS 116-6 HEALTH AND HEALING 1: LIVING HEALTH

This course is an introduction to the meaning of health including personal, family, community, and societal health. Participants examine theoretical and conceptual frameworks of health including health promotion, primary health care, prevention, and determinants of health. By reflecting on personal experiences, participants have the opportunity to identify personal resources and/or challenges that impact health as well as recognize the diversity of beliefs, values, and perceptions held by others. Opportunities to learn basic health assessment skills are included.

Prerequisites:

Admission to the nursing program.

NURS 117-3 RELATIONAL PRACTICE 1: SELF AND OTHERS

The premise underlying this course is that nursing is an experience lived between people. Participants explore the multiple factors that influence their

own capacity to be in caring relation to others. They learn to question personal perspectives of experience; to uncover attitudes, beliefs and values; and to share and acknowledge differences. Emphasis is placed on a phenomenological attitude to view the structure and experiences that make up their own and other people's lives.

Prerequisites:

Admission to the nursing program.

NURS 119-3 NURSING PRACTICE 1: INTRO TO NURSING PRACTICE

This course provides an introduction to nursing practices with opportunities to engage with healthy families in the community and with nurses in practice to explore the breadth of nursing practice. Participants integrate their learning from other semester one courses with their beginning understanding of nursing practice.

Prerequisites:

Admission to the nursing program.

NURS 122-3 PROFESSIONAL PRACTICE 2: INTRO TO DISCIPLINE OF NURSING

This course is an introduction to the discipline of nursing. Participants explore the historical development of nursing knowledge and theory as well as contemporary understandings of nursing as a discipline and the body of knowledge that defines it. Relationships between practice, theory, and research are explored.

Prerequisites:

Admission to the nursing program.

NURS 126-6 HEALTH AND HEALING 2: HEALTH INDICATORS

Building on Health and Healing I, this course focuses on individual, family, and community health assessment. Participants have opportunities to explore and critique theoretical and conceptual frameworks in relation to health assessment including early childhood development, family development, healthy aging, and community development. Assessment is explored within the context of decision-making. Opportunities to learn basic health assessment skills are continued.

Prerequisites:

Admission to the nursing program.

NURS 129 NURSING PRACTICE 2: COMING TO KNOW THE CLIENT

The nursing practice experience provides opportunities to develop caring relationships

with groups, families and individuals across the lifespan. Emphasis is placed on health assessment and coming to know how clients understand and promote their health, and the role of the nurse in partnering with the client. Participants work with groups, families, and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all courses in the semester.

Prerequisites:

Admission to the nursing program.

NURS 130-6 CONSOLIDATED NURSING EXPERIENCE I

This practice experience is designed to assist participants to move forward with the health focus of year one towards the focus of health challenges in year two. This course consists of time in the nursing learning center to practice skills that are foundational to providing personal care and time in a practice setting where students have the opportunity to provide personal care while furthering the development of their assessment skills and their understanding of health and health promotion.

Prerequisites:

Admission to the nursing program.

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.

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 Term 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 terms, and to advance their professional nursing practice. Participants have opportunities to consolidate learning and advance their decision making in a variety of settings. Nursing practice experiences consist of a six week preceptorship. Attendance at course workshops is required.

Prerequisites:

Successful completion of Study Term 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.

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 Term 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 Term 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.

NURS 999-A NON-NURSING ELECTIVE

This course is available via Distance Education.

NURS 999-B NON-NURSING ELECTIVE

This course is available via Distance Education.

NURS 999-C NON-NURSING ELECTIVE

This course is available via Distance Education.

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

Rhonda Schmitz, School Chair
Direct: 365-1327
Tel: 365-7292 x327
rschmitz@selkirk.ca

Program Calendar

2008

- Intake dates for full-time and part-time are:
- January 21 part-time
- March 3 part-time
- April 21 part-time
- September 2 full-time and part-time
- October 14 part-time only
- November 24 part-time only

2009

- Intake dates for part-time only are:
- January 19
- March 2
- April 20
- June 5, 2008 - end of term. No instructional support in June, July and August.

Note

These dates are subject to change, please contact Erna McCall for current information at 368-3041 or e-mail: emccall@selkirk.ca.

Program Objectives

Nursing Unit Clerks work at the nursing station of a hospital unit providing clerical support and communications coordination for the nursing staff.

This 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.

The program is delivered in an online format. Students must have computer skills to complete this program, i.e. be familiar with internet, e-mail, word processing and file management. If you don't have these skills, courses are available by distance education through Selkirk's Applied Business Technology program.

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.

Course of Studies

Translation Key:

Ttl = Total course hours per term

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

Course	Name	Ttl
Term 1		
NUCL 146-2 (D)	Hospital Orientation	60
NUCL 152-2.5 (D)	Patient Chart Records	75
NUCL 154-2.5 (D)	Admissions, Discharges & Transfers	75
NUCL 156-3 (D)	Drug Nomenclature	90
NUCL 162-2 (D)	Medication Orders	60
NUCL 164-2 (D)	Laboratory Orders I	60
NUCL 166-2 (D)	Laboratory Orders II	60
NUCL 168-2 (D)	Diagnostic Orders	60
NUCL 170-2 (D)	Medical / Surgical Orders	60
NUCL 180-4 (D)	Practicum I	120
	Total:	720

Admission Requirements

To be accepted into the program, the student must provide admissions with documentation of the following:

- Grade 12 or equivalent, or mature student status.
- Criminal records search (available from local RCMP detachment).
- Medical Terminology - ABT 143 with a grade of C or better, or equivalent.
- Typing/Keyboarding – ABT 112 or 50 nwpm for 5 minutes.
- Up to date immunizations.

Documentation of computer skills.

If you do not have the course prerequisites, please ask Selkirk College about the ABT courses available through distance education.

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.

Application Procedure and Examinations

Application/Registration and Payment of Fees
Contact Admissions at (250) 365-1324 to apply for the program. Once your application file is complete (documentation of all prerequisites has been received), you may register to begin the program. Tuition and fees are due at the time of registration.

To order your texts for the course, telephone the Bookshop on the Castlegar Campus at (250) 365-1281. Payment for texts is due at the time they are ordered.

Work Practicum

Every attempt is made to complete the practicum in a local hospital but in some cases students may be required to travel to another area. Prospective preceptors are contacted by Selkirk College only. Students are eligible for a work practicum only after they have successfully completed all other mandatory courses. All students must complete the required practicum before they receive their certificate.

Course Descriptions

NUCL 146-2 HOSPITAL ORIENTATION

This course introduces the learner to hospital departments, staff and communications, with emphasis on the role of the Nursing Unit Clerk (NUC) as the communications coordinator for the nursing unit. Case study discussions will be used to help the learner problem-solve authentic workplace situations.

Prerequisites:

Admission to the NUC program.

This course is available via Distance Education.

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 and how to maintain a patient chart. Using case study examples and actual forms from the hospital, the learner will create patient charts.

Prerequisites:

NUCL 146

This course is available via Distance Education.

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 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 146 and 152

This course is available via Distance Education.

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 pharmacological terminology and physicians' medication orders. This course provides the learner with the pharmaceutical knowledge required to process physicians' medication orders.

Prerequisites:

NUCL 146

This course is available via Distance Education.

NUCL 162-2 MEDICATION ORDERS

This course introduces the learner to 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 146 and 156

This course is available via Distance Education.

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 146

This course is available via Distance Education.

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 146 and 164

This course is available via Distance Education.

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 146

This course is available via Distance Education.

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:

All previous courses successfully completed.

This course is available via Distance Education.

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.

This course is available via Distance Education.

Contacts

PROGRAM CONTACTS

Erna McCall, Instructor, Program Contact
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Tel:

emccall@selkirk.ca

SCHOOL CHAIR

Rhonda Schmitz, School Chair

Direct: 365-1327

Tel: 365-7292 x327

Terry Walker, Coordinator/Instructor

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twalker@selkirk.ca

Program Description

The Pharmacy Technician program provides students community and hospital training preparation with the knowledge and skills necessary to assist pharmacists. This program is delivered entirely on-line for the first eight months. The program will commence August each year with an intake of twenty full-time students. Program courses are supported by texts with web links to additional reading and resources. The last seven weeks of Term 2 lab classes are completed on the Castlegar Campus. Lab component skills consist of pharmacy computer software systems, sterile product preparation, prescription dispensing and compounding skills. Practicums are four weeks each in a hospital and community setting. Practicums are completed by July 31st.

Program Calendar

2008

- August 25 - Fall term instruction begins.

2009

- Jan. 9 - Fall term instruction ends.
- Jan. 12 - Winter term instruction begins.
- April 10 - Winter term instruction ends.
- April 13 - Lab instruction begins.
- May 29 - Lab instruction ends.
- June 1 - Practicums begin.
- July 31 - Practicums end.

Program Objectives

This program prepares a person to function, under the supervision of a pharmacist to work in either a community or hospital setting performing technical production-oriented tasks. Program goals are based on 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).

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

Course of Studies

Translation Key:

Ttl = Total course hours per term

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

Course	Name	Ttl
Term 1		
PTEC 100-2 (D)	Pharmacy Seminar	60
PTEC 104-3 (D)	Pharmacy Billing, Regulations and Protocols	90
PTEC 105-2 (D)	Pharmacy Calculations	150
PTEC 107-6 (D)	Pharmacology I	120
PTEC 109-5 (D)	Pharmacy Practice I	120
Total:		540

Course	Name	Ttl
Term 2		
PTEC 106-3 (D)	Merchandising Concepts	90
PTEC 108-5 (D)	Pharmacology II	150
PTEC 110-3 (D)	Pharmacy Practice I	190
PTEC 113-1 (D)	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
Total:		600

Course	Name	Ttl
Term 3		
PTEC 120-4.5 (D)	Hospital Pharmacy Preceptorship	140
PTEC 121-4.5 (D)	Community Pharmacy Preceptorship	140
Total:		280

procedures that provide optimal pharmaceutical care.

Pharmacy technicians assist in a variety of technical tasks. Qualifications desired are:

- strong organization skills
- understanding of third party benefit plans
- respect and confidentiality of patient information
- computer literacy/proficiency in pharmacy software programs

Duties include:

- compounding pharmaceuticals
- sterile product preparation (hospital)
- preparing medication for dispensing
- third party billing
- purchasing, merchandising, inventory control and records maintenance

Career Opportunities

As a member of the healthcare team, qualified graduates find employment in hospitals, clinics and retail pharmacies. New and expanding opportunities are becoming available for careers with insurance companies, pharmacy software vendors, pharmaceutical manufacturing and clinical research. As healthcare organizations restructure to decrease healthcare costs, it is anticipated that a well-trained Pharmacy Technician will have increased opportunities for employment.

When considering the Pharmacy Technician Program, you may wish to do some research regarding traditional and non-traditional career opportunities. This could involve **visiting your local hospital and retail pharmacies** to talk to pharmacists and pharmacy technicians about the requirements and expectations this career choice can have for you.

Admission Requirements

ACADEMIC

- BC high school graduation or its equivalent plus the following courses with a C grade or better: Biology 12, Chemistry 11, English 12, Principles of Math 11 or Applications of Math 12, or their equivalents.
- Typing at a speed of 35 words per minute.
- Current basic computer skills: Windows, word processing and Internet abilities.
- All students are required to complete the Computer Placement Test for assessment of their English and Math skills prior to entry into the program.

GENERAL

- Criminal Record Check: Applicants must submit an official police criminal record search as part of the application process. The criminal record search will be available, on request, to any hospital, clinic, or community pharmacy receiving students for Preceptorship. Certain criminal records may be unacceptable to some placement agencies and facilities. The School of Health and Human Services will not be responsible for seeking alternative placements for students who are denied access to a Preceptorship because of a criminal record. Students are advised that certain criminal records may prevent completion of a Preceptorship and thus completion of the program graduation requirements.
- Immunization: Students entering the Pharmacy Technician Program must meet requirements for immunization established for health care workers by the Ministry of Health prior to entry into any practicum setting.
- Personal Reference: All applicants must submit two personal references as indicated in the application package as part of the formal admission process.
- Personal Health Record: A personal health history document must be submitted prior to acceptance into the program.
- Personal Information: All applicants must complete a brief personal history and short essay as to why they wish to become a Pharmacy Technician as part of the admission process.

MATURE STUDENTS

- A “mature student” is at least 19 years of age and has been out of the school system for at least one year on or before the first day of classes of the program.
- A mature student, with reasonable potential for success on the basis of work experience

or other criteria may be admitted, notwithstanding some deficiency in prior formal education.

- A mature student shall normally meet the specific program or course prerequisites.

Mature students should apply at least one year in advance of the anticipated start date, as academic upgrading may be necessary.

Additional Note:

Program requires WHIMIS; Basic level CPR (C) and Basic First Aid to be completed before entering Practicums. Registration for these can be obtained by contacting your local college campus.

Applicants Seeking Specific Upgrading

- Individuals seeking a specific skill set through courses that are a part of the Pharmacy Technician Program will be considered on a case by case basis.
- In such cases the admissions protocols may be waived by the instructor in consultation with the School Chair.

Advanced Credit

- To transfer credit from another institution, application must be made to and approval obtained from the Registrar.
- Course equivalency will be determined by the Registrar in accordance with Selkirk College Policy B3002.1 (Admissions & Standards), part 1, section 4.0. Course equivalency will be based upon assessment by the department concerned.
- A student who applies for advanced standing from another Pharmacy Technician Program will be considered on an individual basis.
- Application for advanced credit is to be made prior to entry into the Pharmacy Technician Program.

Exceptions: *Working pharmacy technicians or other health profession diploma holders, may enter the program on a reduced PTEC program course load while completing prerequisites.*

- Students applying to enter the pharmacy technician program with diplomas or degrees in other health professions will need to

consult with the Program coordinator for an evaluation of similar courses taken in science or other college or university programs.

- Students that have taken pharmacy technician programs or medical terminology from other schools or institutions will need to provide transcripts and course outlines for the registrar & program coordinator to evaluate placement on entry to the Selkirk College Pharmacy Technician program.

Course Descriptions

PTEC 100-2 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.
This course is available via Distance Education.

PTEC 104-3 PHARMACY BILLING, REGULATIONS AND PROTOCOLS

In this course the provincial and federal laws governing the dispensing of pharmaceuticals and the roles and functions of the pharmacist will be reviewed as will the context of practice for both the pharmacist and the pharmacy technician. Also included will be exposure to the professional ethics of both the pharmacist and pharmacy technician and an overview of the functions of the College of Pharmacists in regulation of their practice. Third party billing plans will be discussed from the perspective of determining claim processes used by each agency.

Prerequisites:

Acceptance into the Pharmacy Technician Program.
This course is available via Distance Education.

PTEC 105-2 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, Avordupois and household measurements.

Prerequisites:

Acceptance into the Pharmacy Technician Program.

Corequisites:

Pharmacy Seminar 100.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

PTEC 113-1 INTRODUCTION TO ASEPTIC TECHNIQUE

This introductory course presents the theory portion of sterile product preparation. Topics include aseptic principles, the aseptic environment, parenteral solutions, cytotoxic agents, documentation and quality assurance as recommended by the Canadian Society of Hospital Pharmacists.

Prerequisites:

Successful completion of PTEC 104; PTEC 105; PTEC 109

This course is available via Distance Education.

PTEC 114-2 STERILE PRODUCTS LAB

The focus of this lab course is the application of theory and practical hands-on skills performed by pharmacy technicians in sterile product

preparation. Performance skills are evaluated in product preparation in vertical and horizontal air flow hoods, equipment maintenance, handling hazardous products and quality assurance documentation.

Prerequisites:

Successful completion of PTEC 104; PTEC 105; PTEC 109; PTEC 113.

PTEC 115-2 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.

PHARMACY TECHNICIAN

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.

This course is available via Distance Education.



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.

This course is available via Distance Education.

Contacts

PROGRAM CONTACTS

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SCHOOL CHAIR

Rhonda Schmitz, School Chair

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At Selkirk College, our skilled instructors will provide you with the academic, theoretical, philosophical and practical education you need to make a contribution to your community.

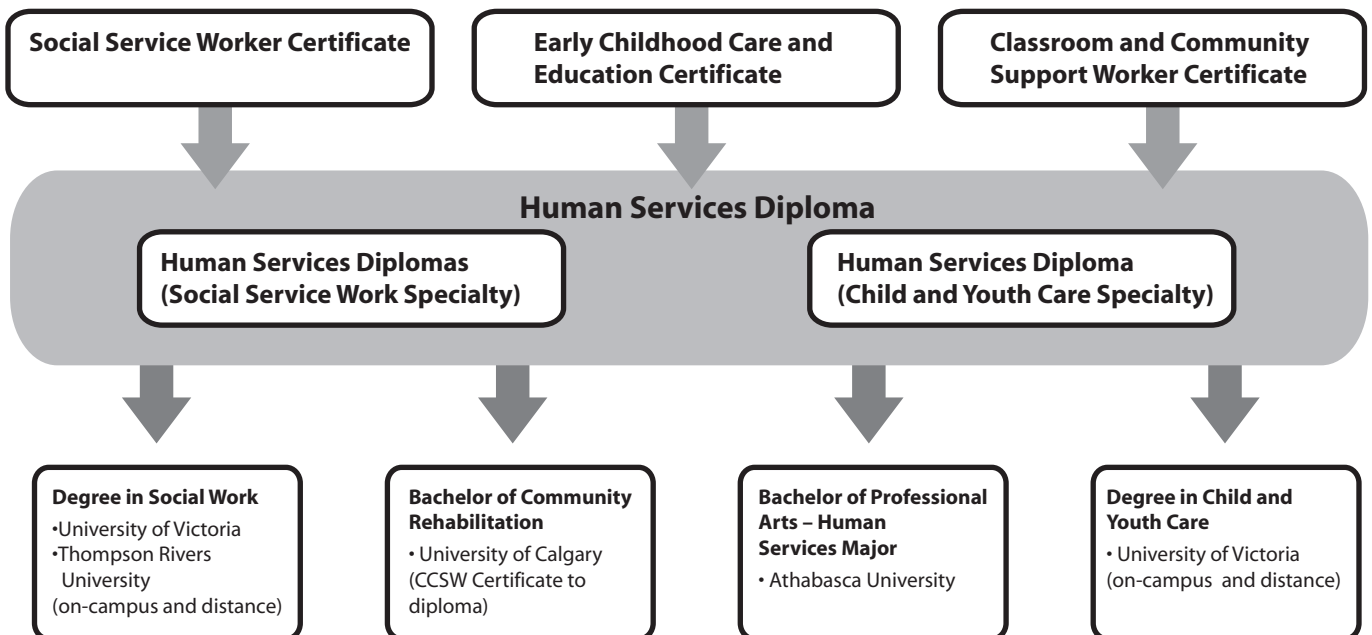
The overall goal of the Human Services instructional area is to provide certificate and diploma level programs that are current, relevant and responsive to individual student needs, and that provide skills and competencies that enable students to find employment in a chosen field or to be successful in further study.

Program offerings are based on a humanistic framework in which people are encouraged and supported in working towards personal fulfillment. Quality instruction is achieved through integration of experiential value-based instruction, case study analysis, theoretical analysis, cooperative learning strategies, and practical application of skills in practice settings.

Refer to the Human Services programs policies.

HUMAN SERVICES CERTIFICATE AND DIPLOMA PROGRAMS CHART.

Certificates:



CLASSROOM AND COMMUNITY SUPPORT WORKER

NINE-MONTH CERTIFICATE AT CASTLEGAR CAMPUS

Program Calendar

2008

- September 2 - Student Orientation.
- September 3 - Fall term instruction begin.
- December 5 - Fall term instruction ends.
- December 8 - 19 - Fall term examinations.

2009

- January 5 Winter term instruction begins.
- February 16 - 20 - Reading Break.
- April 9 Winter term instruction ends.
- April 14 - 23 - Winter term examinations.

Program Objectives

We are a nine-month full-time college and community based program providing certification as a Classroom and Community Support Worker and the first year of study toward a Diploma in Human Services.

We provide education and training to:

- prepare graduates for leadership and excellence in their profession while assuring:
 - preparedness for lifelong learning and continued post-secondary education,
 - a commitment to personal and professional wellness and
 - a working knowledge of the importance of community partnerships.

This nine-month experience provides depth in the development of:

- knowledge (head),
- solid value base (heart) and
- professional and skills practice (hands)

Career Potential

The Certificate program prepares students to work with individuals across the lifespan in a variety of multi-disciplinary settings. Students become certified as educational assistants in schools or as support workers in residential, supported employment and recreational settings. Graduates of this program have a very high rate of employment following program completion. Students are prepared to continue their studies in diploma and degree programs.

Course of Studies

Translation Key:

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

Ttl = Total course hours per term

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

Course	Name	Lec	Lab	Ttl
Term 1				
CCSW 155-3	Foundations of Practice	3	0	0
CCSW 156-3	Support Strategies	3	0	0
CCSW 170-2	Augmentative Communication	2	0	0
ENGL 110-3 (D)	College Composition	3	0	0
FAM 180-3	Family Dynamics	3	0	0
HSER 174-3	Interpersonal Communications	3	0	0
PSYC 100-3 (D)	Introductory Psychology I	3	1	0
Total:		20	1	0

Course	Name	Lec	Lab	Ttl
Term 2				
CCSW 160-3	Classroom Support Strategies	3	0	0
CCSW 161-3	Person-Centered Planning	3	0	0
CCSW 165-3	Health and Wellness	3	0	0
CCSW 179-1	Application of Theory to Practice	1	0	0
CCSW 195-6	Practicum I	0	8	0
PSYC 101-3 (D)	Introductory Psychology II	3	1	0
SSW 161-3	Introduction to Social Policy	3	0	0
Total:		16	9	0

Course	Name	Lec	Lab	Ttl
Term 3				
CCSW 196-5	Practicum II	0	40	40
Total:		0	40	40

Admission Requirements

Students may complete the program on a full or part-time basis. Part-time students are required to have their planned program reviewed by a program instructor who will provide advice regarding the selection of appropriate part-time options.

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following program requirements:

- English 12 or equivalent with a grade of "C" or better, or a minimum Language Proficiency Index (LPI) score of level 4.
- résumé.
- a completed Selkirk College application form.
- official transcripts of secondary and post-secondary education.

- two completed personal reference forms.
- completed health information form and medical reference form.
- completed criminal record check.
- complete assessment testing for reading, writing and math before registration.
- basic computer skills.

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 ori-

ented 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. 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, Bachelor of Social Work Degree, or a Bachelor of Community Rehabilitation, depending on the selection of elective courses.

Please see diagram: Human Services Certificate and Diploma Programs chart (pg. 107)

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: College Composition is designed to enable the student to produce clear, coherent

and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites:

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

This course is available via Distance Education.

FAM 180-3 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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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

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EARLY CHILDHOOD CARE AND EDUCATION

FOUR-TERM CERTIFICATE (THREE-TERM ACCELERATED OPTION WITH NORTHERN LIGHTS COLLEGE) AT CASTLEGAR CAMPUS

Program Calendar

2008

- September 2 - Student Orientation
- September 3 - Fall term instruction begins.
- December 5 - Fall term instruction ends.

2009

- January 5 - Winter term instruction begins.
- February 16-20 - Reading break.
- April 9 - Winter term instruction ends.
- Spring term begins early April.

Please note that there will be no intake for September 2008, as this program normally runs on a 2 year cycle.

Students wishing to begin ECCE training and course work during a non-intake year can take PSYC 100, PSYC 240, ENGL 110, FAM 180 and HSER 174. These required courses are offered every year and all except HSER 174 are available on-line.

Program Objectives

A career in the field of Early Childhood Care and Education combines challenge with creativity and enjoyment of people. The four-semester 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.

Course of Studies

Translation Key:

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

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

Course	Name	Lec	Lab
	Term 1		
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 (D)	Introductory Psychology I	3	1
	Total:	15	9

Course	Name	Lec	Lab
	Term 2		
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 (D)	College Composition	3	0
PSYC 240-3 (D)	Child Development	3	0
	Total:	14	8

Course	Name	Lec	Lab
	Term 3		
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
	Total:	16	0

Course	Name	Lec	Lab
	Term 4		
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
	Total:	11	35

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 (HS) Diploma. When students complete their ECCE certificate with an overall grade point average of “B”, or receive HS coordinator approval, they will be formally accepted into the HS 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.

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.

Degree and Diploma Options

This certificate serves as a prerequisite for entry into the Human Services Diploma. Completion of the Human Services Diploma provides students with sufficient credit to enter third year of a Child and Youth Care, Bachelor of Social Work Degree, or a Bachelor of Community Rehabilitation, depending on the selection of elective courses.

Please see diagram: Human Services Certificate and Diploma Programs chart (pg.107)

Accelerated Option

Selkirk College has a partnership with Northern Lights College to provide an accelerated three term option for students interested in finishing more quickly. Students complete specific additional Northern Lights on-line courses in Terms 2 and 3 and complete in three terms. Students interested in this option must discuss course options with instructors upon entrance to the program. All qualified applicants are required to have their planned program reviewed by a pro-

gram 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.

Accelerated Option in Collaboration With Northern Lights College

TERM 1

- ECCE 168-4 Clinical Practicum I
- ECCE 178-3
- ECCE 188-3
- FAM 180 – 3
- HSER 174-3
- PSYC 100-3

TERM 2

- ECCE 169-3
- ECCE 186-3
- ECCE 193-4
- ECCE 195-4 (block in April)
- ENGL 110
- PSYC 240

NORTHERN LIGHTS

- ECED 102-3
- ECED 150-2

NORTHERN LIGHTS SUMMER TERM – JUNE 25TH – AUGUST 17TH

- ECED 102-3 (can complete within winter term)
- ECED 116-2 (can complete in fall term 3)

TERM 3

- ECCE 179-4
- ECCE 189-4
- ECCE 270-3
- ECCE 258-3
- Northern Lights 111-8 – concurrent practicum over 12 weeks

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.

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 planning, 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: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites:

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

This course is available via Distance Education.

FAM 180-3 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.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

Contacts

SCHOOL CHAIR

Rhonda Schmitz, School Chair

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rschmitz@selkirk.ca

Program Calendar

2008

- September 2 - Student Orientation
- September 3 - Fall term instruction begins.
- December 5 - Fall term instruction ends.

2009

- January 5 - Winter term instruction begins.
- February 16-20 - Reading break.
- April 9 - Winter term instruction ends.
- May 4 - Spring term begins.
- July 24 - Spring semester ends.

Program Objectives

A Human Services Diploma Program is available at Selkirk College:

- This program meets the admission requirements for entry into the third year of the four-year degree program from the School of Child and Youth Care (CYC) at the University of Victoria, University 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 (SSW) 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, with additional courses.
- This program provides more advanced training and recognition to certificate level and experienced practitioners in a specific human service field whose goal is to continue their learning and career advancement in a specific practice realm.

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.

Course of Studies

Translation Key:

Lec = Lecture Hours per week;

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

Course	Name	Lec
	Term 3	
HSER 254-3	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 (D)	Child Development	3
	Total:	12

Course	Name	Lec
	Term 4	
ENGL 111-3 (D)	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 264-3	Introduction to Professional Child and Youth Care	3
PSYC 241-3 (D)	Adult Development	3
	Total:	18

Course	Name	Lec
	Term 5	
HSER 270	Practicum in a Child and Youth Care Setting	6
	Total:	6

Note: With increased employer expectations for work readiness, the Human Services Diploma broadens one's scope of employment and income potential.

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.

Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Human Service Diploma entrance requirements:

- A certificate in Early Childhood Care and Education (ECCE), Social Services Worker (SSW) or Classroom 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 Continuing Education. Applicants with 30 university transfer credits, significant paid experience in a helping profession, and who meet all personal suitability requirements, will be considered on an individual basis.
- A résumé and two letters of reference from people who can attest to your suitability to

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 University Arts and Sciences and/or Human Services courses. Consult your faculty advisor to develop your course schedule.

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.
This course is available via Distance Education.

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 to 250 hour practicum located in a child and youth care setting. This practicum requires students to work directly with children and/or youths in order to promote professional skill acquisition and integration. Emphasis is placed on observation and recording skills, awareness of personal functioning in relation to the children and/or youths. The ability to demonstrate beginning-level case management planning, intervention, and case-presentation skills with both a one-to-one focus and a group focus are also emphasized.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

Contacts

SCHOOL CHAIR

Rhonda Schmitz, School Chair

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HUMAN SERVICES DIPLOMA: SOCIAL SERVICE WORKER (SSW) SPECIALTY

TWO-YEAR DIPLOMA AT CASTLEGAR CAMPUS

Program Calendar

2008

- September 2 - Student Orientation
- September 3 - Fall term instruction begins.
- December 5 - Fall term instruction ends.

2009

- January 5 - Winter term instruction begins.
- February 16-20 - Reading break.
- April 9 - Winter term instruction ends.
- Spring term begins May 4.
- Spring Semester ends July 24.

Program Objectives

A Human Services Diploma Program is available at Selkirk College:

- To provide access to all prerequisites for entry into the third year of the four-year degree program from the School of Social Work (SSW) at the University of Victoria, UBC Okanagan or Thompson Rivers University. The Schools of Social Work at the University College of the Fraser Valley and University of Northern BC (UNBC) may accept the diploma as prerequisite. The Child and Youth Care Program (CYC) at the University of Victoria, University College of the Fraser Valley or Malaspina University College may also grant third year of a four year degree program with additional courses.
- To provide more advanced training and recognition to certificate level and experienced practitioners in a specific human service field whose goal is to continue their learning and career advancement in a specific practice realm.

Career Potential

The Diploma program prepares students to work with individuals across the lifespan in a variety of multi-disciplinary settings such as schools, community centres, government and non government or community agencies, correctional or residential programs, and early childhood education settings. Students are prepared to take on more advanced practice in a team setting. Also students are prepared to continue their studies in degree programs.

Course of Studies

Translation Key:

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

Ttl = Total course hours per term

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

Course	Name	Lec
	Term 3	
HSER 254-3	Core Concepts in Human Services	3
HSER 276-3	Adolescent Issues	3
PSYC 240-3 (D)	Child Development	3
	Total:	9

Course	Name	Lec
	Term 2	
ADD 184-3	Introduction to Concepts of Chemical Dependence	3
ENGL 111-3 (D)	Introduction to Literature	3
FNST 287-3	First Nations Practice Issue (Elective)	3
GERO 200 -3	Introduction to Gerontology and Aging (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 (D)	Adult Development	3
	Total:	24

Course	Name	Lec
	Term 5	
HSER 280	Advanced Human Service Practicum (Optional)	6
	Total:	6

Note: With increased employer expectations for work readiness, the Human Services Diploma broadens one's scope of employment and income potential.

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.

Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Human Service Diploma entrance requirements:

- A certificate in ECCE, SSW or CCSW with an overall GPA of "B", or School Chair approval. Applicants whose credential was earned more than five years ago are required to meet School Chair approval based on evidence of related work in Human Services or Continuing Education. Applicants with 30 university transfer credits, significant paid experience in a helping profession, and who meet all personal suitability requirements, will be considered on an individual basis.
- A résumé and two letters of reference from people who can attest to your suitability to

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 three additional electives from University Arts and Sciences and/or Human Services courses. Consult your faculty advisor to develop your course schedule.

ENGL 111 is listed as a required course. However, SSW students will have already completed this course.

FNST 287 is listed as an elective course.

GERO 200 is listed as an elective course.

Students may choose another University Transfer elective instead of FNST 287 or GERO 200.

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 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.
This course is available via Distance Education.

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.

GERO 200 -3 INTRODUCTION TO GERONTOLOGY AND AGING

This overview course will provide students with an understanding of how the process of aging affects individuals and how an aging population affects and influences Canadian society. Aging will be examined within historical, contemporary and culture contexts. Topics will include aging and health, aging demographics, the psychology and sociology of aging, finances and economics, retirement, leisure, housing and transportation, and family social supports.

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.
This course is available via Distance Education.

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.
This course is available via Distance Education.

Contacts

SCHOOL CHAIR

Rhonda Schmitz, School Chair
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Program Calendar

2008

- September 2 - Student Orientation.
- September 3 - Fall term instruction begin.
- December 5 - Fall term instruction ends.
- December 8 - 19 - Fall term examinations.

2009

- January 5 Winter term instruction begins.
- February 16 - 20 - Reading Break.
- April 9 Winter term instruction ends.
- April 14 - 23 - Winter term examinations.

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

Course of Studies

Translation Key:

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

Ttl = Total course hours per term

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

Course	Name	Lec	Lab	Ttl
Term 1				
ENG 110-3(D)	College Composition	3	0	0
FAM 180-3	Family Dynamics	3	0	0
HSER 174-3	Interpersonal Communications	3	0	0
PSYC 100-3 (D)	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
	Total:	21	1	0

Course	Name	Lec	Lab	Ttl
Term 2				
ADD 184-3	Introduction to Concepts of Chemical Dependence	3	0	0
ENGL 111-3(D)	Introduction to Literature	3	0	0
PSYC 101-3 (D)	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
	Total:	18	10	0

Course	Name	Lec	Lab	Ttl
Term 3				
SSW 168-5	Field Work II (Block Placement)	0	0	160
	Total:	0	0	160

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.

Career Potential

Employment opportunities exist in a wide range of settings including private social agencies, schools, and non-profit and government organizations. Graduates of the Selkirk College Social Service Worker program have found employment as child & youth care workers, community youth workers, adolescent group home workers, transition house workers, geriatric workers, mental health outreach workers & in group homes and hospital social service workers.

Students interested in pursuing a degree in Social Work or Child and Youth Care at the University of Victoria can graduate with up to 18 university

transfer units (36 credits) [six of those units (12 credits) are "unassigned credit" available to applicants who have completed a recognized paraprofessional program]. Students interested in a BSW degree or a BA in Child and Youth Care should confirm details with the University of Victoria. For a BSW degree students should also contact Thompson Rivers University, University College of the Fraser Valley, and the University of Northern BC.

Note: With increased employer expectations for work readiness, the Human Services Diploma broadens one's scope of employment and income potential.

Admission Requirements

Students may complete the program on a full or part-time basis. All qualified applicants are required to have their planned program reviewed by a program instructor who will provide advice regarding the selection of appropriate full and part-time options.

In addition to meeting the general entrance requirements for Admission to Selkirk College, an applicant must meet the following Social Service Worker program requirements:

- Grade 12 or equivalent (consideration will be given to mature students).
- English 12 or equivalent with a grade of “C” or better. (or a minimum Language Proficiency Score (LPI) of level 4).
- A completed application form.
- Résumé.
- Two completed personal reference forms.
- Official copies of all relevant transcripts.
- Completed 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 credit to enter third year of a Child and Youth Care, Bachelor of Social Work Degree, or a Bachelor of Community Rehabilitation, depending on the selection of elective courses.

Please see diagram: Human Services Certificate and Diploma Programs chart (pg. 107)

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: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites:

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

This course is available via Distance Education.

ENGL 111-3 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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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**SCHOOL CHAIR**

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hospitality & tourism

AT SELKIRK COLLEGE

Nelson 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 could be your lift ticket.

PROFESSIONAL COOK TRAINING

This program 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.



RESORT AND HOTEL MANAGEMENT

This 2-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 graduates.



SKI RESORT OPERATIONS AND MANAGEMENT

Where better to learn to operate and manage a ski resort than in the Kootenays? Whitewater Ski Resort is less than 30 minutes from our campus, and Red Mountain Ski Resort is just an hour away. This 2-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.



For more information, contact Lynda Mears at 250.352.6601.

COOK TRAINING, PROFESSIONAL

THREE-TERM CERTIFICATE AT TENTH STREET CAMPUS, NELSON

Program Calendar

COOKING Level 1 - Term 1

- Start Date - September 2, 2008.
- End Date - December 19, 2008.

COOKING Level 2 - Term 2

- Start Date - January 5, 2009.
- February 16-20 Reading Break.
- End Date - April 24, 2009.

COOKING Level 3 - Term 3

- Start Date - October 6, 2008.
- End Date December 19, 2008.
- Start Date - January 5, 2009.
- End Date - January 23, 2009.

Program Objectives

Selkirk College offers three levels of the provincially standardized cooking program. This program is designed to provide skills and knowledge for students/graduates to become competent, professional, frontline employees. A certificate will be issued to those who successfully complete Levels I, II and III.

Career Potential

The demand for professional cooks is very high and growing. There is tremendous potential for placement in many types of industry establishments. Students have found excellent steady employment in hospitals, camps, major resorts and hotels. Also many small establishments and restaurant chains employ our students locally and throughout BC and Alberta.

If you would like more information on possible employment opportunities please feel free to call Selkirk College (250) 352-6601.

Course of Studies

Translation Key:

Ttl = Total course hours per term

Course	Name	Ttl
Term 1		
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
Total:		430

Course	Name	Ttl
Term 2		
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
Total:		440

Course	Name	Ttl
Term 3		
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
Total:		440

Admission Requirements

ACADEMIC

Admission is open to individuals who:

- have graduated from a BC senior secondary school or equivalent (may be under 19 years of age).
- an official secondary school transcript must be submitted.
- mature students must be least 19 years of age and have completed Grade 10 or equivalent with passing grades in Math and English, **OR**
- are at least 19 years of age and have been admitted at the discretion of the School Chair.

GENERAL

- All applicants are required to complete pre-admission Computer Placement Tests in Math and English placement.
- All applicants are required to complete a personal interview with the program instructor. Where circumstances make a personal interview impractical, a telephone interview may be conducted. It is recommended that applicants bring a resume to the interview. NOTE: Interview results are not used as criteria for admission.
- All applicants are required to present evidence of a recent medical examination and proof of a recent TB test.

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 YEAR 1

Cook Training Level 1 is a 15 week provincially standardized program designed to train people for employment in restaurants, institutions, and fast-food outlets.

COOKING YEAR 2

Cook Training Level 2 is a 15 week 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 YEAR 3

Cook Training Level 3 is a 14 week, provincially standardized program designed to introduce students to the complexity, diversity and attractiveness of the Cooking profession. Students acquire practical experience preparing a la carte, table d'hote and prix fixe menu items for patrons of the College's training dining room.

ADMISSION REQUIREMENTS

Applicants must have completed Level II or equivalent.

Course Descriptions

COOK 150-2 VEGETABLE AND STARCH COOKERY

A lab course describing and demonstrating vegetable and starch 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 SEAFOOD 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 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 agrave; 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 agrave; 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 Schoars 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, 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 diets with particular nutritional needs. Also covered are cooking techniques involved in preparing these diet-specific foods.

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GOLF CLUB MANAGEMENT AND OPERATIONS

TWO-YEAR DIPLOMA AT TENTH STREET CAMPUS, NELSON

Program Summary

Since its inception in 1989, the Golf Club Management and Operations program has been recognized as a leader for training individuals wanting to pursue the General Manager career track in the golf industry. We now have graduates in senior management positions in Canada, the US, England, China, Malaysia and Africa.

Following 18 successful years, we have decided to revitalize the program and re-format it for delivery by distance. No longer will students need to relocate to Nelson to participate in this program. Our new delivery models will be in a variety of on-line distance formats.

Future students will be able to take individual course modules, complete courses or an entire program. Under this option we will offer credentials ranging from certificates, post-diploma certifications, and even a full diploma.

The first courses are scheduled for delivery beginning in the Fall of 2008. The initial group of courses will be posted on our website in April 2008 – check our website at www.selkirk.ca/golf for full details. If you think you might be interested in the course offerings and would like us to update you, send an email, and once the course line-up is finalized we will contact you.

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RESORT AND HOTEL MANAGEMENT

TWO-YEAR DIPLOMA AT TENTH STREET CAMPUS, NELSON

Program Calendar

2008

- September 2- Fall semester begins.
- October 6 - Year II begins.
- December 19 - Fall semester ends.

2009

- January 5 - Winter semester begins.
- February 16-20 Reading Break
- April 24 - Winter semester ends.
- May 4 - Work semester begins for first year students.

Prior to May 31, 2008 only fully qualified students will be accepted. After June 1, 2008 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, hotels and restaurants but including all areas of hospitality.

Studies begin with an understanding of where tourism originates and encompass the supervision of hospitality facilities. Knowledge, skills and practices pertaining to the industry, such as the reception of guests, food and beverage services, recreation and convention planning, accounting, maintenance, supervisory and overall management techniques are topics covered. Communications and human relations are emphasized.

The objective of the program, through classroom instruction, practical lab training and work experience, is to enable students to develop the abilities, skills and attitudes to analyze situations objectively and to then make effective management decisions.

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.

Course of Studies

Translation Key:

Lec = Lecture Hours per week;

Lab = Lab Hours per week;

Course	Name	Lec	Lab
Term 1			
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
Total:		240	45

Course	Name	Lec	Lab
Term 2			
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	03	0
Total:		135	165

Course	Name	Lec	Lab
Term 3			
RHOT 171	Work Term	0	500
Total:		0	500

Course	Name	Lec	Lab
Term 4			
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
Total:		180	45

Course	Name	Lec	Lab
Term 5			
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
Total:		243	27

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

- 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.

Admission Notes

- Preference will be given to fully qualified applicants who have a minimum of six months related work experience.
- Where circumstances make a personal interview impractical, a telephone interview may be conducted.
- It is strongly recommended that students have keyboarding skills and an understanding of Windows before starting the program.
- Additional expenses and travel are a requirement of this program and are the responsibility of the student. Approximately \$500 should be budgeted to cover these expenses.

Prior Learning Assessment 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 Ski Resort Operations and 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, Royal Roads, Ryerson, Guelph, Athabasca, Lethbridge, and La Trobe and Griffith Universities in Australia. At Thompson Rivers University 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. 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 managers. (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 – Professional Cooking, Golf Club Management and Operations and Ski Area Operations and Management– more connections that open doors to resort career opportunities.

Course Descriptions

RHOT 150-3 TOURISM: AN INDUSTRY PERSPECTIVE

This course provides an overview of the tourism industry, examining the interrelationships between the eight sectors, and the economic, environmental, cultural, and social impact of tourism. Topics include the following: sectors of the tourism industry; size, scope, and infrastructure; definitions and conceptual models, trends, and current issues, travel motivators, career opportunities, ethical issues, tourism as a community-based industry, the geography of tourism in BC and Canada, and the role of tourism organizations.

RHOT 152-3 SUPERVISORY HOUSEKEEPING AND MAINTENANCE

This course provides an overview of the fundamentals of housekeeping and maintenance management in a hotel and resort setting. Areas discussed include: the role of the executive housekeeper, maintenance manager, labour cost control, scheduling, budgeting, cleaning procedures, material planning, and laundry operations. You will discuss energy saving trends and the environmental stewardship of hotels and resorts.

RHOT 153-3 ORGANISATIONAL LEADERSHIP FOR THE RESORT INDUSTRY

This course explores how individuals function effectively in organisations by examining behaviour from individual, small group, inter-group and organisational perspectives. A participatory model using experiential exercises illustrates how groups help or hinder the organisation. Topics include: communication models, strategies for effective leadership, leadership styles, motivational techniques, group dynamics and behaviour, stress management, delegation, organisational structure and change, and values and attitudes. Students learn how to become effective members of groups by working together towards common goals.

RHOT 154-3 HOSPITALITY HUMAN RESOURCES MANAGEMENT

Human resources management has a profound effect on the success of tourism operations. This course focuses on the critical issues that concern managers in the tourism and hospitality industries topics include: human resources development, recruiting and hiring the right people, appraisal procedures, challenges and trends and employment standards.

RHOT 155-3 COMPUTER APPLICATIONS

This course provides the student with a general introduction to computers and Microsoft application software. Microsoft Word 2003, Excel 2003 and the integration of these programs is covered.

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 introduces the learner to the principles of managing the accommodation facility of a hotel or resort. The guest cycle, beginning with the reservation request through to final accounting documentation is covered. Other topics include types of lodging, current trends in guest services, competitive tactics, condominium and timeshare operations, security and safety issues and contingency plans for emergency situations.

RHOT 162-3 SUPERVISORY FOOD AND BEVERAGE SERVICE

The food and beverage department plays an important role in the overall success of the operation at a resort or hotel. The purpose of this course is to introduce the fundamentals of food and beverage service and the impact it has on the success of the restaurant. The course will deal with the elements of service through theoretical discussion and hands on practical service through Scholars Dining Room.

The course will cover the theoretical components of customer service, restaurant sanitation, types of menus, menu terminology, types of food service, service of wine, suggestive selling, establishing and evaluating service standards, communications and handling the service with a computer system.

The practical component will involve hands-on training through serving either in the College's Scholars Dining Room and/or at a college catered event.

RHOT 163-3 MIXOLOGY AND OENOLOGY

This course covers product knowledge of wine, liquor and beer. Basic methods of mixing cocktails, practical applications and equipment used are taught. This course also covers the regulatory requirements of the Liquor Control and Licensing Bureau. Detailed analysis of major wine

producing countries is a major component of this course. Students receive the provincially endorsed Responsible Beverage Service Program and, upon successful completion of the Provincial examination, receive a Serving it Right Certificate.

RHOT 164-3 FOOD AND BEVERAGE COST CONTROLS

Food and Beverage control is critical to the financial well-being of any food operation. Fundamentals of internal controls and information systems for food and beverage operations will be covered. The course covers techniques of effective purchasing, receiving and production; sales control and food and beverage cost calculations. Labour cost control methods are explained and discussed.

RHOT 171 WORK TERM

This full-time paid work experience (May through September) is monitored by the College and evaluation is completed by the employer and program instructors. Experiential learning is effective because it provides students with opportunities to acquire supervisory skills and competencies that are applicable to their future careers. This approach recognizes that a supervisor requires significant practice of the principles and skills learned during study and looks to the industry to provide an environment in which this practice can take place. This work term gives students an opportunity to apply and extend academic knowledge while employed with qualified employers throughout B.C., Canada and the world.

Prerequisites:

Successful completion of all courses in the first year of the RHOT program with a "C" or better.

RHOT 172-3 KITCHEN MANAGEMENT/ FOOD PREPARATION

This course studies fundamental skills necessary to function competently in a kitchen. This hands-on course studies covers aspects of food preparation and safety considerations. During the course the students prepare lunch in the College cafeteria, learn how to create "eye appeal" in food preparation and prepare food for an evening event.

RHOT 175-3 HOSPITALITY COMPUTER APPLICATIONS

Students explore the information needs of lodging properties and food service establishments. Through hands-on experience, students are given the opportunity to learn a food and beverage computer system and a front office computer system.

RHOT 180-1 **FIELD TRIP**

This course is a five day credit bearing field trip to visit hotels, resorts and restaurants. Although locations change from year to year, they typically include resort areas throughout Western Canada. This trip provides an excellent opportunity for students to examine established lodging and food and beverage facilities, and meet with hospitality industry personnel from general managers to front line staff.

RHOT 250-3 **TOURISM MARKETING AND CUSTOMER SERVICE**

The roles and functions of marketing in the hospitality/tourism industry are examined. The principles of customer service excellence and service recovery are discussed in detail. Students are lead through the five steps of the marketing planning process discovering how the "nine P's" are used in the marketing of tourism products and services. Students will learn how to conduct a situational analysis, the role of marketing research, segmentation practices, consumer behaviour and motivation, the five components of the Promotional mix in depth.

RHOT 251-3 **MARKETING II**

In the contemporary world of hotel and resort management a solid understanding of marketing concepts and strategies is crucial. This course is an extension of Marketing I but differs in that the primary focus is on the practical application of marketing theory techniques and strategies, including: analysing the entirety of the marketing mix, creating a marketing audit instrument, development of a comprehensive marketing plan, building confidence in the design and application of tactics useful in sales and advertising and promotion.

RHOT 259-3 **MANAGEMENT COMMUNICATIONS**

In this course students will learn skills to help them communicate more effectively. In addition to theories about intrapersonal, interpersonal and group dynamics, this course will incorporate a series of practical exercises. Topics include writing formal reports, making effective presentations, and preparing for and chairing meetings. Selected topics and case studies assist students in developing the skills necessary for successful communications in the hospitality industry.

RHOT 265-3 **FOOD SERVICE MANAGEMENT**

The Food and Beverage department at a hotel or resort is a high profile department and can be a substantial profit centre. The purpose of this

course is to show how to effectively manage the food and beverage operation to provide desired levels of profitability and customer satisfaction. Through lectures and hands-on operations exercises the student will study food and beverage operations and learn how to analyze and implement changes that will affect the success of the food service department.

RHOT 268-3 **ENTREPRENEURIAL TRAINING**

The principles and practices of developing a successful tourism or hospitality business are undertaken. Course work includes analysis, creating a vision, goals, financial and business plans, advertising and marketing applications, and research methods and techniques.

RHOT 269-3 **ACCOUNTING**

This course introduces students to basic terminology, concepts and principles of accounting. Accounting focuses on preparing, analysing and interpreting financial statements. Topics include: accounting as an information system, introduction to accounting theory, income measurement, traditional record keeping procedures, journals, cash and investments, balance sheet equations, the accounting cycle, and preparing working papers. Participants will work through the accounting cycle.

RHOT 270-3 **CONVENTION, SALES AND CATERING SERVICES**

Convention and meeting business is a significant part of the resort and hotel business. This course provides insight into the scope and various segments of the convention and banquet market and shows the relationship between professional service and operational success. The students will learn how to sell and service the convention and banquet business to ensure successful events.

RHOT 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 gives a students a basic understanding of the principles of food production and service and practical skills and knowledge for the effective management of food and beverage service outlets. Emphasis is on training skills and human interaction techniques as well as quality control, financial controls and customer relations. Students are actively involved in the menu planning (both food and wine) for our dining room and special event functions.

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SKI RESORT OPERATIONS AND MANAGEMENT

TWO-YEAR DIPLOMA AT TENTH STREET CAMPUS, NELSON

Program Calendar

2008

- August 5 - Year 2 Fall term begins.
- September 2 - Fall term begins.
- October 31 - Year 2 Fall term ends, work term begins.
- December 19 - Year 1 Fall term ends.

2009

- January 5 -Year 1 Winter term begins.
- February 16 - 20 Reading Break.
- April 24 - Year 1 Winter term ends ends.
- April 20 - 24 Year 2 Work Term Reports
- August 5 Year 2 Fall term begins.

***Late applications may be accepted if space is still available.**

Program Objectives

The Ski Resort Operations and Management Program provides education and training in ski industry subjects for students who desire a career in the ski and snowboard industry. The curriculum contains specific industry course content not commonly available at post-secondary educational institutions.

The Ski Resort Operations and Management Program is reviewed annually by an advisory committee of senior ski industry representatives. Some courses may be subject to change.

The aim of this program is to accelerate the movement of graduates into supervisory and management level positions. The program relies heavily on the ski industry to provide direct exposure to actual ski facilities. Close contact with industry operations is provided through field trip visits that introduce students to industry supervisory and management personnel.

Field trips provide students with first-hand exposure to new construction and installations, snowmaking plants, ski lift designs, as well as to consumer and industry trade shows. Direct meetings with ski industry managers and supervisors at resorts visited give students a chance to explore job opportunities for their work semester and after graduation.

During the first three semesters which span 14 months, students take 23 courses focussed on tourism, business, and operational subjects that prepare them for a role in the ski and snowboard

Course of Studies

Translation Key: Ttl = Total course hours per term

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

Course	Name	Ttl
Term 1		
SROM 150-3	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 (D)	Ski Lift Functions, Maintenance and Regulations	45
SROM 180-1	Field Study	30
	Total:	375

Course	Name	Ttl
Term 2		
SROM 153-3	Organizational Leadership	45
SROM 156-3	Data Base Management	45
SROM 157-3	Ski Retail/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 169-3	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
	Total:	375

Course	Name	Ttl
Term 3		
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
	Total:	285

Course	Name	Ttl
Term 4		
SROM 188	Winter Work Term	500
	Total:	500

industry. Included in these first three semesters are three five-day field trips to different ski regions in British Columbia and Alberta.

During the fourth semester, students undertake a 21-week paid work semester at a ski resort, which may lead to full-time employment. The work term is a co-operative education endeavour that involves both employer and college supervision of the students' work experience. Students choose their work placement and negotiate with employers to determine possibilities for job rotation and other learning opportunities. Students receive one on-site visit from an instructor during the work semester and must complete a major written report and verbal presentation to receive credit for this work term.

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 Microsoft Windows prior to program commencement.
- Students currently in the process of meeting academic entrance requirements are encouraged to apply as early as February for the current year's intake.
- A current high school student must include a letter from his/her principal or counsellor outlining the student's present standing in prerequisite requirements and a statement about the applicant's ability to successfully complete the training.
- This program has an 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 semester and are an extra expense to be paid by the student.
- This is a popular program; candidates are strongly advised to apply early.

Prior Learning Assessment 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 258 Human Resources Management)
- SNOW 156 - Ski Resort Risk Management
- SNOW 150 - Snow Sports Sales and Marketing (Under development). 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:

- University of Lethbridge, Lethbridge, Alberta, Bachelor of Business Management Website <http://www.uleth.ca/>
- Thompson Rivers University, Kamloops British Columbia, Bachelor of Tourism Management Website <http://www.tru.ca/>
- Malaspina University College, Nanaimo British Columbia, Bachelor of Tourism Management Website <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 Operations and 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 Operations and Management.

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.

Course Descriptions

SNOW 156-3 SKI RESORT RISK MANAGEMENT

This course is designed for people currently working in the snowsports industry to learn assess and manage the risks they face on a day-to-day basis. You will use real case studies and discuss current ski industry issues with other students in online forums to study risk identification and evaluation, risk control, skier and snowboarder safety, legal liability and waivers, workplace safety, recordkeeping, emergency procedures, risk financing and insurance. A series of assignments will lead you through the development of a risk management plan for one department of your ski area. This course is available via Distance Education.

SROM 150-3 TOURISM: A SKI INDUSTRY PERSPECTIVE

This course provides an introduction to the tourism industry and its intrinsic relationship to the ski and snow-sports industry. 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 and snow-sports industry. Ski industry job opportunities and snow-sports career paths are also explored.

SROM 151-3 TOURISM MARKETING AND CUSTOMER SERVICE

The roles and functions of marketing in the tourism industry are examined. The principles of customer service excellence and service recovery are discussed in detail. You are lead through the five steps of the Marketing Planning Process discovering how the "nine P's" are used in the marketing of tourism products and services. You will conduct a situational analysis (the first step of the Marketing Planning Process); assess the role of marketing; explain segmentation practices; explain consumer behaviour and motivation; and analyse the five components of the Promotional mix in depth.

SROM 153-3 ORGANIZATIONAL LEADERSHIP FOR THE RESORT INDUSTRY

One of the greatest challenges a ski resort manager faces is to create and maintain a harmonious and productive work group. Traditional leadership is applied to the unique demands of the seasonal resort industry. Through an examination of ones own leadership style as it relates to some of the common theories, you learn how to achieve these goals. Why people behave the way they do in an organization is studied along with motivation, group dynamics, delegation, decision-making and team building.

SROM 155-3 COMPUTER APPLICATIONS

This course provides the student with a general introduction to computers and Microsoft application software. Microsoft Word 2003, Excel 2003 and the integration of these programs is covered.

SROM 156-3 DATA BASE MANAGEMENT AND WEB DESIGN

The first segment of this course will cover the basic concepts of understanding, querying and maintenance of Microsoft Access 2003. In the second segment of the course the student will building of a three-page website using HTML coding and Notepad. "Behind the scenes" theory concepts including usability, navigation, consistency, writing content, simplicity, accessibility graphics, domain names, storage, publishing and reciprocal links will be reviewed.

SROM 157-3 SKI RETAIL/RENTAL SHOP MANAGEMENT

Key snow-sports 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 visits to ski resort rental and retail operations 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. You will use case studies and current ski industry issues to study risk identification and evaluation, risk control, skier and snowboarder safety, legal liability and waivers, workplace safety, recordkeeping, emergency procedures, risk financing and insurance.

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 SKI RESORT 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 169-3 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 SNOW SCHOOL AND SPECIAL EVENTS MANAGEMENT

This course examines the design of snow school programs and special events to fit with ski area marketing, financial and operational objectives. You will study ski and snowboard school operations from a management perspective emphasizing the role of the ski school in skier education, the creation and retention of new skiers and riders, and financial contribution to the ski area. The course also covers the organization and staffing, budgeting, marketing and risk management, as they apply to the snow school and special events.

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

Ski lifts are the defining uphill transportation equipment of the ski and snow-sport resort industry. Structured into three topic areas, this course is designed for students who will work in the ski industry regardless of previous experience. 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 safe maintenance practice.

This course is available via Distance Education.

SROM 173-2 SKI RESORT SLOPE GROOMING OPERATIONS

Students become familiar with the snow groomer mechanical systems and operating characteristics of industry standard snow grooming vehicles and snow grooming implements used in the ski and snow-sports industry. In addition, students learn about best grooming practices, groomer operator training, grooming equipment scheduled and preventive maintenance, and maintenance record keeping. Specialty uses of modern snow groomer adaptations for winch cat operation and pipe grinding will also be examined. One field trip and a ride-along opportunity at a local ski resort provide some practical knowledge about ski resort slope 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 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

In today's competitive recreation and tourism marketplace, competent ski area operators understand the essential role marketing plays in keeping ski lifts, cafeterias and lodges busy. In SROM 251 you will explore how ski resorts use primary and secondary market research, advertising media, the internet, brochures, consumer ski shows and news releases to boost skier visits. As much as possible, you will apply your studies to hands-on projects that allow you some direct experience in applying marketing concepts and methods to actual ski resort case studies and/or projects that offer direct involvement with ski resort marketing activities.

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 FOR THE RESORT INDUSTRY

As labour markets tighten around the globe, good human resources management is essential to attracting and retaining effective staff. This is particularly true in seasonal resorts and ski areas where the link between staff and the guest is so critical. Innovative approaches to human resources management are necessary to recruit and retain the right people in the industry. In this course you will focus on the critical issues that concern managers in the tourism industry: human resource planning, recruitment and selection, orientation, training and development, performance management and progressive discipline, challenges and trends, employment standards and labour relations.

SROM 272-3 SKI LIFT OPERATIONS

SROM 272 is a continuation of SROM 172. Ski Lift operational considerations form the primary focus of this course. You will learn about lift capacity, standard and emergency operating procedures, lift operations supervision, lift operator training, lift operations budgeting, and planning and managing lift maintenance requirements. You will also enhance your understanding of the different types of ski lifts through examination of the broad range of passenger ropeways available for use in the ski industry, from simple rope tows to technologically advanced multiple haul rope systems. SROM 272 incorporates elements of *LIFT 150 Ski Lift Operations Train-the-Trainer*, a course created by Selkirk College for lift operations personnel. You will have the opportunity through the LIFT 150 portion of the course to earn the LIFT 150 certificate, a credential required by the BC Safety Authority to train lift operators in 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 288 SKI RESORT WINTER WORK TERM

Each student works as a paid, full-time employee at a ski and snow-sports resort. With assistance from ski course instructors, a suitable work opportunity is arranged at a ski resort that suits the individuals experience and work term goals. Depending on the ski resort employer, students may wish to arrange 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 a ski course instructor.

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.

Contacts

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industry & trades

AT SELKIRK COLLEGE

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. Selkirk programs give students the tools they need today for the jobs of tomorrow.

CARPENTRY & CARPENTRY APPRENTICESHIP

This 6-month pre-apprenticeship combines theory and shop time covering the first year BC Level 1 Technical Training. A 6-week apprenticeship technical training component is offered to indentured apprentices seeking the Red Seal Inter-Provincial qualification.



ELECTRICAL & ELECTRICAL APPRENTICESHIP

This 6-month pre-apprenticeship prepares students through practical training for residential, commercial and industrial systems. A 10-week apprenticeship technical training component is offered to indentured apprentices seeking Red Seal Inter-Provincial qualification.

ESTHETICS

This 7-month provincially accredited certificate program prepares students to provide professional care of the body and to become provincially registered.

FINE WOODWORKING

This 9-month specialized certificate emphasizes quality design, originality and enhanced workmanship. Students are prepared for careers in Craftsmanship and Design. Graduates will receive credit for Level 1 and Level 2 Joiner apprenticeship technical training.

GENERAL MECHANICS

This 9-month program encompasses three mechanical trades: Automotive Service Technician, Commercial Transport Mechanics and Heavy Duty Mechanics. These three trades are covered in detail within the guidelines of the Industry Training Authority preparing graduates to become indentured as an apprentice in their chosen trade.

HAIRDRESSING

Hairstyling skills and beauty culture are the focus of this 9-month provincially articulated program. Hands-on training is combined with a practicum at a commercial salon.

MILLWRIGHT APPRENTICESHIP

This 7-week apprenticeship technical training is offered to indentured apprentices seeking Red Seal Inter-Provincial qualification for all four levels.

MILLWRIGHT/MACHINIST

This 9-month pre-apprenticeship certificate encompasses both Millwright and Machinist trades, preparing graduates to become indentured as an apprentice in their chosen trade.

PROCESS OPERATIONS

This 9-month certificate prepares graduates, theoretically and practically, for jobs in manufacturing plants and mills. Students complete 4th Class Power Engineering technical training.

SKILLED TRADES EXPLORATION PROGRAM

This full-time 11-week program explores knowledge and skills related to industrial occupations including Carpentry, Drafting, Electrical, Mechanics, Millwright, Machinist and Welding.

WELDING & WELDING UPGRADE

This 9-month C Level Welder Fitter certificate covers provincial curriculum through practical skills training. Upgrade programs available to lead toward A or B Level certification.

Table designed by Dan Lee

Program Objectives

Selkirk College offers this comprehensive BC Electrical Code course through distance education with tutorial support. Students will gain experience in the proper use of the code book and on the correct interpretations of applicable code rules. Students will also gain a working knowledge of the British Columbia Safety Standards Act, the British Columbia General Regulation and the Electrical Safety Regulation, and the BC Authorization Procedures for electrical contractors.

The course is designed to help students navigate through the code book much more quickly than ever before. If the electrical code is all new to you, you should gain a fundamental understanding of the rules and regulations governing the installation of electrical work in Canada. You will gain knowledge of the calculations that are a large part of the code regulations. Many examples are included in the coursework.

Duration

The course work is challenging, however most students that are able to devote eight to ten hours per week to the assigned work can complete this course within six months. Students who already have some familiarity with the Code will likely be able to finish the course in less time. Maximum time allowed for completion is eight (8) months.

BC Safety Authority Recognized

In British Columbia, if you wish to be named on an Electrical Permit or an Electrical License or if you wish to sign a declaration for a particular project, you must be qualified as a Field Safety Representative (FSR). You will then have responsibility for code compliance of that project. A FSR named on an application for an operating permit or contractor's licence must, in addition to the duties of a FSR, represent the operating permit holder or licensed contractor in code, technical and worker qualification matters that are within the scope of the Field Safety Representative's certificate of qualification.

To become a FSR you are required to show evidence of having successfully completed a course in the application of electrical codes and standards required by the provincial safety manager and to pass a BC Safety Authority exam. This course qualifies as 'recognized' by the BC Safety Authority. This course is also excellent for those electricians, technologists or engineers that merely want to refresh their knowledge and update their skills to the latest edition of the code.

Admission Notes

Continuous intake.

Beneficial for Apprentices and Journeyman Electricians. Others may take this course for general interest.

In order to be recognized for BC Safety Authority for application for a Class A, B or C Field Safety Representative examination the student must be a valid holder of an Interprovincial Standards Examination Certificate of Qualification in the trade of Electrician. (Red Seal)

Course of Studies

This course will provide you with a good working knowledge of the current Canadian Electrical Code - Part I, with the BC Amendments, BC Bulletins, Authorization Procedure, the Safety Standards Act and the General Regulation, and Electrical Safety Regulations.

This course consists of:

- Ten (10) lesson units
- Assignment file (one assignment for each lesson)

Note: Students are required to obtain a current copy of CEC Part 1, 2006 20th edition, before commencing the course. Copies are available at most electrical wholesalers. Copies can also be ordered through most book stores or online at www.csa.ca

Contacts

PROGRAM CONTACTS

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CARPENTRY APPRENTICESHIP

FIVE WEEK TECHNICAL TRAINING AT SILVER KING CAMPUS, NELSON

Program Calendar

2008

- Level 1 - January 2 - February 8
- Level 2 - January 2 - February 8
- Level 2 - February 11 - March 20
- Level 3 - February 11 - March 20
- Level 1 or 2 - March 25 - May 2
- Level 4 - September 29 - November 7
- Level 2 - November 10 - December 19

2009

- Level 1 - January 5 - February 13
- Level 3 - January 5 - February 13
- Level 3 - February 16 - March 27
- Level 4 - February 16 - March 27
- Level 2 - March 30 - May 8
- Level 3 - March 20 - May 8

Program Objectives

Selkirk College, in cooperation with the Industry Training Authority, offers Carpentry Technical Training for all four levels required for apprenticeship. Each level consists of a six week program that meets 30 hours per week.

The apprenticeship process requires time spent on the job supplemented by in-school training. A carpentry apprentice must complete a four-year program including 5,000 workplace hours and 720 in-school hours of training completed in four levels, each for six weeks. After completion and achievement of a passing grade, the apprentice will hold the BC Certificate of Apprenticeship, BC Certificate of Qualification, and the Interprovincial Standard Endorsement also known as Red Seal.

Career Potential

Carpenters perform all work in connection with the assembly and erection of forms for concrete, wood and metal frame construction, and install interior and exterior finishing for residential, commercial and industrial projects, while conforming to plans, specifications and local building codes.

A carpenter may work independently or within an organization. Most carpenters earn between \$15 and \$30 per hour depending on their skill,

qualifications, location and employer. Carpenters can advance to senior level positions such as foreperson, contractor or subcontractor where they can earn \$50 or more per hour.

Admission Requirements

- indentured in Carpentry Apprenticeship, and
- graduation from a British Columbia Senior Secondary School or equivalent, and
- physically fit (mobility, lifting), have good manual dexterity, good hand-eye coordination and balance, and be able to work at heights and in adverse weather.

Course of Studies

CRPLN 190	Carpentry Apprenticeship Level 1
CRPLN 290	Carpentry Apprenticeship Level 2
CRPLN 390	Carpentry Apprenticeship Level 3
CRPLN 490	Carpentry Apprenticeship Level 4

Course Descriptions

CRPLN 190 CARPENTRY APPRENTICESHIP LEVEL 1

- Description of the Carpentry Trade
- Safe Work Practices
- Drawing and Specification Interpretation
- Materials Identification
- Hand Tools
- Portable Power Tools
- Shop Equipment
- Survey Instruments
- Site Layouts
- Build Concrete Framework
- Frame Residential Housing

Prerequisites:

Indentured in Carpentry Apprenticeship

CRPLN 290 CARPENTRY APPRENTICESHIP LEVEL 2

- Safe Work Practices
- Drawing and Specification Interpretation
- Materials Identification
- Portable Power Tools

- Survey Instruments
- Site Layout
- Build Concrete Formwork
- Rigging and Hoisting Equipment

Prerequisites:

Indentured in Carpentry Apprenticeship

CRPLN 390 CARPENTRY APPRENTICESHIP LEVEL 3

- Drawing and Specification Interpretation
- Materials Identification
- Hand Tools
- Portable Power Tools
- Shop Equipment
- Survey Instruments
- Frame Residential Housing
- Apply Finishing Materials
- Insulation and Energy Conservation

Prerequisites:

Indentured in Carpentry Apprenticeship

CRPLN 490 CARPENTRY APPRENTICESHIP LEVEL 4

- Drawing and Specification Interpretation
- Materials Identification
- Survey Instruments
- Site Layout
- Build Concrete Formwork
- Frame Residential Housing
- Use Special Construction Features
- Apply Finishing Materials

Prerequisites:

Indentured in Carpentry Apprenticeship

Contacts

PROGRAM CONTACTS

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SCHOOL CHAIR

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Program Objectives

Carpentry Entry Level Technical Training (ELTT) will provide students with the opportunity to build a career in carpentry. Combining theory and shop time the program covers the first year ITA Level 1 Carpentry Apprenticeship Technical Training and prepares students for entry into employment and into the BC Provincial Apprenticeship program.

Career Potential

Carpenters perform all work in connection with the assembly and erection of forms for concrete, wood and metal frame construction, and install interior and exterior finishing for residential, commercial and industrial projects, while conforming to plans, specifications and local building codes.

A carpenter may work independently or within an organization. Most carpenters earn between \$15 and \$30 per hour depending on their skill, qualifications, location and employer. Carpenters can advance to senior level positions such as foreperson, contractor or subcontractor where they can earn \$50 or more per hour.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 10, Applications of Math 11 or Essentials of Math 12, and
- physically fit (mobility, lifting), have good manual dexterity, good hand-eye coordination and balance, and be able to work at heights and in adverse weather.
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have completed or are in the process of obtaining Principles of Math 10 or equivalent with a "C" grade or better. (This course must be completed prior to the program entry date.)

Course of Studies

- Residential Construction Career Exploration
- Construction Math
- Safe Work Practices
- Drawings and Specifications
- Materials Identification
- Hand Tools
- Portable Power Tools
- Stationary Tools
- Survey Instruments
- Concrete Form Work
- Residential House Framing
- Windows and Doors
- Residential Building Renovations
- Building Science
- Shop Skills
- Work Experience

Contacts

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SCHOOL CHAIR

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ELECTRICAL APPRENTICESHIP

10 WEEK TECHNICAL TRAINING AT SILVER KING CAMPUS, NELSON

Program Calendar

2008

- Level 2 - January 2 - March 7
- Level 3 - March 10 - May 16
- Level 4 - May 20 - July 25
- Level 1 - July 28 - October 3
- Level 2 - October 6 - December 12

2009

- Level 3 - January 5 - March 13
- Level 4 - March 16 - May 22
- Level 1 - May 25 - August 1
- Level 2 - August 4 - October 9
- Level 3 - October 12 - December 18

2010

- Level 4 - January 4 - March 12
- Level 1 - March 15 - May 21
- Level 2 - May 25 - July 30
- Level 3 - August 3 - October 8
- Level 4 - October 12 - December 17

Program Objectives

Selkirk College offers all four levels of Electrical technical training in cooperation with the Industry Training Authority (ITA). The theory courses prepare students to become Journeyman Electricians by completing the required technical training for Levels 1, 2, 3 and 4. Each level consists of a ten-week program that meets 30 hours per week.

Admission Requirements

- indentured in Electrical Apprenticeship,
- recommended: graduation from a British Columbia Senior Secondary School or equivalent, including English 12, Math 12 and Physics 11.

Course of Studies

ECAL 190	Electrical Apprenticeship Level 1
ECAL 290	Electrical Apprenticeship Level 2
ECAL 390	Electrical Apprenticeship Level 3
ECAL 490	Electrical Apprenticeship Level 4

Course Descriptions

ECAL 190 ELECTRICAL APPRENTICESHIP LEVEL 1

- Fundamentals
- DC Circuits
- Electromagnetism and Applications
- Meters and Test Equipment Part 1
- Prints and Drawings
- AC Motor Control Part 1
- Electrical Code and Wiring Part 1
- Industrial Power Electronics Part 1
- Final Exam Level 1

Prerequisites:

Indentured in Electrical Apprenticeship

ECAL 290 ELECTRICAL APPRENTICESHIP LEVEL 2

- AC Fundamentals
- Meters and Test Equipment Part 2
- Single-Phase AC Circuits
- Circuit Protection Devices
- Single-Phase Transformers
- AC Motor Controls Part 2
- Lighting
- Industrial Power Electronics Part 2
- Electrical Code and Wiring Part 2
- Final Exam Level 2

Prerequisites:

Indentured in Electrical Apprenticeship

ECAL 390 ELECTRICAL APPRENTICESHIP LEVEL 3

- Three-Phase AC Circuits
- Three-Phase Transformers
- DC Machines and Controls
- AC Machines
- AC Motor Controls Part 3
- Industrial Power Electronics Part 3
- Electrical Code and Wiring Part 3
- Final Exam Level 3

Prerequisites:

Indentured in Electrical Apprenticeship

ECAL 490 ELECTRICAL APPRENTICESHIP LEVEL 4

- Applied Trade Concepts
- Industrial Computing
- Digital Logic
- Programmable Logic Controllers
- High-Voltage Installations
- Modern Building Systems
- Automated Control Systems
- Variable-Speed Drives
- Electrical Code and Print Reading
- Final Exam Level 4

Prerequisites:

Indentured in Electrical Apprenticeship

Contacts

PROGRAM CONTACTS

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SCHOOL CHAIR

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Program Calendar

2008

- January 2 - Fall program continues.
- February 28 - Fall Program ends.
- **January 2 - Winter Program begins.**
- June 12 - Winter Program ends.
- **September 2 - Fall Program begins.**
- December 18 - Fall Program break.

2009

- January 5 - Fall Program continues.
- February 26 - Fall Program ends
- **January 5 - Winter Program begins.**
- June 19 - Winter Program ends.

Note: Applicants are advised that this is a popular program. Prospective students should apply well in advance.

Program Objectives

The Electrical Entry Program at Selkirk College prepares learners for entry level positions as apprentice electricians with electrical contracting companies involved in residential, commercial, and industrial construction in addition to positions with firms and institutions involved in any type of electrical work.

Students work and learn in classroom, laboratory, and shop environments where they develop the ability to access and utilize resource material, follow proper procedure and make sound decisions while properly installing and maintaining electrical equipment.

This program provides close contact with electrical industry employers and tradespeople throughout British Columbia through field visitations and employment placements.

The program addresses the need to cultivate generic skills such as good communications skills; ability to learn independently; social skills; ethics; positive attitudes; valuing diversity; responsibility; teamwork; ability to adapt to changing circumstances; thinking skills: problem-solving and research skills.

Graduates of the Electrical 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

Employment in electrical trades is forecast to grow at about the average for all occupations through to 2011. About 1261 new jobs and an additional 1472 replacement jobs will become available as workers retire. This forecast reflects the historic relationship between population growth and construction activity and the generally good level of investment and housing activity.

Construction is the major industry employing workers in this occupational group. The construction industry is expected to grow at the rate of 1.6% per year between 2001 and 2011, which is slightly higher than the provincial average for all industries. Industry sources expect higher than average levels of residential construction and thus expect higher employment growth over the short term.

Because the construction industry employs such a large number of workers, there will be a significant number of openings for electricians in the long term, especially to replace an aging workforce.

Experienced electricians can progress to such supervisory positions as foreman, superintendent, estimator or electrical inspector. With some money and management skills, electricians can start their own contracting businesses.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 11 or Applications of Math 12 with a "C" grade or better.
- completion of Principles of Math 12 and Physics 11 is recommended but not mandatory.
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have completed or are in the process of obtaining Principles of Math 11 or equivalent with a "C" grade or better. (This course must be completed prior to the program entry date.)

Employers may desire a higher level of Math and Physics as part of hiring policies.

NOTES

Prospective students are advised that, due to the small size of the West Kootenay economy, only a

very low percentage of Selkirk Electrical Entry graduates find apprenticeships locally. The majority find employment outside the Kootenays in the Lower Mainland, Vancouver Island, the Okanagan, Northeast BC, and Alberta. Employment success is greatly enhanced if graduates are willing to relocate.

Course of Studies

ELELN 100-A	Electrical Fundamentals
ELELN 100-B	DC Circuit Analysis
ELELN 100-C	Electromagnetism and Applications
ELELN 100-D	Meters and Test Equipment - Part I
ELELN 100-E	Prints and Drawings
ELELN 100-F	AC Motor Controls and Industrial Wiring - Part I
ELELN 100-G	Canadian Electrical Code and Wiring - Part I
ELELN 100-H	Industrial Power Electronics - Part I
ELELN 100-I	Electrical Shop: Electrical Installations and Wiring Methods

Course Descriptions

ELELN 100-A ELECTRICAL FUNDAMENTALS

A review of some components of Physics including metric/imperial units, work, power and energy, and simple machines is undertaken. The basic principles of the nature of electricity will be examined in the classroom and laboratory. Students are introduced to the use of voltmeters, ammeters and ohmmeters. Students apply their knowledge of circuit concepts and components by designing, assembling, and analyzing basic circuits.

ELELN 100-B DC CIRCUIT ANALYSIS

Students will examine the properties and operating characteristics of series, parallel, combination, voltage divider, bridge, and 3-wire DC circuits in the classroom and laboratory with emphasis on fault detection and troubleshooting. Basic circuit concepts such as power supplies, control devices, protection devices, and conductors will be introduced. Analysis will follow using electrical measuring instruments, Ohm's Law, Watt's Law, and Kirchhoff's voltage and current laws. Students learn the characteristics of electrical system wiring methods for a variety of applications and choose the proper wiring method for an assortment of installation requirements.

ELELN 100-C ELECTROMAGNETISM AND APPLICATIONS

Students learn the concepts of magnetism and electromagnetism. Emphasis is placed on understanding the operating principles of electromagnetic devices such as motors, generators, solenoids, relays, contactors, and motor starters. Alternating Current electrical generation is examined.

ELELN 100-D METERS AND TEST EQUIPMENT - PART I

Students examine and design the internal circuitry of galvanometers, ammeters, voltmeters, wattmeters, watt-hour meters, and ohmmeters. The use of meters for measuring current, voltage, resistance, power, and energy is practised.

ELELN 100-E PRINTS AND DRAWINGS

Students engage in the practice of reading, drawing, and interpreting of working drawings and sketches. Electrical blueprints and plans are studied with emphasis on schematics, wiring diagrams, power risers, and block diagrams.

ELELN 100-F AC MOTOR CONTROLS AND INDUSTRIAL WIRING - PART I

An extensive coverage of industrial motor control systems is undertaken. Students learn elementary control circuits, then design, construct, and troubleshoot elaborate circuits. This portion of the program includes extensive lab and shop components. Wiring methods unique to industrial power systems are studied and practiced in the shop.

ELELN 100-G CANADIAN ELECTRICAL CODE AND WIRING - PART I

Students study Sections 0, 2, 4, 6, 8, 10, 12, 14, 16, 26, 62, and 76 of the Canadian Electrical Code, as well as relevant sections of the Electrical Safety Act of British Columbia. Emphasis is placed on practical application of the code.

ELELN 100-H INDUSTRIAL POWER ELECTRONICS - PART I

Students are introduced to solid-state components and use a variety of power supplies, transistors, and diodes to construct rectifier circuits. Lab analysis is employed to observe operating characteristics of these circuits.

ELELN 100-I ELECTRICAL SHOP: ELECTRICAL INSTALLATIONS AND WIRING METHODS

Introduction to hand and power tools as used in the electrical trade. The design, installation, and troubleshooting of residential power, lighting, alarm, data and communication as well as industrial motor control systems will be practised in the shop.

Contacts

PROGRAM CONTACTS

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SCHOOL CHAIR

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trades@selkirk.ca

Program Calendar

2008

- September 2 - Program begins.
- December 18 - Winter break.

2009

- January 5 - Program continues.
- April 23 - Program 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 have a basic understanding of various bacteria and will know how to follow the procedures for sanitation and sterilization. Knowledge of the histology and physiology of the skin and an understanding of the structure and functions of the major body systems are gained, as is an ability to recognise different skin types along with their associated abnormalities.

Graduates will be able to cleanse and manipulate the face and neck and use various types of skin care appliances, they will have an understanding of cosmetic chemistry, such as moisturizing and nourishing cream, skin toners and the pH scale. Also on a practical level graduates will have mastered the performance of specialized skin treatments including facials, makeup, hair removal and manual/mechanical muscle toning. Graduates will be able to perform a professional manicure and pedicure, and will be able to recognize the presence of disorders and diseases of the nails.

Upon successful completion of this program, graduates are qualified to write the examination for the Special Beauty Culture License as required by the Cosmetologists Association of British Columbia.

Course of Studies

Course	Name
	Term 1
ESTH 120-1	Introduction to Esthetics - Spa Industry
ESTH 121-1	Hygiene, Bacteriology, Sanitation
ESTH 122-2	Skin: Anatomy, Physiology and Disorders
ESTH 123-3	Basic Skin Care
ESTH 124-4	Facial Treatment - Cosmetic Massage 1
ESTH 125-4	Manicure - Artificial Nails 1
ESTH 126-2	Foot Care 1
ESTH 127-2	Hair Removal - Waxing 1
ESTH 128-2	General Trade/Selling/Professionalism/Reception/Monitor
ESTH 131-1	Cosmetic Chemistry - Product Knowledge
ESTH 132-3	Anatomy and Physiology
ESTH 133-3	Basic Makeup

Course	Name
	Term 2
ESTH 134-5	Facial Treatment - Cosmetic Massage 2
ESTH 135-4	Manicure - Artificial Nails 2
ESTH 136-1	Foot Care 2
ESTH 137-2	Hair Removal - Waxing 2
ESTH 140-2	Small Business Management
ESTH 143-4	Makeup
ESTH 144-6	Facial Treatment - Cosmetic Massage 2A
ESTH 145-2	Manicure - Artificial Nails 2A
ESTH 146-1	Foot Care 2A
ESTH 147-2	Hair Removal - Waxing 2A
ESTH 148-2	Advanced Topics
ESTH 149-1	General Trade Practices - Professionalism

Career Potential

Individuals who acquired their license can find employment in sales and customer service, department stores, drug stores, beauty salons, day spas, distribution outlets, cosmetic manufacturers, beauty institutes, health clubs, cruise ships, resorts and cosmetic firms.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have successfully completed Grade 10 or equivalent.

In addition, candidates should have the ability to understand written and verbal instruction in English, possess basic communication skill required for providing customer services, exhibit good hand-eye coordination, have normal colour vision, have good depth perception and the ability to perceive line and form, possess good manual and finger dexterity, and be able to stand for long periods of time.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent.*
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.
- an interview with the instructor may be required before commencement of the program.

Course Descriptions

ESTH 120-1 INTRODUCTION TO ESTHETICS - SPA INDUSTRY

This is a comprehensive look at the history of esthetics, as a background to the entire field of study. Current career opportunities are examined along with the necessary skills and equipment required in order to succeed as a professional esthetician. Time evaluation for various treatments is taught, as are safety and first aid procedures.

ESTH 121-1 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 diseases and disorders. Proper sanitation and sterilization procedures are established.

ESTH 122-2 SKIN: ANATOMY, PHYSIOLOGY AND DISORDERS

Here the skin is studied at both a microscopic and biological level. Students take an in depth look at how the skin is structured, its properties and functions. The course deals with the recognition and treatment of various disorders of the skin including lesions and blackheads.

ESTH 123-3 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 1

Students work through the preparation of both the treatment area and the client prior to a facial. An understanding of what facial treatment products are available, their application and suitability to the various skin types is gained. Basic facial steps without the use of equipment and basic massage movements are covered, as is an overview of the anatomy and physiology of the face and décolleté. Contraindications (a factor that renders the carrying out of a particular treatment inadvisable) and safety for all skin types are studied.

ESTH 125-4 MANICURE - ARTIFICIAL NAILS 1

This course covers the fundamentals and theory of both manicuring and the application of artificial nails. It begins with manicuring procedures and the selection and preparation of instruments though 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 1

Here the focus is on the care and treatment of the foot. A foundation is established by studying the anatomy and physiology of the legs and feet. Diseases and disorders related to foot care are noted along with the relevant treatments available. The procedures of foot care along with the preparation and selection of instruments are taught. Shaping nails, nail repair, the removal of dead skin and foot and leg massage make up the rest of this course.

ESTH 127-2 HAIR REMOVAL - WAXING 1

This is the study of hair and its removal. The composition, structure and functions of hair are examined along with hair removal products or depilatories. Preparation of the treatment area, including an analysis of the clients skin, the procedure of waxing, and follow-up treatment is covered.

ESTH 128-2 GENERAL TRADE/SELLING/ PROFESSIONALISM/RECEPTION/MONITOR

Conduct, communication and professionalism are focused on in this broad ranging course. Students look beyond the treatments themselves to the demands of the working environment. Areas covered include the assessment of a clients needs and attitudes, reception and monitor duties and appointment booking. On a communications level subjects include client greeting, client consultation and telephone manner. Time is given to image projection, appropriate dress, personal development, motivation and goal setting. Promotion of the services offered, maintaining client satisfaction and attendance requirements are covered. The course also deals with the legal requirements when performing esthetic treatments, the Cosmetology Act and Association and the rules for professional ethics and standards.

ESTH 131-1 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

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

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 2

Here students are introduced to the use of electricity, galvanic current and high frequency in esthetics. There is an opportunity to practice with the equipment used in facials, including light therapy. Time management skills are honed to ensure facial treatments are completed within the allotted time.

ESTH 135-4 MANICURE - ARTIFICIAL NAILS 2

The goal of this course is build on the theoretical knowledge gained in Manicure and Artificial Nails I by giving students the opportunity to practice manicuring and artificial nail application on clients. The correct use of implements and products on clients, including following all sanitary and safety rules, is emphasised.

ESTH 136-1 FOOT CARE 2

This course is designed to build on the theoretical expertise gained from the preceding course, Foot Care I. The goal here is to spend time in the practical application of foot care using the proper implements and products on clients, including following all sanitary and safety rules.

ESTH 137-2 HAIR REMOVAL - WAXING 2

In this course students are given time in the salon to put into practice the theory learned in Hair Removal and Waxing 1. The goal being the proper use of implements and products on clients, including following all sanitary and safety rules.

ESTH 140-2 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

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 2A

More practical opportunities are given here for the application of facial treatments for specific skin types and problems, with the proper use of equipment and appropriate products.

ESTH 145-2 MANICURE - ARTIFICIAL NAILS 2A

The goal of this course is the practical application of manicuring and artificial nail completion, using the proper implements and products on clients, making sure all sanitary and safety rules are followed.

ESTH 146-1 FOOT CARE 2A

The goal of this course is to offer more practical opportunities regarding foot care. Students perform pedicures using the proper implements and products on clients. Sanitary and safety rules are emphasised.

ESTH 147-2 HAIR REMOVAL - WAXING 2A

More time is spent in the salon in the practice of waxing. Students make use of the proper implements and products on clients, and follow all sanitary and safety rules.

ESTH 148-2 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.

ESTH 149-1 GENERAL TRADE PRACTICES - PROFESSIONALISM

This course takes the information learned in General Trade Practices, Professionalism and Selling I to the next level. More time is spent developing interpersonal skills (communication with teachers, fellow students and clients), operational skills (reception duties, appointment booking, client consultation and record keeping) and sales techniques. Once again the importance of projecting a professional personal image is emphasised for the successful esthetician.

Contacts

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FINE WOODWORKING

NINE MONTH CERTIFICATE AT SILVER KING CAMPUS, NELSON

Program Calendar

2008

- September 2 - Program begins.
- December 18 - Winter break.

2009

- January 5 - Program continues.
- May 21 - Program ends.
- May 22-24 - Year end show.

Note: Applicants are advised that this is a popular program. Prospective students should apply well in advance.

Course of Studies

Translation Key:

Ttl = Total course hours per term

Course	Name	Ttl
	Term 1	
CRWW 160	Woodshop Tools and Techniques	190
CRWW 161	Joinery Principles and Practices	460
CRWW 162	Specialized Techniques	70
CRWW 164	Materials Technology	50
CRWW 165	Wood Finishing	70
CRWW 175	Furniture Design	60
CRWW 176	Drafting for Furniture	130
CRWW 179	Kitchen Design and Construction	50
	Total:	10

Program Objectives

The working environment in the nine-month Fine Woodworking Program at Selkirk College is a very supportive and creative one, and provides a unique opportunity to acquire a sound foundation in professional woodworking. The curriculum encompasses a broad overview of woodworking operations and technology while allowing the student time to explore areas of personal interest. This demanding program is designed to prepare students to pursue a career in woodwork as a skilled employee or a self-employed entrepreneur. Upon completion of the program, the flexible and portable skills you possess are an excellent head start in the fields of furniture or cabinet making, designing of wood products, or in the pursuit of goals in related fields. This experience will better equip you to meet the rapidly changing needs of our modern world.

There is discussion on how each course relates to making a living as a professional woodworker. Topics that are discussed and practised include: photographing your work, and the planning and setup of a professional show, CAD drafting, wood carving (optional). The program is broad in scope and encourages students to strive for quality design, originality, and enhanced workmanship skills, to improve chances of success in the marketplace.

If successful in the first year of the Fine Woodwork program, students will receive credit for Level 1 and Level 2 technical training of their Joinery Apprenticeship.

Career Potential

Graduates of these programs are found throughout North America. They are often self-employed, or may be employed in cabinet or furniture shops. There remains a demand for the woodworker who exhibits pride in his/her work and who strives for quality, balanced design and honest value in his/her product. These traits, when combined with a sound technical background, greatly enhance your chance of success.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 11, Applications of Math 11, Essentials of Math 11 or equivalent with a "C" grade or better.
- the probability of succeeding in this program improves if candidates possess strong reading and comprehension skills.
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.
- 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 Senior Secondary School graduates provided they have completed or are in the process of obtaining Principles of Math 11 or equivalent with a "C" grade or better. (This course must be completed prior to the program entry date.)

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.

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

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GENERAL MECHANICS

NINE-MONTH CERTIFICATE AT SILVER KING CAMPUS, NELSON

Program Calendar

2008

- September 2 – Program begins.
- December 18 – Winter break.

2009

- January 5 – Program continues.
- May 21 – Program ends.

Program Objectives

This program encompasses three mechanical trades: Automotive Service Technician, Commercial Transport Mechanics and Heavy Duty Mechanics. Module one, or Entry Level Training of these three trades is covered in detail within the guidelines of the Industry Training Authority, preparing graduates to become indentured as an apprentice in their chosen trade.

The theory portion of the program is delivered in a classroom lecture mode along with self-directed activities, while the hands-on portion is accomplished in the College's mechanical shop. The ratio of shop time to classroom time is approximately 60:40 and based on a 4-day week. Upon graduation, you possess the skills, knowledge and attitudes necessary to gain employment in one of the above areas as a Level 1 apprentice.

As part of the program, all students are given an opportunity to acquire an Air Brake Endorsement on their driver's licence, a Forklift Operators Certificate, Occupational First Aid Level 1, and WHMIS Certification.

Career Potential

Skilled trades people are in demand all across the country in well respected jobs that offer good pay, great benefits and endless opportunities. The career path of a trades or technology graduate can lead to senior management, contractor or entrepreneur, there are no limits.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 10, Applications of Math 11, Essentials of Math 12 or equivalent, and Communications 11 or equivalent with a "C" grade or better.

- 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 computerized test in reading, writing and mathematics once they have submitted their application.

* Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they completed or are in the process of obtaining Principles of Math 10 or equivalent and Communications 11 or equivalent with a "C" grade or better. (These courses must be completed prior to the program entry date.)

Employers may require higher level of Math as part of their hiring policies.

NOTE: You will be required to provide a pair of work gloves (leather palm), welding gloves, safety toe boots, appropriate winter clothing. Coveralls will be supplied at a minimal cost. You are also required to purchase the necessary textbooks and supplies associated with the 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.

Course of Studies

- Safe Work Practices
- Prepare for Employment
- Work Practices and Procedures
- Heavy Duty Wheeled Equip & Attachments
- Track Machines & Attachments
- Wire Rope & Winches
- Hydraulic Systems
- Hydraulic Brake System
- Air Brake Systems
- Alternate Brake Systems
- Air Operated Systems
- Diesel Engines
- Electrical and Electronic Systems
- Spark Ignition Systems
- Mechanical Diesel Fuel Systems
- Power Train Components

Contacts

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Program Calendar

2008

- September 2 - Program begins.
- December 19 - Winter break.

2009

- January 5 - Program continues
- May 21 - Program 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

- graduation from a British Columbia Senior Secondary School or equivalent,*
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.
- an interview with an instructor may be required before commencement of the program.

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

- applicants must be non-allergic to the solutions used in this occupation. This occupation is physically demanding and reasonable physical conditioning is necessary and people skills required.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have successfully completed Grade 10 or equivalent.

Note: Professional clothes must be worn to all classes and practicums (no jeans).

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.

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.

HAIRDRESSING

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 CONTACTS

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SCHOOL CHAIR

Danny Bradford, School Chair

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MILLWRIGHT APPRENTICESHIP

SEVEN-WEEK TECHNICAL TRAINING AT SILVER KING CAMPUS, NELSON

Program Calendar

2008

- Level 3 - January 7 to February 22
- Level 2 - February 25 to April 11
- Level 3 - November 3 to December 19

2009

- Level 4 - January 5 to February 20
- Level 2 - February 23 to April 9

Program Objectives

Selkirk College offers Millwright technical training in cooperation with the Industry Training Authority (ITA). The theory courses prepare students to become a Journeyman Millwright by completing the required technical training for Levels 2, 3 and 4. Each level consists of a seven-week program that meets 30 hours per week.

Admission Requirements

- Indentured in Millwright Apprenticeship.
- Recommended: Grade 10 or equivalent including English 10, Principles of Math 10 and Science 10.
- Preferred: graduation from a British Columbia Senior Secondary School or equivalent.

Course Descriptions

MILLIN 290 MILLWRIGHT APPRENTICESHIP LEVEL 2

- Trade Science
- Power Transmissions
- Material Handling Systems
- Cut, Fit and Fabricate
- Install Equipment
- Lubricants, Seals and Bearings

Prerequisites:

Indentured in Millwright Apprenticeship.

Course of Studies

MILLIN 290 Millwright Apprenticeship Level 2
MILLIN 390 Millwright Apprenticeship Level 3
MILLIN 490 Millwright Apprenticeship Level 4

MILLIN 390 MILLWRIGHT APPRENTICESHIP LEVEL 3

- Pumps
- Fluid Power
- Power Transmissions
- Install Equipment

Prerequisites:

Indentured in Millwright Apprenticeship.

MILLIN 490 MILLWRIGHT APPRENTICESHIP LEVEL 4

- Prime Movers
- Trade Science
- Fluid Power
- Power Transmissions
- Material Handling Systems
- Work Practices
- Install Equipment
- Compressors
- HVAC and Pollution Control
- Operational Equipment Effectiveness

Prerequisites:

Indentured in Millwright Apprenticeship.

Contacts

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MILWRIGHT/MACHINIST

NINE-MONTH CERTIFICATE AT SILVER KING CAMPUS, NELSON

Program Calendar

2008

- September 2 - Program begins.
- December 19 - Winter break.

2009

- January 5 - Program continues.
- May 29 - Program 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 and the second level technical training for Millwright. This program prepares students for entry-level employment as a Millwright or Machinist within a variety of industrial worksites.

Admission Requirements

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 10, Applications of Math 11, Essentials of Math 12 or equivalent with a C grade or better.
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have completed or are in the process of obtaining Principles of Math 10 or equivalent with a "C" grade or better. (This course must be completed prior to the Program entry date.)

NOTE: Employers may require higher level of Math as part of their hiring policies.

Course of Studies

Course	Name
	Term 1
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

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SCHOOL CHAIR

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Program Calendar

2008

- September 2 - Program begins.
- December 19 - Winter break.

2009

- January 5 - Program continues.
- May 22 - Program ends.
- Industry practicum dates TBD and announced in class.

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

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

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

- graduation from a British Columbia Senior Secondary School or equivalent, with
- Principles of Math 11 or Applications of Math 11 with a C+ or better, and
- English 12 or Technical and Professional Communications 12 with a C+ or better, and
- either Physics 11 or Chemistry 11.
- 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 students (19 years or older) shall normally meet the specific program or course pre-requisites listed above. 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.

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.

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.

PROCESS OPERATIONS

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

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REFIGERATION PLANT OPERATOR

SIX-MONTH CERTIFICATE AT SILVER KING CAMPUS, NELSON

Program Objectives

A comprehensive nine-unit course approved by the BC Boiler Inspection Branch taught entirely through distance education. Completion of this course gives the student four months credit towards the one year of operating time required to write the provincial certificate as refrigeration/ice plant operator.

The course material serves as an invaluable resource while working in the refrigeration field. Students can register at any time for this course. Tuition includes six months of telephone tutorial plus all printed materials. If necessary, a two month extension can be granted for an additional charge of \$200.

Career Potential

The title "Power Engineer" is now the standardized Canadian designation for what used to be called a: Steam Engineer, Stationary Engineer, Operating Engineer, or Power Plant Operators.

A Power Engineer is responsible for providing light, heat, climate control, and power in buildings, industrial processes and thermal electric generating stations. These technically skilled professionals are in steady demand in Canada and around the world.

Admission

Continuous intake.

Course of Studies

This course will provide the knowledge required to challenge the BC Fifth Class Power Engineer Certification examinations. Course studies consist of nine units with one assignment for each unit. A final exam is to be written upon successful completion of the nine assignments.

The following is a summary of the course content.

- Fuels and Combustion
 - Boiler Controls
 - Boiler operation, maintenance and water treatment
 - Heating Systems and Human Comfort
 - Refrigeration and Air conditioning; Systems and Auxiliaries
 - Refrigeration and Air-conditioning Controls
 - Air Compression
 - Electricity
- Act and Codes
 - Applied Science
 - Safety
 - Welding and Plumbing
 - Pumps, Piping and Valves
 - Boiler Details
 - Boiler Fittings

Contacts

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SKILLED TRADES EXPLORATORY PROGRAM (STEP) FOR WOMEN

11-WEEK CERTIFICATE AT SILVER KING CAMPUS, NELSON

Program Calendar

2008

- February 4 - Winter 11-week program instruction begins.
- April 17 - Winter program instruction ends.
- September 15 - Fall 11-week program instruction begins.
- November 27 - Fall program instruction ends.

2009

- February 2 - Winter 11-week program instruction begins.
- April 16 - Winter program instruction ends.
- September 14 - Fall 11-week program instruction begins.
- November 26 - Fall 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

- graduation from a British Columbia Senior Secondary School or equivalent.*
- basic computer literacy.
- typing skills of 20 words per minute or better.
- all applicants are required to complete a computerized basic skills assessment test in reading, writing and mathematics once they have submitted their application.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have successfully completed Grade 10 or equivalent.

Course of Studies

- Program Orientation
- Occupation First Aid Level I
- WHMIS
- Career Preparation
- Trade Math, Science and English
- Drafting Blueprint Reading
- Rigging, Ladders and Scaffolds
- Forklift Certification
- Electrical
- Millwright/Machinist
- Mechanics
- Carpentry
- Welding
- Equipment Operation
- Worksite Visits
- Fasteners and Fittings

Contacts

PROGRAM CONTACTS

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Programs

- Level C Welder-Fitter - 9-Month Certificate.
- Levels B, A - Testing and Upgrading Tickets.

Program Calendar

2008

- September 2 - Program begins.
- December 19 - Winter break.

2009

- January 5 - Program continues.
- May 21 - Program ends.

Note: The above program calendar is for C Level Welder-Fitter. Both B Level and A Level Welding are continuous intake from September to May. Please contact Admissions for availability.

Program Objectives

In accordance with the BC Provincial Welding Trades Advisory Committee in cooperation with the Ministry of Advanced Education, students who successfully complete all welding modules are trained to a province-wide competency level. On completion of each level of training, graduates will possess the skills necessary to function as a safe and competent Welder at that level.

In the Province of British Columbia welding training and accreditation is provided in the following format:

- **C Level Welder-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 Canadian Welding Bureau (CWB) member shop or union.
- **B Level:** intermediate training in several processes and procedures.
- **Pressure Tickets:** after becoming a registered B Level Welder, American Society of Mechanical Engineers (ASME) procedure Boiler and Pressure Vessel Code procedures may be obtained.
- **A Level:** advanced training in several processes and procedures.
- **Night School:** all C, B, and A levels – upgrade – hobby – backyard mechanics.

Career Potential

Graduates of each level of training have a variety of employment opportunities. Nearly every industry, union agency and manufacturing facility employs welders, not only in BC and Canada, but worldwide (for those who love to travel). For students interested in obtaining the A Level and several pressure tickets, the top end of the salary scale can exceed \$100,000 per year. Most medium to large companies use a welding process in one or more departments. This training provides the means of entry into management, technical services, engineering, fabrication, machining, mechanical, maintenance, inspection and quality control and more.

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

- graduation from a British Columbia Senior Secondary School or equivalent,* with
- Principles of Math 10, Applications of Math 11 or Essentials of Math 12 or equivalent with a “C” or better, and
- English 10 with a “C” or better.
- good hand/eye coordination.
- all applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.

*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have completed or are in the process of obtaining Principles of Math 10 or equivalent with a “C” grade or better. (This course must be completed prior to the program entry date.)

Note: Employers may require a higher level of Math as part of their hiring policies.

Students must supply some hand tools, safety boots, leatherwear and purchase module texts at a cost of approximately \$600.

COURSE OF STUDIES C LEVEL WELDER-FITTER

C LEVEL WELDING

- P1 Introduction and Program Orientation
- P2 OFC Oxy-fuel Gas Cutting
- P3 OAW/OAB Oxyacetylene Welding/ Brazing
- P4 Shielded Metal Arc Welding (SMAW I)
- P5 AAG Air Carbon Arc Gouging
- P6 Gas Metal Arc Welding/Flux Cored Arc Welding (GMAW/FCAW I)
- RK1 Material Handling
- RK2a Blueprint Reading I
- RK2b Mathematics
- RK3 Metallurgy I

WELDER-FITTER

- WFS –A1 Use Safe Work Practices
- WFS –B1 Solve Basic Math Problems
- WFS –C1 Describe Basics of Blueprints
- WFS –C2 Read Blueprints
- WFS –D1 Identify Material Handling Equipment
- WFS –D2 Identify Material Handling Procedures
- WFS –D3 Move Materials
- WFS –E1 Use Metal Forming Equipment
- WFS –E2 Use Metal Cutting Equipment
- WFS –E3 Use Metal Drilling Equipment
- WFS –F1 Describe Layout Processes
- WFS –F2 Describe Project Assembly Procedures
- WFS –F3 Assemble Projects

B LEVEL WELDING

Approximately four months training plus eight months work experience are required for your B Level training. Selkirk College offers a series of competency-based courses on a continuous basis from September to May. Due to the wide scope of these courses, an interview with the appropriate instructor BEFORE registering is strongly recommended.

Admission Requirements

- successful completion of C Level Welding program including C Level Endorsement Stamp.
- minimum of five months work experience as a Welder.
- students must supply some hand tools and purchase B Level module texts at a cost of approximately \$100.
- an interview with the instructor prior to registering is strongly recommended.

Students are required to have C Level module texts in addition to above.

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 are required for your A Level training. Selkirk College offers a series of competency-based courses on a continuous basis from September to May. Due to the wide scope of these courses, an interview with the appropriate instructor BEFORE registering is strongly recommended.

Admission Requirements

- successful completion of B Level Welding program including B Level Endorsement Stamp.
- minimum of eight months work experience as a Welder.
- students must supply some hand tools and purchase A Level module texts at a cost of approximately \$50.
- an interview with the instructor prior to registering is strongly recommended.

Students are required to have C and B Level module texts in addition to above.

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

Additional Information

Welder Certification Company Training Courses are also available. For more information please contact Colin A. Makeiv (ext. 236) or Rob Schwarzer (ext. 250) on the Silver King Campus phone (250) 352-6601 or fax (250) 352-3180.

Procedure and Process Qualification (tickets)

Various organizations [Canadian Welding Bureau (CWB), Mechanical Contractors Association (MCA), American Society of Mechanical Engineers (ASME), Boiler and Pressure Vessel Safety Branch] have registered procedures to which welders can/may qualify.

Various companies require their welders to qualify to various registered procedures.

Companies or individuals interested in arranging training or testing are urged to contact this department to explore time frame and cost factors.

Contacts

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renewable resources AT SELKIRK COLLEGE

The School of Renewable Resources is committed to providing the most flexible, nationally accredited environmental science programming in Canada. A one-year advanced certificate, three nationally accredited technology diploma programs, an Advanced Diploma and Bachelor Degree in Geographic Information Systems and an internationally recognized research center are all integrated to help students achieve success in environmental science and geomatics.

RENEWABLE ENERGY

A growing field that combines vocational electrical training with instruction in renewable energy technologies including geothermal, micro hydro, wind, solar and biomass.

FOREST TECHNOLOGY

This is a strong field-based program that leads to immediate employment with government agencies and the forest industry sector.

INTEGRATED ENVIRONMENTAL PLANNING TECHNOLOGY

This program prepares professionals for careers in environmental assessment, monitoring and planning with potential employment in government, private industry and consulting.

RECREATION, FISH & WILDLIFE TECHNOLOGY

Graduates serve the growing need for technologists in parks, recreation, and fish and wildlife management. Careers include fish and wildlife conservation as well as park and resource management.

GEOGRAPHIC INFORMATION SYSTEMS

The Advanced Diploma and Bachelor Degree in Geographic Information Systems (GIS) are built on the technical diploma foundation and provide specialized training for becoming a geospatial expert with expertise in GIS, remote sensing, 3D visualization and internet mapping technologies.



ONE-YEAR ADVANCED CERTIFICATE

- Renewable Energy

NATIONALLY ACCREDITED TWO-YEAR DIPLOMAS

- Forest Technology
- Recreation, Fish & Wildlife Technology
- Integrated Environmental Planning Technology

ADVANCED DIPLOMA/BACHELOR DEGREE

- Geographic Information Systems

APPLIED RESEARCH

- Selkirk Geospatial Research Center

FOREST TECHNOLOGY

TWO-YEAR DIPLOMA AT CASTLEGAR

Program Calendar

2008

- September 2 - Student Orientation
- September 3 - Fall term instruction begins
- December 5 - Fall term instruction ends
- December 8 - 19 - Fall term examinations

2009

- January 5 - Winter term instruction begins
- February 16 - 20 - Reading Break
- April 9 - Winter term instruction ends
- April 14 -18 - Winter term examinations
- April 20 - May 1 - 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.

Course of Studies

Translation Key:

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

Course	Name	Lec	Lab
Term 1			
MATH 160-3	Technical Mathematics	3	0
RRS 152-4	Surveying	1	4
RRS 161-3	Environmental Field Techniques	2	3
RRS 162-4	Botany and Forest Ecology	2	3
RRS 164-4	Geology, Landforms and Soils	2	3
RRS 191-2	Introduction to Computers II	0	2
TWC 150-3	Introduction to Technical Communications I	3	0
Total:		15	13

Course	Name	Lec	Lab
Term 2			
IEP 166-3	Applied Microbiology (Elective)	2	3
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 (Elective)	3	3
RRS 170-4	Fish and Wildlife Ecology	2	3
TWC 151-3	Introduction to Technical Communications II	3	0
Total:		15	14

Course	Name	Lec	Lab
Term 3			
FOR 278-3	Field School	0	0

Course	Name	Lec	Lab
Term 4			
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
Total:		14	17

Course	Name	Lec	Lab
Term 5			
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
Total:		10	18

Admission Requirements

Program staff are committed to help students preparing for admission into the program. In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following School of Renewable Resources program requirements:

HIGHSCHOOL GRADUATES

Completion of senior secondary school graduation (or equivalent) with the following courses or their equivalents.

Mature Students

- Mature student entry is possible without secondary school completion but mature applicants must have BIOL 11 or 12 and ENGL 12, or equivalent courses with a "C+", and Principles of MATH 11 with a "C+".
- Applicants may be required to complete preparatory modules in mathematics, writing and computers, where identified by the school.

In individual cases, related work experience can be considered in the application process at discretion of the School Chair

All applicants must be in good health and reasonably good physical condition. A demonstrated interest in, and aptitude for, outdoor work is essential as much of the work is done in the field, often under adverse and arduous weather and topographic conditions.

For any questions related to prerequisites and support, please contact School Chair.

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

The Forest Technology Program now ladders into the Selkirk College Bachelor In Geographic Information Systems and counts as the first two years of this program. Alternately, there is a long-standing tradition of our graduates

transferring and successfully completing university degrees. Selkirk's Forest Technology graduates have successfully transferred credit towards degrees in universities throughout Canada and the United States. Selkirk College also has formal transfer arrangements with the following institutions: University of Northern BC, Thompson Rivers University, and Royal Roads University.

Common Core

Starting in September 2007, The first year of Forest Technology, Recreation, Fish & Wildlife Technology and Integrated Environmental Planning Technology programs will consist of a core of common courses emphasizing resource skills, knowledge and attitudes in: inventory, measurement, mapping, communications, math, and interpretation.

The second year of each program synthesizes the skills, knowledge, and attitudes of first year with applied management, planning, and advanced techniques and principles. Integration of learning in each program is required.

With the adoption of a common first year, students interested in dual diploma's can now complete any second or third diploma with one additional year of study.

Computer Competency

Computer competency is an important element of success in the program. It is strongly recommended that students have entry level experience with MS Word / MS Excel / and the internet prior to starting the program.

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/

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

Required Certificates

Forest technology 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 \$95 and may be higher depending on level of certification desired by the student.

Additionally, S-100 firefighting certification is required and is offered through the continuing education department at a nominal cost to students

Second year students are required to take part in a five-to-six day field trip during March/April.

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.

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.

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 161-3 ENVIRONMENTAL FIELD TECHNIQUES

Environmental Field Techniques RRS 161 is an introduction to measurements and the sampling methods used to assess, classify, and evaluate vegetation of forest and range land, wildlife populations, streams, and air and water quality. Emphasis is placed on proper techniques for laying out plots, collection methods for various types of data, and the proper use of measurement equipment.

Prerequisites:

3 credit Hours

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 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.

Contacts

SCHOOL CHAIR

Peter Schroder, School Chair

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pschroder@selkirk.ca



Program Calendar

2008

- September 2 - Student Orientation
- September 3 - Term 1 Fall instruction begins
- December 5 - Fall term instruction ends
- December 8 - 19 - Fall term examinations

2009

- January 5 - Term 2 Winter instruction begins
- February 16 - 20 - Reading Break
- April - Aug - Term 3 Practicum

Program Objectives

The Advanced Diploma in Geographic Information Systems is a 12-month program that utilizes advanced geospatial technology to provide leading-edge training. The program prepares individuals to be trained geospatial experts in the environmental planning, business, industry and resource sectors. Emphasis in the program will be upon providing opportunities for learners to work on real world projects that require the latest 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.

Course of Studies

Translation Key:

Ttl = Total course hours per term

Course	Name	Ttl
Term 1		
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
Total:		192

Course	Name	Ttl
Term 2		
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
Total:		464

Course	Name	Ttl
Term 3		
GIS 390-3	Special Project A	35
GIS 391-3	Special Project B	35
Total:		70

Course	Name	Ttl
Term 4		
GIS 327-3	Project Management	48
GIS 333-3	Modeling and Customization	48
GIS 335-3	Spatial Statistics	48
Total:		144

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.)

- 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 visitselkirk.ca/student/services/coop/

Application Procedure

Before an applicant’s file is considered complete, the following must be received by the Admissions Office:

- Completed application form,
- Official transcripts of all relevant post-secondary education,
- Official transcripts of high school grades will be required for applicants entering without a credential from an accredited post-secondary institution,
- Two personal reference forms completed by a current or previous instructor, counsellor or employer, e.g., supervisor. Personal references should be submitted by the referee directly to the Admissions Office. (Photocopies are not acceptable),
- Completed letter of intent.

Course Descriptions

GIS 302-3 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 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 427-3 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 433-3 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 435-3 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 490-3 THESIS PREPARATION

Geographic Information Systems facilitates the solving of real-world problems. Special Projects A involves the design and planning of a project idea from initial concept to anticipated final outputs. Topics include an overview of the steps necessary to successfully integrate GIS into the decision-making process. Specific skills will be developed in project management, data management, identification of sources of error, determining analysis methods and recommending suitable final outputs.

GIS 491-3 THESIS COMPLETION

Special Projects B is the implementation of a project as outlined and defined in Special Projects A. Implementation will involve building the database, conducting analysis with a variety of geoprocessing tools and producing final products. This course provides an opportunity for students to integrate their knowledge of CAD, GIS, remote sensing and databases to solve a specific problem.

Contacts**PROGRAM CONTACTS**

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GEOGRAPHIC INFORMATION SYSTEMS, BACHELOR

FOUR-YEAR DEGREE AT CASTLEGAR CAMPUS

Program Calendar

2008

- September 2 - Student Orientation
- September 3 - Fall term instruction begins
- December 5 - Fall term instruction ends
- December 8 - 19 - Fall term examinations

2009

- January 5 - Winter term instruction begins
- February 16 - 20 - Reading Break
- April 9 - Winter term instruction ends
- April 14 - 23 - Winter term examinations

Program Summary

The Bachelor in Geographic Information Systems (BGIS) is a program that provides unrivaled flexibility in gaining a high sought after skill set that can be applied in a larger variety of disciplines.

The BGIS gives you a unique opportunity to add extensive knowledge of cutting-edge technology to an existing career specialty. If you're getting ready to launch your career in health care, land management, resource development, environmental planning, climate research or a related field, consider the value of a BGIS.

Contacts

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INTEGRATED ENVIRONMENTAL PLANNING

TWO-YEAR DEGREE AT CASTLEGAR CAMPUS

Program Calendar

2008

- September 2 - Student Orientation
- September 3 - Fall term instruction begins
- December 5 - Fall term instruction ends
- December 8 - 19 - Fall term examinations

2009

- January 5 - Winter term instruction begins
- February 16 - 20 - Reading Break
- April 9 - Winter term instruction ends
- April 14 - 18 - Winter term examinations
- April 20 - May 1 - Field School

Program Objectives

The Integrated Environmental Planning (IEP) program prepares students to meet growing needs for technologists capable of assisting in all areas of environmental assessment and monitoring. Program graduates are familiar with planning processes and their respective environmental information needs. Graduates of this program are trained in Geographic Information Systems (GIS) data entry and spatial analysis using Arc GIS and other software, environmental chemistry, ecology, hydrology, communication, economics, and planning to name a few. Graduates possess the practical field and laboratory skills and technical competencies not only to acquire, compile, analyze, evaluate and present environmental information, but also to integrate it effectively into formal planning and review processes.

Career Potential

Graduates of the Integrated Environmental Planning Technology program will be immediately employable by government, industry, environmental consulting and other individuals who understand the environment and the importance of its consideration in development of land-use, reclamation and resource planning.

Approximately half of all IEPT graduates continue their education at university (Selkirk College advanced diploma in GIS, RRU, U of L, UNBC, U of A, BCIT, NAIT, BCIT or TRU) and then find work in the environmental sector.

The other half of program graduates go directly from Selkirk to employment in the environmental field. There are IEPT graduates working as GIS

Course of Studies

Translation Key:

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

Course	Name	Lec	Lab
Term 1			
MATH 160-3	Technical Mathematics	3	0
RRS 152-4	Surveying	1	4
RRS 161-3	Environmental Field Techniques	2	3
RRS 162-4	Botany and Forest Ecology	2	3
RRS 164-4	Geology, Landforms and Soils	2	3
RRS 191-2	Introduction to Computers II	0	2
TWC 150-3	Introduction to Technical Communications I	3	0
Total:		13	15

Course	Name	Lec	Lab
Term 2			
IEP 166-3	Applied Microbiology (Elective)	2	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 163-4	Forest Ecology (Elective)	3	3
RRS 170-4	Fish and Wildlife Ecology	2	3
TWC 151-3	Introduction to Technical Communications II	3	0
Total:		15	13

Course	Name	Lec	Lab
Term 3			
IEP 275-2	Field School	0	70
Total:		0	70

Course	Name	Lec	Lab
Term 4			
IEP 163-4	Environmental Chemistry	3	3
IEP 250-4	Integrated Environmental Planning Applications II	3	5
IEP 254-4	Hydrology I	2	3
IEP 260-4	Systems Ecology I	2	3
IEP 270-3	Computer Applications I	1	4
MATH 291-2	Resource Statistics II	0	2
Total:		11	20

Course	Name	Lec	Lab
Term 5			
IEP 200-1	Field Trip Study	0	0
IEP 251-4	Integrated Environmental Planning Applications III	2	3
IEP 255-3	Hydrology II	1	3
IEP 261-4	Systems Ecology II	2	3
IEP 263-4	Water Pollution Chemistry	3	3
IEP 264-4	Air Pollution Chemistry	3	3
IEP 271-3	Computer Applications II	3	0
MATH 292-2	Resource Statistics III	0	2
Total:		14	17

technologists, GIS analysts, wildlife technologists, environmental coordinators, zero waste coordinator, environmental compliance technologists etc. Below is a partial list of employers where IEP graduates have found employment:

- Golder & Associates, Castlegar and Calgary
- Morrow Environmental Consultants, various locations
- Environment Canada, Nanaimo, BC
- Department of Fisheries and Oceans,
- BC Hydro, Trail, BC
- Regional District Kootenay, Nelson and Trail
- Teck Cominco
- Oil exploration firms, Northern BC

Regarding job prospects, sources like Environmental Science & Engineering and the Environmental Careers Organization (eco.ca) (formerly Canadian Council on Human Resources for the Environmental Industry (www.cchrei.ca)) have excellent, current analyses on the status and growth of the Canadian and international environmental sectors and related career opportunities. Canada's environmental sector is growing faster than the Canadian economy as a whole, and different studies have identified thousands of job openings in the Canadian environmental sector.

Several IEPT graduates have also completed environmental work contracts in developing countries (Thailand, the Philippines, and Nigeria).

There is an incredible range in diversity of careers in the environmental sector. From your perspective, the more important question is where in the environmental sector would you like to work?

You may be interested in environmental protection, drinking water, wastewater, stormwater, groundwater, air quality, air monitoring, air pollution abatement, global climatic change, waste management, waste reduction, environmental planning, GIS, public health, environmental education, renewable energy are parts of the environmental sector.

The Selkirk IEPT program can help you meet your career objectives. The IEPT program is a two year, college-level technology program. There are approximately 30 hours of instruction per week over four semesters. Approximately one half of class time is in the field. One of Selkirk's greatest advantages is its setting. Selkirk is located at the confluence of the Kootenay and Columbia rivers in the West Kootenay valley. There are riparian, low-elevation and sub-alpine ecosystem sites all within a short distance of the college. There are also great outdoor recreation opportunities. You will learn a range of skills: applied environmental technologies, math, statistics, computer applica-

tions, GIS (computerized map making is a college strength), environmental planning, technical writing. Every class of IEPT students has also formed strong, lasting friendships with classmates - the people you work with and with whom you share common values and beliefs.

Selkirk College does not guarantee that graduates will find work in the environmental sector. However, graduates with an average grade of B+ or better, and willing to relocate have historically been very successful finding work. ECO co-ordinates wage subsidy programs to support employers who hire graduates for environmental technology positions. In the past, approximately 80% of IEP graduates have found work related to their studies within six months of graduation. Further, Selkirk College provides many on-going services to help graduates find related employment.

If you wish to visit the campus and tour the facilities or if you have any other questions, please do not hesitate to contact the Chair of the School of Renewable Resources.

Admission Requirements

Program staff are committed to help students preparing for admission into the program. In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following School of Renewable Resources program requirements:

High School Graduates

- Completion of senior secondary graduation (or equivalent) with the following courses or their equivalents.

Mature Students

- Mature student entry is possible without secondary school completion but mature applicants must have BIOL 11 or 12 and ENGL 12, or equivalent courses with a "C+", and Principles of MATH 11 with a "C+".
- Applicants may be required to complete preparatory modules in mathematics, writing and computers, where identified by the school.

In individual cases, related work experience can be considered in the application process at discretion of the School Chair.

All applicants must be in good health and reasonably good physical condition. A demonstrated interest in, and aptitude for, outdoor work is essential as much of the work is done in the field, often under adverse and arduous weather and topographic conditions.

For any questions related to prerequisites and support, please contact School Chair.

Computer Competency

Computer competency is an important element of success in the program. It is strongly recommended that students have entry level experience with MS Word / MS Excel / and the internet prior to starting the program.

Degree Completion

The Integrated Environmental Planning program now ladders into the Selkirk College Bachelor In Geographic Information Systems and counts as the first two years of this program.

There is a long-standing tradition of our graduates transferring and successfully completing university degrees. Selkirk's Integrated Environmental Planning graduates have successfully transferred credit towards degrees in Universities throughout Canada and the United States. Selkirk College also has formal transfer arrangements with the following institutions: Royal Roads University, University of Lethbridge, Thompson Rivers University, Seneca College, Cape Breton University, University of Alberta and the University of Northern BC. These universities and others, recognize the IEP Diploma and transfer credits earned toward degree programs in Environmental Science or Management. Royal Roads, Thompson Rivers University and the University of Lethbridge offer a full two years of credit for an IEP diploma.

Common Core

The first year of Forest Technology, Recreation, Fish & Wildlife Technology and Integrated Environmental Planning Technology programs consists of a core of common courses emphasizing resource skills, knowledge and attitudes in inventory, measurement, mapping, communications, math, and interpretation.

The second year of each program synthesizes the skills, knowledge, and attitudes of first year with applied management, planning, and advanced techniques and principles. Integration of learning in each program is required.

Students interested in dual diplomas can complete any second or third diploma with one additional year of study.

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/

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.

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.

Special Fees

Required Certificates

Integrated Environmental Planning Technology 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 \$95 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.

Course Descriptions

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, analysing, and reporting on the physical site factors, habitat, vegetation and wildlife components of these communities.

Prerequisites:

RRS 162, 170, 190, 191.

Corequisites:

IEP 250, 270.

IEP 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 161-3 ENVIRONMENTAL FIELD TECHNIQUES

Environmental Field Techniques RRS 161 is an introduction to measurements and the sampling methods used to assess, classify, and evaluate vegetation of forest and range land, wildlife populations, streams, and air and water quality. Emphasis is placed on proper techniques for laying out plots, collection methods for various types of data, and the proper use of measurement equipment.

Prerequisites:

3 credit Hours

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 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 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 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

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RECREATION, FISH AND WILDLIFE

TWO YEAR DIPLOMA AT CASTLEGAR CAMPUS

Program Calendar

2008

- September 2 - Student Orientation
- September 3 - Fall term instruction begins
- December 5 - Fall term instruction ends
- December 8 - 19 - Fall term examinations

2009

- January 5 - Winter term instruction begins
- February 16 - 20 - Reading Break
- April 9 - Winter term instruction ends
- April 14 - 18 - Winter term examinations
- April 20 - May 1 - 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.

Course of Studies

Translation Key:

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

Course	Name	Lec	Lab
Term 1			
MATH 160-3	Technical Mathematics	3	0
RRS 152-4	Surveying	1	4
RRS 161-3	Environmental Field Techniques	2	3
RRS 162-4	Botany and Forest Ecology	2	3
RRS 164-4	Geology, Landforms and Soils	2	3
RRS 191-2	Introduction to Computers II	0	2
TWC 150-3	Introduction to Technical Communications I	3	0
Total:		13	15

Course	Name	Lec	Lab
Term 2			
EP 166-3	Applied Microbiology	2	3
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	3	3
RRS 170-4	Fish and Wildlife Ecology	2	3
TWC 151-3	Introduction to Technical Communications II	3	0
Total:		15	14

Course	Name	Lec	Lab
Term 3			
RFW 255-3	Outdoor Skills I - Spring Field School	0	0

Course	Name	Lec	Lab
Term 4			
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 and Management	2	4
RFW 272-4	Techniques in Wildlife Mangement I	2	3
RFW 280-4	Fish Management I	2	4
Total:		9	21

Course	Name	Lec	Lab
Term 5			
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
Total:		12	17

Admission Requirements

Program staff are committed to help students preparing for admission into the program. In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following School of Renewable Resources program requirements:

HIGHSCHOOL GRADUATES

- Completion of senior secondary school graduation (or equivalent) with the following courses or their equivalents.
- Biology 11 C+
- Principles of Math C+
- English 12 C+

MATURE STUDENTS

- Mature student entry is possible without secondary school completion but mature applicants must have BIOL 11 or 12 and ENGL 12, or equivalent courses with a “C+”, and Principles of MATH 11 with a “C+”.
- Applicants may be required to complete preparatory modules in mathematics, writing and computers, where identified by the school.

In individual cases, related work experience can be considered in the application process at discretion of the School Chair

All applicants must be in good health and reasonably good physical condition. A demonstrated interest in, and aptitude for, outdoor work is essential as much of the work is done in the field, often under adverse and arduous weather and topographic conditions.

For any questions related to prerequisites and support, please contact School Chair.

Computer Competency

Computer competency is an important element of success in the program. It is strongly recommended that students have entry level experience with MS Word / MS Excel / and the internet prior to starting the program.

Degree Programs

The Recreation Fish and Wildlife Program now ladders into the Selkirk College Bachelor In Geographic Information Systems and counts as the first two years of this program.

There is a long standing tradition of our

graduates transferring and successfully completing university degrees. Selkirk's Recreation Fish & Wildlife graduates have successfully transferred credit towards degrees in Universities throughout Canada and the United States. Selkirk College also has formal transfer arrangements with the following institutions: University of Northern BC, University of British Columbia, Thompson Rivers University, University of Alberta. Additionally, students wishing to pursue Conservation Officer Training have successfully transferred credit to both Lethbridge College and Malaspina college.

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/

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

Common Core

Starting in September 2007, The first year of Forest Technology, Recreation, Fish & Wildlife Technology and Integrated Environmental Planning Technology programs will 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.

With the adoption of a common first year, students interested in dual diploma's can now complete any second or third diploma with one additional year of study.

Special Fees

Required Certificates

Recreation Fish and wildlife technology 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 \$95 and may be higher depending on level of certification desired by the student.

Additionally, S-100 firefighting certification is required and is offered through the continuing education department at a nominal cost to students.

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.

Course Descriptions

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.

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 AND MANAGEMENT**

This course is designed to prepare the student for employment in the field of outdoor recreation, particularly parks. The variety of organizations offering outdoor recreation opportunities in B.C. and their roles in the province are examined. Practical field skills such as trail and campground design, construction, and maintenance as well as analytical skills such as monitoring and managing impacts, assessing public safety, developing site plans and incorporating multiple natural resource and social values in protected area management will be studied and practiced. Examples or real contemporary recreational management issues are used to make the course current and relevant.

Prerequisites:

All first year courses.

RFW 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 161-3 ENVIRONMENTAL FIELD TECHNIQUES

Environmental Field Techniques RRS 161 is an introduction to measurements and the sampling methods used to assess, classify, and evaluate vegetation of forest and range land, wildlife

populations, streams, and air and water quality. Emphasis is placed on proper techniques for laying out plots, collection methods for various types of data, and the proper use of measurement equipment.

Prerequisites:

3 credit Hours

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 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.

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.

For More Information Please Contact:

SCHOOL CHAIR

Peter Schroder, School Chair

Direct: 250-365-1287

Tel: 365-7292 x287

pschroder@selkirk.ca

or

Sue Blakeway, School Secretary

sklakeway@Selkirk.ca

Program Summary

The certificate in Renewable Energy addresses a growing new field of study that combines vocational electrical training with instruction in renewable energy technologies including geothermal, micro hydro, wind, solar and biomass as alternate sources of energy.

Built on a foundation of electrical training, students first complete the Electrical Entry Program (ELTT) on the Silver King Campus in Nelson. Then they enter a blended mix of online and face to face renewable energy courses including the following:

- RNW 100 Renewable Energy Seminar and Field Trips
- RNW 101 Energy, the Environment & Conservation
- RNW 103 Biomass Energy Systems
- RNW 105 Green Electricity: Small Hydro, Wind Power, Solar PV Energy Systems
- RNW 107 Green Heat: Solar Thermal and Geexchange Systems
- RNW 109 CAD 1
- RNW 113 Refrigeration and Heat Transfer
- RNW 115 Instrumentation & Electronic Controls
- RRS 152 Surveying
- RRS 161 Environmental Field Techniques
- RRS 191 Computer Applications
- RRS 158 Introduction to Geographic information Systems
- TWC 150 Technical Communications

Electives

- TWC 151 Technical Communications 2
- FREN 102 Introduction to French
- SPAN 102 Introduction to Spanish

The program ends with a 2 month practicum. Selected students may be able to access grants for travel to associated colleges for further instruction in targeted renewable energy technologies. Learn more by reading the recent news release.

Contacts

SCHOOL CHAIR

Peter Schroder, School Chair
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university arts & sciences

AT SELKIRK COLLEGE

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, wireless computer access, a new state-of-the-art biology lab, and breathtaking field sites.



GENERAL UNIVERSITY STUDIES

Take a single course or work towards a degree. At Selkirk you can choose from over 100 fully transferable university courses.

ASSOCIATE DEGREES

With this provincially established credential, you can earn the first two years of a four-year Bachelor degree, then transfer on to a university in BC or across Canada.

ASSOCIATE OF ARTS DEGREES

- Elementary Education
- English
- Entry to Traditional Chinese Medicine
- History
- Peace Studies
- Psychology
- Writing Studies
- General Arts

ASSOCIATE OF SCIENCE DEGREES

- Biochemistry
- Biology
- General Science

DIPLOMAS AND OTHER PROGRAMS

ENGINEERING

Take the challenging one-year Bridging Program, which transfers into the second year of engineering programs at BC universities. Or, there's the two-year Applied Science Program, which adds mathematics and physics courses, lightening future class loads.

PEACE STUDIES

Mir Centre for Peace at Selkirk College programs combine core peace studies courses with a broad base in university liberal arts and sciences.

HUMAN KINETICS

Would you like to teach physical education? Are you interested in sports medicine, physiotherapy, or sports and movement-related research? Selkirk offers specialized university transferable Human Kinetics diplomas in Kinesiology and Physical Education.

WRITING STUDIES

With a strong emphasis on portfolio development and professional practices, you will be better positioned to compete for placement in university writing programs or to continue with your own writing practice.

UNIVERSITY PREPARATORY COURSES

Are you missing prerequisites for a particular course or program? Selkirk College also offers high school equivalency courses.

Program Calendar

Winter 2008

- January 7 - Winter term instruction begins
- February 11-15 – Reading break
- April 11 – Winter term instruction ends
- April 14-23 – Winter term final examinations

Spring 2008

- April 28 – Spring term instruction begins, most courses
- June 13 – Spring term instruction ends, most courses
- June 16-20 – Spring term final examinations, most courses

Summer 2008

- June 23 – Summer term instruction begins
- August 8 – Summer term instruction ends
- August 11-15 – Summer term final examinations

Fall 2008

- September 5 – Fall term instruction begins
- December 5 – Fall term instruction ends
- December 8-19 – Fall term final examinations

Winter 2009

- January 5 – Winter term instruction begins
- February 16-20 – Reading break
- April 9 – Winter term instruction ends
- April 14-23 – Winter term final examinations

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.

University Bachelor's Degrees

For place-bound adults and others who wish to study in a slower-paced rural setting, it is now possible to obtain one of several university degrees without leaving the Kootenays.

Selkirk College offers a **Bachelor of Geographic Information Systems** for students interested in education and research in geospatial technologies. More details on this degree can be found in the School of Renewable Resources section.

In addition Selkirk College works cooperatively with other post-secondary institutions to provide access to several more high-quality educational opportunities for its students. Graduates receive the same credentials as students who have attended the granting university.

In collaboration with the University of British Columbia students may earn a post-baccalaureate **Bachelor of Education** degree. To learn more see the Teacher Education section.

The **Bachelor of General Studies** degree is tailored for individuals who wish to complete an undergraduate degree on a part-time basis while working full time. It is offered in collaboration with Simon Fraser University. Details can be found on the Selkirk College website at <http://selkirk.ca/programs/uas/degrees/>.

The **Bachelor of Science in Nursing** degree provides the baccalaureate credential now required for all registered nurses graduating in British Columbia. It is offered in collaboration with the University of Victoria, and is described further in the School of Health and Human Services section.

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 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.

Engineering (Applied Science)

The enriched Engineering (Applied Science) Program is a two-year program that provides students with a common core of first year engineering degree courses, along with a strong background in mathematics and physics. This allows students to enter into the second year of four-year university engineering degree programs with a reduced workload in their remaining three years. Upon successful completion, students can transfer to the University of British Columbia, the University of Victoria, or Simon Fraser University. Students have also transferred successfully into the engineering program at the University of Alberta, and transfer credit to other university engineering programs may be possible.

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 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.

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 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, Entry to Traditional Chinese Medicine, History, Peace Studies, Psychology and Writing Studies, and Associate of Science degrees in General Science, Biochemistry, and Biology. We also offer an Accelerated Associate of Arts degree that allows motivated students to complete a two year credential in approximately one year.

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). 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.

Peace Studies

The School of University Arts and Sciences working together with the Mir Centre for Peace at Selkirk College offers two two-year university transferable programs in Peace Studies. Both programs 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 an international context.

Sports Sciences

Students interested in human kinetics - from teaching physical education to sports medicine, physiotherapy and sports and movement-related research – can complete specialized university transferable Human Kinetics 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 (Vancouver), 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.

Other University Transfer Options

Selkirk College has many other programs and courses that qualify for transfer into university degree programs. Contact the appropriate School Chair for further information.

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 Digital Arts and New Media 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 (Vancouver and Okanagan), the University of Victoria, the University of Northern British Columbia, and 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.

General Information

Students who lack the admission requirements for the program they want may still gain admission by taking a combination of university and upgrading courses during the first year. This mode of entry may extend the length of their program.

College Preparatory courses are available as prerequisites for Biology, Chemistry, English, Math and Physics courses offered in various university and diploma programs. Also see courses offered under Adult Basic Education.

Contacts

PROGRAM CONTACTS

University Arts and Sciences , Program Contact

Direct: (250) 365-1205

Tel: 888-953-1133 x205

uas@selkirk.ca

SCHOOL CHAIR

Carol Retzlaff, School Chair

Tel: 365-1444

cretzlaff@selkirk.ca

Course of Studies

College preparatory courses are offered in fall (term 1), winter (term 2) and spring (term 3).

Term 1

Course

BIOL 050

CHEM 050

ENGL 051

MATH 050

MATH 051

PHYS 050

Name

Introduction to Biology I

Basic Principles of Chemistry

Introductory Composition

Algebra and Trigonometry I

Algebra and Trigonometry II

Basic Principles of Physics

Term 2

Course

BIOL 051

CHEM 050

ENGL 051

MATH 050

MATH 051

Name

Introduction to Biology II

Basic Principles of Chemistry

Introductory Composition

Algebra and Trigonometry I

Algebra and Trigonometry II

Term 3

Course

ENGL 051

Name

Introductory Composition

GENERAL UNIVERSITY STUDIES

CASTLEGAR CAMPUS

General Information

Selkirk College offers well over one hundred first and second year university courses that have formal transfer to universities and university colleges in British Columbia, and generally also transfer to universities in other parts of Canada and the United States. Detailed course-by-course transfer information among institutions within BC can be found in the BC Online Transfer Guide. Students may choose to study full or part time, take a single course or complete up to two full years of university studies.

Students who successfully complete two full years (normally sixty credits or twenty courses) of general university studies courses will be awarded a **Liberal Arts and Science Diploma**. To qualify for this diploma a student must obtain a minimum overall grade point average of 2.00 ("C" average), and have completed at least one three-credit university transfer course in English.

Selkirk College university level courses transfer into **Bachelor of Arts** programs at universities 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

Contacts

PROGRAM CONTACTS

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Direct: (250) 365-1205
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SCHOOL CHAIR

Carol Retzlaff, School Chair
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ASSOCIATE OF ARTS DEGREE (GENERAL)

TWO-YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR CAMPUS

Program Expenses

Visit www.selkirk.ca/tuition/ for approximate fee information. For any additional information please check with the program contact.

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 365-1273.

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):

- Completion of 60 semester credits of courses that have assigned or unassigned university transfer credit at the 100-level or higher at accredited provincial universities;
- Completion of at least 15 of these 60 semester credits at Selkirk College;
- Completion of at least six semester credits in courses that have assigned or unassigned university transfer credit at the 100-level in English;
- Completion of at least 18 credits in Humanities and Social Science courses (other than English) that have assigned or unassigned university transfer credit at the 100 or 200-level; at least six of these credits must be in the Humanities, and at least six of these credits must be in the Social Sciences;
- Completion of at least 18 semester credits in

General Course Requirement for an Associate of Arts Degree

COURSE/PROGRAMS	CREDITS	CONDITIONS
English	6	100 level
Arts Courses	18	100 level of which six must be Humanities, six must be Social Sciences
Arts Courses	18	200 level or higher; credits must be in at least two subject areas
Science Courses	9	100 level or higher; three credits of Mathematics, Computing Science, or Statistics, three credits of Laboratory Science: requires a minimum two-hour lab and excludes any course in Engineering (Applied Science), Computing Science, Mathematics, or Statistics Three additional Science credits at the 100 level or higher
University Transfer Courses	9	100 or 200 level; Arts, Sciences or university transferable courses in other program areas
TOTAL	60	

Note: Always consult with a Selkirk College Counsellor before selecting courses towards an Associate Degree

Arts courses that have assigned or unassigned university transfer credit at the 200-level or higher; these credits must be in at least two different subject areas;

- Completion of at least nine credits in Science courses, including at least three credits in Mathematics or Computing Science or Statistics and at least three credits in a laboratory Science course (i.e. any course in the Sciences list worth three credits or more and with a lab of at least two hours, but excluding any course in Applied Science, Computing Science, Math or Statistics);
- Completion of an additional nine semester credits or more in courses that have assigned or unassigned university transfer credit at the 100 level or higher

In addition the student must have achieved an overall grade of "C" or better in each course.

Only those courses with university transfer credit at accredited provincial universities will count towards the Associate Degree.

Contacts

PROGRAM CONTACTS

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Direct: (250) 365-1205
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SCHOOL CHAIR

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ACCELERATED ASSOCIATE OF ARTS DEGREE

ONE-YEAR AT CASTLEGAR CAMPUS

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 semesters of classroom and field study (May to mid-June and July to mid-August), followed by standard 16-week fall and winter semesters. 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. **The application deadline is February 1 for spring (late April/early May) entry.**

Program Expenses

Visit www.selkirk.ca/tuition/ for approximate fee information. For any additional information please check with the program contact.

Course of Studies

A recommended five semester 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 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

PROGRAM CONTACTS

University Arts and Sciences , Program Contact
Direct: (250) 365-1205
Tel: 888-953-1133 x205
uas@selkirk.ca

SCHOOL CHAIR

Carol Retzlaff, School Chair
Tel: 365-1444
cretzlaff@selkirk.ca

Program Objectives

This associate degree is designed for students who wish to study traditional Chinese medicine at the Academy of Classical Oriental Sciences in Nelson, British Columbia. It fulfills the Academy entrance requirement for two years of directed university study, and provides the student with a broad academic background in the arts and sciences.

Admission Requirements

Admission to the Associate of Arts – Entry to Traditional Chinese Medicine program requires the completion of Biology 12, Chemistry 11 (Chemistry 12 recommended), English 12 and Principles of Math 11* with a grade of “C” or higher. Students who lack the admission requirements may still gain entry to the program by taking a combination of upgrading and university courses in their first year. This may extend the length of their program.

*Students wishing to take STAT 105 must have completed Principles of Math 12.

Course of Studies

The following mix of courses satisfies the requirements for the Associate of Arts degree – Entry to Traditional Chinese Medicine. Electives should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- ANTH 1st or SOC 1st
- ENGL 110-3: College Composition
- PHIL 100: Introductory Philosophy I
- PSYC 100: Introductory Psychology I
- STAT 105: Introduction to Statistics or
- CPSC 132: Elements of Computing

TERM 2

- ADD 184: Introduction to Concepts of Chemical Dependence
- ANTH 1st or SOC 1st
- ENGL 111-3: Introduction to Literature
- PHIL 101: Introductory Philosophy II
- PSYC 101: Introductory Psychology II

TERM 3

- BIOL 104: Biology I
- CHEM 110: Fundamentals of Chemistry* or CHEM 122: General Chemistry I
- PHIL 200: Contemporary Moral Problems I
- PSYC 240: Child Development
- Second-year arts elective**

TERM 4

- BIOL 106: Biology II
- CHEM 125: Foundations of Chemistry II
- PHIL 201: Contemporary Moral Problems II
- PSYC 241: Adult Development
- Second-year arts elective**

* Students with Chemistry 11 take CHEM 110

** Some second-year courses have first-year prerequisites; choose first year courses accordingly.

Contacts

PROGRAM CONTACTS

University Arts and Sciences , Program Contact
Direct: (250) 365-1205
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uas@selkirk.ca

SCHOOL CHAIR

Carol Retzlaff, School Chair
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ASSOCIATE OF ARTS DEGREE IN ELEMENTARY EDUCATION

TWO - YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR CAMPUS

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.

Program Expenses

Visit www.selkirk.ca/tuition/ for approximate fee information. For any additional information please check with the program contact.



Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Arts degree in Elementary Education. Courses should always be chosen in consultation with a Selkirk College counsellor.

Note: Students interested in earning their degree at the University of Victoria may not be able to complete a full two years of course requirements, due to changes in the UVic program to come into effect in September 2009. Please consult with a Selkirk College counsellor for details.

TERM 1

- 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) (**Note:** Some university Education degree programs may not accept Astronomy and/or Physical Geography as lab science credits. Always consult with a college counsellor before choosing courses).

Elective credits: 100 or 200 level Humanities excluding English*, or Social Sciences (3 credits)

TERM 2

- 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

Lab science (requires a minimum two-hour lab):*

choose from Astronomy, Biology, Chemistry, Physical Geography, Geology, or Physics (3 credits) (**Note:** Some university Education degree programs may not accept Astronomy and/or Physical Geography as lab science credits. Always consult with a college counsellor before choosing courses).

Elective credits: 100 or 200 level Humanities excluding English, or Social Sciences (3 credits)

TERM 3

Five 100 or 200 level university transfer electives chosen in consultation with a Selkirk College counsellor
(Total 15 credits)

TERM 4

Five 100 or 200 level university transfer electives chosen in consultation with a Selkirk College counsellor
(Total 15 credits)

Contacts

PROGRAM CONTACTS

University Arts and Sciences, Program Contact
Direct: (250) 365-1205
Tel: 888-953-1133 x205
uas@selkirk.ca

SCHOOL CHAIR

Carol Retzlaff, School Chair
Tel: 365-1444
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ASSOCIATE OF ARTS DEGREE IN ENGLISH

TWO - YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR CAMPUS

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 1

- ENGL 110-3: College Composition **or**
- ENGL 112-3: Introduction to Poetry and Drama
- Any 100 or 200 level Arts other than English (3 credits)
- 100 level Math, or Computing Science, or Statistics (3 credits) (may be taken in term 1 or 2)
- 100 or 200 level Humanities, excluding English; foreign language recommended (3 credits)
- 100 or 200 level Social Sciences (3 credits)

TERM 2

- ENGL 111-3: Introduction to Literature **or**
- ENGL 114-3: Introduction to Prose Fiction
- Any 100 or 200 level Arts other than English (3 credits)
- Lab Science - Requires a minimum 2-hour lab and excludes any course in Engineering/ Applied Science, Computing Science, Math or Statistics. (3 credits) (may be taken in term 1 or 2)
- 100 or 200 level Humanities, excluding English; foreign language recommended
- 100 or 200 level Social Sciences (3 credits)

TERM 3

- ENGL 200-3: A Survey of English Literature I
- ENGL 202-3: Canadian Literature I **or**
- ENGL 204-3: Children's Literature 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 4

- 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)

Contacts

PROGRAM CONTACTS

University Arts and Sciences, Program Contact
Direct: (250) 365-1205
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uas@selkirk.ca

SCHOOL CHAIR

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ASSOCIATE OF ARTS DEGREE IN ENGLISH (WRITING STUDIES)

TWO - YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR CAMPUS

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 semester.

Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Arts degree in English (Writing Studies). Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- CWRT 100-3: Studies in Writing I
- ENGL 110-3: College Composition or ENGL 112-3: Introduction to Poetry and Drama (ENGL 112 recommended)
- 100 level Math, Computing Science, or Statistics (3 credits) (may be taken in term 1 or 2)
- 100 or 200 level Humanities, excluding English; foreign language recommended (3 credits)
- 100 or 200 level Social Sciences (3 credits)

TERM 2

- CWRT 101-3: Studies in Writing II
- ENGL 111-3: Introduction to Literature or ENGL 114-3: Introduction to Prose Fiction (ENGL 114 recommended)
- Lab Science - Requires a minimum 2-hour lab + excludes any course in Engineering/ Applied Science, Computing Science, or Math. (3 credits) (may be taken in term 1 or 2)
- 100 or 200 level Humanities; foreign language recommended (3 credits)
- 100 or 200 level Social Sciences (3 credits)

TERM 3

- CWRT 200-3: Studies in Writing III
- ENGL 200-3: A Survey of English Literature I
- ENGL 202-3: Canadian Literature I **or**
- ENGL 204-3: Children's Literature II
- 100 or 200 level Science elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

TERM 4

- CWRT 201-3: Studies in Writing IV
- ENGL 201-3: A Survey of English Literature II
- ENGL 203-3: Canadian Literature II **or**
- ENGL 205-3: Children's Literature I
- 100 or 200 level university transfer elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

Program Expenses

Visit www.selkirk.ca/tuition/ for approximate fee information. For any additional information please check with the program contact.

Contacts

PROGRAM CONTACTS

University Arts and Sciences, Program Contact
Direct: (250) 365-1205
Tel: 888-953-1133 x205
uas@selkirk.ca

SCHOOL CHAIR

Carol Retzlaff, School Chair
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ASSOCIATE OF ARTS DEGREE IN HISTORY

TWO-YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR CAMPUS

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.

Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Arts degree in History. Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- ENGL 110-3: College Composition **or**
- ENGL 112-3: Introduction to Poetry and Drama
- HIST 104-3: Canada Before Confederation **or**
- HIST 106-3: Western Civilization I
- 100 level Math, Computing Science, or Statistics (3 credits) (may be taken in term 1 or 2)
- 100 or 200 level Humanities or Social Sciences (foreign language recommended) (3 credits)
- 100 or 200 level Social Sciences (3 credits)

TERM 2

- ENGL 111-3: Introduction to Literature **or**
- ENGL 114-3: Introduction to Prose Fiction
- HIST 105-3: Contemporary Canada **or**
- HIST 107-3: Western Civilization II
- Lab Science - Requires a minimum 2-hour lab and excludes any course in Engineering/ Applied Science, Computing Science, Math or Statistics. (3 credits) (may be taken in term 1 or 2)
- 100 or 200 level Humanities or Social Sciences (foreign language recommended)
- 100 or 200 level Social Sciences (3 credits)

TERM 3

- HIST 203-3: A History of British Columbia
- HIST 220-3: Latin America: Pre-1821
- ENGL 200-3: A Survey of English Literature I **or**
- ENGL 202-3: Canadian Literature I
- 100 or 200 level Science elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

TERM 4

- HIST 210-3: A History of the First Nations of Canada **or**
- HIST 215-3: A History of the West Kootenay
- HIST 221-3: Latin America: Post-1821
- ENGL 201-3: A Survey of English Literature II **or**
- ENGL 203-3: Canadian Literature II
- 100 or 200 level university transfer elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

Contacts

PROGRAM CONTACTS

University Arts and Sciences , Program Contact
Direct: (250) 365-1205
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uas@selkirk.ca

SCHOOL CHAIR

Carol Retzlaff, School Chair
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ASSOCIATE OF ARTS DEGREE IN PSYCHOLOGY

TWO-YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR CAMPUS

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.

Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Arts degree in Psychology. Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- ENGL 110-3: College Composition **or**
- ENGL 112-3: Introduction to Poetry and Drama
- PSYC 100-3: Introductory Psychology I
- 100 level Math, Computing Science, or Statistics (3 credits) (may be taken in semester 1 or 2)
- 100 or 200 level Humanities; foreign language recommended (3 credits)
- 100 or 200 level Social Sciences (3 credits)

TERM 2

- ENGL 111-3: Introduction to Literature **or**
- ENGL 114-3: Introduction to Prose Fiction
- PSYC 101-3: Introductory Psychology II
- Lab Science - Requires a minimum 2-hour lab and excludes any course in Engineering/ Applied Science, Computing Science, Math or Statistics. (3 credits) (may be taken in semester 1 or 2)
- 100 or 200 level Humanities; foreign language recommended (3 credits)
- 100 or 200 level Social Sciences (3 credits)

TERM 3

- PSYC 200-3: Biological Psychology
- PSYC 230-3: Emotional and Social Disorders **or**
- PSYC 240-3: Child Development
- Any 200 level Arts other than Psychology (3 credits)
- 100 or 200 level Science elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

TERM 4

- PSYC 202-3: Research Methods
- PSYC 231-3: Psychotic and Organic Disorders **or**
- PSYC 241-3: Adult Development
- Any 200 level Arts, including Psychology (3 credits)
- 100 or 200 level university transfer elective (3 credits)
- 100 or 200 level university transfer elective (3 credits)

Contacts

PROGRAM CONTACTS

University Arts and Sciences , Program Contact
Direct: (250) 365-1205
Tel: 888-953-1133 x205
uas@selkirk.ca

SCHOOL CHAIR

Carol Retzlaff, School Chair
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ASSOCIATE OF SCIENCE DEGREE (GENERAL)

TWO-YEAR ASSOCIATE OF SCIENCE DEGREE AT CASTLEGAR CAMPUS

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 365-1273.
- 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):

- Completion of 60 semester credits of courses that have assigned or unassigned university transfer credit at the 100-level or higher at accredited provincial universities;
- Completion of at least 15 of these 60 semester credits at Selkirk College;
- Completion of at least six semester credits in courses that have assigned or unassigned university transfer credit at the 100-level in English;

General Course Requirement for an Associate of Science Degree

COURSE/PROGRAMS	CREDITS	CONDITIONS
English	6	100 level
Mathematics	6	At least 3 credits from Math 100, 101, 200
Science	36	100 level or higher; at least 3 credits in a Laboratory-based Science; at least 18 credits at the 200 level or higher in at least 2 subject areas.
Arts Elective	6	100 level or higher, excluding English
University Transfer Courses	6	100 level or higher; may be Arts or Science courses or other subjects, (e.g. Commerce, Physical Education) with university transfer credits.
TOTAL	60	

Note: Always consult with a Selkirk College Counsellor before selecting courses towards an Associate Degree

- Completion of at least six semester credits in Mathematics; at least three credits must be in Calculus;
- Completion of at least 18 credits in Science courses that have assigned or unassigned university transfer credit at the 100-level or higher; at least three credits must be in a Laboratory-based Science course;
- Completion of at least 18 credits in Science courses that have assigned or unassigned university transfer credit at the 200-level or higher; these credits must be in at least two subject areas;
- Completion of at least six semester credits in Arts courses at the 100-level or higher, excluding English;
- Completion of an additional six semester credits in courses that have assigned or unassigned university transfer credit at the 100-level or higher; may be Arts, Sciences or university transferable courses in other program areas. In addition the student must have achieved an overall grade of "C" or better in each course.

Only those courses with university transfer credit at accredited provincial universities (UBC, UVIC, SFU and UNBC) will count towards the Associate Degree.

Program Expenses

Visit www.selkirk.ca/tuition/ for approximate fee information. For any additional information please check with the program contact.

Contacts

PROGRAM CONTACTS

University Arts and Sciences, Program Contact
Direct: (250) 365-1205
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uas@selkirk.ca

SCHOOL CHAIR

Carol Retzlaff, School Chair
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ASSOCIATE OF SCIENCE DEGREE IN BIOCHEMISTRY

TWO - YEAR ASSOCIATE OF SCIENCE DEGREE AT CASTLEGAR CAMPUS

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.



Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Science degree in biochemistry. Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- ENGL 110-3: College Composition **or**
- ENGL 112-3: Introduction to Poetry and Drama
- BIOL 104-3: Biology I
- CHEM 110-3: Fundamentals of Chemistry **or**
- CHEM 122-3: General Chemistry I
- MATH 100-3: Calculus I
- PHYS 102-3: Basic Physics **or**
- PHYS 104-3: Fundamental Physics

TERM 2

- ENGL 111-3: Introduction to Literature **or**
- ENGL 114-3: Introduction to Prose Fiction
- BIOL 106-3: Biology II
- CHEM 125-4: Foundations of Chemistry II
- MATH 101-3: Calculus II
- PHYS 103-3: Basic Physics II **or**
- PHYS 105-3: Fundamental Physics II

TERM 3

- BIOL 204-3: Cell Biology
- CHEM 212-3: Organic Chemistry I
- CHEM 222-3: Introductory Physical Chemistry
- MATH 200-3: Multivariable Calculus
- Science elective¹ (3 credits)

TERM 4

- BIOL 206-3: Introduction to Biochemistry
- CHEM 213-3: Organic Chemistry II
- 100 or 200 level Arts other than English (3 credits)
- 100 or 200 level Arts other than English (3 credits)
- Science elective¹ (3 credits)

Footnotes

¹Students transferring to UBC or UVic are advised to take Chemistry 220 as a second-year science elective.

Students transferring to SFU are advised to take Biology 202, Computer Science 100 and either Math 215 or Statistics 206 as science electives.

Students transferring to UNBC are advised to take Biology 200 and Biology 202 as second-year science electives.

Students transferring to TRU are advised to choose two of the following as science electives: Biology 202, Biology 212, either Computer Science 100 or Computer Science 132.

Contacts

PROGRAM CONTACTS

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Direct: (250) 365-1205
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SCHOOL CHAIR

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ASSOCIATE OF SCIENCE DEGREE IN BIOLOGY

TWO - YEAR ASSOCIATE OF SCIENCE DEGREE AT CASTLEGAR CAMPUS

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.



Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Associate of Science degree in biology. Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 1

- ENGL 110-3: College Composition **or**
- ENGL 112-3: Introduction to Poetry and Drama
- BIOL 104-3: Biology I
- CHEM 110-3: Fundamentals of Chemistry **or**
- CHEM 122-3: General Chemistry I
- MATH 100-3: Calculus I
- PHYS 102-3: Basic Physics **or**
- PHYS 104-3: Fundamental Physics I

TERM 2

- ENGL 111-3: Introduction to Literature **or**
- ENGL 114-3: Introduction to Prose Fiction
- BIOL 106-3: Biology II
- CHEM 125-4: Foundations of Chemistry II
- MATH 101-3: Calculus II
- PHYS 103-3: Basic Physics II **or**
- PHYS 105-3: Fundamental Physics II

TERM 3

- BIOL 204-3: Cell Biology
- BIOL 2xx¹ (3 credits)
- CHEM 212-3: Organic Chemistry I
- 100 or 200 level Arts other than English (3 credits)
- Science elective² (3 credits)

TERM 4

- BIOL 206-3: Introductory Biochemistry
- BIOL 2xx¹ (3 credits)
- CHEM 213-3: Organic Chemistry II
- 100 or 200 level Arts elective other than English (3 credits)
- Science elective² (3 credits)

Footnotes

¹Choose from Biology 200 (Principles of Ecology), Biology 202 (Principles of Genetics), Biology 210 (Biology of Vascular Plants), Biology 212 (Microbiology), or Biology 214 (Vertebrate Morphology). Not all second-year biology courses are offered every semester.

²Students transferring to UBC are advised to choose from the following second-year courses: Biology 200, Biology 210, Biology 212, Biology 214, Chemistry 222.

Students transferring to UVic are advised to take Biology 200 and Biology 202. Statistics 206 is recommended as a science elective.

Students transferring to SFU are advised to take Biology 200 and Biology 202. Biology 210 is recommended as a science elective.

Students transferring to UNBC are advised to choose from the following second-year courses: Biology 200, Biology 202, Biology 210, Biology 212. Geography 232 is an option for the science elective.

All second year Biology courses are suitable for students transferring to UBCO.

Students transferring to TRU are advised to choose from the following second-year courses: Biology 202, Biology 210, Biology 212, Biology 214. Computer Science 100 or Computer Science 132 are suitable options for the science elective.

Contacts

PROGRAM CONTACTS

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SCHOOL CHAIR

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TWO-YEAR APPLIED SCIENCE (ENGINEERING) PROGRAM

TWO - YEAR PROGRAM AT CASTLEGAR CAMPUS

Program Objectives

The enriched two-year Engineering (Applied Science) program provides students with the common core of courses required in the first year of Engineering degree programs at Simon Fraser University, the University of British Columbia and the University of Victoria. At the same time students gain a strong background in Mathematics and Physics, reducing their workload in the remaining three years of the degree.

Students have also transferred successfully into the engineering program at the University of Alberta, and transfer credit to other university engineering programs may be possible. Paid co-op options may be available.

Admission Requirements

Admission to the two-year Engineering (Applied Science) program requires the completion of Chemistry 11 (Chemistry 12 recommended), English 12, 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 their first year. This mode of entry may extend the length of their program.

Course of Studies

Course requirements vary among the universities and university colleges. Students are advised to plan their program with a college counsellor to ensure that they choose the appropriate courses to transfer into their university degree program. A transfer guide is available online at www.bctransferguide.ca. The following is a suggested course of studies for a student interested in transferring to UBC.

TERM 1

- APSC 120: Introduction to Engineering
- CHEM 110-3: Fundamentals of Chemistry;
or
- CHEM 122-3: General Chemistry I¹;
- ENGL 110-3: College Composition²
- MATH 100-3: Calculus I
- PHYS 104-3: Fundamental Physics I
- Elective⁴

TERM 2

- APSC 100-3: Engineering Graphic Communications;
- CHEM 125-4: Foundations of Chemistry II
- ENGL 111-3: Introduction to Literature
- MATH 101-3: Calculus II
- PHYS 105-3: Fundamental Physics II

TERM 3

- CPSC 100-3: Introduction to Programming I
- MATH 200-3: Multivariable Calculus
- MATH 221-3: Introductory Linear Algebra;
- PHYS 200-3: Principles of Mechanics
- PHYS 210-3: Relativity and Quanta

TERM 4

- CPSC 101-3: Introduction to Programming II
- MATH 215-3: Differential Equations
- PHYS 201-3: Applied Mechanics⁵;
- PHYS 202-3: Electricity and Magnetism; or other first or second year elective;^{3,4};
- STAT 206-3: Statistics, or other first or second year elective⁴

¹Students who do not have Chemistry 12 take Chemistry 110.

²First year of a Bachelor of Science degree program normally requires two semesters of English.

³May be required for Electrical Engineering; strongly recommended for other areas.

⁴Complementary Studies Courses; electives in Humanities and Social Sciences required by UBC (6 credits) and University of Alberta (3 credits);

⁵Required by UBC and University of Alberta; recommended for other institutions

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SCHOOL CHAIR

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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 (Vancouver), but also transfers to selected universities elsewhere in Canada.

Selkirk College has a dynamic athletics and recreation program, including varsity volleyball and golf, numerous club teams and extensive recreational opportunities that offer something for everyone.

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.



Course of Studies

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, and KPE 221: Concepts in Healthy Lifestyles.

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PHYSICAL EDUCATION

TWO-YEAR DIPLOMA AT CASTLEGAR CAMPUS

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 (Vancouver). The program also transfers to selected universities elsewhere in Canada.

Selkirk College has a dynamic athletics and recreation program, including varsity volleyball and golf, numerous club teams and extensive recreational opportunities that offer something for everyone.

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.



Course of Studies

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.

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STUDIES IN WRITING PROGRAM

TWO-YEAR LIBERAL ARTS DIPLOMA AT CASTLEGAR CAMPUS

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.

Course of Studies

The following is a suggested mix of courses to satisfy requirements for the Liberal Arts Diploma in Writing Studies. Courses should always be chosen in consultation with a Selkirk College counsellor.

TERM 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

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ASSOCIATE OF ARTS IN PEACE STUDIES

TWO - YEAR ASSOCIATE OF ARTS DEGREE AT CASTLEGAR CAMPUS

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.

Also see the Liberal Arts Diploma in Peace Studies.

Admission Requirements

Admission to the program requires the completion of Biology 12, Chemistry 11, English 12 and Principles of Math 11 with a grade of "C" or better. Other prerequisites depend on the electives chosen to complete the program. Students who lack the admission requirements may still gain entry to the program by taking a combination of upgrading and university courses in their first year. This may extend the length of their program.



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
- ENGL 110: College Composition
- ECON 106: Principles of Economics I
- GEOG 140: Introduction to Cultural Geography
- PEAC 100: Peace Studies I

TERM 2:

- BIOL 106: Biology II
- CPSC 132: Elements of Computing **or**
- MATH 130: College Mathematics I
- ENGL 111: Introduction to Literature
- ECON 107: Principles of Economics II
- PEAC 101: Peace Studies II

TERM 3:

- BIOL 200: Principles of Ecology
- PEAC 200: Studies in Culture and Peace
- PEAC 201: Peace, Environment and Human Security
- 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:

- PEAC 202: Leadership for Peace: The Individual and Social Transformation
- ECON 216: Environmental Economics
- Four Arts electives chosen from the list of recommended peace studies courses below; one must be a Humanities course and one must be a second-year Arts course.

See a list of suggested elective courses to be used in a Peace Studies program at:

http://selkirk.ca/programs/uas/twoyear/peace/utartspeace/peace_studies_electives.html

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LIBERAL ARTS DIPLOMA IN PEACE STUDIES

TWO - YEAR LIBERAL ARTS DIPLOMA AT CASTLEGAR CAMPUS

Program Objectives

The Liberal Arts Diploma in Peace Studies is made up of a combination of core peace studies courses and peace studies-related courses offered by other disciplines, and is part of the Mir Centre for Peace at Selkirk College. Students complete two years of university transferable course work in the liberal arts, with electives in each semester allowing the program to be tailored to suit individual interests. The program incorporates a service learning component and/or directed academic research.

Also see the Associate of Arts degree in Peace Studies.

Admission Requirements

Admission to the program requires the completion of English 12 with a grade of "C" or better. Other prerequisites depend on electives chosen to make up the program; consult with a college counsellor for more information.



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
- PEAC 100: Peace Studies I
- 2 electives*

TERM 2:

- ECON 107: Principles of Economics II
- ENGL 111: Introduction to Literature
- PEAC 101: Peace Studies II
- 2 electives*

TERM 3:

- ANTH 205: Anthropology of Religion
- PEAC 200: Studies in Culture and Peace
- PEAC 201: Peace, Environment and Human Security
- Elective*

TERM 4:

- ANTH 201: Ethnic Relations
- PHIL 201: Contemporary Moral Problems II
- PEAC 202: Leadership for Peace: The Individual and Social Transformation
- 3 electives*

*See a list of suggested Peace Studies Electives at:
http://selkirk.ca/programs/uas/twoyear/peace/utliberalpeace/peace_studies_electives.html

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UNIVERSITY ARTS AND SCIENCES COURSE DESCRIPTIONS

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.

This course is available via Distance Education.

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 110 INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY

ANTH 110: Introduction to Biological Anthropology introduces the theories, methods and research in biological anthropology. Topics include the study of human and non-human primates, morphological variations, the human fossil record, trends and debates in human evolution, and biocultural adaptations.

Prerequisites:

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

ANTH 201-3 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. This course is available via Distance Education.

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 or ANTH 110 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 spectrometers, will also be studied. Laboratory sessions involving some indoor experiments and weather-dependent outdoor observations will be held on alternate weeks. The laboratory may satisfy the science lab requirement for Arts programs. This course may be given elective credit for a degree in Astronomy.

Prerequisites:

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

BIOL 050 INTRODUCTION TO BIOLOGY I

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

Prerequisites:

ENGL 10.

Corequisites:

ENGL 051.

BIOL 051 INTRODUCTION TO BIOLOGY II

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

Prerequisites:

BIOL 050, BIOL 11, or equivalent, or permission of the School Chair.

BIOL 104-3 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. A strong emphasis is placed on the development of critical thinking skills through problem solving, research design, and laboratory analyses.

Prerequisites:

BIOL 12 or equivalent and CHEM 11 or equivalent. Students lacking the stated prerequisites may enrol in the course with written permission of the School Chair; however, they should be aware that they will be required to do additional work. This course is available via Distance Education.

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. This course is available via Distance Education.

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 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

BIOL 210: Biology of Vascular Plants provides a study of vascular plants emphasizing anatomy, evolution of structure, taxonomy, and ecology. Topics include cell and tissue types, growth and development, basic physiology and comparative studies of the divisions of vascular plants. A final case study of timberline plants draws the different subject areas together for a practical review. Lab work involves working with live samples and prepared slides of important plant tissues, learning how to identify shrubs in winter, carrying out a greenhouse experiment, and participating in a field trip.

Prerequisites:

Biology 104 and 106 with a grade of "C" or better.

BIOL 212-3 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) with a grade of "C" or better, or permission from the instructor.

BIOL 214 VERTEBRATE MORPHOLOGY

This course provides experience in the functional and evolutionary analysis of vertebrate structure. The course is required or recommended in most degree programs in animal biology, zoology, conservation biology, environmental biology, ecology, physiology, and health sciences. The term vertebrate morphology refers to the structure of back-boned animals (fish, amphibians, reptiles, birds, and mammals). The Biology 214 curriculum emphasizes the development of communication, problem-solving, self-directed learning, information retrieval, and critical thinking skills. The course includes laboratory, seminar, investigative, report-based, and problem-based learning exercises.

Prerequisites:

Biology 104 and 106 with a grade of "C" or better.

BIOL 220-3 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

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

Prerequisites:

MATH 049; MATH 050 should be taken concurrently.

CHEM 110-3 FUNDAMENTALS OF CHEMISTRY

This introductory general chemistry course leads into science or engineering programs for students who have taken Chemistry 11 (or equivalent)

or who need improvement to their chemistry background. It provides an extensive review of the fundamentals of chemical nomenclature, reactions and stoichiometry involving solids, gases and solutions. Current theories of atomic and molecular structure are introduced. The lab portion of this course is the same as CHEM 122.

Prerequisites:

CHEM 11 or CHEM 050, and Principles of MATH 11 or Math 050. Principles of Math 12 or Math 051 is recommended. Each course must have a grade of "C" or better.

CHEM 122-3 GENERAL CHEMISTRY I

This introductory general chemistry course leads into science or engineering programs for students who have a solid chemistry background, including Chemistry 12 or equivalent. After a short review of fundamental chemistry, classical and quantum mechanical concepts are used to discuss atomic and molecular structure. The lab work stresses scientific observations and measurements using chemical syntheses and quantitative analyses.

Prerequisites:

CHEM 12 or CHEM 110, and Principles of MATH 11 or Math 050. Principles of Math 12 or Math 051 is recommended. Each course must have a grade of "C" or better.

CHEM 125-4 FOUNDATIONS OF CHEMISTRY II

This general chemistry course is the continuation of either Chemistry 110 or Chemistry 122. Chemistry 125: Foundations of Chemistry II begins with an investigation of intermolecular forces in liquids and solids, followed by the colligative properties of solutions. Next, it presents the principles of equilibria applied to pure substances and aqueous solutions of acids, bases and salts. The laws of thermodynamics applied to chemical substances are introduced. The field of organic chemistry is surveyed; topics include the physical and chemical properties of alkanes and alkenes, stereochemistry, and addition, 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 introductory organic chemistry 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, ^1H and ^{13}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 organic chemistry course is a continuation of CHEM 212. The survey of organic families is continued with a study of aromatic compounds, alcohols, ethers, aldehydes and ketones, as well as carboxylic acids and carboxylic acid derivatives. The chemistry of a variety of compounds of biological interest is also discussed. The laboratory work involves synthesis and organic structure determination.

Prerequisites:

CHEM 212 with a grade of "C" or better.

CHEM 220-3 INTRODUCTORY INORGANIC CHEMISTRY

In this introductory inorganic chemistry course the elemental and molecular properties of matter are examined using modern concepts of atomic structure and bonding. Coordination chemistry is presented in detail through nomenclature, structure and bonding theories, physical and chemical properties, preparations and reactions for typical compounds. The laboratory work combines qualitative, quantitative and spectrophotometric analyses with the synthesis of a coordination compound.

Prerequisites:

CHEM 125 and Math 101 each with a grade of "C" or better.

CHEM 222-3 INTRODUCTORY PHYSICAL CHEMISTRY

In this introductory physical chemistry course the basic concepts of chemical thermodynamics and equilibria are presented. The properties of

solutions, electrochemical reactions, acidic and basic systems are examined. The principles of reaction kinetics are introduced. In the laboratory, some quantitative properties of physicochemical systems are measured.

Prerequisites:

CHEM 125 and MATH 101 each with a grade of "C" or better, or written permission of the Instructor and School Chair.

CPSC 100-3 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.

Equivalents:

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

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 semester students will be required to explore in more depth each of the four genres. Students will be expected to submit at least one of their compositions for publication to an appropriate literary quarterly, magazine, newspaper or theatre workshop.

Prerequisites:

Two semesters of first-year university English or Writing with a grade of C or better, or 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.

Prerequisites:

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

Equivalents:

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

ECON 107-3 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.

Prerequisites:

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

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

ECON 210-3 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. (4,0)(4,0)

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: College Composition is designed to enable the student to produce clear, coherent and fully developed essays. The course covers academic writing styles, rhetorical modes, editing techniques and research practices.

Prerequisites:

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

This course is available via Distance Education.

ENGL 111-3 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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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:

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

GEOG 140-3 INTRODUCTION TO CULTURAL GEOGRAPHY

Geography 140: Introduction to Cultural Geography studies the relationships between culture, space, place, and environment. A wide variety of cultures, their landscapes, and the changes they are undergoing will be examined through a geographic lens.

Prerequisites:

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

GEOG 230-3 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 semester credits of 100-level geography courses with a grade of "C" or better, or the written permission of the Instructor and School Chair.

GEOG 232-3 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.

UNIVERSITY ARTS AND SCIENCES COURSE DESCRIPTIONS

GEOG 240-3 REGIONAL GEOGRAPHY OF CANADA

Consideration of regional concepts through a detailed study of the geography of Canada.

Prerequisites:

Three semester credits of 100-level geography courses, GEOG 230 with a grade of "C" or better, or written permission of the Instructor and School Chair.

GEOG 254-3 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 semester credits of 100-level geography.

GEOG 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.

GEOG 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:

GEOG 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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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 contributions that aboriginal people have made to the development of Canada and to their own distinct societies.

Prerequisites:

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

This course is available via Distance Education.

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 modernize new nation-states, the development and impact of neocolonialism, the rise, impact and responses to both nationalist and revolutionary movements in the 20th century, and the impact of the United States foreign policy on Latin America and its peoples.

Prerequisites:

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

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 I: 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:

BIOL 164 and BIOL 165. (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:

BIOL 164 and BIOL 165 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:
BIOL 164, BIOL 165, or KPE 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:
BIOL 164 and BIOL 165.

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:
BIOL 164 and BIOL 165.

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:
BIOL 164 and BIOL 165 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 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. As of September 2009 Principles of MATH 12 or equivalent with a grade of “C+” or better will be required.

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 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. This course is available via Distance Education.

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 - Quantitative Methods.

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 215-3 DIFFERENTIAL EQUATIONS

Math 215: Differential Equations is a first course in ordinary differential equations for mathematics majors, engineering students and science majors. Various methods of solving first and second order differential equations are studied along with related applications. The method of Laplace Transforms is explored as are numerical methods such as the Euler methods and the Runge-Kutta method. Phase space is introduced as a tool to discuss non-linear systems and their stability. Additional topics including power series methods may be covered as time permits.

Prerequisites:

MATH 100 and 101 with a grade of “C” or better.

Corequisites:

MATH 200 with a grade of “C” or better.

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.

MATH 50 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.

Prerequisites:

MATH 049 or sufficient Computerized Placement Test (CPT) score.

MATH 51 ALGEBRA AND TRIGONOMETRY II

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

Prerequisites:

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

PEAC 100 PEACE STUDIES I

This interdisciplinary and values-based course is the first of two introductory core courses in Peace Studies. Readings will include United Nations documents, as well as essays and excerpts from the writings of philosophers, anthropologists, psychologists, and peace researchers. Students will thus gain familiarity with literature addressing a broad range of past and current theories and discourse related to peace and conflict. Through their own reflection and working collaboratively in groups, students will have the opportunity to move from theory to practice in one of the most challenging issues of humanity's collective experience: building cultures of peace.

Prerequisites:

English 12 with a grade of “C” or better.

PEAC 101-3 PEACE STUDIES II

This course is the second of two introductory core courses in Peace Studies at Selkirk College. This course will focus on traditional and non-traditional approaches to Conflict Resolution. Students will be introduced to general principles and key concepts in arbitration, negotiation, mediation and nonviolent resistance; as well as alternative dispute resolution methods, such as Nonviolent Communication, Peacemaking Circles, Conflict Transformation, and Conflict Free Conflict

Resolution. Students will practice identifying, analyzing, role playing, mapping, and peacefully resolving or transforming conflicts that range from the interpersonal to the international.

Prerequisites:

English 12 with a grade of “C” or better. PEAC 100 recommended.

PEAC 200-3 STUDIES IN CULTURE AND PEACE

PEAC 200: Studies in Culture and Peace is an interdisciplinary exploration of the ways in which “community and world” are joined in facing the global, cultural, and political issues of our time. The course is made up of three modules, each focusing on a different aspect of peace studies and each taught by a different instructor.

Module 1: The Warrior Tradition: Practicing Presence, Practicing Peace

Instructor: Dr. Duncan Grady

This module will focus on First Nations traditional practices of unity with the earth and with oneself. Dr. Grady will explore connections which exist between Tibetan Buddhist philosophy and practice and First Nations traditions of the warrior path.

Module 2: Literature and Culture: in Search of Utopia

Instructor: Dr. Myler Wilkinson

The second module focuses on cultural groups in the Kootenays such as Canadians of Japanese descent, First Nations, and the Doukhobors. Each group in its life practises embodies a vision of unified culture which may have relevance to “worlds” far beyond the Kootenay region. Field trips to sites of historical importance form part of the module.

Module 3: The Philosophy of War and Peace

Instructor: Dr. John Rowell

Module Three is concerned with peace, war and human rights. We will evaluate various positions using the burden of proof criterion as a critical thinking tool. We shall assume that the option of peace is always the desired option, and that the burden of proof rests with those who would challenge this assumption. Just War Theory must therefore prove that violence and killing in war is justified by some greater good than peace itself.

Note: Students may register for one, two or three modules. However, in order to earn university credit all three modules must be completed.

Prerequisites:

English 12 with a grade of “C” or better. PEAC 100/101 recommended.

PEAC 201-3 PEACE, ENVIRONMENT AND HUMAN SECURITY

PEAC 201: Peace, Environment and Human Security looks at global water issues, oil dependency, climate change and food security, and their relationship to conflict and peace.

Prerequisites:

Second year standing, or instructor permission.

PEAC 202-3 LEADERSHIP FOR PEACE: THE INDIVIDUAL AND SOCIAL TRANSFORMATION

Peace Studies 202 - Leadership for Peace: the Individual and Social Transformation - begins with the understanding that leadership for peace is, at its foundations, leadership for human rights and social justice; and with the further insight that social transformation is always joined with inner transformation, to the individual who "can change the world". Each semester Peace Studies 202 will focus on one or two leaders in peace - ranging from the political action of Ghandi or Nelson Mandela, to the ideas of Tolstoy or Martin Luther King, to the traditional cultural practices of indigenous peoples, or the human insights of spiritual leaders from diverse cultures. These lives will be measured against issues of authority, power, legitimacy and the will to truth, reconciliation, compassion and healing.

Prerequisites:

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

Successful completion of or concurrent study in Peace Studies 100/101 strongly recommended.

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 the Bridging Program in 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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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 205-3 **INTRODUCTION TO SOCIAL RESEARCH**

Sociology 205: Introduction to Social Research introduces students to research methods in the social sciences. Students will be introduced to the major procedures for carrying out systematic investigation of the social world. The course will encourage students to critically evaluate the methods, strategies and data that are used by social scientists and provide training in analysis of a range of qualitative and quantitative data.

Prerequisites:

Second year standing.

This course is available via Distance Education.

SOC 215-3 **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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

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.

This course is available via Distance Education.

STAT 105-3 **INTRODUCTION TO STATISTICS**

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 11 or Applications of MATH 11 or equivalent, with a grade of "C+" or better.

This course is available via Distance Education.

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.

Equivalents:

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

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.

WEST KOOTENAY TEACHER EDUCATION

TWELVE-MONTHS AT CASTLEGAR CAMPUS

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.evd.ubc.ca>

Contacts

PROGRAM CONTACTS

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School Chair

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international education

AT SELKIRK COLLEGE

For more than 20 years Selkirk International has been offering a variety of full-time programs to international and Canadian students who have a broader world view. Services provided to international students' include home stay, student visas, medical coverage, academic advising and peer support.

INTERNATIONAL OPPORTUNITIES

Selkirk College students also have access to international work and study programs. Selkirk International offers assistance and information for international exchanges, internships and degree completion at partner institutions.

ENGLISH LANGUAGE PROGRAM

Whether you want to improve your English for personal communication, for further studies or for future career options, we can help you succeed.

ACADEMIC/CAREER PROGRAMS

Choose from a broad range of university transfer courses or general and specialized associate degree, diploma or certificate programs.

COMBINED ENGLISH CERTIFICATES

Earn certificates in English plus Humanities, Business or Early Childhood Care and Education.

SUMMER ENGLISH LANGUAGE TOURS/ WINTER ENGLISH LANGUAGE TOURS

Take our Summer Tour and improve your English with new friends while surrounded by the Kootenays' scenic beauty. Or combine English with some of Canada's best skiing and snowboarding in our Winter Tour.

TESOL ADVANCED DIPLOMA AND CERTIFICATE

There is a growing global demand for qualified English language teachers. Selkirk can help you get your Teaching English to Speakers of Other Languages (TESOL) Diploma to help you reach new educational horizons.

INTERNATIONAL BUSINESS

This program provides students with the advanced business competencies and skills needed to become competitive as business employees and owners in our globalized market place. The Advanced Diploma in International Business is designed to enhance students' skills in cross-cultural communication and leadership.



ENGLISH LANGUAGE PROGRAM

CERTIFICATE – DEPENDING ON STUDENT ENTRY LEVEL, THE PROGRAM LENGTH VARIES FROM ONE TO SIX SEMESTERS AT CASTLEGAR CAMPUS

Program Summary

Selkirk International 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.

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.

Additional Information

Students at advanced levels in the English Language Program may also enrol in a limited number of other courses in other college program areas, such as University Transfer and Business Administration. Enrolment in such courses must be approved by the International Education Department and will depend upon the student's level of English and skill level in the subject area, the prerequisite requirements of the course(s) desired, and the availability of space in each course.

Students who complete 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 semesters.

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.

Course of Studies

Translation Key:

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

Sem = Seminar Hours per week;

Course	Name	Lec	Lab	Sem
Term 1				
EASL 015	Level 01 - High Beginning Grammar	6	0	0
EASL 016	Level 01 - High Beginning Writing	2	0	0
EASL 017	Level 01 - High Beginning Reading	6	0	0
EASL 018	Level 01 - High Beginning Communications	4	0	2
EASL 025	Level 02 - Intermediate Grammar	6	0	0
EASL 026	Level 02 - Intermediate Writing	2	0	0
EASL 027	Level 02 - Intermediate Reading	6	0	0
EASL 028	Level 02 - Intermediate Communications	4	0	2
EASL 032	Computers With English I	0	2	0
EASL 035	Level 03 - Upper Intermediate Grammar	6	0	0
EASL 036	Level 03 - Upper Intermediate Writing	2	0	0
EASL 037	Level 03 - Upper Intermediate Reading	6	0	0
EASL 038	Level 03 - Upper Intermediate Communications	4	0	2
EASL 045	Level 04 - Advanced Grammar	4	0	0
EASL 046	Level 04 - Advanced Writing	4	0	0
EASL 047	Level 04 - Advanced Reading	6	0	0
EASL 048	Level 04 - Advanced Communications	4	0	2
EASL 055	Level 05 - Upper Advanced Grammar	4	0	0
EASL 056	Level 05 - Upper Advanced Writing	2	2	0
EASL 057A	Level 05 - Academic Reading	4	0	0
EASL 057B	Level 05 - Literature	4	0	0
EASL 058	Level 05 - Upper Advanced Communications	4	0	2
EASL 065	Level 06 - College Bridge Advanced Grammar	2	0	0
EASL 067	Level 06 - College Bridge Advanced Reading	2	0	0
EASL 068	Level 06 - Advanced Bridge Communications	4	0	2
EASL 072	Computers With English II	0	2	0
EASL 091-A	Music	0	0	2
EASL 091-B	Photography	0	0	2
EASL 091-C	Movies	0	0	2
EASL 091-D	Making Videos	0	0	2
EASL 091-E	Theatre	0	0	2
EASL 092-A	Volunteering	0	0	2
EASL 092-B	Community Contact	0	0	2
EASL 092-C	Canadian Studies	0	0	2
EASL 092-D	Leadership	0	0	2
EASL 093-A	Academic Preparation	0	0	2
EASL 093-B	Business Communications	0	0	2
EASL 093-C	Tourism Communications	0	0	2
EASL 093-D	Teaching and Learning a Language	0	0	2
EASL 093-E	Area Studies	0	0	2
EASL 094-A	Global Cooking	0	0	2
EASL 094-B	International Recreation	0	0	2
EASL 094-C	Outdoor Recreation	0	0	2
EASL 094-D	Nature Studies	0	0	2
EASL 094-E	Skiing/Snowboarding	0	0	2
EASL 095-A	Conversation	0	0	2
EASL 095-B	Pronunciation	0	0	2
EASL 095-C	Current Issues	0	0	2
EASL 095-D	Selected Topics	0	0	2
TOFL 051	TOEFL Test Preparation	2	0	0
TOIC 051	TOEIC Test Preparation	2	0	0
TREC 159	Business Communications	4	0	0
	Total:	106	6	58

Program Objectives

The objective of the program is to provide students with the language skills to communicate effectively in an English-speaking environment, as well as to succeed in college and university courses. Certificates are offered upon successful completion of different levels of the program.

Summer or Winter Tours

Selkirk College offers a variety of group summer and winter English Study and Recreation Programs from two to four weeks for college students, Elderhostel (mature students) and special interest groups. These programs combine conversational English and recreational activities, and allow students to experience Canadian nature, family life and culture. Students enjoy great golf, canoeing, and hiking in summer; or skiing or snowboarding at one of Canada's finest ski areas in winter.

Note: Student authorizations/visas are not required for short-term programs of six months or less.

Admission Requirements

Applicants must meet Selkirk College general or international student admission requirements. International applicants seeking admission must be at least 18 years of age, and must have successfully completed the equivalent of British Columbia Grade 12. Applications should be received at least two months before classes begin.

New students will be interviewed, tested and placed according to their skill levels and needs.

Course Descriptions

EASL 015 LEVEL 01 - HIGH BEGINNING GRAMMAR

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

EASL 016 LEVEL 01 - HIGH BEGINNING WRITING

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

EASL 017 LEVEL 01 - HIGH BEGINNING READING

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

EASL 018 LEVEL 01 - HIGH BEGINNING COMMUNICATIONS

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

EASL 025 LEVEL 02 - INTERMEDIATE GRAMMAR

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

Prerequisites:

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

EASL 026 LEVEL 02 - INTERMEDIATE WRITING

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

Prerequisites:

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

EASL 027 LEVEL 02 - INTERMEDIATE READING

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

Prerequisites:

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

EASL 028 LEVEL 02 - INTERMEDIATE COMMUNICATIONS

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

Prerequisites:

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

EASL 032 COMPUTERS WITH ENGLISH I

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

EASL 035 LEVEL 03 - UPPER INTERMEDIATE GRAMMAR

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

Prerequisites:

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

EASL 036 LEVEL 03 - UPPER INTERMEDIATE WRITING

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

Prerequisites:

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

EASL 037 LEVEL 03 - UPPER INTERMEDIATE READING

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

Prerequisites:

EASL O27 with a grade of “C” or better, or equivalent.

EASL 038 LEVEL 03 - UPPER INTERMEDIATE COMMUNICATIONS

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

Prerequisites:

EASL 028 with a “C” or better, or equivalent.

EASL 045 LEVEL 04 - ADVANCED GRAMMAR

Students develop fluency and practice in the use of all verb tenses, including simple and progressive present; past and past progressive; present, past and progressive perfect; and future. They use adverb clauses of time and the passive, and practice with models of social interaction.

Prerequisites:

EASL O35 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 O36 with a grade of “C” or better, or equivalent.

EASL 047 LEVEL 04 - ADVANCED READING

Students practice skimming and scanning using a variety of passages; recognize figurative language; differentiate between fact, opinion and inference; summarize main ideas and supporting details; and demonstrate understanding of new vocabulary by using context, clues, and sentence analysis.

Prerequisites:

EASL 037 with a grade of “C” or better, or equivalent.

EASL 048 LEVEL 04 - ADVANCED COMMUNICATIONS

Students show an awareness of spoken language according to purpose, topic and audience; produce and comprehend a range of communicative functions; use a variety of complex sentence structures; demonstrate an expanded inventory of concrete and idiomatic words and phrases; express ideas and opinions on various topics inside and outside the classroom; and use appropriate sound, rhythm and stress patterns.

Prerequisites:

EASL 038 with a “C” or better, or equivalent.

EASL 055 LEVEL 05 - UPPER ADVANCED GRAMMAR

Students will develop fluency and confidence using complex structures, including advanced forms of gerunds and infinitives; adjective, noun, and adverbial clauses; and coordinating and correlative conjunctions.

Prerequisites:

EASL O45 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 057-A 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 057-B LEVEL 05 - LITERATURE

Students recognize major themes in literature as they read and discuss short stories, poetry and essays from different cultures. They analyze and evaluate text critically; develop an awareness of style and tone; use context and word parts to increase vocabulary; and understand a range of literary terms.

Prerequisites:

EASL 047 with a grade of “C” or better, or equivalent.

EASL 058 LEVEL 05 - UPPER ADVANCED COMMUNICATIONS

Students participate in complex conversations, activities and situations requiring a range of communicative functions; produce and comprehend complex vocabulary including idioms, colloquial expressions and technical terminology; accurately use a wide range of language structures with few errors; comprehend and respond to discourse about less familiar topics; and utilize appropriate tone, nuance and register in extended natural speech.

Prerequisites:

EASL 048 with a “C” or better, or equivalent.

EASL 065 LEVEL 06 - COLLEGE BRIDGE ADVANCED GRAMMAR

Students identify weaknesses in their writing and grammar, and refine their skills through self and peer editing, discussion and practice. There is a focus on common sentence problem areas such as fragments, splices, run-ons and misplaced and dangling modifiers, as well as paragraph and essay development.

Prerequisites:

EASL 055 Grammar with a grade of “C” or higher or equivalent skills.

EASL 067 LEVEL 06 - COLLEGE BRIDGE ADVANCED READING

Students read, analyze and discuss a variety of novels, with a focus on character, plot, setting, tone, and theme; and demonstrate understanding through presentations and summaries.

Prerequisites:

EASL 057 A and EASL 057B with a grade of “C” or equivalent skills.

EASL 068 **LEVEL 06 - ADVANCED BRIDGE COMMUNICATIONS**

Students initiate and participate in a range of complex communicative tasks. They comprehend and use advanced structures with few errors; respond to abstract ideas about various topics; maintain and extend an exchange; demonstrate leadership and independence through group projects; understand natural speech presented through various forms of media; and participate in peer and self-evaluation. Accuracy, fluency, comprehension and quantity of speech will be reinforced through dialogue, role-play, presentations, group projects, listening exercises and other communicative tasks.

Prerequisites:

EASL 058 with a grade of “C” or higher, or equivalent skills.

EASL 072 **COMPUTERS WITH ENGLISH II**

Students become familiar with more advanced computer applications, including FrontPage, Microsoft Excel and PowerPoint.

Prerequisites:

EASL 032 with a grade of “C” or better, or equivalent.

EASL 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.

Contacts

PROGRAM CONTACTS

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Program Summary

There is a growing global demand for qualified English language teachers. The one semester TESOL Advanced Diploma Program 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.

The program includes course work in the areas of second language acquisition theory and linguistics, curriculum design, materials development, intercultural communication, classroom management and assessment. The program consists of 21 hours a week of classes and practicum. Over the one semester program, there is a total of 294 contact hours - 252 hours of classes and coursework and 42 hours of practicum that includes practice teaching, observation and meeting with experienced English language teachers.

Admission Requirements

Applicants must have successfully graduated from a degree or diploma program from a recognized institution, or have completed at least two years of post-secondary education. Prior work or volunteer educational experience, preferably with second language learners, and/or course work in education is desirable. Entrance requirements include an average of C+ in prior course work, an interview, and an essay. Applicants who are speakers of other languages must provide evidence of a minimal TOEFL score of 213 (computer), an IELTS score of 6.5, or have completed Level 5 (Upper Advanced) in the Selkirk English Language Program and English 090.

NOTE: To be eligible for an Advanced Diploma recognized by TESL Canada, applicants who are speakers of other languages must have a TOEFL score of 550 (pbt) or 213 (cbt) AND a TSE minimum score of 6 and a TWE minimum score of 5.

Program Expenses

Fees: \$2650.00 (Canadian students); \$3950.00 (International Students).

Visit selkirk.ca/tuition/ for approximate fee

Course of Studies

Course	Name
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 110-4	Practicum Experience and Seminar
TSOL 112-3	Grammar and Phonology
TSOL 114-1	Testing and Evaluation
TSOL 116-1	Computer Assisted Language Learning (CALL)

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 examines first and second language acquisition (SLA) from a theoretical and applied point of view. Consideration are 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 explore the needs and challenges of effective classroom organization and management. Current approaches, learner variables, situational context, and task development are considered with the goal of creating a learner-centred classroom focused on student success.

TSOL 106-3 ENGLISH LANGUAGE CURRICULUM AND MATERIALS DEVELOPMENT

Students are provided with an introduction to English language curriculum studies in the context of current approaches to teaching English as an additional language. 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 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 110-4 PRACTICUM EXPERIENCE AND SEMINAR

A teaching practicum is an integral part of the TESOL program. Students participate in formal classroom observations and then proceed to solo practice teaching. Students have the opportunity to choose specific skill area classes to focus on within the extensive Selkirk College English Language program. Through observation, practice teaching, evaluation and review, students are able to gain firsthand experience. Experienced instructors in the program provide guidance, supervision and ongoing support. A one-hour weekly group seminar provides the opportunity for students to share and reflect on their experience.

TSOL 112-3 GRAMMAR AND PHONOLOGY

This course provides students with an overview of common grammar structures and opportunities to discuss and develop different ways of incorporating grammar in an English Language program curriculum.

TSOL 114-1 TESTING AND EVALUATION

This course focuses on basic concepts and constructs of language assessment. There is an examination of measurement criteria and types of tests. Both formal and informal methods of testing, as well as the issues related to assessment of student proficiency are considered.

TSOL 116-1 COMPUTER ASSISTED LANGUAGE LEARNING (CALL)

This course focuses on the integration of computer technology into the English language learning classroom. Students survey, evaluate and use word processing, email, MS Powerpoint, Internet resources, and CD-ROM software as tools in a computer-mediated communication environment. Hands-on task-based and project-based assignments provide the students with a practical basis for developing interactive, effective and meaningful computer activities and assignments for teaching and learning language.

ENGLISH LANGUAGE SUMMER IMMERSION

TWO - FOUR WEEK PARTICIPATION CERTIFICATE AT CASTLEGAR CAMPUS

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

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

Sample Itinerary

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 Museu

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 Slokan River

Day Twenty-one

- English Class
- Visit Spearhead Timberworks
- Closing Ceremony Northshore Hall

Day Twenty-two

- Departure

Contacts

PROGRAM CONTACTS

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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.



Sample Two-Week Winter Tour Itinerary

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 & 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

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.

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

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ENGLISH LANGUAGE AND HUMANITIES

CERTIFICATE IN ENGLISH LANGUAGE AND HUMANITIES AT CASTLEGAR CAMPUS

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)
- 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:

- PHIL 100
- PHIL 101
- PSYC100
- PSYC101
- ENGL110
- ENGL111
- HIST 105
- HIST 107
- ECON106
- ECON107
- ANTH100
- ANTH101

Contacts

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ENGLISH LANGUAGE AND BUSINESS

CERTIFICATE IN ENGLISH LANGUAGE AND BUSINESS AT CASTLEGAR CAMPUS

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:

- CPSC 132 (Elements of Computing)
- COMM 220 (Organizational Behaviour)
- ADMN 181 (Marketing)
- ECON 106
- ECON 107
- COMM 240
- TWC 164

Contacts

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ENGLISH LANGUAGE AND EARLY CHILDHOOD CARE AND EDUCATION

ONE-TERM CITATION DIPLOMA AT CASTLEGAR CAMPUS

Program Summary

International students will have the opportunity to combine completion of advanced levels of the English Language Program, English 51, and two courses in the area of Early Childhood Education. A Selkirk College Certificate is issued upon successful completion.

Curriculum

To be issued a combined certificate in any of the areas below, 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 51/051 Provincial Level English

Students would also complete at least two courses from the following:

- ECCE 168/169 (Clinical Practicum 1)
- HSER 174 (Interpersonal Communications)
- FAM 180 (Family Dynamics)
- ECCE 186 (Child Health and Safety)
- ECCE 188 (Responsive Child-Centred Environments)
- ECCE 193 (Child-Centered Partnerships 1)

Contacts

SCHOOL CHAIR

Cara Weston, Department Head
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Linda Wilkinson, Department Head
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Program Summary

The Advanced Diploma in International Business is an intensive one-semester program offered on the Castlegar Campus. The purpose of this program is to provide students with the advanced business competencies and skills needed to become competitive as business employees and owners in our globalized marketplace. Students will have the option of participating in a study abroad experience as a component of their advanced diploma.

This new program is under development and is scheduled to begin in September, 2008. Program content is subject to change. It is a joint program of Selkirk International and the School of Business and Aviation.

Program Objectives

The Advanced Diploma in International Business is designed to enhance students' skills in cross-cultural communication and leadership. Through the program, students will develop a critical awareness and understanding of current global business theory and practice in the areas of trade, marketing, management, finance and export. By interacting with international peers students will also gain greater cross-cultural awareness and foster their ability to analyze and respond to complex problems within an international business environment.

Admission Requirements

Applicants must have successfully graduated from a degree or diploma program from a recognized institution, or have completed two years of post-secondary education. Prior work or volunteer experience and/or coursework in business is desirable, but not required.

Entrance requirements include an average of C+ in prior coursework, an interview, and submission of a resume.

Applicants who are speakers of other languages must either: have a minimum TOEFL score of 213 (computer) or 550 (written); or have an IELTS score of 6.5, or have successfully completed Level 5 (Upper Advanced) in the Selkirk College English Language Program and English 051; or have a BC English 12.

Course of Studies

Translation Key:

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

Sem = Seminar Hours per week;

Course	Name Term 1	Lec
ADIB 300-3	International Marketing and Trade	3
ADIB 302-3	Intercultural Management and Communication	3
ADIB 304-3	Global Finance	3
ADIB 306-3	International Business	3
ADIB 308-3	International Project, Exchange, or Internship	5
ADIB 310-3	Second Language Elective (Elective)	3
	Total:	20

Proficient computer skills and working knowledge of business computer software programs are also necessary to succeed.

In addition, applicants are required to have completed the following pre-requisite courses, or their equivalents:

- One semester of a university level course in a second language
- Principles of Organizational Behaviour – COMM 220
- Introductory Financial Accounting – COMM 240
- Principles of Economics – ECON 106
- Commercial Law – ADMN 272
- Marketing – ADMN 181
- English Composition – ENGL 110 or Technical Writing – TWC 164

Course Descriptions

ADIB 300-3 INTERNATIONAL MARKETING AND TRADE

The Advanced Diploma in International Business - International Marketing and Trade course builds on basic marketing concepts and principles, and fosters an analytical, decision-oriented approach through case analysis. The internationalization of a firm is examined through decisions to export, import, license, or offer business electronically. The impact of culture on key processes and activities is considered. Students analyse both the SME (small-medium enterprise) and large corporations' response to the impact of technology.

Market planning is emphasized through evaluation of the business environment, market segmentation, market research and e-commerce choices.

Corequisites:

Enrolment in the Selkirk College International Business program.

ADIB 302-3 INTERCULTURAL MANAGEMENT AND COMMUNICATION

The Advanced Diploma in International Business - Intercultural Management and Communications course focuses on building awareness of culture diversity and its impact on the workplace. Students examine the relationship between culture and identity, and analyze the patterns of behaviour engendered by cultural contact. Management styles and issues are examined in the context of increased diversity in a rapidly changing global workplace. Students explore the cultural dimensions of team-building, conflict resolution and organizational strategies. The management functions, strategies and interpersonal skills necessary to develop global partnerships are integrated into projects and discussion.

Corequisites:

Enrolment in the Selkirk College International Business program.

ADIB 304-3 GLOBAL FINANCE

The Advanced Diploma in International Business - Global Finance course provides students with the skills and knowledge to assist in the management of the financial operations of both an import/export and multinational business unit. Topics include: international monetary system, foreign exchange rates, international bond and equity markets, foreign investment, international capital budgeting, management of economic and transac-

INTERNATIONAL BUSINESS

tion exposure, exports and imports, multinational cash management, corporate governance around the world.

Corequisites:

Enrolment in the Selkirk College International Business program.

ADIB 306-3 INTERNATIONAL BUSINESS

The Advanced Diploma in International Business - International Business course provides students with a comprehensive overview of the implications of practicing business and management outside our borders. Students analyze the opportunities and challenges inherent in the transformation to an international economy. Business and government trade relations, foreign direct investment, financial markets, economic integration and international strategies are emphasized.

Corequisites:

Enrolment in the Selkirk College International Business program.

ADIB 308-3 INTERNATIONAL PROJECT, EXCHANGE, OR INTERNSHIP

The Advanced Diploma in International Business - International Project allows the student to choose to complete an international research project or take part in an international exchange or internship. This practical learning opportunity aims to provide 75 hours of work and/or research experience for the student. Projects, exchanges, and/or internships must be approved by the Department Head or designate.

ADIB 310-3 SECOND LANGUAGE ELECTIVE

The student will choose to take a course in a second language at the university level.

Contacts

PROGRAM CONTACTS

International Business Admissions , Admissions Contact

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International Business Contact , Contact

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SCHOOL CHAIR

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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. Fully qualified: meets all program admission requirements. Partially qualified: meets some but not all program admission requirements.

ADULT BASIC EDUCATION

upgrading current education to a maximum of Grade 12 academic completion.

ADVANCED PLACEMENT

a student entering a course in a specific program of study may be permitted to by-pass one or more prerequisite courses. However, the student will not receive credit for having completed the by-passed course(s).

APPRENTICESHIP

is work-based experience combined with post-secondary technical training. Selkirk College follows the British Columbia Industry Training Authority's guidelines for apprenticeship programs.

ARTICULATED

synonym for transferable. See Transferable.

ASSOCIATE DEGREE

a provincially standardized formal credential that acknowledges successful completion of a prescribed two-year university program in Arts or Science.

AUDIT

attending classes in a credit course without participating, completing assignments, writing examinations, or receiving credit. Not all courses may be audited; permission to audit must be given by the instructor.

CALENDAR

Selkirk College's publication, issued annually, which outlines admission requirements, grading, academic regulations, course offerings, programs, and other information pertinent to education at the College.

CAREER PROGRAM

a prescribed sequence of courses leading to a certificate or diploma.

CERTIFICATE

a credential issued upon successful completion of a program of study. Certificate programs normally require up to one academic year of study.

CO-OPERATIVE EDUCATION (CO-OP ED)

is the formal integration of (classroom) study 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; 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.

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.

HOME STUDY

See Distance Education.

IA

Instructional assistant.

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.

GLOSSARY

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

TRANSFERABLE

a word describing a college course which is normally accepted for credit towards a degree.

TRANSITIONAL TRAINING

Life and work skills training toward independent living and employment for special needs adults.

UNIVERSITY TRANSFER COURSE

A college course that can be used to transfer credit to fulfill a university degree program requirement. See the BC Transfer Guide at www.bctransfer-guide.ca.

DEANS

Neil Coburn, Instructional Dean, Castlegar, B.Math, MMath, MMath, PhD (U of Waterloo), BEd (U of Western Ontario)

Gerry Gauthier, Dean, Student Development/Registrar, Castlegar, BA (Notre Dame U), MA (U of C), MA (Gonzaga)

Angus Graeme, Instructional Dean, Castlegar, BSF (UBC), M.A. (Royal Roads), RPF

Violet Kalesnikoff, Dean of Community, Corporate, and International Development, Trail, ID (UBC), MEd (SFU)

Kate Tognotti, Instructional Dean, Nelson, Bachelor of Education and Masters of Religious Education.

KOOTENAY SCHOOL OF THE ARTS

Laura White, School Chair, BFA (Bachelor of Fine Arts) Nova Scotia College of Art & Design

SCHOOL OF ADULT BASIC EDUCATION AND TRANSITIONAL TRAINING

Lyle Olsen, School Chair, 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)

Barb Coombs, Instructor at Nelson (Silver King), BSc (U of Alberta), TQ (BC)

Cindy Gustafson, Instructor at Nelson, BSc (UVic), TQ (BC)

Trish Harrison, Social Learning Program, BGS (SFU), TQ (BC)

Paul Idle, Instructor at Grand Forks, A. & Sc. Dipl. (Selkirk), BSc (UVic), MSc (Laurentian)

Barbara Jankola, Instructor at Trail, BSc (UBC), BEd (UBC)

Jim Leitch, TT Instructor at Castlegar, BA (SFU), BEd (UBC)

Christy Luke, TT Instructor at Grand Forks, BA (U. of Durham), TQ (BC)

Sandy MacKelir, Instructor at Grand Forks, BA (U of A), ID (BC)

Devorah MacLean, Instructor at Nelson (Silver King), BA (UVic)

Ian McAlpine, Instructor at Trail, BSc (UVic), MA (Gonzaga)

Brad McVittie, Instructor at Castlegar

Eric Moon, Instructional Assistant at Kaslo, Drafting Cert (Selkirk), Music Dipl (Selkirk), ID (BC)

Marilyn Roberts, Instructor at Kaslo, ID (BC)

Deb Scheidel, ABE, Student Success and TT instructor at Nelson (Silver King), BSW (U of Regina), Life Skills Coach (U of Saskatchewan)

Ken Soroka, Instructor at Grand Forks, BA (SFU), ID (BC)

Gabriele Spaulding, Instructor at Trail

Wendy Tagami, Instructor at Nelson (Silver King), BEd (NDU), TQ (BC)

Adult Special Education

Ray Brock, TT Instructor at Nelson (Silver King), BEd (UL), TQ (BC, U of Alberta)

Rosemary Enefer, Instructional Assistant, Food Service Program at Trail, ID (BC)

Jim Leitch, TT Instructor at Castlegar, BA (SFU), BEd (UBC)

Christy Luke, TT Instructor at Grand Forks, BA (U. of Durham), TQ (BC)

Geoff Tellier, Instructor in Food Service Worker Program at Trail, ID (BC)

SCHOOL OF BUSINESS AND AVIATION

Henri P Bureaud, School Chair, ATPL

Aviation - Professional Pilot Program

Andrew Hastie, Aviation Instructor, B.Sc (U of Calgary), Diploma Aviation (Mt. Royal), ATPL

Enio Nicolau, Aviation Instructor, Diploma; 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

Chris Thring, Aviation Instructor

ABT - Applied Business Technology

Shirley Boyes, Instructor, Cert. (Office Admin) (Selkirk), ID (VCC), AAT (CMA)

Jackie Chapin, Program Contact / Instructor, ID (UBC), Certificate in Office Administration (BCUS)

Cheryl Degan, Instructor, ID (UBC), Certificate in Office Administration (MCBC)

BettyAnn Mullen, Instructor, ID (VCC)

Sabrina van Hellemond, Instructor, Bachelor of Administrative Studies, Instructor Diploma; Canadian Accredited Insurance Broker

ABT - Bookkeeping

Jackie Chapin, Program Contact / Instructor, ID (UBC), Certificate in Office Administration (BCUS)

ABT - Electronic Word Processing

Jackie Chapin, Program Contact / Instructor, ID (UBC), Certificate in Office Administration (BCUS)

ABT - Office Computer Skills Upgrading

Jackie Chapin, Program Contact / Instructor, ID (UBC), Certificate in Office Administration (BCUS)

ABT - Office Fundamentals

Jackie Chapin, Program Contact / Instructor, ID (UBC), Certificate in Office Administration (BCUS)

Business Administration

Michael Konkin, Instructor, Diploma (Selkirk College), B.A.S. (BCOU), MBA (Laurentian University), CGA

Fiona Matthews, Instructor / Program Contact, MBA (U of Alberta), BSc (U of Alberta)

Tiffany Snauwaert, Instructor,

BBA(BCOU),CA

Rita Williams, Instructor, BA (Indiana U), MSc (San Jose State U)

Office Management

Jackie Chapin, Program Contact / Instructor, ID (UBC), Certificate in Office Administration (BCUS)

Fiona Matthews, Instructor / Program Contact, MBA (U of Alberta), BSc (U of Alberta)

SCHOOL OF DIGITAL MEDIA AND MUSIC

Jason Taylor, School Chair, Diploma Structural Architecture of Drafting (BCIT), Diploma Computer Graphics and Animation (Vancouver Film School)

Independent Digital Film

Daryl Jolly, Instructor, Program Contact, BA (UVic)

Music and Technology, Contemporary

Susan Hill, Music Secretary

Cheryl Hodge, Instructor, BMus (Berklee), Vocals

Paul Landsberg, Instructor, BMus (Berklee), MFA (Cal Arts) Guitar

Don Macdonald, 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

DIGITAL ARTS AND NEW MEDIA

Charla Beaulieu, Web Design and Development Instructor, BSc in Honours Chemistry (UBC) BEd (UBC)

Daryl Jolly, Instructor, Program Contact, BA (UVic)

Kerry Pagdin, Instructor, Diploma Fine Arts (O.U.C.), BFA (UVic)

Internet Business Technology

Sharron Swan, Instructor, Internet Business Technology, E-Comm Certificate, Internet Business Technology Diploma

SCHOOL OF HEALTH AND HUMAN SERVICES

Rhonda Schmitz, School Chair, BA, MA: Child and Youth Care (UVic), SSW

Advanced Medical Transcription

Christette Cromarty, Instructor, Office Administration (Selkirk), Advanced Medical Transcription Certificate AMT (Selkirk College). Train the Trainer Certificate (VCC), Provincial Instructor Diploma (VCC); RMT (Registered Medical Transcriptionist) through ADHI (formerly AAMT).

Esther Storvold, Program Contact / Senior Instructor, Provincial Instructor Diploma (VCC)

Gerontology

Gail Potter, Nursing Instructor, RN, BScN (U of Alberta), Masters of Divinity (Christian Theological Seminary) MN in progress (UVic)

Home Support/Resident Care Attendant

Tammy McCluskey, Nursing Instructor,

Diploma General Nursing, Bachelor of Technology in Critical Care Nursing

NURSING

Franca Berdusco, Nursing Instructor, RN, BScN, MN in progress (UNBC)

Ruth DuBois, Nursing Instructor, RN, BSN (U of Alberta), MA (Gonzaga), Nursing

Judith Fearing, Nursing Instructor and Lab Assistant, RN (Langara), BScN (UBC)

Patricia Gibson, Nursing Instructor, RN, BSN (U of Alberta), MEd. (UBC), Nursing

Linda Gomez, Nursing Instructor, RN, BSN (UBC), MScN(UBC), Nursing

Patrice Gordon, Nursing Instructor, RN, BSN (Open University)

Sue Hackett, Nursing Instructor, RN, Dip in Psychiatric Nursing, BScN (UVic), MN (Athabasca)

Roberta Hamilton, Nursing Instructor, RN, BSN (UVic), MA (Royal Roads)

Lorill Harding, Nursing Instructor, RN, BSN (UVic), MA (San Diego State), Nursing

Sarah Jones, Nursing Instructor, BSN (UBC) MSN;(UBC)

Tammy McCluskey, Nursing Instructor, Diploma General Nursing, Bachelor of Technology in Critical Care Nursing

Sandra Morrow, Nursing Instructor, RN, BSN (UBC), MN (Athabasca), PNC(C), ENC(C)

Beverly Onischak, Nursing Instructor, RN, BSN (UBC), Nursing

Teresa Petrick, Nursing Instructor, RN, BScN, MN (U of Alberta), Nursing

Gail Potter, Nursing Instructor, RN, BScN (U of Alberta), Masters of Divinity (Christian Theological Seminary) MN in progress (UVic)

Shannon Shah, Nursing Instructor, RN, BSN, (U of Lethbridge), MSN (U of Phoenix), PhD (Nova Southeastern University), Nursing

Rob Tanner, Nursing Instructor, RN, BSN (UVic)

Joanne van der Ham, Nursing Instructor, RN, BSN (UBC)

Nursing Unit Clerk

Erna McCall, Instructor, Program Contact, NUC (Selkirk), LPN (Selkirk)

Pharmacy Technician

Cheryl Morassut, Instructor, Pharmacy Technician Diploma

Terry Walker, Coordinator/Instructor, RN, Pharmacy Technician Certificate (Red Deer College), R Ph T

Classroom and Community Support Worker

Rosalyn Grady, Instructor, Honours BA (U. of Waterloo), MA (Holy Names College), PHD (Naropa/University of Creation Spirituality), CCSW

Jane Mackay, Instructor, BA (Washington State), MEd (University of Idaho)

Early Childhood Care and Education

Toni Hoyland, Instructor, BEEd (UBC), ECE Certificate (Langara), MA in progress (UBC), ECCE

Deb Jarvis, Human Services Instructor, BA, MA

Human Services Diploma: Child and Youth Care (CYC) Specialty

Kay Medland, Human Services Instructor, BSW, MSW in progress

Deb Wandler, Instructor, SSW Certificate (Selkirk), BSW (UVic), MSW(Dalhousie), SSW, HSD

Human Services Diploma: Social Service Worker (SSW) Specialty

Duncan Grady, Instructor, BSc (John Carroll U), MS (Lesley College), SSW, PhD (Naropa/University of Creation Spirituality)

Kay Medland, Human Services Instructor, BSW, MSW in progress

Deb Wandler, Instructor, SSW Certificate (Selkirk), BSW (UVic), MSW(Dalhousie), SSW, HSD

Social Service Worker

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)

Deb Wandler, Instructor, SSW Certificate (Selkirk), BSW (UVic), MSW(Dalhousie), SSW, HSD

SCHOOL OF HOSPITALITY AND TOURISM

Bob Falle, School Chair, Hons Diploma Ski Area Mgmt, Diploma Recreation Leadership Applied Arts (Humber)

Cook Training, Professional

Randall Davis, Instructor, Journeyman Cook

Ron Matthews, Instructor, 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, MBA University of Guelph, Diploma Hotel and Restaurant Management, SIAST

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 Journeyman Millwright, ID (UBC)

BC Electrical Code

Jim Paterson, Instructor, IP Journeyman Electrician, Class A FSR, 4th Class Power Engineer, ID, CIS Diploma

Bill Winegarden, Instructor, BCTQ; IA, IP Journeyman Electrician, Diploma Electronics Technician (COTR)

Carpentry Apprenticeship

Barry Martin, Instructor, Journeyman Carpenter, Journeyman Joiner, TQ, CC, MCS, LIOB (METC)

Craig McCallum, Instructor, Journeyman Carpenter

Carpentry Entry

Barry Martin, Instructor, Journeyman Carpenter, Journeyman Joiner, TQ, CC, MCS, LIOB (METC)

Craig McCallum, Instructor, Journeyman Carpenter

Electrical Apprenticeship

Tom Babott, Instructor, BPE (U of Calgary); BCTQ; IP Journeyman Electrician

Jim Paterson, Instructor, IP Journeyman Electrician, Class A FSR, 4th Class Power Engineer, ID, CIS Diploma

Bill Winegarden, Instructor, BCTQ; IA, IP Journeyman Electrician, Diploma Electronics Technician (COTR)

Electrical Entry

Tom Babott, Instructor, BPE (U of Calgary); BCTQ; IP Journeyman Electrician

Dan Obradovic, Instructor, MEd (UVIC); BA (U of Waterloo), ID (VCC), BCCQ & BCCA Electrical (IP Standard)

Bill Winegarden, Instructor, BCTQ; IA, IP Journeyman Electrician, Diploma Electronics Technician (COTR)

Esthetics

Cathy Watt, Instructor, Professional Makeup Artist, Nail Technician, Esthetician

Fine Woodworking

David Fraser, Instructor, Journeyperson Carpenter, Journeyperson Joiner
Michael Grace, Instructor, IP Journeyperson Joiner, ID, Diploma Furniture Design (Sheridan)

General Mechanics

Dave Griffin, Instructor, Automotive Journeyperson Interprovincial Certificate
Andy Gullen, Instructor, IP Journeyperson, Heavy-Duty Mechanic, Commercial Transport and Automotive Service Technician, ID (VCC)
Al Walker, Program Coordinator, IP Journeyperson, Automotive Service Technician and Heavy Duty Mechanics

Hairdressing

Amy Broman, Instructor Assistant
Luree Gould, Instructor, Hairdressing Certificate (Selkirk), TQ
Bonnie Piderman, Instructor, ID, Hairdressing Certificate (Molar), TQ

Millwright Apprenticeship

Ross White, Instructor, IP Journeyperson Millwright

Millwright/Machinist

Bert Peters, Instructor, Journeyperson Machinist, ID (VCC)
Ross White, Instructor, IP Journeyperson Millwright

Process Operations

Tom Kemppi, Program Contact/Instructor, B.E.Sc. (UWO), M.Sc.(UBC), Professional Engineer (Alberta), Power Engineer (4th Class)
Bruce McMaster, Instructor, Journeyperson Electrician, HVAC Technician

Refrigeration Plant Operator

Bruce McMaster, Instructor, Journeyperson Electrician, HVAC Technician

Skilled Trades Exploratory Program (STEP) for Women

Al Walker, Program Coordinator, IP Journeyperson, Automotive Service Technician and Heavy Duty Mechanics

Welding

Colin A. Makeiv, Program Contact/Instructor, ID (VCC), Journeyperson Welder, CWB Inspector
Rob Schwarzer, Instructor, ID (VCC), Journeyperson Welder, Ironworker, CWB Inspector

SCHOOL OF RENEWABLE RESOURCES

Peter Schroder, School Chair, Diploma Tech Forestry (Selkirk), BSc, MSc (Idaho), MBA (Athabasca) RPF

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. (Uof Idaho), RPF
Derek Marcoux, Instructor, MSc (RRU), BSc (UVic), Diploma Tech. (BCIT), RPBio
Brendan Wilson, Instructor, BSc (Sydney), PhD (University of Alberta), RP Bio

Geographic Information Systems

Chris Gray, Faculty Assistant
Paul Sneed, Coordinator, Researcher, and Instructor, M.A. Plan, Ph.D.
Rita Williams, Instructor, BA (Indiana U), MSc (San Jose State U)

Geographic Information Systems, Bachelor

Paul Sneed, Coordinator, Researcher, and Instructor, M.A. Plan, Ph.D.

Integrated Environmental Planning

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Peter Holton, Instructor, BS, MCP (UC Berkley), AICP
Robert Macrae, Instructor, BSc Agr (U of Guelph), MSc (U of Toronto)
Derek Marcoux, Instructor, MSc (RRU), BSc (UVic), Diploma Tech. (BCIT), RPBio
Ian Parfitt, Instructor
Brendan Wilson, Instructor, BSc (Sydney), PhD (University of Alberta), RP Bio

Recreation, Fish and Wildlife

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, MSc (RRU), BSc (UVic), Diploma Tech. (BCIT), RPBio
Lui Marinelli, Instructor, PhD (U of Saskatchewan), MSc (U of Western Ontario), BSc (UVic)
Tim Thurston, Instructor, BSc (U of Toronto), MRM (SFU)
Reva Vandenbos, Instructor, BSc (U of Calgary), MSc (U of Alberta) - Environmental Biology and Ecology

SCHOOL OF UNIVERSITY ARTS AND SCIENCES

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University Arts and Sciences

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Sarah Fawcett, Instructor, English, BA (Dalhousie)

David Feldman, Instructor, Mathematics, B.A. (Hons Mathematics) UC Berkeley, M.A. (Linguistics) UCLA, MSc (Mathematics) UVic

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Will Hunter, Instructor, Biology, BSc (Hon Genetics), U of Western Ontario, MSc (Biology), Simon Fraser

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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

Marlane King, Coordinator

Kim Kratky, Instructor, English, BA (U of Kansas), MA (Northwestern U), TQ (BC), English

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Janet Mayr, Instructor, Sociology, BA (U of PEI), MA (McMaster) Sociology

Almeda Glenn Miller, Instructor, English, BFA, MFA (Eastern Washington)

Jose Padilla, Instructor, French and Spanish, BA (U of Ricardo Palma), BA, MA (U of Laval), DEA (La Sorbonne)

Allyson Perrott, Instructor, Chemistry, B.Sc., Ph.D. (Dalhousie), B.Ed. (Acadia), Chemistry

Tracy Punched, Instructor, English, BA (U of Waterloo), MA (Carleton U), PhD (UBC), English

Joe Ranallo, Instructor

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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

Elroy Switlshoff, Engineering Instructor, BASc (UBC), MEng (U of Idaho), Diploma of Electronic Engineering Technology (with Honours, Selkirk)

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), MASc (U of Waterloo), Psychology

Suzanne von der Porten, Economics, Instructor, MBA (UVic); B.Sc. (Distinction); Kinesiology (UVic)

Myler Wilkinson, Instructor, English, BA, MA (SFU), PhD (McGill), English

SELKIRK INTERNATIONAL

Cara Weston, Department Head, BEd (UBC), MA (ColumbiaU)

Linda Wilkinson, Department Head, BA (SFU), TQ (BC); MA and;European University Center in Peace Studies (EPU) in Austria.

English Language Program

Philomena Archambault, International Student Coordinator

John Armstrong, TESOL and English Language Instructor, BA, MA (UBC), TQ (BC)

Shana Rablah, Instructor, BA (UBC), BEd (UBC), MA (UBC) (in progress)

Joan Silvey, TESOL and English Language Instructor, BA (Lewis and Clark); MA (UBC)

Robin Trudel, Instructor, BEd (UBC)

Teaching English to Speakers of Other Languages (TESOL)

John Armstrong, TESOL and English Language Instructor, BA, MA (UBC), TQ (BC)

Joan Silvey, TESOL and English Language Instructor, BA (Lewis and Clark); MA (UBC)



Student Access and Support Department

Felicity Blaiklock, Learning Skills Evaluator/
Instructor

Randall Cannon, Learning Specialist, B.A.,
M.A.

Judy Forsyth, Counsellor, BA, BEd (Western),
MA (Gonzaga), Cert ATH (BC School of Art
Therapy)

Trish Foy, Disability Services Advisor, BSc, MSc

Robin Higgins, Special Services Counsellor

Marilyn James, Aboriginal Advisor, B.Fine Arts,
Evergreen State College and MEd., SFU

Andrea Kosling, Learning Specialist

Julie Leffelaar, Disability Service Advisor

Don Parks, Counsellor, BA, MA (UVic)

Laurie Read, Counsellor, BA (Western), MA
(Counselling) (Gonzaga)

Nadya Sofonoff, Disability Services Assistant

Paris Voykin, Coordinator of Assessment/
Student Access and Support, BA (U of Victoria)
MA in progress (U of Athabasca)

Glynn Woodburn, Disability Services Advisor,
RN, BN, MA (Counselling)



LIBRARIANS:

Judy Deon, Department Head, College Librarian

Sian Landis, Librarian

COMPUTER SUPPORT:

Kate Enewold, Library Systems Administrator

SUPPORT STAFF:

Castlegar Campus:

Ginny Brownlie, Secretary, Periodicals Clerk

Elaine Davidoff, Public Services Technician

Chris Elias, Acquisitions Clerk

Karen Godbout, Public Services Technician

Heather Goldik, Public Services Technician

Silver King Campus:

Jill Seaborn, Library/Bookshop

Tenth Street Campus:

Heather Goldik, Library/Bookshop

PRESIDENT

Marilyn Luscombe, BSc, BEd, MEd (Memorial University)

VICE-PRESIDENT, ADMINISTRATION/ BURSAR

Mike Dion, MBA, CMA

VICE-PRESIDENT, HUMAN RESOURCE, PLANNING AND DEVELOPMENT

Louise Krohn, B.Ed (Universite de Montreal), MA (Ed) (SFU)

VICE-PRESIDENT, ACADEMIC AND STUDENT DEVELOPMENT

DEAN, STUDENT DEVELOPMENT/ REGISTRAR

Gerry Gauthier

- Admissions
- Athletics and Recreation
- Co-operative Education and Employment Services
- Financial Aid
- Library
- School of Adult Basic Education and Transitional Training
- Student Access and Support Department

INSTRUCTIONAL DEAN, CASTLEGAR

Angus Graeme

- Kootenay School of the Arts
- School of Health and Human Services
- School of Renewable Resources
- Teacher Education
- Selkirk Geospatial Research Center
- Applied Research
- Liberal and Business Studies, Bachelor of General Studies Program (SFU BGS)

Neil Coburn

- School of Business and Aviation
- School of University Arts and Sciences
- Mir Centre for Peace
- Applied Research
- Liberal and Business Studies, Bachelor of General Studies Program (SFU BGS)

Dean of Community, Corporate, and International Development

Violet Kalesnikoff

- Community, Corporate and International Development
- Selkirk International

INSTRUCTIONAL DEAN, NELSON

Kate Tognotti

- School of Digital Media and Music
- School of Hospitality and Tourism
- School of Industry and Trades Training

Director of Communications and Development

Barry Auliffe

Director of Budgets and Institutional Research

Cathy Mercer

BURSARIES AND AWARDS

Selkirk College administered scholarships, bursaries and awards are listed below by category. Application deadlines are indicated for each category. 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. To review award details or criteria please refer to our website

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
- Columbia Basin Trust College Service Award
- 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 award 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
- Ann and Peter Wood Biology Scholarship
- Anthropology Scholarship
- 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
- 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
- Care to Learn Scholarship
- Carlton Scott Memorial Scholarship
- Castlegar and District Hospital Auxiliary Scholarship
- Castlegar Rotary Scholarship
- Castlegar Sunrise 2000 Rotary Club Scholarship
- Certified General Accountants Academic Excellence Scholarship
- Certified General Accountants Continuing Education Tuition Scholarship
- Charter Student Alumni Association Spirit Award
- 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 and Technology Award
- Contemporary Music and Technology Scholarship
- Curtis McDonnell Memorial Scholarship
- Dal Sweeney Memorial Scholarship
- Dale Schatz Scholarship
- Daryl Jolly Scholarship for Excellence in Graphic Design and the Visual Arts.
- Delores Soobotin Memorial Scholarship
- Diane Phillips Memorial Scholarship
- Dick Fowler Memorial Creative Writing Award
- Dick Fowler Memorial English Scholarship
- Don and Marcie Writing Scholarship
- Don Mitchell Memorial Scholarship
- Dr. Robert Driscoll Scholarship
- Ed Cavanaugh Memorial Music Scholarship
- Electric Consumers Association Directors 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 Scholarship (In Memory of Dave Court)
- Golf Club Management Award of Excellence (Trophy)
- Golf Management Program Scholarship
- Governor General's Medal
- Hairdressing Scholarship
- Harry Killough Scholarship for English
- International Education Scholarship
- International Tourism Studies Scholarship
- J. F. Killough Memorial Scholarship
- Jake Starwalker Enewold Scholarship
- Jim Chapman Scholarship in Creative Writing
- Jim Cromwell Scholarship
- Jim Johnson Memorial Scholarship
- Jim Snook Memorial Award
- Jocelyn McGillivray Memorial Music Award
- John and Marjorie Lord Memorial Scholarship
- John Peregrym Memorial Scholarship
- Juicy Studios Scholarship in Excellence
- Kinsey-Sinclair Scholarship

- Knights of Pythias and Pythian Sisters (Castlegar) Scholarship
- Kootenay Dental Society Scholarship
- Kooteney Woodvine Regional Scholarship
- Languages and Literature English Scholarship
- Languages and Literature Philosophy Scholarship
- Languages and Literature Spanish Scholarship
- Larry Brown Scholarship in Economics
- Lieutenant Governor's Medal
- Lise Jean Marie Nicola Bursary
- Mal Stelck Leadership Award
- Margaret Knight-Letts Memorial Scholarship
- Marilynne Read Memorial Scholarship
- Mary Reeves Memorial Scholarship
- Maurilia Coc Macs Memorial Scholarship
- Michael Desaulniers Memorial Scholarship
- Michel Devaux Memorial Scholarship
- Mike Jaeck Memorial Scholarship
- Mike Wichert Memorial Scholarship
- MIR Award
- Mountain FM Music Award
- Multimedia Scholarship
- Nelson and District Credit Union Aspire Scholarship
- Nirmal Singh Memorial Scholarship
- PE Scholarship Endowment
- Peace and Human Rights Award
- Pearl Goodman/Donna Van Vliet Nursing Scholarship
- Pope and Talbot Scholarship
- Prestige Lakeside Resort and Convention Scholarship
- Professional Cook Training Scholarship
- Professional Cooks Alumni Scholarship
- PRT Silviculture Award
- Raymond and Anna Gattinger
- Renewable Resources Program Scholarship
- Resort and Hotel Management Program Scholarship
- RNABC Professional Recognition Award
- Russell Gilchrist Memorial Scholarship
- Sally Peebles Memorial Arts Scholarship
- Schade ABE Scholarship
- Selkirk College Biology Scholarship
- Selkirk College Board Scholarship
- Selkirk College Employee Scholarship
- Selkirk College Faculty Association Endowment Scholarship
- Selkirk College Foundation Chair Scholarship
- Selkirk 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
- Teck Cominco Business Administration Scholarship
- Teck Cominco Scholarship of Excellence in Engineering and Earth Science
- The Berg Naqvi Lehmann Scholarship
- Thomas S. Homersham Community Support Worker Scholarship
- Thomas S. Homersham Hospital Career Scholarship
- Thomas S. Homersham Nursing Scholarship
- Tourism and Hospitality Department Student Government Award
- Tourism Careers Program Endowment
- Tracy Paolone Memorial Scholarship
- University Women's Club (Trail and District) Scholarship
- 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
- Women in Trades Scholarship
- Yule Anderson Johnstone, Chartered Accountants Scholarship
- Zellstoff Celgar Scholarship
- Ann and Peter Wood Biology Bursary
- Arrow Lakes Generating Station Bursary
- Arthur Chapman Chapter IODE (Trail) Bursary
- Barry Auliffe Bursary
- BC Lions Society Advanced Education Fund
- BC Lung Association Bursary
- BC Medical Services Foundation - Nursing Bursary 2007-2008
- Bleu Nemeck Memorial Bursary
- Canadian Federation of University Women/ Nelson Bursary
- CanWest Global Communications Bursary
- Care to Learn Bursary
- Cariboo Woodlot Education Society Bursary
- Castlegar - Robson Canadian Legion, Branch 170 Bursary
- Castlegar and District Hospital Auxiliary Bursary
- Castlegar Rotary Club Bursary
- Catherine Schnare Memorial Bursary
- Cecil and Dorothy Stedman Endowment Bursary
- Childcare Bursary
- Children's Festival Bursary
- Christine Stewart Memorial Bursary
- Christopher MacLean Memorial Bursary
- City of Castlegar Bursary
- Columbia Power Corporation KSA Bursary
- Connie Sutton Memorial Award
- Craig Andrews Continuing Education Bursary
- Credit Union Foundation of BC Bursaries
- Darril Beninger Bursary
- Dennis Percival Memorial Bursary, Nelson Lion's Club
- Dewdney Trail Rock and Gem Club Bursary
- Dianne Plotnikoff Memorial Bursary
- Dr. John Hall Bursary in Professional Aviation
- Dr. Robert Driscoll Bursary Fund
- Gen Goldade Memorial Bursary
- George Johnson Memorial Bursary Endowment Fund
- George T. and Myrtle Cunningham Fund
- Georgina Maryniak Bursary (Registered Nursing Students' Bursary)
- Grand Forks District Savings Credit Union Bursary

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
- Anderton Bursary for Associate of Arts and Sciences
- Anderton Bursary for Renewable Resources

BURSARIES AND AWARDS

- Group of Seven Kootenay Auto Dealers Bursary
- Harry Killough Bursary
- Heritage Credit Union Bursary
- Ian Johnson Memorial Bursary
- Impact Training Bursary
- Jill Harrop Memorial Bursary
- Jim Street Memorial Bursary
- Jock Keith Bursary
- John and Katharine Stewart Bursary
- Jordan and Sydney Sherstobitoff Bursary
- Kiwanis Early Childhood Education Bursary
- Kootenay Savings Credit Union Endowment Bursary
- Kootenay School of Art Bursary
- Laurie Palibroda Memorial Bursary
- Lee W. Arnold Memorial Bursary
- Lori Beninger Bursary
- Lorraine Askew Memorial Bursary
- Mario Graziotto Memorial Bursary
- Marnie and Silvio Giella Bursary
- Nelson and District Credit Union Aspire Bursary
- Nora Ewert Memorial Bursary
- Notre Dame Alumni Bursary
- Peter Kiewitt Sons Co. Limited Bursary
- Peter Lemon Athletic Endowment Bursary
- Peter Makortoff Memorial Bursary
- Railway and Ranch Land Bursary
- Robert Boyer Memorial General Endowment
- Robert Boyer Memorial Open Bursary
- Rossland Health Care Auxiliary Bursary for Nursing Student
- Ruby Beckjord Memorial Bursary
- S. Bruce Jacobs Memorial (Academic) Bursary
- S. Bruce Jacobs Memorial (Vocational/career) Bursary
- Scotiabank Bursary
- Selkirk College Employee Bursary
- Selkirk College Faculty Association Endowment Bursary
- Selkirk College Students Association Bursary
- Selkirk Student's Association (Emergency Aid Bursaries)
- Sharon Heffin Memorial Bursary
- Solidarity With Teachers Bursary
- South Slokan Chapter of the KLH Auxiliary Bursary
- Star of the West Masonic Lodge Bursary
- Steve Geller Memorial Bursary
- Steve Jankola Memorial Bursary
- Ted Rutherglen Memorial Bursary
- The Berg Naqvi Lehmann Bursary
- The Group of 7 West Kootenay Auto Dealers Bursary
- Thomas S. Homersham Nursing Bursary
- Tony Berrocoso Memorial Bursary
- Tor Persson Bursary
- Trail Lions Club Bursary
- United Steelworkers of America Local 480 Bursary
- Vancouver Foundation General Bursary
- Wagner Endowment Fund
- Weese Family General Bursary
- Weese Family General Endowment
- Weese Family Liberal Arts Endowment Bursary
- West Kootenay Naturalists' Bursary
- Yvonne Marr Bursary

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