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# President's Welcome

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## *The freedom choice brings.*

Thank you for choosing Camosun College. You are now part of a proud community of over 17,000 learners and educators who share your passion for success.

Whether you are here to pursue a university degree, advance your career or learn new skills, our inspiring and dedicated staff are here to help you achieve your goals.

For over 36 years now, Camosun has built a reputation as one of British Columbia's leading community colleges. We are constantly updating our curriculum, instruction and support services to meet your needs.

New Bachelor Degrees in Marketing and Human Resources, overseas field schools in Tonga and Mexico, on-the-job work experiences and internships and expanded online courses are just some of the exciting new curriculum opportunities we're creating right now.

When it comes to instruction, our teaching excellence is well recognized. Many of our instructors come directly from industry. They are experts in their field who teach by blending academic knowledge with practical applications to enhance your learning experience.

If you need assistance with your studies, remember to visit our support services. Our professional student services staff can help you with financial aid, academic advising, exam preparation, writing skills, career research, employment opportunities, personal counselling, First Nations support, disability support, library services, recreation, child care, athletics and much more.

And, student success means more than just grades. Make the most of your time here by getting to know your instructors and classmates, joining a student club, trying out for our Chargers sports teams, taking a recreation course or becoming involved in your Student Society.

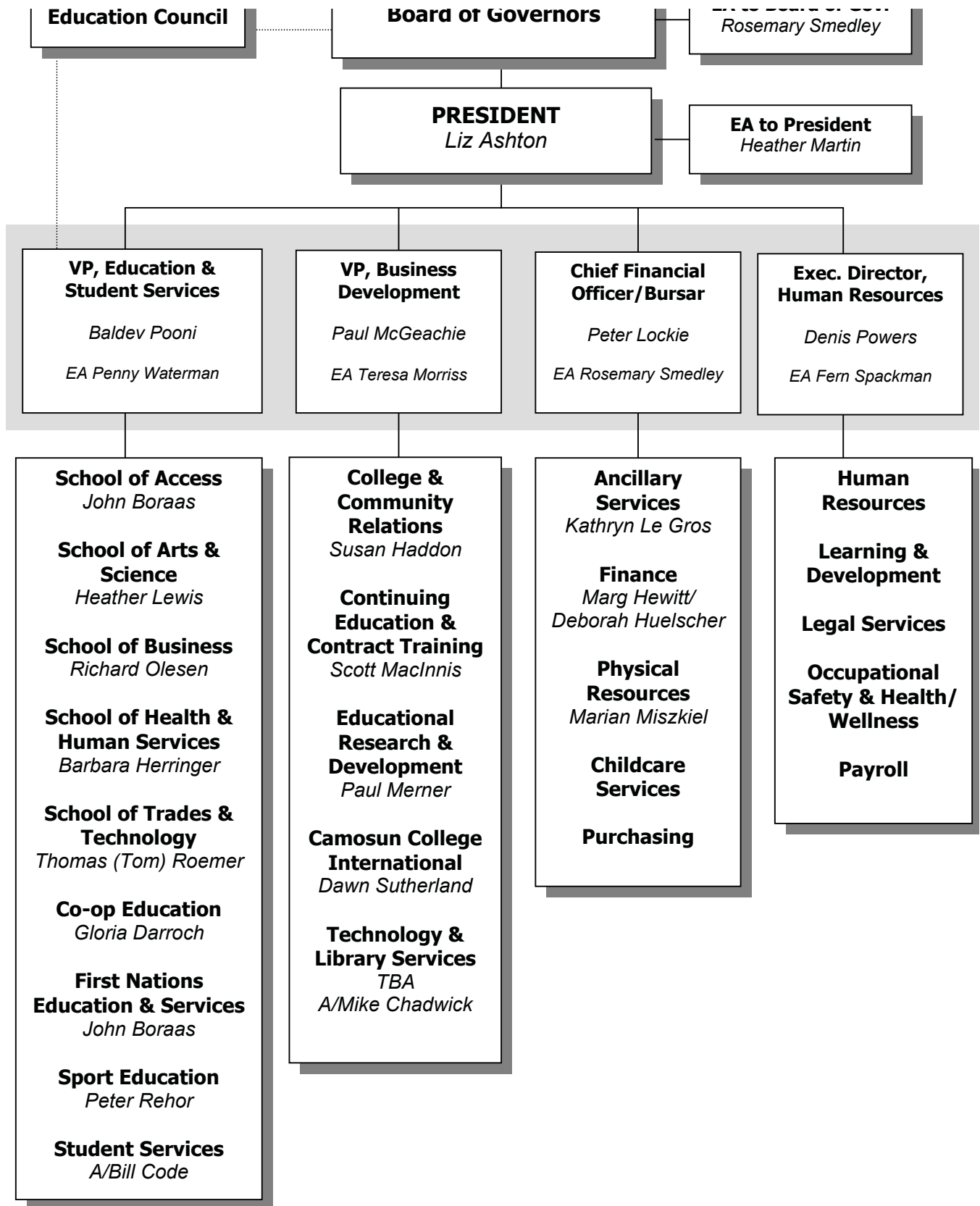
At Camosun, we pride ourselves on preparing our students for the journey ahead. A survey of our recent graduates indicates 92% are either currently employed or continuing with further education. And, 95% were satisfied or very satisfied with the education they received here.

Camosun College believes in your success. Best wishes in your studies this year and in your future endeavors.

Dr. Elizabeth Ashton

President  
Camosun College

# College Organization



# Mission & Values

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## Mission

Camosun College is a comprehensive education institution providing our community with access to the knowledge and skills relevant to the future economic and social development of the region.

## Values

### A Commitment to Learning

We commit ourselves to a community of learning and to the teaching and learning relationship wherever it is found.

### A Focus on the Student

We meet the diverse needs of our community in many ways, but the student must be the ultimate focus and beneficiary of our activity.

### The College is its People

It is people who create the value in the learning relationship and in the services that support and sustain it. We all contribute to the teaching and learning environment.

### A Dedication to Services

We dedicate our efforts to a spirit of service, to providing quality and to continuously improving what we do. We will focus our areas of expertise to reflect our community's needs and our actions will continually strive for excellence and value.

### A Spirit of Respect

Everyone matters. We will act towards our students, the public and each other in a spirit of dignity and respect, compassion, honesty, openness and inclusiveness. We will celebrate the diversity of our community.

# Board of Governors

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Dr. Liz Ashton, President

Mr. Kim Hesketh, Chair

Mr. Peter Baillie

Mr. Clarence Bolt

Ms Jennifer Chapman

Ms Maureen Duncan

Mr. David Johns

Mr. Lee Lange

Mr. Peter Lloyd

Ms Amber McEwen

Ms Anne Moskow

Ms Cindy Robertson

Mr. Keith Todd

Ms Joan Yates

# Education Council

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The Education Council was established in 1995 as a result of legislative changes to the College and Institute Act. The Education Council has the power and duty to set educational policies and give advice to the Board of Governors on a variety of educational issues, policies, goals and objectives.

The membership is elected and consists of four students, 10 faculty members, two support staff and four appointed educational administrators. The Education Council is administered through the office of the Vice President of Education & Student Services, Interurban Campus, **250-370-4541**.

# College History

Camosun College enrolled its first students in September 1971 when it opened as a two-year institution offering university transfer, vocational and upgrading courses to the residents of southern Vancouver Island.

The roots of the College reach back as far as 1914 when the Young Building was built as Victoria's first Normal School on part of a seven and a half acre plot belonging to the Hudson's Bay Company. The school's enrolment at that time was about 275.

During the second world war, the Young Building was converted into a military hospital. It was not until 1946 that the building was returned to its original function. This time, however, it was shared by the Normal School and by Victoria College, which became united in 1955.

In 1967 the Normal School and Victoria College moved to the site of the Gordon Head Campus of the University of Victoria and the Institute of Adult Studies was established by the Greater Victoria School

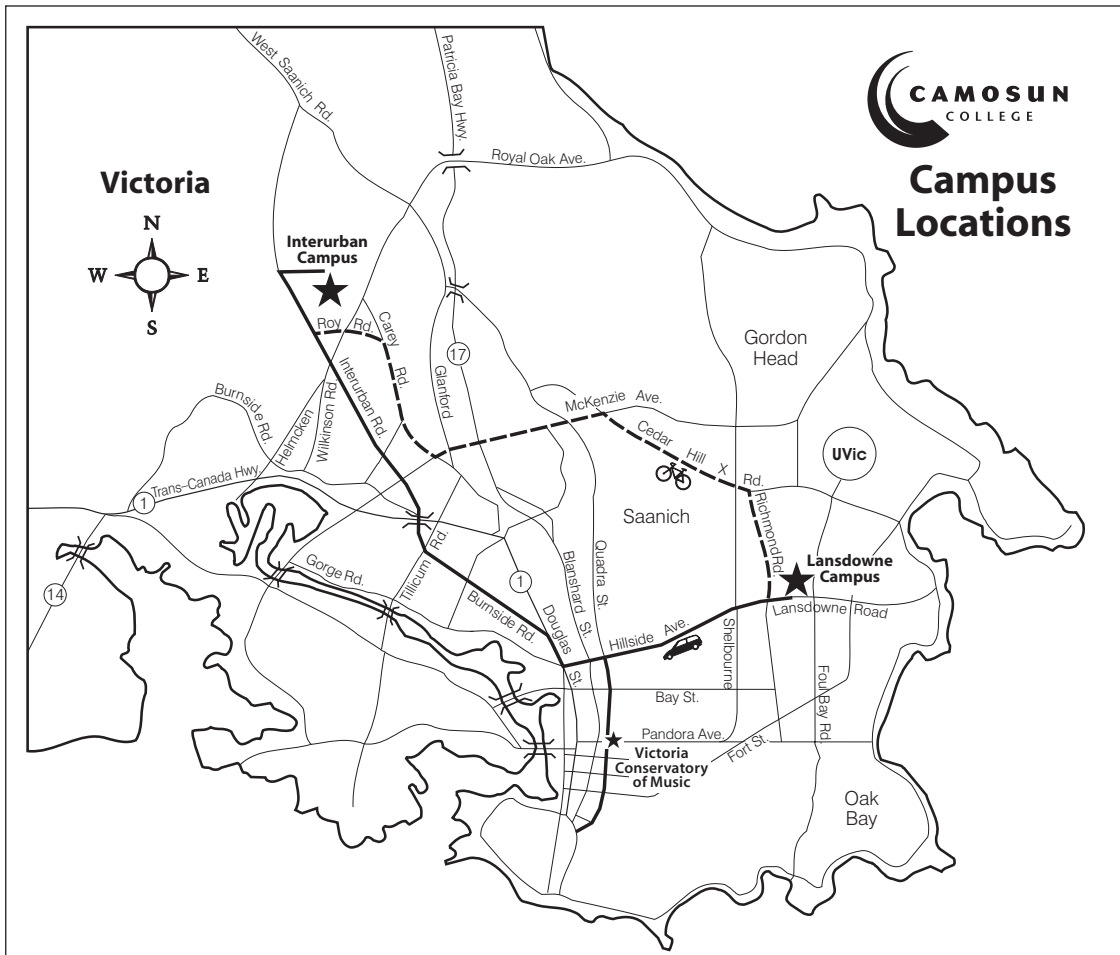
Board. The Institute of Adult Studies made its home in the Ewing Building and became the first centre in Canada to offer daytime courses for adults wishing to upgrade to high school graduation.

From the inception of the Institute, local interest in a community college grew. On October 9, 1970 Victoria residents voted in favour of establishing a college, and soon plans for "Juan de Fuca" College were underway. The provincial government formally approved the college on October 27, 1970.

In 1971 the college councilors voted on a name change, and "Camosun" (pronounced Cam-O-sun) was chosen, as it was an early name for Victoria. It is originally a Lekwungen (Songhees) name for an area of Victoria where different waters meet and are transformed.

By September of 1971 the final steps toward the realization of a college were taken when Camosun (Lansdowne campus) and the BC Vocational School (Interurban campus) merged to become BC's ninth community college – Camosun College.

Today Camosun College celebrates 36 years of excellence in education and service to its community. Now one of the leading community colleges in the province, Camosun serves more than 8,400 students in credit and vocational programs and another 6,500 students in part-time continuing education courses. Camosun is also one of the 12 largest organizations in Victoria with an economic impact of over \$170 million per year.



# Interurban Campus

## 4461 Interurban Road Victoria BC V9E 2C1

Located in Saanich, Interurban campus enjoys a rural country-like setting, while being only a short 15-minute drive from downtown. More than 3,900 students attend classes at Interurban campus, enrolled in trades, technology, business or access programs.

Conveniently close to Interurban Road, the Campus Centre is the first point of entry for people seeking information about Camosun programs and services. The Campus Centre houses Information & Registration, the career resource centre, academic advising, counselling, student and alumni employment services, the bookstore, library, fitness centre, Student Society offices and a number of administrative offices, meeting rooms and classrooms. On the courtyard side of the building the attractive clock-tower faces a totem pole carved especially for Camosun by Richard Hunt, as part of the 1994 Commonwealth Games legacy.

Central to the campus sits the Helmut Huber Cook Training Centre, where the campus community enjoys nutritious and reasonably-priced meals for breakfast and lunch, prepared by students in the Culinary Arts Foundation program. In the evening, part of the cafeteria is transformed into the Classroom Restaurant, where chefs-in-training provide a delightful gourmet dining experience.

On the north end of the campus, the Jack White and John Drysdale buildings house the offices of Continuing Education and Contract Training and most of Camosun's trades programs. Several entry level, apprenticeship, pre-employment and upgrading programs operate year-round, all providing an effective mix of in-class learning and hands-on shop work.

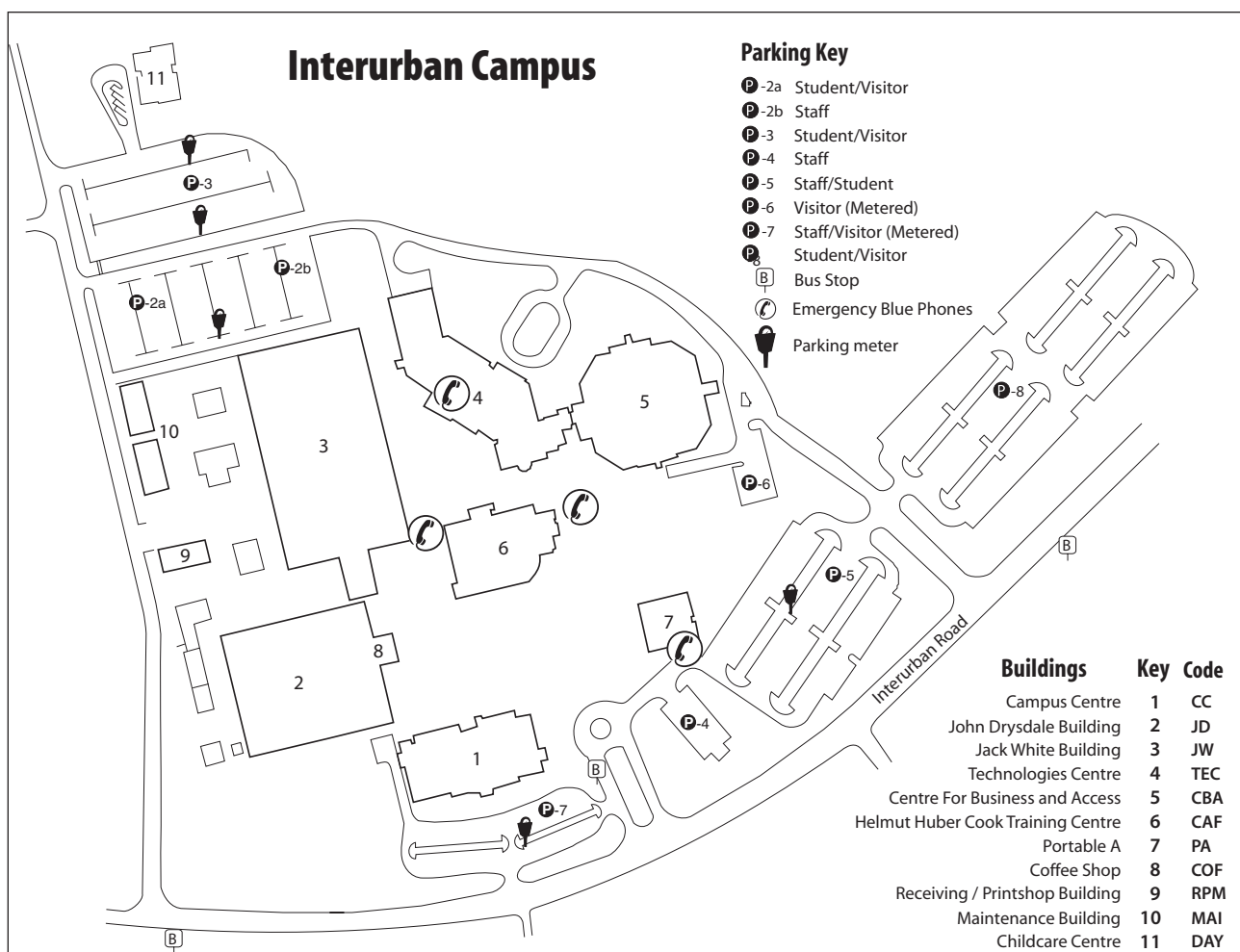
Atop the hill, overlooking the campus, you'll find the Technology Centre and the Centre for Business and Access.

Joined together in the middle, these buildings provide a welcoming atmosphere for students, with plant-filled atriums and interesting architecture.

In the campus Child Care Centre, infants, toddlers and preschoolers receive high quality daily care. The Centre is surrounded by natural woodland, fields and walking trails.

Behind the campus sits the new Vancouver Island Technology Park, providing easy access for Camosun faculty and students entering into partnerships with local industry and research projects.

Interurban's newest facility, the Pacific Sport Institute, a centre for academic and athletic excellence, is scheduled to be constructed on the south side of the campus in 2008. The centre is a unique partnership between Camosun College and PacificSport Victoria and brings together local and national-level sport education, leadership, research and athletic development under one roof.



# Lansdowne Campus

## 3100 Foul Bay Road Victoria BC V8P 5J2

Lansdowne campus is located high on the corner of Lansdowne and Foul Bay Roads, offering spectacular views of Victoria and the Olympic mountains.

Each semester, Lansdowne campus has 4,500 students enrolled in university transfer, college preparatory and access programs as well as career programs in arts, science, business, health and human services.

The campus facilities are surrounded by scenic tree-lined grounds. The Alan Batey Library, opened in 1991, is located prominently in the centre of the campus.

The Dental Health Education Centre, opened in 1990, stands opposite the Library.

The newest facility on campus is the Wilna Thomas Building with its adjoining Cultural Centre.

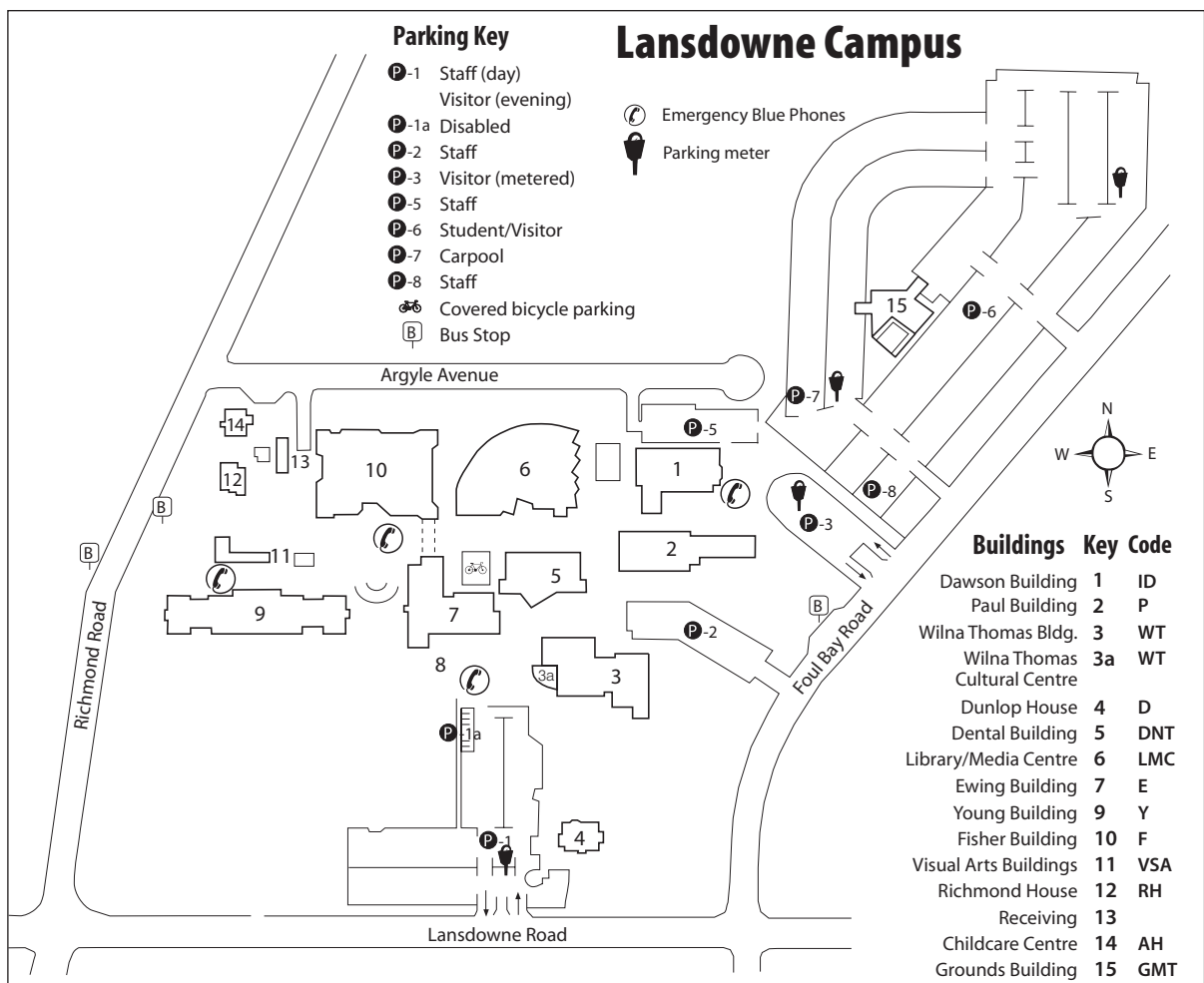
The Isabel Dawson building is the centre for most student services including Information & Registration, academic advising, financial aid, assessment, disability support services, counselling and the career resource centre.

The Fisher building houses the campus bookstore and cafeteria, as well as many classrooms, labs and offices for nursing, biology, physics, chemistry and other disciplines.

The Paul Building and Richmond House also provide space for classrooms, labs and offices. The Child Care Centre looks after about 25 children on campus.

In the southeast corner of the campus the Dunlop House serves as a lovely heritage setting for the Hotel and Restaurant Management program's student-operated restaurant.

In striking contrast to all the facilities on campus, the 1914 Young Building with its famous clock tower and Italian Renaissance architecture, presides over the south-west corner of the campus. After two years of restoration and a comprehensive community fund raising campaign, the Young Building now stands as an historic landmark symbolizing community education and service. With its preserved heritage exterior and modernized interior, the Young Building is now prepared to serve the education and training needs of Victoria for another 100 years.





# Calendar of Events 2007/2008

2007 College Closures	
January 1	New Year's Day
February 9	College Connections Day
April 6	Good Friday
April 9	Easter Monday
May 21	Victoria Day
July 2	Canada Day
August 6	BC Day
September 3	Labour Day
October 8	Thanksgiving
November 12	Remembrance Day
December 25 - January 1	Holiday Break

2008 College Closures	
January 1	New Year's Day
February 15	College Connections Day
March 21	Good Friday
March 24	Easter Monday
May 19	Victoria Day
July 1	Canada Day
August 4	BC Day
September 1	Labour Day
October 13	Thanksgiving
November 11	Remembrance Day
December 25 - January 1	Holiday Break

*The Calendar of Events is compiled prior to the school year. Therefore, the College reserves the right to modify or cancel any program, course, timetable or objective without notice or prejudice.*

Semester System 2007	Important Dates 2007	Quarter System 2007
September 3	<i>Labour Day – College Closed.</i>	September 3
September 4	Most Fall '07 credit programs/courses commence.	
	Last day to request \$100 deposit refund after withdrawing from ALL Quarter 1 '07 courses.	September 4
September 18	<b>Fee Deadline:</b> For students enrolled in Fall '07. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	
	Most Quarter 1 '07 credit programs/courses commence.	September 24
October	Fall '07 and Quarter 1 '07 Final Examination Schedule posted.	October
October	Winter '08 and Quarter 2 '08 timetable available	October
October 8	<i>Thanksgiving Day – College Closed.</i>	October 8
	<b>Fee Deadline:</b> For students enrolled in Quarter 1 '07. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	October 9
October 9	Last day for NEW Fall '07 and Quarter 1 students who have extended health and/or dental benefits to opt out of the Student Benefits Plan.	October 9
October 10	Deadline to apply for Fall 2007 Foundation Bursaries.	October 10
November 6*	Last day to WITHDRAW from most Fall '07 courses without a failing grade. Last day to CHANGE to AUDIT for most Fall '07 courses.	
November 12	<i>Remembrance Day Observed – College Closed.</i>	November 12
	Last day to WITHDRAW from most Quarter 1 '07 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 1 '07 courses.	November 13*
	Last day of instruction for most Quarter 1 '07 courses.	December 7
December 8	Last day of instruction for most Fall '07 courses.	
December 10-15, & December 17-18	Examination period for Fall '07 and Quarter 1 '07.	December 10-14
	Last day to request \$100 deposit refund after withdrawing from ALL Quarter 2 '08 courses.	December 11
December 17	Last day to request \$100 deposit refund after withdrawing from ALL Winter '08 courses.	
December 25 – January 1	<i>Holiday Break – College Closed</i>	December 25 – January 1
<p><i>* Where courses are offered on terms other than Semester or Quarter, the official date to withdraw is at 66% of the course length. To request the \$100 deposit refund, students must fully withdraw from all courses 21 calendar days prior to the start of class (in writing or by email to <a href="mailto:camosun.ca/info">camosun.ca/info</a>).</i></p>		



Semester System 2008	Important Dates 2008	Quarter System 2008
January 1	<i>New Year's Day - College Closed</i>	January 1
January 2	<i>College reopens after Holiday Break.</i>	January 2
January 7	Most Winter '08 and Quarter 2 '08 credit programs/courses commence.	January 2
January 21	<b>Fee Deadline:</b> For students enrolled in Winter '08 and Quarter 2 '08. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	January 16
January 21	Last day for NEW Winter '08 students who have extended health and/or dental benefits to opt out of the Student Benefits Plan.	January 21
February	2008/09 College calendar available.	February
February	Winter '08 and Quarter 2 '08 Final Examination Schedule posted.	February
February 12	Deadline to apply for Winter 2008 Foundation Bursaries.	February 12
February 14	<i>Student Services Closed.</i>	February 14
February 14-15	<i>Reading Break 2008.</i> Note: Students in Trades and in programs offered on the Quarter System remain in school February 14.	February 15
February 15	<i>College Connections Day – College Closed.</i>	February 15
	Last day to WITHDRAW from most Quarter 2 '08 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 2 '08 courses.	February 19*
February 28	Application deadline for current BC/Yukon High School students to apply in order to be provisionally considered for September 2008 based upon their interim grades in May 2008.	February 28
March	Spring/Summer 2008 and Quarter 3 and 4 Timetable available.	March
March 3	Deadline to submit Application to Graduate/Request for Credentials for inclusion in June 2008 Graduation Ceremony.	March 3
March 10*	Last day to WITHDRAW from most Winter '08 courses without a failing grade. Last day to CHANGE to AUDIT for most Winter '08 courses.	
	Last day to request \$100 deposit refund after withdrawing from ALL Quarter 3 '08 courses.	March 10
	Last day of instruction for most Quarter 2 '08 courses.	March 14
	Examination Period for Quarter 2 '08.	March 14-20
March 21	<i>Good Friday – College Closed.</i>	March 21
March 24	<i>Easter Monday – College Closed.</i>	March 24
	Most Quarter 3 '08 courses commence.	March 31
April 12	Last day of instruction for most Winter '08 courses.	
April 14	Last day to request \$100 deposit refund after withdrawing from ALL Spring '08 (7-week) and Spring/Summer '08 (14-week) courses.	
	<b>Fee Deadline:</b> For students enrolled in Quarter 3 '08. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	April 14
April 14-19, & April 21-22	Examination period for Winter '08.	
May	Spring '08, Spring/Summer '08 and Quarter 3 '08 Final Examination schedule posted.	May
May	Fall 2008 and Quarter 1 Timetable available.	May
May 5	Most Spring '08 (7-week) courses and most Spring/Summer '08 (14-week) courses commence.	
May 12	<b>Fee Deadline:</b> For students enrolled in Spring '08 (7-week). Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	
May 19	<i>Victoria Day – College Closed.</i>	May 19
May 20	<b>Fee Deadline:</b> For students enrolled in Spring/Summer '08 (14-week). Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	
<p>* Where courses are offered on terms other than Semester or Quarter, the official date to withdraw is at 66% of the course length. To request the \$100 deposit refund, students must fully withdraw from all courses 21 calendar days prior to the start of class (in writing or by email to <a href="mailto:camosun.ca/info">camosun.ca/info</a>).</p>		

	Last day to WITHDRAW from most Quarter 3 '08 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 3 '08 courses.	May 20*
June TBA	College Graduation Ceremony 2008.	June TBA
	Last day to request \$100 deposit refund after withdrawing from ALL Quarter 4 '08 courses.	June 2
June 4*	Last day to WITHDRAW from most Spring '08 (7-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring '08 courses.	
June 11	Last day to request \$100 deposit refund after withdrawing from ALL Summer '08 (7-week) courses.	
	Last day of instruction for most Quarter 3 '08 courses.	June 13
	Examination period for Quarter 3 '08.	June 16-20
June 20	Last day of instruction for most Spring '08 (7-week) courses.	
	Most Quarter 4 '08 courses commence.	June 23
June 23-25	Examination period for Spring '08.	
July	Summer '08 and Quarter 4 '08 Final Examination Schedule posted.	July
July 1	<i>Canada Day – College Closed.</i>	July 1
July 2	Deadline to submit Application to Graduate/Request for Credentials for inclusion in October 2008 Graduation Ceremony.	July 2
July 2	Most Summer '08 (7-week) courses commence.	
July 7*	Last day to WITHDRAW from Spring/Summer '08 (14-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring/Summer '08 (14-week) courses.	
July 9	<b>Fee Deadline:</b> For students enrolled in Summer '08 (7-week) courses and Quarter 4 '08. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	July 7
August 1*	Last day to WITHDRAW from Summer '08 courses without a failing grade. Last day to CHANGE to AUDIT for most Summer '08 courses.	
August 4	<i>British Columbia Day – College Closed.</i>	August 4
August 8	Last day of instruction for most Spring/Summer '08 (14-week) courses.	
	Last day to WITHDRAW from most Quarter 4 '08 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 4 '08 courses.	August 11*
August 11-15	Examination period for Spring/Summer '08 (14-week) courses.	
August 12	Last day to request \$100 deposit refund after withdrawing from ALL Fall '08 courses.	
August 19	Last day of instruction for most Summer '08 (7-week) courses.	
August 20-21	Examination period for Summer '08 (7-week) courses.	
September 1	<i>Labour Day – College Closed.</i>	September 1
	Last day of instruction for most Quarter 4 '08 courses.	September 5
September 2	Most Fall '08 credit programs/courses commence.	
	Most Quarter 1 '08 credit programs/courses commence.	September 22
	Examination period for Quarter 4 '08.	September 8-12
<p>* Where courses are offered on terms other than Semester or Quarter, the official date to withdraw is at 66% of the course length. To request the \$100 deposit refund, students must fully withdraw from all courses 21 calendar days prior to the start of class (in writing or by email to <a href="mailto:camosun.ca/info">camosun.ca/info</a>).</p>		

# Camosun College Student Society

## Welcome from your CCSS!

### We are proud to be Local 75 of the Canadian Federation of Students.

Once again the Student Society is actively promoting the interests of, as well as providing support to, you, the student. As students ourselves, we are dedicated to ensuring the post-secondary experience is enjoyable, productive and affordable to everyone at Camosun. The Student Society is made up of 22 students who are committed to giving back to the college community. More than just representing students locally, we are also part of the nationally-based Canadian Federation of Students (CFS), which focuses on the protection of student rights and the advancement of post-secondary education issues.

The CCSS and our programs can be found all over Camosun College. From the Walk-Safer, UPass and International Student Identity Card programs to the Student Food Bank and the distribution of free student handbooks we make students lives a little bit easier.

The Society also provides full-time students a health and dental plan that ensures basic medical care is provided.

As well as these programs the CCSS funds other important resources such as: the Women's Center, First Nations Student Association (FNSA), Pride Center, and the Students with Disabilities Lounge as well as the student newspaper, the "Nexus". The Student Society also provides occasional functions, such as our CAM-O Party, CamFest, guest speakers and movie nights that have been successful in providing entertainment to all of our members.



In addition to our local work, the CCSS takes part in larger provincially and nationally-based campaigns. As a result of government's decisions, inactions and spending-cuts, students today are facing increasing student debt. The CCSS as part of the CFS is fighting this foolishness. On February 7, 2007 students from across Canada rallied in front of legislative lawns to highlight this crisis and force politicians to wake up and take notice. By simply participating in this ongoing campaign, you will be helping in the fight against under-funding of post-secondary education.

On behalf of the CCSS, I would like to welcome you to Camosun College and wish you a successful year. We are here for you, so come by to see what great things the CCSS has on the go and find out how you can get involved.

Jean-Kyle Bienvenu

External Executive

## CCSS Activities

### The Student Handbook

Every year the Student Society publishes a student handbook. The handbook contains information specifically relevant to Camosun College students. The handbook is available to all students at the Student Society offices.

### Welcome Week

Every year the Student Society funds and organizes activities to help students get oriented and enjoy their first week at Camosun.

### Student Advocacy

Student Advocates are proactive by spreading awareness of student rights and responsibilities. In matters of conduct or grades an Advocate can guide you through Camosun's appeal structure. Advocates can also refer students to other resources while offering support and guidance during those stressful processes. If you require advice or someone to accompany you to a meeting please call **250-370-3590** or stop into your nearest Student Society office.

## Child Care Support

Lansdowne Campus: Toddler, Preschool  
Interurban Campus: Infant, Toddler,  
Preschool

Phone: 250-370-4880

The CCSS passed a Child Care Levy in a Student Referendum (April 2005). All students pay a levy of \$1 per month to support on-campus child care at Camosun College.

## Club Funding

The Student Society recognizes and supports clubs at Camosun College by providing funding and other resources to student clubs. If you are interested in forming or getting involved with a club, contact the CCSS at either campus.

## Emergency Student Aid

Part of the funds raised by the Student Society go to providing emergency bursaries to help students in unforeseen financial difficulties. These moneys are matched by the provincial government. For further information contact the Financial Aid & Awards office at either campus.

## First Nations Student Association

Lansdowne Campus: Y 314  
Phone: 250-370-3218

FNSA is run by the First Nations students of Camosun College for First Nations students. We offer various services like a lunch program, cultural support through Elder's Dinners, talking circles, feasts and community awareness and outreach through Aboriginal Awareness Week. Come on in, grab a coffee and socialize.

## Food Bank

The CCSS commits part of its resources, and receives donations from the college community to operate a confidential food bank service. The food banks are located at the CCSS office at each campus.

## Housing

The CCSS maintains an internet listing service where students can find affordable accommodation and roommates. Posters advertising housing opportunities are also placed on bulletin boards around the two main campuses. For more information, or if you would like to list accommodation, visit the CCSS website: [myidealhome.com/ccss](http://myidealhome.com/ccss).

## Levies and Fees

*\*These fees provided are for 2006/07. Student Society fees and levies are approved annually and changes will take effect in September 2007. For updates, check the College website and publications beginning May 2007.*

The Camosun College Student Society supports a number of initiatives through levies passed by student referendum, supporting: a Building Fund, designed to raise funds to build a Student Society building at some point in the future (\$3.50/month); a fee for membership in the Canadian Federation of Students (\$1.87/month); a Child Care levy to support students as parents (\$1/month); a levy to support the ongoing CCSS operations and services (\$6.54/month); a Student Benefits Plan levy to provide most students with Extended Health and Dental benefits (\$48.50/term each, Sept and Jan, to 12 months coverage); a Recreation and Athletics levy (\$5.56/month); a Recycled Paper levy to raise funds to work in partnership with the College to move toward using only recycled paper throughout the College (\$0.30/month); and a UPass levy representing 25% of the cost of an adult monthly bus pass (\$15.25/month).

## Ombudsman

Email: [ombuds@camosun.bc.ca](mailto:ombuds@camosun.bc.ca)  
Phone: 250-370-3405

The CCSS and College administration co-fund the Ombudsman office. If you have gone through the normal channels and still feel that you are not being treated fairly or you have a problem and do not know where to turn, contact the Ombudsman office.

## Pride Collective

Lansdowne Campus: RH 103  
Phone: 250-370-3429

The Pride Collective provides resources, support and a safe, social setting for all gay, lesbian, bisexual, trans gender and two-spirited Camosun students.

## Student Benefits Plan

Email: [ccssplan@camosun.bc.ca](mailto:ccssplan@camosun.bc.ca)

Lansdowne Campus: RH 101  
Interurban Campus: CC 117  
Phone: 250-370-1614

The CCSS provides full-time students with an affordable health and dental plan. All students who are taking nine (9) hours or more a week in an eligible program, are enrolled in the plan. If students already have extended health or dental coverage, they may opt out of the plan, and receive a refund of the fees they have paid. Opt out deadlines for the plan will be posted at the start of each semester.

## The Nexus

Lansdowne Campus: RH 201  
Phone: 250-370-3591

CCSS fees fund the student newspaper published once every two weeks. The paper serves to inform students about the college and larger community. Students are encouraged to get involved in running and contributing to their student paper.

## UPass

The UPass is a service that is provided by the Camosun College Student Society in conjunction with the UVSS and the UVIC Graduate Student Society. Everyone who is a member of the Camosun College Student Society is automatically eligible to receive a UPass. The UPass offers bus passes to students at about one quarter of the regular cost.

## Used Books

The CCSS operates an online used book exchange via their webpage. To sell textbooks, drop by the CCSS office, fill out a registration form and the books will be added to the database. To buy used textbooks, you can access the CCSS website: [camosunstudent.org](http://camosunstudent.org).

## Walk Safer Program

Phone: 250-370-3666

Walk Safer is a personal safety initiative involving campus patrols and escorts during evening hours (September through April) by screened volunteers. This program hopes to encourage a sense of personal and community safety.

## Women's Centre

Lansdowne Campus: RH 102  
Phone: 250-370-3484

Interurban Campus: CC 133  
Phone: 250-370-4071

The Women's Centres are safe places for women, organized by women. The Centres offer comfortable meeting places to connect with women and to plan women centered events. The Centres' libraries include materials on issues such as equality, health, violence, sexuality, as well as several other women's related issues. The Resource Centres are open to all women and men of the college community.

## Who Makes These Decisions?

All decisions about policies or money spent are ultimately accountable to the elected Board and Directors. Elections are held twice per year and any student can run for a position on the 21-member Board. Every year there is a General Meeting where audited financial statements are adopted and changes to the CCSS bylaws are debated and decided on.

Further information on these matters, policy manuals, financial statements and CCSS bylaws are available at any of the CCSS offices or on the website [camosunstudent.org](http://camosunstudent.org).

## Where Are We?

Website: [camosunstudent.org](http://camosunstudent.org)

Lansdowne Campus: LMC 107  
Phone: 250-370-3590  
Fax: 250-370-3693

Interurban Campus: CC 111  
Phone: 250-370-3868  
Fax: 250-370-3830

# Services for Students

## Academic Advising

### Advising Drop-In Hours:

Lansdowne Campus: ID Main  
Phone: 250-370-3550  
Fax: 250-370-3551

MTWTF 10 am to 2 pm  
R 12:30 pm to 5 pm

Interurban Campus: CC 2nd Floor  
Phone: 250-370-3550  
Fax: 250-370-3750

MW 10 am to 2 pm  
F 10:30 am to 11:30 am, and  
12:30 pm to 2 pm

Academic Advisors provide information on college programs, courses, degrees, diplomas and certificates and have information on educational requirements for many different careers. Advisors work closely with students helping them to define and develop educational or personal learning plans based on their career and educational goals. Advisors have in-depth knowledge of all Camosun College programs as well as programs and courses offered at other BC colleges and universities. Advisors are responsible for transfer credit evaluation and may help with credential evaluation.

Students requiring further assistance may book an appointment with an advisor by calling **250-370-3550** or by asking for an appointment at the drop-in service. Students may also request advising services via telephone or mail.

## Access Help Centres

Lansdowne Campus  
Math Help Centre: E342  
English Help Centre: E202

Interurban Campus: CBA 109  
Math and English Testing and  
Help Centre

Camosun College's School of Access provides resource centres for students registered in academic upgrading courses in computer studies, mathematics and English. These centres provide the following for students: free tutoring, reference texts, resource materials and monitors for viewing English and mathematics videos.

## Assessment Centre

Email: [assessment@camosun.bc.ca](mailto:assessment@camosun.bc.ca)

Lansdowne Campus: ID 2nd Floor  
Phone: 250-370-3597  
Fax: 250-370-3534

*If we miss your call, you may leave a message, or hear a recorded message which includes the current test schedule.*

MTW 9 am to 12 pm  
1 pm to 4 pm  
R 9 am to 12 pm  
1 pm to 5:30 pm  
F 9 am to 12 pm; and  
1 pm to 3 pm

plus  
occasional evenings and Saturdays.

*Hours are subject to change.*

### Assessment Tests

Some applicants to the College will be referred to the Assessment Centre in order to assess mathematics, reading and/or writing skills. The test that the applicant writes will depend upon the applicant's educational background and the program of study the applicant wishes to pursue.

Camosun College is concerned about students' opportunities for success and strongly recommends that students write English and/or mathematics assessments if their prerequisites are dated.

A visit to the Assessment Centre is an important step because:

- it will assist the student and the College to assess current academic skills; and,
- it will enable the College to place students into the course level which will provide the best opportunity for success.

### Keyboarding Assessments

Offered by the School of Business. Refer to Keyboarding later in this chapter.

### Out-of-Town Applicants

Out-of-town applicants may arrange to write the tests at their local college. To have Camosun tests administered at other institutions, a non-refundable fee (payable in advance) is levied. Call **250-370-3597** or email [assessment@camosun.bc.ca](mailto:assessment@camosun.bc.ca).

## Assessment Fees

All assessment fees are non-refundable.

- \$10 for each English and mathematics testing;
- \$20 for Computer Skills assessment (for admission to Applied Communication);
- \$20 for a single out-of-town assessment;
- \$30 for two out-of-town assessment tests;
- \$40 for out-of-town English and Computer Skills tests for Applied Communication; and,
- \$30 for external testing.

## AudioVisual Services

Lansdowne Campus: LMC  
Phone: 250-370-3617  
Email: [avlans@camosun.bc.ca](mailto:avlans@camosun.bc.ca)

Interurban Campus: CC 237B  
Phone: 250-370-4606  
Email: [avint@camosun.bc.ca](mailto:avint@camosun.bc.ca)

Students may need to prepare audio-visual materials, borrow audio-visual equipment for assignments and presentations, or learn to operate audio-visual equipment. Students may borrow overhead and slide projectors, digital video and still cameras, DVD and VCR playback units, television monitors, cassette and CD players, microphones, flip charts, and other audio-visual items for class use. Students should book equipment from AudioVisual Services at least 48 hours in advance. A valid Camosun student photo ID must be presented when borrowing equipment. AudioVisual Services also offers access to digital scanners, colour printing, and 'how to' workshops on Digital Imaging, PowerPoint and Presentation Techniques.

## Bookstore

Website: [camosun.ca/bookstore](http://camosun.ca/bookstore)

Lansdowne Campus: F 134  
Phone: 250-370-3080

Interurban Campus: CC 247  
Phone: 250-370-4080

The Bookstore serves students, staff, faculty and the public by stocking all the required textbooks and supplementary materials for courses offered through the College. Two weeks prior to class start, book requirements are available online. The Bookstore also offers a variety of extras for the Camosun community, such as calculators, newspapers, clothing, sundries, BC Transit bus tickets, snacks and drinks. The Bookstore also does special



orders. Information on upcoming activities, book buy-back, return policy and hours of operation are available on the website.

**Note:** Check the website for extended hours at the beginning of each semester and for reduced hours at year end, March 31.

## Bus Pass

See UPass.

## Cafeteria Services

Cafeteria services are available at each campus. Hours vary by campus and by term.

Lansdowne Campus: Campus Caf, F Main  
Phone: 250-370-3650

Interurban Campus:  
Helmut Huber Cook Training  
Centre, Urban Diner  
Phone: 250-370-4004

## Career Resource Centres

**Website:** [camosun.ca/counselling/career\\_resource\\_centre.php](http://camosun.ca/counselling/career_resource_centre.php)

Lansdowne Campus: ID 202  
Phone: 250-370-3571

Interurban Campus: CC 2nd Floor  
Phone: 250-370-4925

MTWR: 9 am to 4 pm  
F: 9 am to 2 pm

The Career Resource Centres provide extensive information related to all stages in the career planning process. Materials cover topics on occupational information, labour market information and work search, educational information and self development. Computer-assisted career exploration programs and Internet access to career-related sites are also available.

## Chaplaincy

Interfaith Chaplaincy programs and religious services at the University of Victoria are available to Camosun students. Chaplains at UVic can be reached at **250-721-8338**. For information, please call **250-370-3571**.

## Child Care Services

**Website:** [camosun.ca/childcare](http://camosun.ca/childcare)  
**Email:** [childcare@camosun.bc.ca](mailto:childcare@camosun.bc.ca)

Phone: 250-370-4880

Child Care Services provides full-time on campus child care in a safe, supportive and stimulating environment where children are free to grow to their potential.

Our Centres, located on both campuses, provide educational settings in which students from relevant college and university programs can complete observations, practicums, and offer additional resources to our centres, children, and families.

The Interurban facility has 40 spaces for children from birth to five years old.

The Lansdowne facility provides space for 24 children, 18 months to five years old.

Application may be done over the phone or online via the website.

## Classroom Restaurant

Interurban Campus:  
Helmut Huber Cook Training Centre  
Phone: 250-370-3775  
Fax: 250-370-3859

Operated by students in their final term in Culinary Arts Foundation program, this is a wonderful opportunity for the college community and general public to enjoy gourmet dining at economic prices. Choose from three offerings of four-course meals nightly; refer to the menu rotation schedule posted on the college website. Open for seating at 5:30 pm and 7:30 pm, Tuesday through Friday during Fall and Winter terms. Free parking in Lot #4.

## College and Community Relations

Phone: 250-370-4233

College and Community Relations is responsible for internal and external communications including media relations, marketing, advertising, high school and community liaison, special events, the Alumni Association and fund-raising through the Camosun College Foundation. The Foundation actively solicits donations to support capital and equipment needs and to provide scholarships and bursaries for Camosun students.

## Computing Resources

**Website:** [camosun.ca/cts](http://camosun.ca/cts)  
**Email:** [helpdesk@camosun.bc.ca](mailto:helpdesk@camosun.bc.ca)

Lansdowne Campus: E 1st Floor  
Phone: 250-370-3073 (for a recorded message on lab hours)

## Computer Accounts

Students registered in at least one credit course are given a computer account (required to access the General Purpose labs) and an email address. The account will remain valid for the duration of the student's enrolment. Check the lab bulletin boards for account activation details.

## General Purpose Computer Labs

General purpose computer labs have College standard software available. A complete list of software and timetables is available at each lab.

## Continuing Education

**Website:** [camosun.ca/ce](http://camosun.ca/ce)  
**Email:** [cectinfo@camosun.bc.ca](mailto:cectinfo@camosun.bc.ca)

Phone: 250-370-3550  
Fax: 250-370-3551

Continuing Education (CE) provides in-demand programming for people who want training and skills upgrading on a more flexible basis.

The Continuing Education course calendar is published in August, December and March. Information and registration services are also available at [camosun.ca/ce](http://camosun.ca/ce).

By providing flexible, part-time, fast-tracked and summer-time learning opportunities, more people are able to access the training necessary to upgrade skills, secure certification and explore new opportunities.

Experience first-hand the current, professional instructors and friendly learning environment of Continuing Education programs at Camosun College.

## Counselling Services

**Website:** [camosun.ca/counselling](http://camosun.ca/counselling)

Lansdowne Campus: ID 202  
Phone: 250-370-3571

Interurban Campus: CC 2nd Floor  
Phone: 250-370-4925

MTWR 9 am to 4 pm  
F 9 am to 2 pm

The Counselling department offers career, educational, personal and cultural counselling to all registered students. Our services are free, voluntary and confidential. Our goal is to respond to students' needs and assist students with any issues preventing them from being successful at college.

Students attending Camosun College experience changes and challenges, within themselves, with friends and family, living arrangements, life goals, courses and other areas of their lives. Counselling is a place where students can come to talk over their concerns with a qualified professional counsellor in a safe, private and confidential setting. Counsellors help students identify their issues and work through their problem-solving process in a caring, supportive and respectful manner.

With the exception of emergencies, appointments for registered students are preferred and may be booked in person or by phone. Appointments are normally 50 minutes long. In general, counsellors meet with students for a maximum of six sessions.

## Career Counselling

Through career counselling, students learn how to identify a satisfying career direction or educational program which reflects their interests, abilities, work values and preferences. They learn how to research occupations, how to use labour market information, how to set career goals and how to make informed career and life planning decisions. A number of tools are available to assist students with their career exploration. Counsellors may administer various standardized interest or personality inventories when the counsellor and student mutually agree that such questionnaires would be helpful. A nominal fee for materials will be charged for each inventory administered.

## Educational Counselling

Educational counselling addresses matters, often of an individual nature, which are related to academic progress. These might include college adjustment, time management, learning styles, exam or public-speaking anxiety, educational decision-making, conflicts in the classroom or withdrawal from courses.

## Personal Counselling

Personal counselling enables students to develop the skills necessary for personal change. Together with the counsellor, students address issues which are interfering with their success in college life. Such issues might include self-confidence, anxiety and stress management, health concerns, relationship difficulties, sexual orientation, depression, loneliness, grief and loss, sexual or physical abuse, alcohol and drug problems and procrastination. Students explore effective ways of dealing with life as a college student, learning how to implement successful coping strategies and how to resolve personal difficulties. Referrals are made for students requiring long-term counselling or therapy.

## Cultural Counselling

Cultural Counselling refers to the many issues that arise in learning and living in another culture. One such issue is the culture shock that can occur when you enter a new environment. This can involve learning new skills in communication, living with new lifestyles and coping with leaving your language and cultural home. The process of cultural adjustment is an ongoing process that begins prior to leaving your home and continues after you return. Liaison with other Camosun and community services is available for issues of a cultural nature.

## Counselling & Learning Skills Faculty

**Coordinator: Chris Balmer**  
Ainsley, Darryl, BSc, BEd, MSc  
Balmer, Chris, BA, Dip. Child Care, MA  
Beales, Joe, BA, Dip. Ed., MA, PhD  
Conway, Jacquie, BEd, MEd  
Daley, Linda, BScN, MEd  
Herron, Brian, BEd, MEd  
Johnson, Nancy, BA, MEd  
Thomson-Glen, Iris, BA, MEd  
Willihnganz, Nancy, BA, MSc, R.Psyc.  
Zajchowski, Richard, BEng, BEd, MEd

## Dental Clinic

Recorded Information: 250-370-3191  
Appointments: 250-370-3184

The Dental Health Education Centre provides dental hygiene services at nominal fees to the public, students, faculty and staff. The services include: oral health screening, dental x-rays, individual instruction in preventive oral self care, preventive periodontal therapy including removal of deposits (tartar), applying fluorides, desensitizing agents, sealants plus other services. All care is provided by students under the supervision of licensed instructors. Several 2-3 hour appointments may be required.

## Disability Resource Centre

Lansdowne Campus: ID 119  
Phone: 250-370-3312  
TTY/TDD 250-370-3311

Interurban Campus: CC 210  
Phone: 250-370-4049  
TTY/TDD 250-370-4051

MTWRF 9 am to 4 pm

Support services are provided to students with a broad range of disabilities to ensure equitable access to post-secondary opportunities.

### How to Access Support Services:

1. Obtain documentation of the disability from a physician or medical specialist;
2. Schedule an appointment with the Disability Resource Centre to determine eligibility and accommodations.

**Note:** *Students requiring interpreters, specialized funding, services (i.e. tutoring) or equipment (i.e. talking books) must make an appointment four months prior to term start.*

## Specialized Funding/ Services/ Equipment

### Funding

A variety of funding options are available to both part-time and full-time students.

### Services

A variety of services are available to students, some of which include:

- orientation to campus facilities
- talking books
- visual language interpreters/captionists
- scribes/readers/tutors
- mobility aides
- information on financial assistance
- TypeWell Transcription

Camosun College is one of only two institutions on Vancouver Island that has trained TypeWell Educational Transcription System staff.

### Equipment

A variety of equipment is available to students, some of which include:

- computers
- specialized software
- tape and digital recorders
- FM and looping systems
- closed caption
- talking calculators
- spell checkers

## Disability Resource Centre Faculty

**Coordinator:** Susan McArthur, BA,  
Prof. Teaching Cert.

### Instructors:

Borins, Michael BA, MSW  
LeVecque, Jennifer, BEd, MA  
Woodward, Eleanor, BA, Teaching Cert.

### Service Assistants:

Look, Judi  
Edginton, Sheila  
King, Walter

## Dunlop House

Lansdowne Campus  
Phone: 250-370-3144

The Dunlop House, originally designed by famed Victoria architect Samuel Maclure, was built in 1928 and now serves as an innovative teaching space for students in the Hotel and Restaurant Management program. The students operate a fine dining restaurant that is open to the public from November to March. Come for lunch! Call for reservations.



## Financial Aid & Awards

Lansdowne Campus: ID Main  
Phone: 250-370-3596

T 9 am to 4 pm  
R 9 am to 5:30 pm

Interurban Campus: CC 204  
Phone: 250-370-4862

M 9 am to 4 pm  
W 9 am to 4 pm

Students require adequate funds while attending college if they are to be successful. Financial Aid Advisors are available to assist students in financial planning and making applications for funds. Please refer to Financial Aid & Awards information on the college website and the Financial Assistance chapter in this calendar for more information.

## First Aid

Phone: 250-370-3075 (24-hours)

***In the event of a first aid emergency on campus, call 3075 from any college phone.***

Certified Occupational First Aid Attendants are on duty from 7 am to 11:30 pm at Interurban Campus, and from 8:30 am to 11:30 pm at Lansdowne campus. First aid stations are located at the southwest corner of the Jack White Building at Interurban campus and in Fisher Building 116 at Lansdowne campus. All on-site injuries and, all off-site injuries occurring on practicum must be reported to a supervisor/instructor.

Questions about the first aid program may be directed to the Occupational Safety and Health Advisor at **250-370-3808**.

## First Nations Education & Services

Lansdowne Campus: E 272  
Interurban Campus: CC 233  
Phone: 250-370-3299

First Nations Services provides academic, financial and cultural support services to Aboriginal students. Please refer to the First Nations Education & Services chapter for more information.

Camosun College considers any student who is a descendent of the indigenous peoples of what is now called North America to be a First Nations student. This includes status and non-status Indians, Métis, Inuit and Native Americans living in Canada.

## Graduation

Students completing college programs must apply for their credentials. The College holds two college-wide graduation ceremonies each year, one in June and one in October.

## Housing

The CCSS maintains an internet listing service where students can find affordable accommodation and roommates. Posters advertising housing opportunities are also placed on bulletin boards around the two main campuses. For more information, or to list an accommodation, visit the CCSS website or contact either CCSS office.

## Imaging Centre (Printshop)

Website: [camosun.ca/printshop](http://camosun.ca/printshop)  
Email: [printshop@camosun.bc.ca](mailto:printshop@camosun.bc.ca)

Lansdowne Campus: F 146  
Phone: 250-370-3061

Interurban Campus:  
Printshop/Receiving Building  
(behind the JD and JW buildings)  
Phone: 250-370-3894

## Copiers

Camosun uses 100% post consumer, chlorine free, recycled paper in all copiers and printers.

Student photocopiers can be found in the following locations:

Lansdowne Campus		Copy Card	Coin
Fisher Foyer 1st floor	Copy Centre Copy Centre*	9¢ 9¢	N/A N/A
Library 1st floor	Reference Area Reference Area By Library Rm 112	9¢ 9¢ N/A	10¢ 10¢ 10¢
Dawson Building, 2nd floor	By Career Resource Centre	N/A	10¢

Interurban Campus		Copy Card	Coin
Campus Centre Library, 3rd Flr	Copy Centre 1 Copy Centre 2 transparency machine	9¢ N/A	10¢ 75¢
CBA, 2nd floor	In Atrium	9¢	N/A
Tech. Building, 1st floor	Room 142	9¢	N/A

## Photocopy Services

Photocopies are available for 10¢ each from coin operated copiers (libraries only), or 9¢ each when using copy credits from your Student Photo ID card. Please see above for location of photocopiers. Copy credits can be added to your Photo ID at the Campus Bookstore with cash, credit card or debit card.

**Note:** Copy credits on your Photo ID card are different than print credits on your print account. Non-students can purchase a copy card at the Bookstore for \$1 (refundable if returned when finished) plus the cash value requested.

## Printing in Computer Labs

Most credit students have been given a print account with a one-time credit to print 15 single-sided black & white prints in Camosun's computer labs. To print beyond 15 print credits, you will need to add money to your print account.

**Note:** PRINT credits are DIFFERENT than COPY credits.

See the 'Student Photocopying & Printing at Camosun' pamphlet available in the computer labs, Bookstore, and Library and online at [camosun.ca/printshop/student\\_services.php](http://camosun.ca/printshop/student_services.php) on how to add print credits to your account.

## Printing in Camosun's Imaging Centre Printshop

The Camosun Imaging Centre Printshops offer a wide variety of reasonably priced papers and services, including full color printing and copying, high quality black & white duplicating at reduced prices, spiral binding and full-color copying. Please visit the campus printshop at locations shown on the campus map.

For additional and up-to-date information, please see the 'Student Photocopying & Printing at Camosun' pamphlet available in the computer labs, Bookstore, and Library, and online at [camosun.ca/printshop/student\\_services.php](http://camosun.ca/printshop/student_services.php).

## Keyboarding Speed Assessments

The School of Business offers keyboarding speed assessments through Continuing Education for a fee of \$25. Please refer to the current Continuing Education calendar for information, or contact Information & Registration at **250-370-3550**.

## Language Help Centre

Email: [languagehelpcentre@camosun.bc.ca](mailto:languagehelpcentre@camosun.bc.ca)

Lansdowne Campus: E 202  
Phone: 250-370-3676

International students who are taking college level courses can receive assistance at the Language Help Centre. Services include assistance with writing, oral presentations and understanding course assignments. Students are asked to bring assignment instructions, and a draft copy of their written assignment. Students can sign up for a 30-minute appointment or drop-in for help.

## Learning Skills

**Website:** [camosun.ca/learningskills](http://camosun.ca/learningskills)

Lansdowne Campus: ID 202  
Phone: 250-370-3583

Interurban Campus: CC 2nd Floor  
Phone: 250-370-4960

Often students have difficulty adjusting to the learning demands of a college.

The Learning Skills program offers short, weekly workshops and in-class or group workshops by special request. Topics include: textbook reading, note-taking in lectures, exam preparation, exam writing, time management and retention of information. Videos, books and handouts on a variety of these learning skills topics are available.

Learning Skills counsellors are available for individual appointments at both campuses.

Learning Skills 100 (LRNS 100) is a 0.5 credit course designed to help students learn how to study and learn by practicing effective strategies such as those listed above. Please refer to the course descriptions in this calendar for more details or check out the website at: [camosun.ca/students/learningskills/index.htm](http://camosun.ca/students/learningskills/index.htm).

## Library Services

**Website:** [camosun.ca/library](http://camosun.ca/library)

Lansdowne Campus: LMC  
Phone: 250-370-3619

Interurban Campus: CC 340 3rd floor  
Phone: 250-370-3828

The Camosun libraries contain over 75,000 books, magazines, newspapers, videos, DVD's and online resources. The two libraries have group study rooms, over 300 study spaces, video viewing rooms, and photo-copiers.

Services include the loan of books, magazines and videos; instruction and help for students in their research; and computer work stations with library databases, Internet access, and Microsoft Office. Wireless access is available in the library. Interlibrary loans and referrals to other libraries are provided.

The library webpage provides access to all print and online resources, indexes and databases, available on campus or from home around the clock.

## Borrowing Privileges

To borrow materials from the library students must have a valid Student Photo ID card. The standard loan period for books is three weeks while other high-demand materials are loaned for shorter periods. All materials must be returned by the date due or a fine will be applied. If materials are lost or damaged, the borrower will be

required to pay the replacement cost and any fines incurred up to the date the library is notified of the loss of the material. If, by the end of a term, a student has not returned overdue books or paid outstanding fines, registration services will be denied and transcripts will be withheld, in accordance with Student Services policies and procedures. Students are responsible for all items signed out on their card.

## Lockers

Lockers are available in most buildings at both campuses, and are available to be rented through the Bookstore. Students are encouraged to rent their lockers before their session starts and to secure the same locker for the entire time they are attending classes. Information on locker rental fees and location can be obtained from either campus Bookstore. Call **250-370-3080** or refer to the Bookstore website.

## Lost and Found

Lansdowne: ID 200  
Phone: 250-370-3041

Interurban: Maintenance Building  
Phone: 250-370-3889

Students can search for lost items or turn in found items to the Lost and Found located at each Campus.

## Math Labs

Lansdowne Campus: E 224, E 342  
Phone: 250-370-3503 or 250-370-3319

Interurban Campus: TB 142  
Phone: 250-370-4492

Camosun College provides resource centres (Math Labs) for students registered in courses offered by the Math department. In these centres, free tutoring and reference texts are available. The hours are posted on the doors. No appointment is necessary.

## Medical Coverage and Accident Insurance

### Medical Coverage

In BC, medical coverage is available to all permanent residents who subscribe to the Medical Service Plan (MSP). Please contact the British Columbia Medical Services Plan for more details.

### CCSS Student Benefits Plan

**Website:** [gallivan.ca/studentnetworks](http://gallivan.ca/studentnetworks)  
**Email:** [ccssplan@camosun.bc.ca](mailto:ccssplan@camosun.bc.ca)

Lansdowne: RH 101  
Interurban: CC 117  
Phone: 250-370-1614

The CCSS Student Benefits Plan was passed in a student referendum in October 1999 to provide extended health and dental benefits to most full-time students (i.e. limited to those enrolled in eligible programs of nine (9) class hours per week or more). Students will automatically be enrolled in the benefit program at the time of registration. The cost is \$48.50\* per semester for Extended Health, and \$48.50\* per semester for Dental Insurance. To obtain a Student Benefits Plan booklet or for more information on the plan, including opt-out deadlines, please contact the Student Benefits Plan office or visit [gallivan.ca](http://gallivan.ca).

*\*These fees provided are for 2006/07. Student Society fees and levies are approved annually and changes will take effect in September 2007. For updates, check the College website and publications beginning May 2007.*

## Accident Insurance

The Worker's Compensation Board of BC (WCB) provides coverage to students who are injured during the off-site practicum component of their college programs. The only exception is that WCB coverage is extended to the College's on-site Dental Clinic practicum students, and to those who are enrolled in an Apprenticeship course. WCB does not provide accident insurance for students, other than Apprenticeship, who are injured while participating in on-site classroom/lab/shop instruction. Students are advised to check with their program chair to ascertain if their practicum is covered by WCB.

Because the MSP may only pay part of the medical costs incurred for student accidents which occur during classroom/lab/shop instruction, all students are strongly urged to purchase private accident insurance which will compensate for the limited WCB coverage.

## Ombudsman

**Email:** [ombuds@camosun.bc.ca](mailto:ombuds@camosun.bc.ca)

Lansdowne Campus: P 222  
Interurban Campus: CC 234  
Phone: 250-370-3405

The Camosun College office of the Ombudsman is a friendly, impartial and confidential service where students can go for help in dealing with complaints. The office offers services for current, prospective and former students of Camosun College. The Ombudsman can be a starting point when you don't know where to turn; or, you may turn to the Ombudsman's office as a last resort when you need help after you have tried everything and the regular channels aren't working for you.

The service is offered on a part-time basis so it is always best to call and make an appointment. Drop-in office hours are posted on the office doors.

## Parking & Transportation

Parking spaces are limited at College campuses. Rates are in effect Monday through Saturday, 24 hours daily. There is no charge on Sundays. Rates are \$1.75 for four hours to a maximum of \$3.50 per day. Motorcycle parking rates are \$10 monthly and may be purchased at the Lansdowne cashier or Interurban, Physical Resources. Parking meters at each campus are equipped to issue weekly parking passes at a cost of \$14 per week and can be paid for by coin or by credit card. Weekly passes can be bought up to four weeks at a time, equating to a monthly pass. Parking violation tickets can be appealed and forms for this are available at the Physical Resources offices in the Maintenance Building at Interurban and in Dawson 200 at Lansdowne. Students planning to bring a vehicle on campus should make themselves familiar with the College's parking regulations.

### Car Pooling

Lansdowne: ID 200  
Interurban: Maintenance Building

Reserved, prime parking spaces are available at both campus locations for students who qualify as a registered car pool. Currently, a valid car pool is defined as three or more students arriving at campus in the same vehicle, at least two of whom would normally each be bringing a vehicle to campus. Spaces are reserved for car-poolers until 10 am each day. After 10 am the spaces are open to general public parking.

Car poolers pay half the regular daily rate for parking. (\$1.75 per day).

### Cycling

Bike racks are available at both campuses.

Camosun College has a locked complex at the Interurban Campus for 18 bicycles. Any Camosun student is eligible to use the facility. Arrangements to use the facility can be made through the Camosun College Bookstore, Interurban campus, with a \$5 monthly fee.

Shower facilities are available for use at Recreation and Fitness areas at both campuses.

### Parking for Persons with Disabilities

Lansdowne, see Cashiers in ID 200  
Phone: 250-370-3041

Interurban: Maintenance Building 110,  
Phone: 250-370-3889

Students who have disabilities may apply for a parking permit. Rates are \$120 per semester for full-time students and will be pro-rated to \$1.50 per day to reflect the needs of part-time students or those with temporary disabilities.

## Personal Safety

*Emergencies should be reported to 250-370-3075.*

Students who have personal safety concerns or complaints are encouraged to contact the Department of College Safety at:

Lansdowne Campus: 250-370-3057  
Interurban Campus: 250-370-4043

## Photocopying, Printing, Printshop

(See Imaging Centre)

### Photo ID

Students on all campuses are required to obtain a Camosun College Photo ID Card in order to gain access to the following services:

- borrowing privileges at the Library and AudioVisual department;
- Universal Bus Pass (UPass) which must be validated each term;
- recreation facilities and programs;
- after-hours entrance to campus buildings;
- discount services at local merchants and restaurants; and,
- copy cards for photocopying.

Photo ID service is available in the Library Media Centre at both campuses. The hours of operation will be posted at each campus.

One ID card is issued during the student's first term at the College. Students are required to keep this card for two years or the duration of their course work at the College. The card can be revalidated annually.

To obtain a card, the student must present one piece of government issued photo ID (e.g. BC Driver's License). Photo ID's take 24 hours to process at the beginning of the term. During quiet periods the ID will be processed immediately. Ten dollars (\$10) will be charged for replacement cards.

College Photo ID will be issued to any student enrolled in a credit course or program, including Continuing Education certificate programs listed in this calendar.

The card remains the property of Camosun College at all times. It is non-transferable and can only be used by the person named and pictured on the card. BC Transit drivers are authorized to confiscate UPasses which are used fraudulently.

## Program Information Sessions

Each School offers free program information sessions. Each School has an information line with current session schedules.

Access	250-370-3911
Arts & Science	250-370-3910
Business	250-370-4565
First Nations Education	250-370-3299
Health & Human Services	250-370-3912
Trades	250-370-3810
Technologies	250-370-4409

As well, schedules are available on the College website.

## Recreation and Athletics

### Recreation & Fitness

Lansdowne Campus: Y116  
Phone: 250-370-3602

Interurban Campus: CC 116  
Phone: 250-370-3746

### Athletics

Phone: 250-370-3601

Recreation and Athletic services and programs are available to all students on both campuses. A variety of fitness, drop-in recreational activities and intercollegiate athletic programs are offered.

### Interurban Campus

Fitness Centre, outdoor basketball court, change rooms and shower facilities, towel service.

### Lansdowne Campus

Fitness Centre, multi purpose activity room, change rooms and shower facilities, towel service.

### Chargers Intercollegiate Athletics

Camosun College students have the opportunity to try-out and play on representative intercollegiate teams in basketball, volleyball and golf. The Camosun Chargers compete against other colleges in the British Columbia College Athletic Association (BCCAA) and for provincial and national championships.

For more information on the Camosun Recreation and Athletics program consult the Recreation and Athletics Activity Guide or contact the Recreation and Athletics office at either campus. Information is also available on the college website.

## Student Access Services

Website: [camosun.ca/access/sas.php](http://camosun.ca/access/sas.php)

Student Access Services provides orientation and support for students as they pursue English, mathematics and computer studies upgrading, or participate in the BEST program.

For Fundamental and Intermediate level students, there is a Math and English Testing and Help Centre in the Centre for Business and Access Building at Interurban Campus. For Advanced and Provincial level students, there are English and Math Help Centres in the Ewing Building, Lansdowne Campus.

## Student Employment

Website: [camosun.ca/resources/ses](http://camosun.ca/resources/ses)

Lansdowne Campus: F 128  
Interurban Campus: CC 251

Phone: 250-370-4181  
Fax: 250-370-4110

Camosun College is pleased to offer comprehensive employment development services to all students, graduates and alumni of Camosun College. Student Employment is a division of the Co-operative Education department of Camosun College. Services include job postings for graduates, part-time and seasonal work opportunities, employer contacts, assistance with work search skills, and employment and career resources. Services to students and employers are available at both campuses.

Work Study opportunities are also available through the "Work-On-Campus" initiative.

### Tutoring

*This service is under review.*

Student Employment maintains a list of current Camosun students and alumni who are willing to tutor in a variety of subjects. This list is available for students and the community to find a potential tutor on a casual/part-time basis. Students will be linked with potential tutors in a variety of subjects. Students and tutors are responsible to negotiate with each other their own terms and to accommodate individual schedules, needs and finances. Only Camosun students, grads or alumni can register as a tutor.

**Note:** *All student tutors remain anonymous as only first names are used.*

## UPass

Camosun students voted in a referendum to participate in the UPass program which gives students unlimited access to all bus routes in the Victoria area at approximately one quarter of the regular adult rate.

UPass fees are assessed with tuition. The UPass is issued as part of the student Photo ID process and must be re-validated for each new registration period. Please see Photo ID for details.

The UPass will expire at the end of each term/semester on the last day of the month. An exception to this occurs over the Christmas break, when a UPass that was active in December will remain active until January 12th.

New students can pick up the UPass within one week of the class start date, provided it has been at least one day since registering in class(es).

Returning students: at the beginning of term when it is busy, the UPass can be picked up the day after the ID photo has been taken. Later in the term the UPass can be picked up on the same day the photo is taken.

## Village 900 am

Website: [village900.ca](http://village900.ca)

Village 900 am is a 10,000-watt AM community/instructional radio station based on the Lansdowne campus of Camosun College. Village 900 airs contemporary folk and world-beat music, public affairs programs and educational radio programs produced in co-operation with Camosun College faculty, staff and students. Details about Village 900 programming can be found on the Village 900 website at [village900.ca](http://village900.ca), or stop by the station in room Y 303 of the Young Building and pick up a copy of The Villager, Village 900's program guide.

Village 900 works closely with the Distributed Education team at Camosun College to produce and broadcast college credit courses. See the Distributed Education section of the calendar for more information on this unique and flexible way to earn university transfer credits.

In co-operation with Camosun College's Applied Communication program, Village 900 also takes an active role in training future radio broadcasters. Many of the announcers on the air are enrolled in ACP and are pursuing professional broadcasting careers.

## Walk Safer Program

Lansdowne Campus  
Phone: 250-370-3666  
For walks call 250-370-3058

Walk Safer is a personal safety initiative involving campus patrols and escorts by screened volunteers during evening hours. This program hopes to encourage a sense of personal and community safety. Walk Safer operates September through April.

## Women's Centre

Lansdowne Campus: RH 102  
Phone: 250-370-3484

Interurban Campus: CC 133  
Phone: 250-370-4071

The Women's Centre is a safe place for women, organized by women. The Centres offer comfortable meeting places to connect with women and to plan women centered events. The Centres' libraries include materials on issues such as equality, health, violence, sexuality, as well as several other women's related issues. The Centres are open to all women and men of the college community.

## Work-On-Campus

Email: [workoncampus@camosun.bc.ca](mailto:workoncampus@camosun.bc.ca)

Lansdowne Campus: F 128  
Phone: 250-370-3415

Interurban Campus: CC 251B  
Phone: 250-370-4106

There are part-time work opportunities for students on campus under the new "Work-On-Campus" initiative. Funding for this program is provided by the Camosun College Foundation.

The Work-On-Campus program provides students an opportunity to earn income and gain valuable work experience by working in various areas of the College. The program runs in Fall and Winter terms and allows students an opportunity to work on innovative projects that provide a value-added service to our students and the college community. Work-On-Campus includes the opportunity for international students enrolled at Camosun to participate.

Students applying for the positions will be required to meet the following criteria:

- Must currently be enrolled full-time (at least 60% course load for their program) in a post-secondary program at Camosun College;
- If applicant is a continuing student at Camosun College, they must have successfully completed their last full-time period of study with a minimum GPA of 2.0 (Grade "C" equivalent);
- Must not be on a Co-op work term;
- Must demonstrate financial need. All student applicants will be required to complete a Work-On-Campus program Needs Assessment Form (available through the Co-operative Education and Student Employment office). Each student's form will be reviewed and assessed through the Work-on-Campus program to determine eligibility.



## Writing Centre

Email: [writingcentre@camosun.bc.ca](mailto:writingcentre@camosun.bc.ca)

Lansdowne Campus: ID 207

Phone: 250-370-3491

MTWRF 9:30 am to 12 pm  
1:30 pm to 4:30 pm

Interurban Campus

Phone: 250-370-3491

M 9 am to 12 pm

Times may change throughout the year.  
Please call to confirm times.

Students often wish to improve their writing skills to achieve greater success in their written assignments. Writing Centre assistants offer one-to-one tutoring to all college students. Students bring in writing assignments and learn how to create specific improvements. Thirty minute appointments are made by using a sign-up sheet on the door or by phone. Advance planning is recommended.

## External Services

### Athabasca University

Website: [athabascau.ca](http://athabascau.ca)

Phone: 1-800-788-9041

Camosun College and Athabasca University have worked together to provide easy access to degree completion opportunities that build on one or more Camosun College credentials. Athabasca University is Canada's largest online and Distributed Education university. Founded in 1970, Athabasca University offers hundreds of credit courses, bachelor's and master's degrees, and other university credentials. Self-paced individualized study courses give you complete flexibility about when to start a course, when and where to study, and how quickly to progress through the curriculum and your degree program. In some Centres, Grouped Study (classroom seminars, and online e-Class® Business courses) is also offered. To find out how you can get university credit for your college credential and finish a related degree at your own pace, please call the Information Centre.

## Thompson Rivers University - Open Learning

Website: [openlearning.tru.ca](http://openlearning.tru.ca)

Email: [student@tru.ca](mailto:student@tru.ca)

Phone: 1-800-663-9711

The Thompson Rivers University - Open Learning is a public educational institution specializing in the delivery of education at a distance. TRU-OL offers courses and programs ranging from high school completion, career certificates and diplomas, through to undergraduate degrees and one graduate degree.

Camosun College works in partnership with TRU-OL to offer a collaborative Bachelor Degree in Business Administration. In addition, students can combine TRU-OL courses with their Camosun studies. Camosun Academic Advisors often refer students to TRU-OL when they require courses that don't fit into their Camosun timetables or if courses are unavailable at Camosun College.

The TRU-OL calendar is available on the internet and from Camosun's Career Resource Centre.

# Admissions & Registration Policies & Procedures

## Admissions Policy

### Purpose/Rationale

The purpose of this policy is to define the criteria and conditions for admission to Camosun College and its programs.

### Scope/Limits

This policy applies to all domestic and international applicants seeking admission to Camosun College credentialed programs.

Programs specifically intended to prepare students for direct entry into upper levels of further or advanced programs at partner institutions shall be governed by the admission requirements of those institutions.

### Principles

The College will establish program admission requirements of both an academic and nonacademic nature that will optimize students' access and success.

As defined in the College's Mission Statement and Values, Camosun College is committed to providing our community with access to the knowledge and skills relevant to the future economic and social development of the region.

Camosun College is committed to meeting the diverse needs of its community and may, therefore, tailor its admission criteria to support demonstrated community need or to enable appropriate partnerships.

As defined in the College's Strategic Plan, Camosun College is committed to integrating a diverse, international perspective into its community and curriculum and will provide opportunities for international students to study at Camosun College.

The College will accept valid and/or official documentation that demonstrates students' qualifications for entry to the College and its programs.

The College reserves the right to limit application to oversubscribed programs.

The College reserves the right to deny admission.

## General College Admission

To be admitted to the College, applicants must qualify as either domestic students or international students.

### Domestic Students

Applicants who are in possession of valid documentation confirming their legal status as Canadian citizens, permanent residents, or convention refugees. (*Note: Admission requires proof of Permanent Resident status at the time of application.*)

### International Students

Applicants who are not domestic students who meet the guidelines established for International students studying in Canada by Citizenship and Immigration Canada.

### All applicants must be:

- high school graduates;
- OR
- 19 years or older at the start of the student's first academic term unless special admission is granted.

Applicants must indicate an intended primary program of study and will be given an opportunity to identify an alternate program of study.

## Program Admission

Applicants must be deemed qualified in order to be admitted into a program.

Admission to programs will be granted on a "first-come, first-qualified, first-served" basis.

## Special College Admission

### Current British Columbia (BC) and Yukon High School Students

Provisional program admission will be granted to British Columbia (BC) and Yukon High School students who apply for Fall admission in their Grade 12 year on the basis of interim high school grades. If any final high school grades fall below program admission requirements, applicants will be deemed ineligible for admission and advised on how to meet admission requirements.

## Underage Applicants

The College may consider granting special admission to underage applicants on an individual basis, subject to the following:

- Underage *domestic* applicants must include in their application written consent from a parent or guardian and letters of support from individuals who are familiar with the applicant's circumstances (such as a school principal or health care provider); and,
- Underage *international* applicants are subject to the guidelines established by Citizenship and Immigration Canada.

## Visiting Students

Visiting students are students who are enrolled at other post-secondary (sending) institutions and are taking courses from Camosun College to grant them credit toward a credential at the sending institution. To be admitted as a Visiting Student, applicants must submit a "Letter of Permission" from a sending post-secondary institution and must meet General College admission criteria and all prerequisites for each Camosun College course in which they are seeking enrolment.

## Reciprocal Exchange Students

Students, either domestic or international, may be admitted to Camosun College under a reciprocal exchange agreement established between the student's home institution and Camosun College.

## Application

A prospective student can apply to Camosun at any time; the application will be considered when all admission requirements have been met.

British Columbia and Yukon Secondary School students currently enrolled in Grade 12 may apply:

- for September 2007 admission between September 15, 2006 and February 28.

Such students may be considered provisionally admitted based upon their interim\* secondary school grades which are provided by the Ministry of Education in May of each year. High school applicants applying March 1 onwards will follow regular admissions processes.

*\*Those BC and Yukon secondary school students whose final grades fall below the required program admission requirements will have their seat offers rescinded and/or will not be able to proceed with program admission and/or registration.*

Students are encouraged to apply for Associate Degree programs by May 31, 2007 to ensure priority in the registration process. Applications received after May 31 will be processed, but registration priority can not be guaranteed.

Camosun accepts applications to trades apprentice course levels, beyond Foundations, up to four years in advance. Please refer to the apprenticeship schedule posted on the college website archive. [camosun.bc.ca/tt/appren-timetable.pdf](http://camosun.bc.ca/tt/appren-timetable.pdf) or call 250-370-3846.

Individuals interested in a particular College career program may benefit from attending a free program information session. These sessions provide information about admission, program details and career opportunities. The session schedules are available on the college website.

**Note:** *The college does not accept responsibility for the cancellation or discontinuation of any program, course or class of instruction that may be necessary as a result of an act of God, fire, labour problems, lack of funds, or other similar causes.*

## Application Submission

For information on International Education Applications, please see the chapter titled *Camosun College International*.

Applicants should read, and clearly understand, the academic and nonacademic requirements for their program or courses.

All applicants must meet the College Admission Policy and specific admission requirements (prerequisites) for their selected program or course according to published deadlines.

To apply, all prospective students must:

- submit an application. It is recommended that applicants **apply online** using the Post Secondary Application Service of BC website found at [BCCampus.ca](http://BCCampus.ca); students who prefer a paper application may pick up a form from either campus, or download and print the college application form at [camosun.bc.ca/current/documents.pdf](http://camosun.bc.ca/current/documents.pdf) and fax, mail, or drop it off in person to the Information & Registration office at either campus; or,
- Trades apprentice students (beyond Foundation level) must complete a specific application form, found at [camosun.bc.ca/apply/forms/apply-apprentice.pdf](http://camosun.bc.ca/apply/forms/apply-apprentice.pdf), and can fax, email, submit in person or drop off the application to an Information & Registration office. To obtain a Trade Work Identification number (TWID) or information on challenging a particular level please contact the Industry Training Centre (ITA) at 1-866-660-6011. Students must be registered with ITA ([itabc.ca/](http://itabc.ca/)) before registering in classes at Camosun; and
- a non-refundable application fee is required (\$35\* for domestic students, and \$100 for International students). This is a one-time fee\* provided that future applications are submitted within 12 months of payment of the application fee or within 12 months of attendance at the college in credit courses. *This fee will not be returned even if an application is incomplete or inadmissible.*

*\*The application fee is under review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

- provide official copies of all secondary and/or post-secondary transcripts and other documentary evidence showing completion of the admission requirements for the program or course. Applications with incomplete documentation will become inactive, and must be resubmitted if the required documentation is not received within 12 months. All transcripts submitted become the property of Camosun College and will not be returned to students.

**Update:** *A pilot project for current Grade 12 high school students to self-declare their anticipated final Grade 11 and Grade 12 marks for admission to Associate Degree programs is underway. Such students may self declare until March 15, 2007. Final grades received by the province in July 2007 will be used to verify that program admission requirements have been met. If final grades do not meet the admission requirements, the seat offer will be rescinded. Refer to [camosun.ca](http://camosun.ca).*

Notes:

1. *Students must use their legal name on college application forms.*
2. *Current Grade 12 British Columbia and Yukon secondary school students must provide their Personal Education Number (PEN) on their application form. This will facilitate the transfer of their Grade 11 and 12 grades to the College by the Ministry of Advanced Education. Note that the PEN will be used to measure student participation in post-secondary education and for program research and evaluation but any personal information disclosed for these purposes will be in non-identifiable form.*

## Admission Requirements

Course and program admission requirements are listed in this calendar. However, changes affecting program and course requirements, and program delivery may occur after printing of this publication. Please refer to [camosun.ca](http://camosun.ca) for current information.

Course and program admission requirements are expressed in terms of BC secondary school courses. Students from out-of-province should be aware that out-of-province secondary school courses to be used as pre-requisites must be academic.

All program admission requirements and course prerequisites must be met with a "C" minimum grade unless otherwise noted.

The College receives by electronic transfer the BC and Yukon Grade 11 and 12 grades, for current high school students, from the Ministry of Advanced Education in July annually. These grades become the official version used to assess admission requirements to programs and courses unless more current/advanced grades exist or are provided.

For high school graduates between 1984 - 2006, Provincial Exams are required and will be used for Admission and prerequisite requirements. (Prior to 1984, provincial grades were not required).

For high school graduates 2007 onward, Camosun will not require BC provincial exam grades for courses in which the exams are optional for BC high school graduation. For these students, the only BC provincial exam mark Camosun requires is for English. (Home schooled students can write either the provincial exam for EN 12 or equivalent or our assessment placement test). For all other admission requirements (math, biology, chemistry, physics) the provincial exam mark is optional. We will accept the higher of exam/final or final grade only. Please refer to the following website: [camosun.bc.ca/news/2006/dec/provincial-exams.html](http://camosun.bc.ca/news/2006/dec/provincial-exams.html).



Some programs/courses have Grade 10 level admission requirements/prerequisites. If so, students must ensure Grade 10 transcripts are submitted.

## Assessment Tests

Assessment or competency testing may be necessary for students who do not have documentation of certain admission requirements. The purpose of assessment tests is placement; tests are designed to be written once only. Computer Skills tests may be written twice. Completed assessments become the property of Camosun College.

To enrol in any course or program with an English 12 “C+” prerequisite, students who have a “C” or lower in English 12 have two options:

- obtain an assessment of their English skills at the Assessment Centre prior to enrolling; or,
- enrol in ENGL 092 & ENGL 094 to upgrade their English skills.

Students with a “C” in English 10 or 11 may:

- obtain an assessment of their English skills at the Assessment Centre, OR,
- enrol in ENGL 092 or ENGL 094 without assessment.

Students who do not have proof of having English 10 with a “C” or who have not completed English 10 can either:

- obtain an assessment of their English skills at the Assessment Centre; OR,
- make an appointment for an alternate assessment through the School of Access by calling 250-370-3295. Testing may result in placement at the Fundamental Math and/or the Fundamental or Intermediate English levels.

## Assessment of Prior Learning

Camosun College recognizes that learning, which some adults acquire from life and work experiences, may be equivalent to college level learning. A complete policy on Prior Learning Assessment can be found in the Academic Policies and Procedures chapter of this calendar.

## Assessment of Program Admission Requirements

Program admission requirement assessments can occur when a Dean or designate ascertains a student can enter a program without meeting the established program admission requirements. If approved, the Dean or designate will provide the student with written approval for them to provide to Information & Registration so they may enter the program without meeting standard program admission requirements.

## Assessment of Transfer Credit

Transfer credit is defined as credit for a Camosun course formally granted for equivalent academic work completed at another institution. The credit granted is recorded on the Camosun College transcript, but the grade is not calculated into the Grade Point Average (GPA). Make-up courses for program completion are not necessary.

Students who have completed post secondary studies at another institution and wish to apply for transfer credit at Camosun College should do so at the time of application. Transfer credit will be assessed when official transcripts are submitted. A written evaluation will generally be mailed within four to six weeks.

Students wishing to apply for transfer credit in courses in which they are enrolled will be subject to all college refund and withdrawal policies and procedures if transfer credit is granted and are responsible for withdrawal from duplicate courses. Please note that the awarding of such credit may reduce the number of courses required in each semester of a program to a level that may affect eligibility for financial assistance or for scholarships or bursaries.

The College will evaluate these documents and may award transfer credit for equivalent, completed courses for which a student has received a passing grade “P” (50% or higher). Although transfer credit may be granted for passing grades (“D” or “P” grades), a letter grade of “C” minimum (and in some cases a higher grade) will be required for courses to be used as a prerequisite. Please see the course descriptions section of the Calendar for minimal grades required for transfer courses to be used as prerequisites.

For out-of-province or dated transcripts students may be required to submit course outlines. Out-of-country transcripts must be accompanied by official course outlines. Transcripts and course outlines in languages other than English must be submitted together with official translations into English.

The Registrar’s Office may request further review of the documents by Departmental Chairs or forward documents to the International Education Officer if appropriate.

A full evaluation of those records in relation to the student’s educational goal will be undertaken by Student Services and/or educational personnel.

## Language Placement Tests

### Language Proficiency Index (LPI) and International English Testing System (IELTS)

Camosun accepts the Language Proficiency Index (LPI) score of 5 or higher, or International English Testing System (IELTS) scores of 6.5 with overall 5.5 in all levels, in place of a “C+” in English 12 or assessment test. Call 250-370-3597 for more information.

Testing of students with 0 – 2 years of English Language study occurs at the School of Access, Interurban Campus 250-370-4941. Students who have studied English for two years or more will test at the Lansdowne Campus, Assessment Centre 250-370-3597. International students should contact Camosun College International 250-370-3681 prior to arranging testing.

## International Credentials

### Baccalaureate and Advanced Placement

*Under Review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

Camosun College generally grants credit for International Baccalaureate and Advanced Placement subjects provided that the subject is recognized for transfer credit by at least one of the BC universities. Students must submit official IB or AP transcripts.

## Admissions Process

*For information on International Education Applications, please see the chapter titled [Camosun College International](#).*

Applications are processed in order of receipt, and are reviewed to:

- ensure they are complete;
- determine applicant satisfies the College’s *Admission Policy*;
- determine admission requirements have been submitted and have been met; and,
- ensure application fee is paid (if required).

Complete applications are processed on a first-come, first-qualified basis. Applications with incomplete documentation will become inactive, and must be resubmitted if the required documentation is not received within 12 months.

Acceptance of an application does not guarantee admission to a program or course. Seat offers in programs and courses are based on space availability.

Official notification of the status of the application will be mailed within three weeks of receiving the application. This written notification will include any further steps the applicant must complete and the deadline(s) for completing those steps. It is the student’s responsibility to ensure those deadlines are met.

Applicants (except Upgrading Foundations and College Prep) will pay a \$150 non-refundable registration deposit by a deadline date to accept a seat in their program. Seat offers generally begin in winter and will continue until programs are full, with the exception of programs with continuous intakes, in which offers may occur at anytime throughout the year.

Students who do not respond by the deadline date for payment of registration deposits will have their application withdrawn and the seat will be offered to another applicant on the list. While Camosun College will make every attempt to provide realistic deadlines, the College cannot accept any responsibility for delays resulting from Canada Post.

## Application Status

### New Student

A new student is one who applies to a college program and has never attended the College.

### Career/Vocational Access Student

Students enrolled in Access programs may have seats held for them in the next intake of their related career or technical program provided they successfully complete the Access program. Please consult with Information & Registration for more information.

### Continuing Students

A continuing student is a student who has not experienced an enrolment break of greater than 12 months (from the month of their last attendance to the month of their return to the college). A continuing student need not re-apply for admission to the same program.

### New Career Program Applicant

A continuing student changing his/her program goal or entering a limited access career program, will need to apply to the new program, and should discuss procedures with Information & Registration or an Academic Advisor.

### Returning Student

Returning students include those students who have not applied to or attended the college in the 12 months prior to when they re-apply to the college.

## Seat Deferral

Applicants who are offered a space in a program but are unable to accept may defer their space one time to a future program start date, per the following guidelines:

- For all programs, one seat deferral per program is granted. Deferrals will only be granted when the request is received prior to the start date of the program;

- Requests for deferrals received after the program start date will not be granted. A new application must be submitted to be processed and the applicant will be placed on the Applicant list as of this date.

## Information & Registration

Email: [camosun.ca/info](mailto:camosun.ca/info)  
Toll-free: 1-877-554-7555

Lansdowne Campus: ID Main  
Phone: 250-370-3550  
Fax: 250-370-3551

Interurban Campus: CC 2nd Floor  
Phone: 250-370-3550  
Fax: 250-370-3750

MTWF 9 am to 4 pm  
R 9 am to 5:30 pm

*Extended hours will be available during the first week of each semester/quarter.*

Information & Registration Offices are located at both campuses and provide the first point of contact for Student Services, as well as support and guidance for continuing students regarding registration processes and policies related to all programs, courses, certificates, diplomas and degrees offered at the College.

## Student Responsibility

Students are responsible for the accuracy and completeness of their program at Camosun College. They must:

- check the accuracy of their registration upon registering in courses;
- ensure that the selected courses are appropriate to their final goal;
- determine if the selected courses will meet requirements for graduation at Camosun College or transfer to another institution (if required to meet the students future educational goals);
- ensure fees are paid by published deadlines;
- ensure they withdraw from courses by published deadlines;
- ensure the Information & Registration office has proof of prerequisites on file for each course registration; and,
- ensure the Information & Registration office has their current address and phone numbers on file at all times.

It is each student's responsibility to ensure their complete high school records (usually Grades 10, 11 and 12) and any post-secondary records are on file prior to registration in classes.

Students who enrol in courses for which they lack or have failed to provide proof of prerequisites may be withdrawn.

Students planning to transfer from Camosun College to another post-secondary educational institution are advised to consult with an Academic Advisor or the institution to which they are transferring in order to confirm suitability of their courses and gather information on quotas, grade point averages (GPA) or other admission requirements.

## Attendance

It is each student's responsibility to attend the first class meeting of each course. If a student does not attend and does not contact the instructor within two working days following the first class with a satisfactory explanation, admittance to the course may be denied.

## Compassionate Leave of Absence

If there is a death of an immediate family member and a student has to be absent from classes, students should notify the College by contacting the education School offering the program or course. School phone numbers are listed at the beginning of each school chapter in this calendar.

If a student does not attend classes and does not officially withdraw (via Camlink or Student Services) on or before fee deadlines, he or she will be required to pay all outstanding fees, will receive no further service until the fees are paid and may receive an "F" grade.

## Full-Time Enrolment

There are many different guidelines for determining if a student is a "full-time" student. Camosun College's definition of full-time is that the student be enrolled in at least a 60% of a full-time course load for their program of studies. Some external agencies may set different requirements and guidelines (e.g. Canada Customs and Revenue requires students to be enrolled in a minimum of 10 hours per week). For Registration priority some programs at the College (e.g. technologies) require students to carry the full-course load as outlined in this calendar.

## Registration Process

### Camlink

Camosun College uses a web-based registration system called Camlink. Camlink provides services for students to check available course offerings and timetables, self-register in classes, pay fees, view grades, and provides information relevant to each registration period.

Most students are required to register in courses using Camlink. These students will be provided access to and instructions on using Camlink prior to their first registration period.

All students who use Camlink are encouraged to attend a Camlink Advising Seminar, offered by Academic Advising, prior to their first registration date.

## Web-Declare

Web Declare is the way most continuing students use Camlink to tell the College that they plan to return to study each term. This process will provide students with their individual registration date.

## Registration Deposit

For information on International Education Applications, please see chapter titled *Camosun College International*.

For each academic session, most new and continuing students are required to pay a \$150 non-refundable registration deposit:

- at least three business days prior to their registration date;

### OR

- according to deadlines provided by Admissions to confirm acceptance into a credit program.

This registration deposit will be applied to the total fees for that academic period.

**Note:** *Payment of a registration deposit does not guarantee entry to courses as this is dependent upon academic prerequisites and upon the availability of seats.*

## Registration Priority

For some college programs, it is necessary to assign different registration dates to students needing the same courses. The following guidelines direct this process:

- Continuing students generally have registration priority, followed by new and returning students;
- Priority for continuing students may be established by number of credits successfully completed and successful academic standing;
- The College reserves the right to register new and returning students before continuing students who fail to demonstrate satisfactory academic progress.

**Note:** *For some career programs, full-time students have a priority for registration over part-time students.*

## Career & Vocational Programs

Students who have paid their registration deposit will be contacted when it is time to register in their courses. This registration will need to be completed by a deadline date to ensure priority in the registration process.

## Course Prerequisite Assessments

Course prerequisite assessments can occur when a Chair, Coordinator or designate ascertains a learner can enter a course without meeting the defined prerequisites. If approved, the Chair, Coordinator or designate will provide the learner with a written prerequisite assessment for them to present to the Information & Registration office so that the learner may enter the course without meeting the standard prerequisite requirement.

Course prerequisite assessments are course specific and do not provide entry to other courses with the same prerequisite.

## Auditing Courses

Students auditing courses:

- must satisfy course prerequisites. Given permission of Instructional Deans, however, students may audit courses without satisfying course prerequisites provided such students are not registered until after all eligible students have been given an opportunity to register;
- must pay the same fees as students enrolled in courses for credit;
- will be expected to attend classes regularly. No assignments are expected, no examinations are written and no grades are assigned.
- are not assigned a grade other than audit;
- cannot use an audit grade as a prerequisite for other courses; and,
- will not have an audit grade calculated in the GPA.

Enrolled students can change to Audit during the first 66% of the semester/term/quarter. Students wishing to change their enrolment in a course to audit must officially notify Information & Registration.

## Course Waitlists

In the event that a preferred course is full, students should:

- select an alternate section (time/day);
- select an alternate course; or
- waitlist.

## Course Waitlist Procedure

Students in College Preparatory and University Transfer courses, Associate and Bachelor Degree and specified part-time career programs, will be automatically enrolled from waitlists until the Thursday prior to the class start, if: seats become available, prerequisites are met, and the waitlisted course does not conflict with enrolled courses.

Students should not waitlist for a different section of a course they are registered in. Should this occur, they will not be registered in the waitlisted section. Students who waitlist in more than one section of the same course will only be offered a seat (if available) in one section.

During the first week of classes, waitlisted students should attend the classes for which they are waitlisted. If there is space, instructors may sign a "Permission to Register" form\* (PTR) which students must present\* to Information & Registration to register. All fees must be paid by published deadlines. PTR forms will not be issued, or accepted, until the first day of classes, and will only be accepted up to the fee deadline for the term.

*\*Can be dropped in Drop Boxes – Look for the blue drop boxes around campus (Isabel Dawson and Fisher buildings at Lansdowne or Campus Centre and CBA buildings at Interurban).*

## Academic Upgrading Foundations Course Waitlist Procedure for Self-paced Courses

Students may waitlist for Academic Upgrading Foundations self-paced sections up until the second month of the semester (four months). Students will be contacted by telephone or mail when a space becomes available.

## Changes in Registration

*Students should refer to the College's refund policy in the Fees and Financial Policy chapter of this calendar.*

## Adding & Changing Courses

Course registration will cease after published fee deadlines. Exception: Academic Upgrading Foundation level courses may accept students up to two months after the start of classes, with permission of the School.

Students are recommended to assess the impact of adding/changing courses. Students may wish to consult with Academic Advisors or program Chairs.

Dropping or changing courses and/or programs during the academic year may jeopardize students' eligibility to continue to receive financial aid during that year. It is imperative that students receiving assistance consult the Financial Aid & Awards office before any drop or change of course(s) or program.

Dropping or changing courses may negatively affect completion of Camosun programs or transfer to university.

## Withdrawing from Programs and Courses

Camosun College recognizes that students may need to withdraw from course(s). Financial and/or academic penalties for course withdrawals may be imposed depending on whether students withdraw before or after the Fee Deadline or Course Withdrawal Deadline.

As established in the *Course Withdrawal Policy*, students who have attended one or more classes who do not officially withdraw prior to the published deadlines, and who fail to successfully complete required course work will be assigned a final grade of "F" or a "NC" depending on the grading system being used in the course.

Students can withdraw from courses up to the tuition fee deadline without tuition charge, less the registration deposit. Students who fail to withdraw prior to the fee deadline will be required to pay outstanding fees. Refer to late fee penalties in the Fees & Financial Policies section.

Prior to the Course Withdrawal Date students must follow official course withdrawal procedures. A "W" (withdrawal) status will be entered on the student's record to indicate an official withdrawal has taken place.

Students wishing to officially withdraw from a program or course *after* the tuition fee deadline must submit a signed Changes After Fee Deadline form to the Information & Registration office.

Withdrawing from credit courses does not affect grade point averages (GPA) providing students officially withdraw before the deadline.

The deadline to withdraw without academic penalty falls after completion of 66% of the academic term. Please see the Calendar of Events, Important Dates, for the precise date. Withdrawals will not be permitted after this deadline date. Students who do not withdraw prior to official published deadlines and fail to successfully complete the course will be assigned an "F" grade.

**Note:** *Students receiving financial assistance such as student loans are advised to speak to a Financial Aid Advisor before withdrawing from courses.*

## Career and Vocational Programs

In order to be fully informed of the implications of withdrawing from a course, students enrolled in career and vocational programs are required to obtain the signature of their program Chair/Leader prior to withdrawal.

## International Students

International students who wish to withdraw are required to obtain a signature from an International Advisor.

## Medical/Compassionate Withdrawals

Students who have extenuating medical or compassionate circumstances and wish to withdraw after the deadline must make a request for special consideration to the School Dean or Associate Dean, or in the case of international students, to the Director of Camosun College International. The Dean or Director or designate will require documentation to support this request. Obtain a Request for Withdrawal for Medical/ Compassionate Reasons form from Information & Registration, or from the [camosun.ca](http://camosun.ca) website.

**Note:** *Late withdrawals and/or refunds will normally only be approved prior to the beginning of the next semester, quarter or term.*

## Student File Restrictions

Refer to the Fees & Financial Policies and Procedures chapter for more information on Student File Restrictions.

Students will be restricted from registration and other services in the event a restriction has been placed on a student file. File restrictions are the result of a financial obligation to the college, and are initiated by the affected department.



# Fees & Financial Policies & Procedures

## Application Fee

A non-refundable application fee of \$35\* for new or returning domestic students is required. Please note that incomplete or inadmissible applications will be held for up to 12 months pending receipt of documentation, and the non-refundable application fee will be retained.

*\*Under Review.*

## Registration Deposit

All students (except Upgrading and College Prep) are required to pay a non-refundable registration deposit of \$150 for each registration period. This deposit must be paid:

- at least three business days prior to their registration day;

**OR**

- according to deadlines provided by Admissions to confirm acceptance into a program.

The deposit is applied to the total fees payable for that academic term with the balance of fees payable according to published fee deadlines. Failure to pay the registration deposit will result in being unable to register.

## Continuing Education

Most CE certificate programs require a non-refundable registration deposit of \$500 due and payable upon acceptance into the program.

This fee is applied toward the student's fee payment. Failure to pay the registration deposit will result in forfeiting the seat.

## Co-operative Education/Internships

Students accepted into Co-operative Education or Internships register and pay a non-refundable registration deposit of \$150 generally one full semester or quarter before the Co-op/Internship work term begins and prior to the first day of postings. This deposit must be paid at least three business days prior to registering for the work term.

## International Education

*For information on International deposits, please see chapter titled Camosun College International.*

## Tuition Fees

### 2007/2008 Fee Schedule

*Tuition rates are approved annually and changes will take effect in September 2007. For updates, check the College website and publications beginning May 2007.*

### Program & Course Fees

The Camosun tuition fee model is based on students paying in accordance to the amount of instruction received (course hour equivalents). Camosun calculates course tuition based on a cost per hour calculation. Course hours are referenced in the course description for each course. For the purpose of assigning tuition rate (cost per course hour equivalent), programs with similar operating features are grouped into categories. Fees vary by course and by program. A complete listing of program and course fees is available on the college website at [camosun.ca](http://camosun.ca).

**Non-profile courses:** These courses are not funded by the Ministry and have a set rate.

**Self-paced programs:** Tuition fee rates will be set on the basis of weeks of full-time attendance.

**Tuition-free courses:** Some College Preparatory and Academic Upgrading courses which are equivalent to secondary school courses are tuition-free. (Camosun College Student Society Fees apply).

### Apprenticeship

Camosun accepts applications to trades apprentice course levels, beyond Foundations, up to four years in advance. Tuition fees are applicable to the year in which the apprenticeship course occurs.

### Continuing Education

Tuition fees for courses offered by Continuing Education are published in the Fall, Winter and Spring/Summer CE calendars. These are distributed throughout the College region, usually by newspaper. Continuing Education fees are due and payable upon registration. A complete listing of the current CE courses is available on the College website at [camosun.ca/ce](http://camosun.ca/ce).

### Co-operative Education/Internships/Work Terms

Tuition for Co-operative Education and Internship work terms are calculated by the duration of the work term.

Non-Co-op work terms are a required element of the Applied Baccalaureate Degree in Business Administration. The

tuition is set at a flat rate equivalent to two thirds of the rate for the four-month Co-op work term.

### International Education

A complete listing of the current tuition for International students studying at Camosun is available on the College website at [camosun.bc.ca/international](http://camosun.bc.ca/international).

## Student Society Fees & Levies

*These fees provided are for 2006/07. Student Society fees and levies are approved annually and changes will take effect in September 2007. For updates, check the College website and publications beginning May 2007.*

The Camosun College Student Society supports a number of initiatives through levies passed by student referendum, supporting: a Building Fund, designed to raise funds to build a Student Society building at some point in the future (\$3.50/month); a fee for membership in the Canadian Federation of Students (\$1.87/month); a Child Care levy to support students as parents (\$1/month); a levy to support the ongoing CCSS operations and services (\$6.54/month); a Student Benefits Plan levy to provide most students with Extended Health and Dental benefits (\$48.50/term each, Sept and Jan, to 12 months coverage); a Recreation and Athletics levy (\$5.56/month); a Recycled Paper levy to raise funds to work in partnership with the College to move toward using only recycled paper throughout the College (\$0.30/month); and a UPass levy representing 25% of the cost of an adult monthly bus pass (\$15.25/month). Students who are members of the Student Society must pay these non-refundable fees and levies according to published fee deadlines.

### CCSS Student Benefits Plan

Email: [ccssplan@camosun.bc.ca](mailto:ccssplan@camosun.bc.ca)

Lansdowne Campus: RH 101  
Interurban Campus: CBA 117  
Phone: 250-370-1614

As per guidelines passed by Camosun College Student Society referendum, most full-time students who pay Student Society fees and levies are required to participate in the CCSS Student Benefits Plan (i.e. limited to those enrolled in eligible programs of nine class hours per week or more). Eligible students will be automatically assessed fees at the time of registration. The fees for the Student Benefits plan are currently \$194 per year). These fees are assessed in two equal

assessments of \$97 for each of the fall and winter academic periods.

**Note:** *Specific date ranges of academic periods vary by program of study.*

The fees for the plans are subject to change by no more than 3% per year. Payment is due with tuition by published fee deadlines.

To obtain a Student Benefits Plan booklet or for more information on the plan please contact the Student Benefits Plan office or [gallivan.bc.ca](http://gallivan.bc.ca).

### Student Benefit Plan Opt-Out

Students with existing coverage may choose to opt-out of the extended health and/or dental plan(s). Opt-out forms are available from the Student Benefits Plan office. Opt-out applications will not be considered after the opt-out deadline.

Once a submitted opt-out request is approved, that status is carried forward each school year that the student is eligible for the plan. Students who wish to change their opt-out status must notify the Student Benefits Plan office before the appropriate deadline. Certain conditions apply.

### Building Fund Levy

A building fund levy of \$3.50 per month was approved by student referendum in 2006, to raise funds to build a Student Society building at some point in the future.

### CFS Fee

Members are assessed a \$1.87 per month membership fee in the Canadian Federation of Students.

### Child Care Levy

A Child Care Levy is assessed at \$1 per month of enrolment and is due at time of fee payment.

### Recreation & Athletics Levy

A Recreation & Athletics Levy of \$5.56 per month has been established to enhance recreation and athletics programming and services at both campuses and is due by the published fee deadline.

### Recycled Paper Levy

A levy of \$.30 per month was also approved through student referendum in 2006 to raise funds to work in partnership with the College to move toward using only recycled paper throughout the College.

### Student Society Fee

The Camosun College Student Society will levy a Society Fee of \$6.54 per month of enrolment.

### Universal Bus Pass (UPass)

The UPass is assessed at \$15.25 per month of enrolment and is due at the time of fee payment.

## Payment of Fees

### Fee Deadlines

Fees are due according to published deadlines as per this calendar, timetables and/or in correspondence from the Information & Registration office.

### Registration Deposits

Registration deposits must be paid:

- at least three business days prior to registration using Camlink;

OR

- according to deadlines provided by Admissions.

### Apprenticeship

Balance of fees, after payment of the registration deposit, are due 30 calendar days prior to the start of the course.

### Continuing Education

Continuing Education fees are usually due and payable upon registration. For some programs, tuition fees are paid in installments. The balance of fees are due by the published fee deadlines for each program. Tuition fee deadlines are published in the CE calendar and in specific program information brochures and sheets. Failure to pay by the deadline will result in withdrawal from the program.

### Co-operative Education/Internships

The balance of tuition, after payment of the registration deposit, is due and payable 15 days after the start of the semester/quarter in which the work term takes place.

### International Education

For information on International fees, please see chapter titled Camosun College International.

### Late Payment Fee

It is a student's responsibility to pay fees by the fee payment deadline. Failure to pay fees by the deadline will result in a late payment fee being assessed according to the amount of fees owing. The late payment fee will be assessed as follows:

Amount Owing	Late Payment Fee
Less than \$50	None
\$50 to \$499	\$50
Greater than \$500	\$100

Non-payment of fees will also result in a restriction being placed on the student file.

## Payment Methods

### Direct Payment

Payment may be made by cheque/money order, VISA/MasterCard/American Express/JCB International, gift certificates/cards, direct banking or Interac. Post-dated cheques will not be accepted.

### Sponsorship

If fees are paid by a sponsoring agency, a fully completed and authorized Sponsor Agency Approval for Fees form (available on the website) must be submitted by the fee payment deadline. It is the student's responsibility to obtain a valid sponsorship for any/all sessions.

Students should be aware that sponsor agencies may require considerable lead-time to approve sponsorship. It is the student's responsibility to confirm with the sponsor whether the extended health and/or dental plan will be sponsored. If the sponsorship does not include the premiums for the Student Benefits Plan, the student is required to opt-out or pay the assessed fees by the published fee deadlines.

The sponsor agency will be sent an invoice by the college Finance office after the tuition fee deadline.

### Passport to Education

The provincial Passport to Education (awarded to secondary school students) may be applied towards the payment of tuition fees for academic, career or vocational programs/courses at Camosun College. Please note that the Passport to Education must be used within five years (of June 30) of the year of issue. Refer to expiry dates printed on the passport.

## Fee Refunds

### Non-refundable Fees

Application fees and assessment fees will not be refunded.

### Registration Deposit

The Registration Deposit for a work term is non-refundable.

The \$150 registration deposit is not refunded except in the following circumstances:

### Fully Refunded

- A full refund of the registration deposit is issued when the program Admission Requirements are incomplete or when all course prerequisites are incomplete.
- A full refund of the registration deposit is issued when a student is still waitlisted for all classes on the day following the fee deadline.

## \$100 Refund

- A \$100 refund of the registration deposit will be issued when an official withdrawal is received at least 21 calendar days prior to the start of the program/course\* and a request for the refund is received.
- Students who have paid their registration deposit and subsequently defer or decline their seat offer at least 21 calendar days prior to the program are eligible to receive a \$100 refund.
- Students must formally request the \$100 refund in writing, or by email to [camosun.ca/info](mailto:camosun.ca/info).

*\*Refer to the Important Dates published in timetables for the fee deadline dates and for the deadline date to withdraw from all courses and formally request a \$100 refund of the registration deposit.*

## Transfers

- Registration deposit is transferable between programs within the same term, when multiple seat offers are provided. This includes the transfer of a \$150 registration deposit to a CE Certificate program, or Apprentice course within the same term;
- The registration deposit is NOT transferable between terms, except when a student has waitlisted for all courses in the current term and requests a transfer of the deposit to the next term; and,
- Students must notify Student Services if they would like their deposit transferred.

## Tuition Fee Refunds

To receive a refund, students must officially withdraw from a course or program according to the following timelines:

### Courses that span a period of 62 calendar days or less in length:

- Students must officially withdraw within seven (7) calendar days following the first day of the term. Fees will be refunded less the \$150 registration deposit. For courses that start outside of the term start week, the seven (7) or 14 days are calculated based upon the course start date.

### Courses that span a period of more than 62 calendar days in length:

- Students must officially withdraw within 14 calendar days following the first day of the term\*. Fees will be refunded less the registration deposit.

*\*For courses that start outside of the term start week, the seven or 14 days are calculated based upon the course start date.*

## Apprenticeship

- Students must officially withdraw at least seven (7) calendar days before the start of the class and fees will be refunded less the registration deposit.
- The deposit is transferable to another term for another course at the same level if the request for a withdrawal from the course is received seven (7) calendar days prior to the start of the course.

## Continuing Education

Refund policies vary due to the nature of these programs and courses. Students should consult the Continuing Education calendar (March, August and December) for further details. A special refund policy is in place for some credentialed CE programs.

## Co-operative Education/Internships

Co-op students unable to secure a placement will be eligible for a tuition refund. Students who are unplaced for a work term must obtain a signed withdrawal form from the Co-operative Education and Student Employment office and present it to Information & Registration no later than five days after the last possible day to begin a work term to receive a refund of the Co-op/Internship tuition less the \$150 non-refundable registration deposit.

No refund will be given after the withdrawal deadline of five days after the last possible day to begin a work term.

## International Education

Refer to the Camosun College International chapter of this calendar for the international student refund policy.

## Medical/Compassionate Withdrawals

To request a refund (less the \$150 non-refundable deposit) after the Fee Deadline for Medical or Compassionate reasons, obtain a Request for Withdrawal for Medical/Compassionate Reasons form from Information & Registration, and submit with cover letter and appropriate documentation to Information & Registration. To request a refund after the Course Withdrawal Deadline, submit the completed form and documentation to the School Dean or Associate Dean, or in the case of International Students, from the Director of Camosun College International or their designate.

## Self-paced Programs and Courses

It is possible for students to complete the course material early for some self-paced trades (Electrical, Plumbing, Welding) and self-paced School of Access courses (English Language Development, and Academic Upgrading Foundations), before the scheduled end of the course. In the case of early completion for these students, tuition

for the entire unused weeks and Camosun College Student Society fees for the total unused months will be refunded.

## Student Society Fees and Levies (Ancillary) Refunds

Refunds of Student Society fees and levies\* are not provided after published fee deadlines. This includes the Student Benefit (Extended Health & Dental) fees, Building, CFS, Child Care, Recreation & Athletics, Recycled Paper and Student Society levies, and the UPass.

*\*Early completers in self-paced vocational and access programs will be eligible for refund for those full months of Camosun College Student Society fees which they have paid.*

**Note:** *In the case of the Student Benefit fee, students who drop below full-time status prior to the opt-out date will be refunded their Student Benefit fee.*

## Sponsored Students

Sponsored students are advised that refunds will be provided to the sponsoring agency.

## Miscellaneous Fees and Charges

Application Fee* (non-refundable) Calendar	\$35
(pick-up)	\$5
(mail-Canada)	\$8
(mail-USA)	\$11
(mail-overseas)	\$17
Duplicate Credentials	\$10
Duplicate Photo ID	\$10
Duplicate Registration Receipt	\$5
Duplicate Tax Forms (T2202A)	\$5
Letter of Enrolment	\$3
Transcript Fee	\$5

*\*Under Review.*

## Assessment Fees

Assessment or Competencies	\$10
Computer Skills Assessment	\$20
Keyboarding Assessments	\$25
Out-of-Town Assessment (single)	\$20
Out-of-Town Assessment (two)	\$30
External Testing	\$30

## Dishonoured Cheques & Credit Cards

The consequences of issuing a dishonoured cheque or credit card rests entirely on the student. Students who realize a cheque issued to the College may be returned for any reason should, for their own interest, contact the College's Accounting office immediately. All issuers of dishonoured cheques or credit cards to the College will be charged \$20 for each dishonoured cheque (or credit card).



If a cheque or credit card issued to the College is returned by the financial institution to the College, the following will happen:

- The College will mail a dishonoured cheque or credit card advice to the student at the address on record in the student's registration file;
- A dishonoured cheque or credit card is to be redeemed within five working days of the date of the written advice. The student remains liable for the transaction. The College will take all legal steps necessary to recover such debts;
- Students who have unsettled dishonoured cheque or credit card debts owing to the College will not be permitted to register again at the College until such debts plus all related costs assessed by the College have been satisfactorily settled;
- Students who redeem a dishonoured cheque or credit card will be assessed the normal tuition amounts applicable (there will be no tuition penalty; however, the dishonoured cheque/credit card fee will not be waived or cancelled). Such students, however, cannot be guaranteed seats. Course seats may be filled immediately as they are vacated. Issuing a dishonoured cheque may therefore prevent students from getting a seat(s) in the course they want;
- The College reserves the right to ask that dishonoured cheques or credit cards be redeemed in cash, by money order, by bank certified cheque or by bank debit card; and,
- The College reserves the right to refuse to accept payment by cheque or credit card from anyone who has tendered two cheques or credit cards to the College which have been returned by the bank.

## Student File Restrictions

Students will be restricted from registration and other services in the event a restriction has been placed on a student file. File restrictions are the result of a financial obligation to the college, and are initiated by the affected department.

A restriction will be placed on a student file for the following reasons:

- The submission of a dishonoured cheque or credit card for payment of fees (Finance office);
- The submission of a dishonoured credit card for payment of books (Bookstore);
- The non-return of library books or the non-payment of library fines (Library/Media Centre);
- The submission of a dishonoured cheque or credit card for payment of library fines (Finance office);
- The submission of a dishonoured cheque or credit card for payment of Child Care fees (Finance office/Child Care); and,
- The non-payment of fees, including Camosun College Student Society fees (Information & Registration office).

Student Services will not undertake any transactions until the restriction has been removed by the department involved nor will it be responsible for any consequences that result from the restriction. The consequences affect the issuing of official transcripts, registration services (including web registration and course withdrawals), processing applications for admission, and receipt of other college services.

## Tax Receipts

### T4A Tax Receipts

A T4A for tax purposes is issued in February of each year and is mailed to the address on record for the cumulative amount of all ABESAP, Canada Study Grants for high need part-time students, bursaries, and scholarships, Passport to Education or other awards received by students.

### Tuition/T2202A Tax Receipts

For income tax purposes, T2202A's will be issued in February of each year to students registered in an eligible program:

- for a minimum of 10 hours per week for a duration of three weeks or longer will be eligible for a full-time education credit and/or;
- for less than 10 hours per week for a duration of three weeks or longer will be eligible for a part-time education credit; and/or,
- where their total tuition exceeds \$100 in a calendar year.

Students must ensure Information & Registration has their current address, so tax receipts and other official documents can be sent to the correct address. Any address updates should be done by December 24 each year.

### UPass (Bus Passes)

Beginning on July 1, 2006, the Government of Canada initiated a non-refundable tax credit to acknowledge the cost of public transit passes, which includes the UPass. The tax credit for public transit passes requires proof of purchase, however, documentation is not required to be submitted when filing the personal income tax return, but must be available in case the Canada Revenue Agency (CRA) asks for it to verify a claim. Refer to the Canada Revenue Agency website [transitpass.ca](http://transitpass.ca) for additional information about how to qualify for and claim the credit.

Please refer to [camosun.ca](http://camosun.ca) for further information.

# Student Records

## Confidentiality of Student Records

Camosun College regards the information contained in a student's permanent record as personal and private. Therefore, no transcript or other personal information about a student will be released except in the following circumstances:

- Information released to the student;
- Information released with the written authorization of the student;
- Information, pertaining to delinquent debts owed by students to the College, released to the College's collection agents to facilitate recovery of such debts;
- Information released in response to a court order;
- Information, pertaining to delinquent debts owed by students to the Canada Student Loan program, released to the government's collection agents to facilitate recovery of such debts;
- Information released to government departments for the purpose of statistical analysis and research, provided there is an assurance of confidentiality.

Please refer to the College's *Freedom of Information and Protection of Privacy Policy* statement which can be found in the Academic Policy and Procedures chapter of this calendar.

Access to student records (paper or computer) will only be provided to a third party where the student has submitted a valid, signed "Permission to Release Information" form granting that individual access. Identification will be required from the student granting access and from the third party seeking access.

## Grade Notification

It is the responsibility of instructors to notify students of their grades. Generally, instructors post grades outside their offices or in the Education School office. Instructors will advise as to the particular location. Grades will be posted using Student Numbers.

Students with a Camlink account will be able to check their grades online using Camlink. Grade verifications will not be mailed. Students who are unable to access their grades via the web may have a restriction on their student record. Contact the Information & Registration office for further information.

## Transcripts

### Official Transcripts

An official transcript is a complete and unabridged academic record of achievement at Camosun College. As such, it is a private and confidential record, which can only be issued or released upon written authority of the student. Parents, relatives and friends may only request copies of official transcripts with the student's written approval. It is therefore the student's responsibility to ensure that the "Request for Official Transcript Form" is completed.

Generally, official transcripts are produced on Tuesdays and Thursdays for pick-up or mailing. Transcripts must be requested and paid for prior to the production day.

Official transcripts will not be issued for a student whose file has been flagged.

The following notes are issued for students' general interest:

- Most universities require two copies of official transcripts. One is for the Admissions office and one is for the appropriate faculty;
- Most universities will not accept official transcripts carried by the student. To be considered official, they must be mailed directly from the College to the university;
- Those institutions that accept official transcripts directly from students insist that the envelope carry a seal that remains unbroken.

### Repeating a Course & GPA

If a course is repeated, the grade for each attempt will be recorded on the student's Permanent Student Record (transcript). Only the highest grade achieved, however, is included in the cumulative GPA computation. Students are cautioned that other institutions may include both grades in the GPA computation. Those students planning to transfer from Camosun College to another post-secondary educational institution are advised to consult with the institution to which they are transferring in order to confirm the method of GPA computation.

## College Credentials

All Camosun College programs leading to a credential have received formal College approval through Education Council. The college issues the following types of credentials:

- **Post-Degree Diploma:** acknowledges completion of an approved advanced level or specialized program which builds on a previously completed recognized degree (equivalent to two semesters of full-time advanced level studies).
- **Post-Degree Certificate:** acknowledges completion of an approved advanced level or specialized program which builds on a previously completed recognized degree (equivalent to one semester of full-time advanced level studies).
- **Bachelor Degree:** acknowledges completion of an approved, advanced level, specialized program. A Bachelor Degree normally contains diploma entry and exit options, includes formally credited work experience, integrates career/technical work-place applications with theory, and is designed to meet demonstrated labour market needs for advanced programming (equivalent to 8-10 semesters of full-time post-secondary studies).
- **Associate Degree:** acknowledges completion of an approved program consisting of 20 university transfer courses (equivalent to 16 months of full-time university studies).
- **Advanced Diploma:** acknowledges completion of an approved advanced level or specialized program which builds on a previously completed diploma, or on at least five years related work experience (equivalent to a minimum of three months of full-time study beyond a diploma).
- **Diploma:** acknowledges completion of an approved two or three year career/technical program (equivalent to 16-30 months of full-time studies).
- **Advanced Certificate:** acknowledges completion of an approved advanced level or specialized program which builds on previously completed certificate of a minimum duration of six months (equivalent to a minimum of three months of full-time study beyond a certificate).

- **Certificate:** acknowledges completion of an approved basic level program (equivalent to 60 hours to one year of full-time study).

## Certificates, Diplomas, and Degrees

Students completing an academic, career or vocational program are encouraged to apply for their certificate, diploma, applied or associate degree by completing the "Application to Graduate/Request for Credential Form" at the Information & Registration office. Allow up to six weeks after the end of exams for the document to be produced and mailed. This form is also available on the college website.

The academic requirements for a certificate, diploma, applied or associate degree are listed as part of the program descriptions in this calendar.

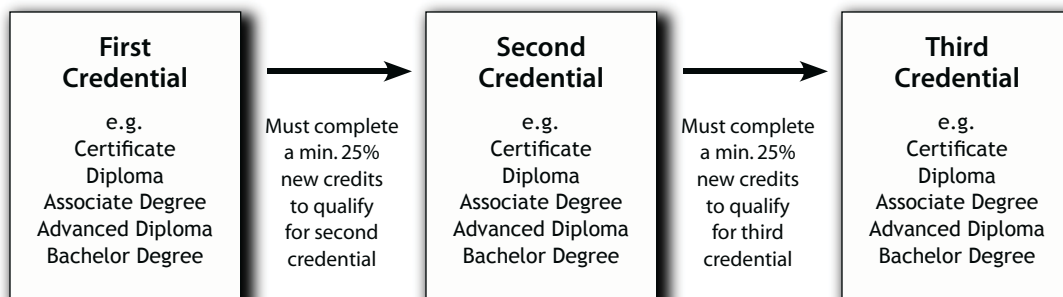
Credentials will only be issued upon written authority of the student. Parents, other relatives and friends may request a copy of a certificate or diploma only with the student's written approval. It is the student's responsibility to ensure completion of the "Application to Graduate/Request for Credential Form". Original certificates and diplomas are issued free of charge.

**Note:** *Credentials will not be issued for a student whose file has been flagged.*

## Multiple Credentials

Students who have completed one credential at Camosun College and want to apply some or all of their course work towards an additional credential may use a limited amount of credit from the original credential to the new credential.

To acquire a subsequent or higher level credential, a student must complete all the requirements of the credential. In addition, at least 25% credits must be new. The following chart outlines the steps required to acquire a subsequent or higher level credential:



## Certificates, Diplomas, Advanced Diplomas, and Associate Degrees

To be awarded a certificate, diploma, advanced diploma or associate degree students must complete all program requirements and satisfy Camosun College's residency requirement by completing at least 25% of the required program or program credits at Camosun College. The exceptions to this rule are the BC Adult Graduation Diploma in which one course must be completed at Camosun College.

## Bachelor Degrees

To be awarded a Bachelor Degree, students must complete all program requirements and satisfy Camosun College's residency requirement by completing a minimum of 30 credits (equivalent to one academic year) of the Bachelor Degree program at Camosun College.

## Timelines Governing Completion of Programs

The standard time limit for completion of a credential is twice the normal length of the program in which the student is enrolled. The College cannot guarantee that courses or programs will be available for students to complete graduation requirements after this time.

A student who is unable to complete in twice the normal length of the program, will be required to meet the program requirements at the time of credentialing. The required courses for students taking their program over an extended time would normally be those in effect at the time of original program registration. If program changes result in removal of any of these courses, the Dean of the School may approve the substitution of other appropriate courses such that the student may complete the program. This may require that the student repeat certain courses, complete additional courses, or follow a new or revised program of studies in order to graduate.

## Graduation and Awards Ceremonies

The College will convene two college-wide graduation ceremonies each year as follows:

- June 2008 (TBA) for all students who will complete their requirements by April 30, 2008. Students must submit their Application to Graduate/Request for Credential by March 3, 2008; and,
- October 2008 (TBA) for all students who will complete their requirements by September 15, 2008. Students must submit their Application to Graduate/Request for Credential by July 2, 2008.

Application to Graduate/Request for Credential forms are available on the college website and from the Information & Registration office.

# Grading Systems

## Grading Systems

The following two grading systems are used at Camosun College:

### Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum Level of Achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

### Competency Based Grading System (Non GPA)

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

### Grade Point Average (GPA)

This grading system, based on nine (9) possible grades, was implemented for the first time in September 1990. For example:

Course	Credit	Letter Grade	Grade Points	Grade Points X Credit
1	3	A-	7	7 x 3 = 21
2	3	B+	6	6 x 3 = 18
3	4	C+	3	3 x 4 = 12
4	2	A	8	8 x 2 = 16
5	3	C	2	2 x 3 = 6
	15			73

GPA is 73 divided by 15 = 4.87

**Note:** Students who accumulated their grades prior to September 1, 1990, will have their grade point averages based on this nine (9) point system when transcripts are requested.

Courses that have not been assigned a credit value will not be used in GPA calculations.

## Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course.

Temporary Grade	Description
I	Incomplete: A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family. Course requirements must be completed and a grade change submitted within six weeks of the "I" grade being assigned or the "I" grade will convert to an "F". Extensions to this six (6) week period will only be considered for exceptional reasons and will require written approval of the Dean.
IP	In Progress: A temporary grade assigned for courses that, due to design, may require further enrolment in the same course. No more than two IP grades will be assigned for the same course. For these courses, a final grade will be assigned to either the third course attempt or at the point of course completion. (The "IP" grade will convert to a final grade of "NC" if an alternative grade is not assigned within the specified time limitation for a specific course. If an "IP" grade is registered for a third consecutive term, an "NC" will be issued.)
CW	Compulsory Withdrawal: A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied, and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite or field placement.

**Note:** A 'CW' grade can only be assigned by a Dean who must immediately notify the Vice President of Education and Student Services in writing. A 'CW' grade is appealable through the Student Appeals Policy immediately upon issuance, as it will automatically convert to a final grade of "F" or "NC" at the end of the academic term in which it was assigned.

## Student Record and Transcript Notations

Notations are placed on a student's record to indicate a status or standing and provide additional information to the student and the College. The notations do not impact a student's GPA.

Notation	Description
AUD	Audit
NS	No Show: Students who do not attend the first class meeting of a course and who do not contact the instructor within two working days following the first class with a satisfactory explanation for their absence will be assigned a "NS" grade and their seat will be forfeited.
W	Withdrawal: The student has officially withdrawn. Students who do not withdraw prior to official published deadlines and fail to successfully complete the course will be assigned a failing grade.



# Academic Policies & Procedures

## Standards of Academic Progress

Each School has standards of academic progress that students should familiarize themselves with upon enrolment in a program or course. These Standards of Academic Progress statements can be found in each School's chapter. For further information on the Camosun College *Academic Progress Policy* refer to [camosun.bc.ca/policies/Education-Academic/](http://camosun.bc.ca/policies/Education-Academic/).

## Student Evaluation Procedure

Each college instructor will provide each student in his/her class with a course outline which includes the evaluation process during the first meeting with that class. If a final examination will be used as a part of the formal evaluation, it must be specifically identified at this time.

## Grade Changes

There are special circumstances for which grades can be changed (e.g. when there has been a grade appeal or in the case where an "I" grade has been assigned awaiting completion of outstanding requirements).

Other than in the case of an "I", grade changes after initial submission by instructors, require approval of the Dean.

"I" grades will be accompanied by a form which describes the outstanding requirements for course completion. The instructor will provide a copy of this form to the student and the school office. Any "I" grade that has not been changed after the six-week period will be converted to an "F" grade. Extensions to this six-week period will only be considered for exceptional reasons and will require written approval of the Dean.

## Promotion

In most cases a "C" or "COM" grade is required to move to the next level of study. However, some programs and/or courses require a higher level of achievement before a student can progress. Where a higher level of achievement is required it will be clearly outlined in the course description section of the Camosun College Credit Calendar.

A grade point average (GPA) of 2.0 is normally required to graduate from a Camosun College program. Where a higher GPA is required for graduation it will be published in the Camosun College credit calendar.

## Grade Notification

It is the responsibility of instructors to notify students of their grades. Generally, instructors post grades outside their offices or in the Education School office. Instructors will advise as to the particular location. Grades will be posted using Student Numbers.

Students with a Camlink account will be able to check their grades online using Camlink.

If students are unable to access their grades via the web, a restriction may have been placed on their student record. See the Student File Restrictions section of this calendar, and contact Student Services for further information.

## Final Examinations

*All final exams will occur during the final exam period.*

Students are expected to write tests and final examinations at the scheduled time and place. Final exam schedules will be posted. Where possible, students will write no more than two final examinations on the same day.

Where a student has more than two final exams scheduled on one day, the student is to contact the instructor(s) to discuss alternate arrangements.

In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions, due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. Holidays or scheduled flights are not considered to be emergencies. The student may be required to provide verification of the emergency circumstance.

Invigilators will inform students of any rule which may apply to the conduct of a specific examination. This may include, but is not limited to, rules for the following:

- the consumption of food or beverages within the final examination room;
- late entry to the final examination room thirty minutes after the scheduled commencement of the examination;
- students leaving during the first thirty minutes of the examination;

- the use of calculators, cell phones, terminals or other information processing devices;
- the access to washroom facilities during the final examination;
- the use of supplementary books, manuals or reference sources;
- the use of previously completed course material, studio or shop projects or experiments; and,
- the provision of special arrangements for any disabled students.

## Retention of Records

All instructors' records of all student marks (e.g. marks, books, breakdowns of marks) shall be retained by the instructional area for twelve months after the conclusion of a course. Final examination papers are the property of Camosun College. For the purposes of appeal, all major examination papers or assignments not returned to students must be retained by the instruction area for twelve months after the submission of the final grade. All students will be given the opportunity to review their final examination papers, but the ultimate disposal of both the examinations and completed papers is the sole responsibility of the appropriate department and/or faculty member. All instructors using a common examination must agree if these documents are to be returned to the students.

## Academic Progress Policy

### Purpose/Rationale

The purpose of this policy is to enhance a learner's likelihood of success and to encourage a learner to use College resources effectively. This policy will define the College-wide standard for academic progress and will establish principles and protocols to assist students, their instructors, and administrative staff to monitor and intervene when a student is "at risk."

### Scope/Limits

This policy applies to students registered in Education Council approved courses and programs at Camosun College. This policy—with the exception of the stage four intervention of academic suspension—is under the authority of the Deans and Directors of schools and administrative units (henceforth called "Schools") that provide educational programs.

Appeals related to academic probation, removal and suspension fall under the *Student Appeal Policy*.

## Principles

The College recognizes the considerable effort on the part of students to establish and meet their educational goals and is committed to creating a supportive learning environment as students make progress toward their educational goals.

Formal assessment of students' academic performance and the assignment of grades are based on the quality of student achievement compared with the standards and requirements established by the College, the School, the program, and the individual courses.

Students are ultimately responsible for their learning and progress and are expected to seek help in a timely manner when they are unable to meet the course requirements. The College is committed to supporting student success and to working with students in achieving their educational goals.

When an instructor, during the process of ongoing assessment, determines a student to be at academic risk, the instructor will alert the student and discuss improvement strategies. Because students are ultimately responsible for their progress, they should communicate their progress and challenges to the instructor and act on the improvement strategies.

In order to remain in good academic standing, a student must maintain a minimum GPA of 2.0 in each academic term. Some programs may require a higher minimum GPA, specific attendance requirements, or the passing or successful completion of specific courses to continue in the program. These are published in the College Calendar. For those programs graded under the non-GPA Competency Based Grading System the student must demonstrate continued satisfactory progress in order to remain in good academic standing.

All students are assumed to be in good academic standing unless stated otherwise on their academic record. When a student has failed to meet an academic standard, the College will intervene to alert and counsel the student. Ultimately, part of the intervention will involve structured limits which may include probation and in some circumstances removal from the program.

If a student has failed a course twice, he/she may register for it again only with the permission of the Dean. Due to the nature of self-paced and continuous entry programming, students in these courses will be permitted to register only three times for the same course. Only in exceptional circumstances and at the discretion of the Dean may these limits be waived. (The Dean will receive the records from the Office of the Registrar.)

## Definitions:

**At Risk:** "At risk" students are those who are experiencing academic difficulty and who, without change, will not meet the academic progress standards by the end of the academic term.

**Personal Learning Plan (PLP):** The process and tools through which Camosun College helps students with academic and personal planning, assisting them to achieve their educational goals.

## Stages of Academic Intervention

All students are expected to meet College standards of academic progress in order to be permitted to continue or to be promoted to the next level of the program. When a student is at risk, the College will offer academic support and, if and when needed, provide intervention strategies.

### Stage One Intervention: Academic Alert

At any time during the academic session, an instructor or a student may identify that the student is "at risk." The instructor and student will meet to discuss improvement strategies. Whenever possible, College employees will identify where students can obtain extra support.

### Stage Two Intervention: Academic Probation

A student who does not meet a minimum GPA of 2.0 for any semester or quarter will be placed on academic probation by the Dean. In non-GPA programs, the decision as to what triggers academic probation will be made at the program and departmental level, bearing in mind that a student in self-paced courses may register only three times in the same course.

#### Notes:

*Spring and summer sessions, combined, are considered one semester.*

*Some programs may require a higher GPA, specific attendance requirements, or a specific level of achievement to continue in the programs.*

#### College Process:

- At the end of each semester or quarter, the Registrar will notify each School of all students who did not achieve the minimum GPA of 2.0. Non-GPA program probation reports will be done at the departmental level.
- The Dean will write to the student indicating the Academic Probation, any required follow-up, and the consequences of not improving his/her academic standing. Information about College services will be included.

- The Registrar will be notified, and a notation will be placed on the student record indicating the Academic Probation.

### Stage Three Intervention: Academic Removal

Students on Academic Probation who do not achieve a minimum GPA requirement in any subsequent semester or quarter will be removed from their program for a period of twelve months. Prior to registering into another program, the student must complete a new Personal Learning Plan (PLP).

#### College Process:

- At the end of each semester or quarter, the Registrar will notify the School of all students who have not achieved a minimum GPA of 2.0 more than once.
- The Dean will notify the student, in writing, that he/she has not met the minimum standard for progress for two academic terms and is therefore restricted from reregistering into the program for a period of twelve months. Re-admission is not automatic or guaranteed. The letter will specify any additional requirements related to re-admission to program, including an indication of when the student can reapply, the registration priorities of the program, and, when relevant, program application information.
- The Registrar will be notified and a notation will be placed on the student record indicating the Academic Removal.

### Stage Four Intervention: Academic Suspension

If a student does not meet the GPA requirement in a subsequent program, a recommendation will be forwarded to the President to suspend the student from the College for a minimum of two years.

#### College Process:

- At the end of each semester or quarter, the Registrar will notify the School of all students who have been subject to an Academic Removal penalty and have again not achieved a minimum GPA of 2.0.
- The Dean will alert the Vice President of Education and Student Services that the student has again not met academic progress standards, and will request that the student be suspended from the College for a minimum two-year period.
- The VP of Education and Student Services will review the file and, if he/she supports the decision for Academic Suspension, will make this recommendation to the President. The President will inform the student of the decision in writing.

## Withdrawal Policy

Camosun College recognizes that students may need to withdraw from course(s). Students wishing to officially withdraw from course(s) will be required to do so by established deadlines. Official withdrawal deadlines for semester, term and quarter courses are published in the Camosun College Calendar. For all other courses, official withdrawal deadlines are set at 66% and specific dates are available from Student Services. Students must initiate an official withdrawal by completing a Registration Change form.

In order to be fully informed of the implications of a course withdrawal, students enrolled in career programs are required to obtain the signature of their program Chair/Leader prior to withdrawal.

International students who wish to withdraw are required to obtain a signature from the Director of Camosun College International or designate.

Students receiving financial assistance are recommended to speak to a Financial Aid Advisor before withdrawing.

## Academic Penalties

Students who do not withdraw prior to official published deadlines and fail to successfully complete the course will be assigned an "F" grade.

Students who have extenuating medical or compassionate circumstances and wish to withdraw after the deadline must make a request for special consideration to the School Dean, or in the case of international students, to the Director of Camosun College International. The Dean or Director will require documentation to support this request.

## Refunds

Normally refunds will not be provided after the published fee deadline as noted in the refund policy. Students with medical or compassionate reasons may apply to Student Services for special consideration. Student Services will require documentation to support a request.

## Policy Limitations

Official withdrawal deadlines do not normally apply to self-paced programs.

## Prior Learning Assessment Policy (PLA)

### Purpose/Rationale

The purpose of this policy is to provide guidelines to determine the equivalencies to the learning that students have acquired from life or work experiences to formal college credits.

### Scope

This policy applies to all current or prospective Camosun College students requesting formal assessment of learning acquired from life or work experiences for college level credit.

### Principles

Camosun College recognizes that learning which some students acquire from their life and work experiences may be equivalent to college level learning.

Opportunities to acquire credit in a module, course or program through assessment of learning gained from life or work experiences may be offered to students.

Formal credit for learning that has been assessed as equivalent to Camosun College courses and programs is granted as follows:

- it is considered Camosun College resident credit; and,
- it is given a grade which is recorded on College transcripts as a regular course without being identified as PLA credit. Grading is as per the College's grading system which is published in the College calendar. If the grading is by letter grade, it is calculated into the College GPA.

A successful assessment of prior learning will apply only to the designated module or course and will not constitute completion of any prerequisites for other modules, courses or programs.

PLA processes are developed and implemented by the department or discipline in which the credit is sought.

PLA processes will include assessment of performance on the full range of theoretical and practical learning outcomes of a module or course.

Students will request or be requested to document their learning of specific knowledge, skills and values related to the course or program learning outcomes, objectives or competencies for which credit is requested. Documentation must support learning statements and may include and not be restricted to the following:

- personal profiles and portfolios;
- non-credit certificates/diplomas;
- work products and artifacts;
- course challenges (written, oral, performance examinations [e.g. laboratory, clinical, work-site], product assessment, standardized exams);
- performance evaluations (e.g. role-plays; live, video or audio presentations; lab demonstrations; simulations; work-site demonstrations); and
- documented learning from life and work experiences and accomplishments.

### Definitions

**Base Funded Courses:** provincially subsidized programming that accommodates the general needs of the public.

**Non-base Funded Courses:** programming that is not provincially subsidized; the program fees are determined by the delivery costs of the program.

**Official Course Withdrawal:** withdrawal from a course after the Fee Deadline and before 66% of the course has been completed, as per the *Course Withdrawal Policy*.

**Resident Credit:** resident credit is equivalent to having earned the credit at Camosun College for graduation purposes.

**Academic Term:** a period equal to the normal duration of the course.

## Procedures

### Application

Having decided to apply for prior learning assessment of a module or course, students must:

- Begin the PLA application process before or up to and including the first week of the commencement of the regular (non-PLA) course. Exceptions may be made at the discretion of the chair or program leader of the department.
- Consult with the Information and Registration Office to determine whether they meet:
  - requirements; and
  - the pre-requisite requirements.
- Obtain a Prior Learning Assessment Application Form from the Information & Registration Office.
- Contact the Department offering the course for which they wish to have a prior learning assessment and schedule an advisory session with the chair or program leader to discuss suitability. Bring the Prior Learning Assessment Application Form to the session.



If a PLA is determined to be suitable, students must:

- Obtain the departmental signature approving the PLA module or course and the start and end dates. Start and end dates for the PLA course are mutually agreed upon by the faculty member and the student.
- Submit the signed Prior Learning Assessment Application Form to the Information & Registration Office and register and pay fees.

### Fees

Base-funded PLA courses: Tuition fees are assessed at 50% of the current College approved rate. Applicable levy fees are assessed by the Information and Registration Office.

Non base-funded PLA courses: Tuition fees are established by the department offering the program or course.

PLA fees are non-refundable. Special consideration of a refund may be given in extenuating medical or compassionate circumstances as per the *Course Withdrawal Policy*.

### Withdrawal

Once registered in a PLA module or course, students may withdraw according to guidelines established in the *Course Withdrawal Policy*; however, course withdrawal is not permitted for PLA courses of one week's duration or less.

### Grading

Upon completion of a PLA module or course:

- Students are entitled to an interview with a faculty member to review their course performance;
- A final grade will be awarded, submitted to the Records Department by the faculty member, and entered on the student's transcript regardless of the grade received.

### Repeating a Course

Any student who has previously taken a regular (non-PLA) module or course or module, whether successful or unsuccessful, cannot be assessed for prior learning for that same course until at least one full academic term has elapsed (see definition). Once this period has elapsed, the student must be able to demonstrate to the chair or program leader additional learning acquired which supports his/her PLA application.

### Student Appeals

Students who wish to appeal decisions regarding final grades must refer to the *Student Appeal Policy*

## Student Conduct Policy

### Purpose/Rationale

The purpose of this policy is to provide clear expectations of appropriate academic and nonacademic student conduct and to establish processes for resolution of conduct issues or the imposition of sanctions for inappropriate conduct.

### Scope/Limits

This policy covers all students enrolled in a College course or program, on or off campus, as well as prospective students, while engaged in college related activities. This policy by legislation, does not apply to appeals of suspensions from the College. Suspensions are imposed by the President and may be appealed to the Board of Governors.

Forfeiture of College Award or Credential is imposed by the Vice President of Education and Student Services and may be appealed to the President.

Non-final grades may not be considered for a final stage of appeal. (See *Student Appeal Policy*). Imposed discipline will remain in place while an appeal is being considered.

Conduct related to harassment is covered under the *Human Rights Policy*.

### Principles

The College recognizes the considerable effort on the part of students to establish and meet their educational goals. To enhance students' opportunity for success in meeting their educational goals, the College expects members of the College community to act toward each other in a manner that contributes to a positive, supportive and safe learning environment.

The College is committed to providing high curriculum standards.

Every student will be provided a course outline that establishes student expectations and assessment criteria.

Student achievement against the assessment criteria is the basis for grading and evaluation.

Students are expected to meet the course requirements as described in the course outline.

Students experiencing difficulties in meeting course requirements are expected to seek help in a timely manner.

To facilitate learning, wherever possible, staff and faculty will identify where students can obtain extra support that is available through the College.

Entrance to a program or course of study does not ensure successful completion.

To enhance the learning environment, the College expects all students to act in an honest and appropriate manner.

The College will not tolerate inappropriate student conduct such as academic dishonesty, or disruptive, threatening or dangerous conduct. (See *Examples of Inappropriate Conduct* below.)

The College will take whatever action is necessary to intervene when inappropriate student conduct occurs and will impose disciplinary consequences that reflect the severity and nature of the inappropriate conduct.

The College is committed to the provision of a fair and timely appeal process through which student concerns regarding final grades and discipline can be addressed.

Students will have access to a multistage process within their Schools for appealing a decision regarding a final grade or imposed discipline.

A final stage of appeal (a formal hearing) may be provided if, in the assessment of the Vice President, Education and Student Services, sufficient grounds for an appeal have been demonstrated. (See *Student Appeal Policy*).

### Definitions

**Academic Dishonesty:** Obtaining an academic advantage dishonestly through conducts such as cheating or plagiarism. Academic dishonesty also includes gaining admission through dishonest means whether providing false or fraudulent documentation or withholding information or documentation required for admission.

**Cheating:** An act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage.

**Plagiarism:** The presentation of another person's or source's words and/or ideas as one's own. Plagiarism ranges from an entire assignment that is not the student's own work to specific passages within an assignment taken from a source without acknowledgement.

**Inappropriate Student Conduct:** Any conduct that has the effect of disrupting the learning environment or that is a threat, or perceived to be a threat, to the safety of other students, staff, and faculty, whether conducted on or off campus. (See *Examples of Inappropriate Conduct*)

**Decision-maker:** Any member of the College faculty, staff or administrator who holds the authority for making a decision regarding final grades or for imposing discipline.

## Disciplinary Consequences

Disciplines are intended to be corrective and to reflect the severity and nature of the inappropriate conduct. In some instances appropriate action may include the involvement of authorities outside of the college. At any time, the dean, director, chair or instructor may refer students to appropriate services such as counselling, financial aid, disability support services, learning skills centre, etc.

If a student believes he or she has been treated unfairly in relation to the imposition of the following measures, he or she may seek resolution, within the stipulated timelines, through the process outlined in the *Student Appeal Policy*.

### Academic Dishonesty

The disciplinary consequences will vary according to the severity of the incident and may include, but not be limited to, those cited below. The dean, director, chair or instructor may call upon College Safety to assist in the investigation.

**Repeat the Assignment or Test, or Issuance of a Special Assignment or a Failing Grade for a Test or Assignment:** The terms and conditions of these measures will be provided to the student in writing by the instructor.

**Issuance in Writing of a Failing Grade for the Course:** The terms and conditions of this measure will be provided to the student in writing by the instructor after consultation with the dean.

**Written Reprimand:** The student is advised in writing that further incidents of improper conduct, such as academic dishonesty, may result in more severe discipline. Written reprimands may also describe terms and conditions of probation or may describe expectations for student conduct. Written reprimands will be administered by the appropriate decision-maker, (director, dean or College Safety); copied to the appropriate dean, the Vice President of Education and Student Services and placed on the official student record.

**Removal from a Program:** The student is removed from the program. The terms and conditions of this measure will be provided to the student in writing by the dean, after consultation with the chair and the Vice President of Education and Student Services, and placed on the official student record.

**Refusal to Enrol or Re-enroll:** Refusal of the College to enrol or re-enrol the student into a course, courses or a program. The terms and conditions of this measure will be provided to the student in writing by the dean, after consultation with the chair and the Vice President of Education and Student Services, and placed on the official student record.

**Suspension from the College:** Refusal of the College to admit a student to any class, course, program, College service or College activity. The terms and conditions of this measure will be provided to the student in writing by the President; copied to the Vice President of Education and Student Services and the Board of Governors; and placed on the official student record. **Note: This measure may be appealed to the Board of Governors.**

**Forfeiture of College Award or Credential:** Request return of anything awarded by the College, including awards or credentials, when the award or credential was acquired through dishonest or inappropriate means. The terms and conditions of this measure will be provided to the student in writing by the Vice President of Education and Student Services, and placed on the official student record. **Note: This measure may be appealed to the President.**

### Inappropriate Student Conduct: Academic and Nonacademic

The discipline will vary according to the severity of the incident and may include, but not be limited to, those cited below. The discipline may be invoked for disruptive conduct or for academic concerns at the discretion of the appropriate decision-maker.

The dean, director, chair or instructor will collaborate with College Safety in any investigation where a student's conduct may be (or perceived to be) threatening to themselves or others, violent, illegal, or uncontrollably disruptive.

If a student believes he or she is being treated unfairly in relation to the imposition of the following measures (with the exception of suspensions and forfeiture of College Award or Credential), he or she may seek resolution, within the stipulated timelines, through the process outlined in the *Student Appeal Policy*.

**Verbal Reprimand:** The student is informed that the conduct exhibited is inappropriate. Such a reprimand may be issued by College personnel when confronted by inappropriate conduct.

**Removal from a Class In Progress:** Immediate removal of a student from a class in-progress. In some cases the disruption may be significant enough that the class is terminated and postponed until the disruptive conduct can be mitigated. Terms and conditions for return to the class must be communicated to the student by the instructor who will inform the department chair and the dean.

**Written Reprimand:** The student is advised in writing that further incidents of improper conduct may result in more severe discipline. Written reprimands may also describe terms and conditions of probation or may describe expectations for

student conduct. Written reprimands will be administered by the appropriate decision-maker (director, dean, or College Safety); copied to the appropriate dean, the Vice President of Education and Student Services and to College Safety; and placed on the official student record.

**Restriction of Activity or Access to an Area or Services:** Restriction or exclusion of a student from certain College activities, or denial of access to certain areas of the College, or to the use of certain facilities or equipment. The terms and conditions of this measure will be provided to the student in writing by the appropriate decision-maker (director, dean, or College Safety); copied to the appropriate college personnel and to the Vice President of Education and Student Services; and placed on the official student record.

**Recovery of Costs:** Recovery of costs is requested for damages deliberately caused by the student. The terms and conditions of the measure will be provided to the student in writing by College Safety; copied to the appropriate decision-maker (dean or director) and the Vice President of Education and Student Services; and placed on the official student record.

**Removal from a Course:** Immediate exclusion of a student from a course. The terms and conditions of this measure will be provided to the student in writing by the department chair after consultation with the instructor and the dean; copied to the Vice President of Education and Student Services and to College Safety; and placed on the official student record.

**Removal from a Program:** Removal of the student from the program. The terms and conditions of this measure will be provided to the student in writing by the dean, after consultation with the department chair and the Vice President of Education and Student Services; placed on the official student record; and copied to College Safety.

**Suspension from the College:** Refusal by the College to admit a student to any class, course, program, College service or College activity. The terms and conditions of this measure will be provided to the student in writing by the President; copied to the Vice President of Education and Student Services, to College Safety and the Board of Governors; and placed on the official student record. **Note: This measure may be appealed to the Board of Governors.**

**Forfeiture of College Award or Credential:** Request return of anything awarded by the College, including awards or credentials, when the award or credential was acquired through dishonest or inappropriate means. The terms and conditions of this measure will be provided to the student in writing by the Vice President of Education and

Student Services; and placed on the official student record. **Note:** *This measure may be appealed to the President.*

## Examples of Unacceptable Student Conduct

### Assault and Threatening Conduct

This includes any physical, written or verbal assault directed at any individual or group affiliated with the College community that occurs within any College related activity and that could result in physical, mental or emotional harm, or harassment.

- Examples: Hitting, slapping, punching another person; continued unwanted contact with or stalking of another person; using threatening language; communicating in any manner an image, picture or graphic that is threatening.

### Conduct Endangering the Safety of Others

This includes any conduct that potentially or actually endangers the safety of any person in the course of any College related activity.

- Examples: Tampering with fire access doors or discharging fire extinguishers; unsafe operation of a motor vehicle; inappropriate use of tools, equipment or procedures that places a person at risk.

### Failure to Comply with Reasonable Requests of College Employees

This includes any failure to comply with a reasonable request or directive of any College employee, issued in order to protect the rights, privileges or safety of any member of the College community.

- Examples: Failure to leave a building during a fire alarm; refusal to remove a vehicle parked in a fire lane; refusal to remove weapons from campus; failure to vacate a College service or instructional area when directed.

### Disruptive Conduct/Disorderly Conduct

This includes any conduct that interferes with the provision of College services or instruction or that interferes with any member of the College community.

- Examples: Verbal outbursts, physical gestures, actions or interruptions which limit or interfere with the provision of College services or instructional activities; unwarranted and unreasonable disturbances during any Camosun College related activity.

### Unauthorized Entry or Presence

This includes any unauthorized act of entering, remaining in, or allowing others to have access to areas of the College.

- Examples: To enter, or allow others to gain entry to, computer laboratories outside of authorized times and conditions; or unauthorized presence in any College office or area.

### Misuse of Information

This includes any falsification, alteration or misuse of personal identification, electronic identification, records or documents.

- Examples: Unauthorized alteration of grades or records; inappropriate use of computer password access privileges or Phone registration privileges, or refusal to produce valid identification upon request.

### Theft of Personal or College Property

This includes any theft (attempted or actual) or unauthorized removal of property belonging to the College or to any member of the College community.

- Examples: Theft of library resources; theft of personal property such as a knapsack or purse; or unauthorized duplication of computer software belonging to the College.

### Vandalism/Intentional Damage or Misuse of Personal or College Property

This includes any intentional altering of, or damage to, any resource or property belonging to Camosun College or to property of any member of the College community.

- Examples: Damaging library books; defacing College buildings; or damaging vehicles.

### Seem to Violate Federal, Provincial or Municipal Laws, Statutes or Regulations

This includes any conduct that violates the laws, statutes, or regulations of any applicable authority.

- Examples: Violations of BC Liquor Control Act; possession, use or sale of illicit substances such as steroids or drugs; possession of weapons on campus; violations of the *Motor Vehicle Act*; issuing a false fire alarm; or failure to comply with Workers' Compensation Board regulations.

### Disrespectful or Demeaning Conduct

This includes any statement, publication, notice, sign, symbol, emblem or other representation which gives a member of the Camosun College community reasonable cause to believe that he or she has suffered hatred or contempt.

- Examples: Language, cartoons, photos, symbols, etc., which expose a person or a group or class of persons to pornography, hatred or contempt.

### Making False, Frivolous or Vexatious Complaints

This includes any complaint that is intentionally made by a person who knows it is false, frivolous or vexatious.

- Examples: Alleging a theft of personal property that is untrue; alleging an assault that is found to be false; numerous complaints made by the same student when that student is actively inciting the conduct complained about.

## Student Appeals Policy

### Purpose/Rationale

The purpose of this policy is to provide an appeal process for students who have reason to believe they have been graded unfairly or treated unjustly in relation to discipline by Camosun College ("the College").

### Scope/Limits

This policy applies to all students enrolled in College Courses or programs and applies to the appeal of Final Grades including compulsory withdrawals from courses and disciplinary actions taken by the College.

Those wishing to appeal a decision of suspension made by the President must contact the Office of the Board of Governors, as defined in the College and Institute Act. Forfeit of College Award or Credential are imposed by the Vice President of Education and Student Services and may be appealed to the President.

A student can withdraw his or her appeal at any stage of the appeal process. If the student withdraws the appeal the matter will be considered closed and no further appeal will be allowed with respect to the same matter.

Non-final grades may not be considered for a final stage of appeal.

### Principles

The College recognizes the right and responsibility of its faculty and staff to assess student performance and impose discipline in appropriate circumstances. The College also recognizes the right of students to be assessed in a manner that is fair, just and reasonable and to have sanctions imposed in proportion to the nature and seriousness of their conduct.

The College is committed to the provision of a fair and timely appeal process through which student concerns regarding Final Grades and imposed discipline can be addressed.



Students will have access to a multistage process within their Schools for appealing a decision regarding a Final Grade or imposed discipline.

A final stage of appeal (a formal hearing beyond the School) may be provided if, in the assessment of the Vice President, Education & Student Services, sufficient grounds for an appeal have been demonstrated.

Final decisions with respect to Final Grade appeals will normally be made at the School level to ensure that individuals knowledgeable in the field assess the matter.

Forfeitures of College Award or Credential will be decided by the Vice President of Education and Student Services and may be appealed to the President within the time limit noted paragraph number three (3) below.

Suspensions will be decided by the President and may be appealed to the Board of Governors within the time limit noted in paragraph number three (3) below.

### First Appeal Stage

The appeal process for a Final Grade begins with a student initiated discussion with the instructor.

The appeal process in the case of discipline begins with a student-initiated discussion with the decision-maker (see definition).

These discussions must be initiated by the student within ten (10) working days of the official posting of the Grade or imposition of discipline. If the student is unable to reach the instructor or decision-maker, assistance should be sought through the School office.

The student and the instructor or decision-maker should discuss fully the basis on which the student feels unjustly treated and ways in which his or her concerns may be addressed. These decisions must be concluded within five working days of being initiated. The decision of the instructor or decision-maker must be made in writing and copied to the Chair.

Failing satisfactory resolution at the instructor or decision-maker level, the student may take his or her concerns to the next level of authority within the School by raising the matter for full discussion with the department chair within five (5) working days of the instructor or decision-maker's written decision. These discussions must be concluded within five (5) working days of being initiated and the decision of the chair must be made in writing copied to the Dean.

Failing satisfactory resolution at the department chair level, the student may take his or her concerns to the final level of authority within the School by raising the matter for full discussion with the Dean or his or her designate. These discussions

must commence within five (5) working days of the written decision of the chair and conclude within five (5) of being initiated. The Dean's decision will be communicated to the student in writing and a copy of the decision will be provided to the Vice President of Education and Student Services.

### Final Appeal Stage

If the student is not satisfied with the decision of the Dean, the student may apply to the Vice President of Education and Student Services to have a panel convened to hear a final appeal ("Panel").

The student shall submit a completed Request for Final Stage Appeal form and all supporting documentation to the Office of the Vice President Education and Student Services within ten (10) working days of receiving the Dean's written decision.

The student Request for Final Stage Appeal form is available through the Student Services Department, from all School administration offices, and online.

The Vice President of Education and Student Services will evaluate the Request for Final Stage Appeal form and supporting documentation and will determine if there are sufficient grounds for an appeal. The Vice President of Education and Student Services may seek further information and/or clarification from any person involved in the appeal.

The grounds for a final stage appeal related to Final Grades are:

- the course outline has not been followed by the instructor;
- the evaluation criteria have not been applied according to the College grading and promotion policy; or
- the evaluation criteria have not been applied in a reasonable, fair and just manner.

The grounds for an appeal related to inappropriate conduct are:

- the student is denying the conduct;
- the student is appealing the severity of the discipline; or
- new information has come to light that would have an impact on the imposed.

Prior to directing that a Panel be convened, the Vice President of Education and Student Services must be satisfied that there is sufficient credible evidence on which the panel might reasonably conclude that one or more of the grounds for considering an appeal listed above have been met.

The Vice President of Education and Student Services may;

- direct that a Panel be convened;
- direct that a Panel not be convened;

- direct that some but not all of the issues raised in the Appeal be presented to a Panel;
- remit the matter back to the Dean for reconsideration with recommendations and/or directions; or,
- direct that the matter be remitted for an independent academic reassessment.

If a reassessment is deemed appropriate, the Vice President of Education and Student Services shall select a qualified new assessor or assessors who may be external to the College. Steps will be taken to ensure the impartiality of the assessor(s) and, where possible, to ensure the anonymity of the student. The assessor(s) may raise, maintain or lower the students' Grade as appropriate. The decision of the assessor(s) is final and binding.

### The Student Appeal Panel

If there are grounds for an appeal the Vice President of Education and Student Services will communicate to the student the details related to process, timing and location of the Panel hearing.

The Director of Student Services/Registrar will chair the Panel ("the Chair").

The Panel will be comprised of the Chair, two students, and two college personnel. The Chair will be responsible for ensuring that the members of the Panel are free of conflict of interest related to the case being heard. Every attempt will be made to hear the appeal in a timely manner.

The decision of the Panel will be final and binding and will be communicated to the student in writing.

### Definitions

**Decision-maker:** Any member of the College faculty, staff or administration who holds the authority for making a decision regarding final grades or for imposing discipline.

## Student Penalties and Fines Policy

### Scope

*This policy applies to all students, past and present, and to all administrative units providing services or loans (library, equipment, or materials) to students, which carry a financial or return obligation on the part of the student.*

### Principles

Penalties and fines are established to encourage students to meet their obligations to return loaned items owned by the College and to pay monies owed to the College.



The College will ensure all fines and penalties are administered impartially, and fairly.

Fines and Penalties will be established for non-payment of tuition fees or failure to return loaned items. The chief penalty will be the suspension of student access to services until the college-owed obligation has been met.

The student may appeal the imposed fine or penalty at the place at which it was imposed.

As appropriate, the College will make use of collection agencies to collect monies owed to the College.

Students who have incurred a penalty and/or fine must return to the issuing department to make payment. See the Fees and Financial Policies Chapter of the Calendar for more information.

## Guidelines

### Paying Fines & Removal of Penalties

The issuing department will receive payment and remove any imposed penalties as follows:

- If students have received library fines, they must return to the library to pay the fine and then have any imposed penalty removed;
- If tuition fees are in arrears, students will return to the Student Services Department (cashier) to pay their fees; or,
- If students have received notice from a collection agency, they must pay the account directly to the collection agency.

### Appeals

Appeals are to be made to the department issuing the penalty or fine.

The issuing department may require appeals to be in writing. All appeals must include or identify the reasons the appeal is being sought:

- Is the appeal being sought because the fine or penalty was unfairly levied? Please explain.

OR

- Is the appeal being sought due to unavoidable extenuating circumstances? Please describe and attach any supportive documentation.

## Freedom of Information and Protection of Privacy

**Note:** *The complete college policy is available on the college's website.*

In signing an application for admission, students are advised that both the information they provide and any other information placed on their student record will be protected and used in compliance with *Bill 50 Freedom of Information and Protection of Privacy Act (1992)*, other provincial and federal statutes, and the policies of the College. Information collected and maintained as part of their student records is collected under the authority of the *Colleges and Institute Act*.

Camosun College gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to being a member of the Camosun College community and attending a public post-secondary institution in the Province of British Columbia. Information students provide will also be used for non-administrative research purposes.

Information on admission, registration and academic achievement may also be disclosed and used for statistical and research purposes by the College, other post secondary educational institutions and the provincial government. Student personal information will also be used to assign or verify a Personal Education Number (PEN). The PEN may be used to facilitate registration, transfer or non-administrative research at the college or within the post-secondary system. Students are required to supply requested information to complete their registrations in courses or programs at Camosun. For further information please contact:

Ian M. Brindle  
Manager, Employee Relations  
& Legal Services  
Camosun College  
3100 Foul Bay Road  
Victoria, B.C V8P 5J2  
Phone: 250-370-3016  
Fax 250-370-3664

# Financial Assistance

## Financial Aid & Awards Offices

Lansdowne Campus: ID Main  
Phone: 250-370-3596

T 9 am to 4 pm  
R 9 am to 5:30 pm

Interurban Campus: CC 204  
Phone: 250-370-4862

MW 9 am to 4 pm

Students who are eligible for financial assistance may receive funds from one or more of the following sources: loans, grants, part-time employment, awards, bursaries and scholarships.

For more information on financial assistance, consult a Financial Aid Advisor at offices located at each campus as noted above.

**Note:** *Students who are receiving financial assistance are recommended to speak to a Financial Aid Advisor before withdrawing from courses.*

## Student Aid BC

Student loan funds may be available for students who meet the criteria established by federal and provincial government authorities. International students are not eligible for financial assistance through the Student Aid BC program. Students who are considered residents of other Canadian provinces or territories are required to apply to government loan programs through their home provinces.

For loan and grant funds to be released, students are required to be enrolled in 60% minimum course load in an approved post-secondary program (40% for students with permanent disabilities). The program must lead to a certificate, diploma or degree. Students registered in a minimum course load are responsible for ensuring all courses are for credit in their program. Consult the Financial Aid & Awards office for further information.

## Purpose of Student Aid BC

Student Aid BC is intended to supplement, not replace, students' own financial resources. Students are responsible for paying tuition fees by published fee deadlines whether or not student loans are received.

## When to Apply

Applications should be submitted at least six weeks prior to the start of classes to ensure timely processing. Students may submit applications before being accepted at the College or enrolling in classes.

**Apply online at [StudentAidBC.ca](http://StudentAidBC.ca) for faster application processing.**

## BC Student Loans

One Student Aid BC application accesses federal loan (CSL), provincial loan (BCSL), and non-repayable grant (CSG) as assessed by government authorities.

## Grants

Students with dependents, students from low income families and students with permanent disabilities who are applying to Student Aid BC may receive limited non-repayable grants. For more information on government programs, check links on the Financial Aid & Awards page on the College website.

## BC Loan Reduction

The BC Loan Reduction Program is available to students enrolled in full-time post-secondary programs that are two years or longer. Eligible students who successfully complete each year's studies will have BC Student Loans reduced.

## Interest-Free Status or Interest Relief

Consult the Financial Aid & Awards office for information on keeping student loans interest-free while in full-time study or applying for Interest Relief if not able to repay student loans.

## Canada Study Grants

### High Need, Part-time Students (CSG/HNPT)

Canada Study Grants for High Need Part-Time (CSG/HNPT) students are designed to assist students who are unable to study full-time and whose incomes are below established thresholds. CSG's are funded by the federal government and are limited to students who are enrolled in 20-59% of a full-time post-secondary course load as defined by Camosun College.

### Students with Permanent Disabilities

Canada Study Grants for students with permanent disabilities are designed to assist with the purchase of adaptive equipment and/or support services to assist in studies. The funds are intended to meet expenses not covered by other programs and agencies.

## Adult Basic Education Student Assistance Program (ABESAP)

Students enrolled in upgrading levels of study offered by the School of Access, can apply for an ABESAP grant. This is a non-repayable grant to assist with the cost of fees and textbooks, and if applicable, tuition. Financial need must be demonstrated on the application to be eligible for ABESAP.

## Bursaries for Camosun College Students

Bursary - a grant to a student generally based on financial need and satisfactory academic standing, sometimes including additional criteria such as program of study.

Bursaries for Camosun College students are funds generously donated to the Camosun College Foundation by individuals and organizations in the community.

Students may apply for these bursaries if they meet the following criteria:

- are Canadian Citizens or Landed Immigrants;
- are enrolled in a 60% minimum course load (40% for students with permanent disabilities) as defined by Camosun College in a post-secondary program which leads to a certificate, diploma or degree; and,
- can demonstrate financial need.

**Note:** *Continuing students are required to have successfully completed their last full-time post-secondary period of study.*

Application forms are available at the Financial Aid & Awards offices at the beginning of the Fall and Winter semesters and on the Financial Aid & Awards website.

Application deadlines are:

- the second Tuesday in October for Fall; and,
- the second Tuesday in February for Winter.

The following Camosun College Foundation Bursaries are expected to be available in the 2007/2008 academic year. This list is subject to change without notice. An updated list of bursaries will be available during each application period.

There are **two** types of Foundation Bursaries: Open Bursaries (open to all students), and Designated Bursaries (students must meet specific requirements).

## Open Bursaries

Open Bursaries only require that students have demonstrated financial need. Students need to submit only *one green* application form, available from the Financial Aid & Awards offices, to be considered for all Open Bursaries.

- Adele & Robert F. McAdams
- Alexander Ross McIntosh Memorial, established by Beaver Foods Inc.
- Angus McKinnon Memorial
- Ann Martin Bursary
- Arthur Leslie Langdale Bursary
- Bank of Montreal Young Futures Endowment
- B. & B. Sivertz
- Braefoot Community Association
- Bruce Winsby Memorial Bursary
- Cam\$Lot Raffle Bursary
- Camosun College Board of Governors
- Camosun College Bookstore Bursary
- Camosun College Employees Fund
- Camosun College Faculty Association
- Camosun College Open Bursary Fund
- Camosun College Enterprise Bursary
- Camosun College Foundation Endowment Fund
- Chartwell's Bursary
- Coast Capital Savings Credit Union
- Cosmopolitan Club of Victoria
- Credit Union Foundation of BC
- Credit Union Foundation - May Campbell
- CUPE 2081 Memorial Bursary
- Curtis Purden Bursary
- Dr. Frank B. Gouws
- Edward Joseph Harrison Fund
- G. Kenneth Arnott Bursary
- Gladys Ledingham Memorial
- Graphic Office Interiors Ltd.
- Holy Cross Catholic Church
- Harley Stonnell Memorial (Rotary Club Harbourside)
- Harry Chalmers Memorial
- IODE Royal Bride Chapter
- Irene Lane Bursary
- Jack Harrington Memorial
- James & Ellen Hall McEvoy Memorial Bursary (*Full-time mature students*)
- Janet Baird Bursary
- Kiwanis Victoria, F.V. (Viv) Shoemaker
- Larry Mills and Jean Cartwright Memorial Bursary
- Leland A. Young
- Lillian and John Ronald Bursary

- Lionhart Tax & Financial Services
- Mary Ellen King Recognition
- Monk Office Supply Ltd.
- Parks Family Bursary
- Primrose Family Bursary
- Paul and Gayle Mantell Bursary
- Robbins Parking Service Bursary
- Robert Dewhirst Bursary
- Robert Noble Bursary
- Rotary Club of Victoria-Harbourside
- Royal Bank Financial Group
- Saanich Firefighters Association
- Serious Coffee
- Susan Brice Bursary
- TD Bank Financial Group
- United Commercial Travellers - Vic Council
- University Women's Club of Victoria – Malahat
- University Women's Club of Victoria – Geraldine Symons Memorial
- University Women's Club of Victoria – Diamond Jubilee
- University Women's Club of Victoria – Blue & Gold
- Vancouver Foundation
- Vancouver Foundation – Mini Block Grant Program
- Victoria AIKIKAI
- Victoria Real Estate Board
- W.A.C Bennett Memorial Bursary
- Zoom Media Bursary

## Designated Bursaries

These bursaries have criteria that must be met; for example, some require enrolment in a specific program of study. Designated bursaries with the same or similar program enrolment (or other) criteria are grouped together under one bursary code. Students who meet the criteria for designated bursaries should complete and submit *one white* Designated Bursary application form, available from the Financial Aid & Awards offices, per bursary code.

### School of Arts & Science

- 010 Applied Communication Program**
  - James Bay News
  - Victoria Media Club
  - Vic & Pam Shemilt/Island Blueprint
- 020 Applied Chemistry & Biotechnology**
  - Dr. L.H. McMullen Memorial
- 030 Criminal Justice**
  - Sooke Community and Police Consultative Society
  - Victoria City Police Athletic Association

### 040 Environmental Technology

- John Hind-Smith Environmental Technology
- Moebius Bursary
- Terese Todd Memorial
- Victoria Natural History Society
- Walter S. Knight Memorial

### 050 Music Diploma

- David Lorne McDougall Memorial
- Ivor and Lorna Parfitt Memorial
- Mandy Maxey Memorial

### 060 University Transfer - All Disciplines

- Canadian Club of Victoria
- Diane Petrou Memorial
- Professional Consultants Association of BC

### 061 University Transfer - Education

- Delta Kappa Gamma, International Lambda Chapter *Female student*
- Pat Brown Memorial Bursary
- VanCity Post-Secondary Bursary *Preference given to a Credit Union Member*

### 062 University Transfer - English

- Jack & Frances Damant Memorial *Second year student*
- Lane M Watson Memorial

### 063 University Transfer - Literature, Sociology, Psychology or Anthropology

- Jeanne Ellen Langston Memorial

### 065 University Transfer - Science

- Reginald Rankin Memorial
- Thetis Park Nature Sanctuary Association *UT Biology with an interest in botany, or environmental studies or horticulture*

### 066 University Transfer - Social Work

- IODE Garry Oak Chapter

### 070 Visual Arts

- Estelle Elizabeth Blair Inman Memorial

### School of Business

#### 110 Business General

- Annie Graham Memorial *Single parent enrolled in a Business Diploma program*
- AXA Pacific Insurance Company Bursary
- Bill Wansbrough Memorial
- Dr. William H. Moore
- Investors Group
- Ivy Blanch (Pat) Bevan Memorial *Student from a rural community*
- Lorne Thompson Memorial

- Margaret Lindsay Memorial
- Shirley & Harvey Pinch
- University Women's Club – Margaret Lowe Memorial *Female*
- Walter S. Knight Memorial - Business
- William McMillan Bursary Endowment Fund

#### 120 Business Administration – Accounting

- Faculty, Friends & Alumni Bursary

#### 130 Business Administration – Finance

- Rick Wiegel/CIBC/Wood Gundy Bursary

#### 140 Business Administration – Marketing

- David Andrew Jaffey Memorial Bursary  
*May also be enrolled in General Management Option*
- Sales & Marketing Executives of Victoria
- Stan and Edie Britt Memorial

#### 160 Golf

- Brian McWha Memorial
- Marler Ellis Bursary
- Professional Golf Management Championship Bursary
- Ryan Adamson Memorial

#### 170 Hotel and Restaurant Management, Tourism, Travel Counselling

- Attractions Victoria
- Don Proudfoot Memorial  
*Awarded to a Hotel & Restaurant Management student*
- Entry-level scholarships available for high school students - contact Dunlop House directly
- Gordon Townley Memorial
- Great Canadian Beer Festival Society Bursary
- Mark Scott Memorial
- SKAL Club of Victoria, in memory of Mark Scott
- Victoria A. M. Tourist Services Association – Tommy Mayne Bursary  
*Tourism related program*
- Victoria Guest Services Network
- VI Meeting Planners and Suppliers  
*Awarded to a Tourism Certificate or Business Administration – Tourism Management student*

#### 180 Office Career Programs

- Applied Business Technology Bursary
- BC Notaries/Notary Foundation of BC Bursary
- Margaret Lindsay Memorial
- Real Estate Foundation of BC Bursary

#### 190 Human Resource Management

- BC Human Resource Management Association Bursary

### School of Health & Human Services

#### 210 Early Childhood Care and Education

- BC Government Retired Employees Association
- Evelyn McIntosh Memorial
- Kiwanis Club of Cordova Bay
- Optimist Club of Victoria – Bob Coates
- Roberta Emery Memorial

#### 215 Community Support Worker

- Glendale Foundation
- Ups & Downs
- Victoria Association for Community Living

#### TBA Dental

- Dr. David Carmichael Dental Bursary

#### 220 Nursing

- Avril Peters Memorial Nursing Bursary
- Beatrice F. Jose Memorial
- Colonel John V.C. & Ethel Ruth and MacGregor Memorial  
*Family with a military background*
- D. & B. Nightingale Nursing
- Dr. D. Alastair Baird Memorial  
*Student with interest in burn care and prevention*
- Dora & John Wight Memorial
- Dorothy Neal Memorial  
*Single parent pursuing Bachelor Degree in Nursing*
- Fred A. Smithers Sr. Memorial  
*Male student*
- Genevieve Goldade Memorial
- Idris Thomas Bursary
- Jean Dougan Bursary Fund for Nurses
- Kritzinger Bursary
- Lillian Maud Smithers Memorial  
*Female*
- Lorraine Askew Memorial  
*Second year student*
- Margaret Harper Memorial  
*Single parent second year student*
- Marilyn Fletcher Memorial  
*Second year student with an interest in postpartum studies*
- Olive M. Bell Memorial Bursary
- PEO Sisterhood / AJ Chapter  
*Female student*
- Rotary Club of Saanich  
*Single parent student*
- Royal Jubilee Hospital Auxillary  
*Second and third year student, single parents*
- VIHA Renal Dialysis Bursary  
*Interested in specializing in renal dialysis*
- Shelley Walerius-Miller Memorial  
*Second year student*

- Vancouver Foundation BC MSF Nursing Bursary Fund
- Winnifred J. 'Pat' Hutchinson Memorial

#### 230 Home Support Resident Care Attendant

- Anne Poppitt Memorial
- Berwick Retirement Communities Ltd. Continuing Care Bursary
- Island Community Home Support Society
- Jim & Mertie Chilton  
*Single parent student*
- Jona Gunter-Smith Memorial
- Joanne Granewall Memorial
- Oak Bay Lodge Society
- Victoria Gerontology Association Legacy Bursary

### School of Trades & Technology

#### 410 Automotive Mechanical Repair Foundation

- Canadian Tire Bursary
- Charlie Hewitt Memorial Bursary
- Denny Rand Memorial
- Vintage Car Club of Canada
- Wayne Blackwell Memorial

#### 420 Culinary Arts Foundation

- Helmut Huber Memorial
- Olga Bertello Memorial
- Perry Allnutt & Martin Wilkinson Memorial, established by Hotel Grand Pacific *Level 3 student*

#### 440 Trades Foundation

- Bill and Linda Murphy
- Hugh Peet Memorial Bursary
- Joseph Bourey  
*Women in Carpentry*
- Ray Scott Memorial
- Shirley Embra Building Trades Carpentry, Fine Furniture, Plumbing, Electrical
- Victor Gorrfred and Phil Rouse Trades

#### 442 Fine Furniture

- Joseph Bourey  
*Women in Carpentry*
- Philip R. Smith

#### 443 Welding

- Society of Materials International (V.I. Chapter)

#### 450 Computer Systems Programs

- Data Processing Management Association
- HTS Hi-Tech Systems Ltd

#### 455 Engineering Graphics Technician

- PROCURA Bursary
- Vic & Pam Shemilt - Island Blueprint



- 460 Technology Programs - General**
- Canadian Hospital Engineering Society – BC Chapter
  - Feat-Foundation for Education & Advancement in Technology
  - Marguerite and Byron Price Bursary
  - Matt Dixon Memorial Bursary
  - Ron and Annette Hart Bursary
- 461 Electronics/Computer Engineering Programs**
- Electronics Engineering Bursary Fund  
Second year student
  - Glen and Gina Truax Memorial
  - Jack Dawson Memorial
  - Kiwanis Club Cordova Bay – Eric Robinson Memorial
  - Western Association of Broadcast Engineers
- 462 Civil Engineering Programs**
- Bullock Baur Civil Engineering  
*Preference given to a First Nations student*
  - Susan Reid Memorial, established by  
Prairie Inn Harrier Running Club  
Second year student
  - Vic and Pam Shemilt/Island  
Blueprint
- 463 Mechanical Engineering Programs**
- ASHRAE Vancouver Island Chapter  
Second year student enrolled in  
MECH 275
- 470 Horticulture**
- British Columbia Council of  
Garden Clubs
  - George I. Radford Bursary
  - Les Stevens Memorial
  - Sharyn Pittman Garden Angel Bursary
  - Suzanne Lindinger Memorial
  - Victoria Horticultural Society,  
Jack & Hilda Beastall Memorial
  - Zonta International Club  
Phoebe Noble Bursary
- 480 Nautical**
- Nigel Scott-Moncrieff Memorial
- Other Designations**
- 510 Single Parents**
- Dawne Slots Memorial
  - E & A Howard Single Working Parents  
Fund
  - Leslie and Holly Ashcroft Memorial  
Fund
  - Victoria Medical Wives Community  
Services Group  
*Female student.*
- 520 Oak Bay Lions Club,  
Ala Hayman Memorial Bursary**
- *Visually impaired students*
- 540 Canadian Federation of University  
Women – Saanich Peninsula**
- *Female Canadian Citizen  
entering degree program at  
university with a historic link  
to Saanich Peninsula*
- 550 Dora Goodrum Memorial**
- *Disabled student*
- 560 Douglas Milne - Optimist Club  
of Victoria**
- *Recent high school grad in program  
that benefits youth or young people*
- 570 Dr. Roland Graham**
- *Resident of Saltspring Island or  
graduate of Gulf Islands Secondary*
- 580 Eileen Daoust Memorial**
- *Female single parent or mature  
woman*
- 590 English Speaking Union of Canada**
- *Student whose first language is not  
English*
- 600 Eunice Tyson**
- *Preference given to parishioner or  
dependent of St. Martin-in-the-  
Fields member or to student living in  
geographic area*
- 610 Frank Wing Memorial**
- *Member of minority*
- 620 Island Savings Credit Union Bursary**
- *Awarded to a member or son/  
daughter of a member*
- 630 Jean Moseley Memorial**
- *Established by Canadian Diabetes  
Association, Victoria Branch Student  
with diabetes*
- 640 Kiwanis Club of Esquimalt**
- *Resident of Esquimalt*
- 645 Leonard O. Gilbody Memorial  
Bursary**
- *ESL student entering a vocational  
program such as Trades, HSRCA,  
Tourism, Office Administration, etc.*
- 650 Lois M. Smith/Commonwealth  
Bursary for Athletes**
- *Student athlete holding card from  
national sports federation*
- 670 Minerva Foundation for BC Women**
- *Single mothers;*
  - *Re-train mature women;*
  - *Advance women in non-traditional  
fields of study;*
  - *Post-graduate studies;*
  - *Immigrant or aboriginal women  
with disabilities.*
- 680 Operation Trackshoes**
- *Demonstrated community involvement*
- 690 Paul and Ena Wilson Memorial**
- *Dependents of single parents*
- 700 Peninsula Consumer  
Services Co-operative**
- *Member of Peninsula Co-op*
- 710 Rosie Jones and Joan Cook Memorial**
- *Student with suitable heritage  
background*
- 730 Rotary Club of Sooke**
- *Resident of Sooke*
- 740 Rotary Club of Victoria/BC  
Paraplegic Association**
- *Student with a permanent mobility  
impairment*
- 750 Saanich Employees' Benefit  
Association**
- *Dependents of Saanich Employees'  
Benefit Association*
- 760 Sidney-By-The-Sea Rotary  
Club**
- *Resident of Sidney or North Saanich*
- 765 South Island Women in  
Trades and Technology**
- *Woman in non-traditional field of  
study*
- 780 The Bottle Depot, Quadra and  
McKenzie**
- TBA Thrifty Foods Sports Education  
Bursary**
- *Sports Education program or Exercise  
and Wellness program*
- 783 Resident and Family Council, The  
Lodge at Broadmead Bursary**
- *RN/LPN/RCA student whose family  
member is resident/client/or  
employee of the lodge at Broadmead*
- 785 Thomas Inkpen Memorial  
RCMP Veterans Bursary**
- *RCMP Veteran Association member or  
descendant*
- 790 Victoria Business & Professional  
Women's Club**
- *In memory of Elizabeth Clement*
  - *Mature female, who has been out of  
school for five years and wishes to re-  
enter the workforce*
- 800 Victoria Epilepsy & Parkinson's  
Centre Memorial**
- *Student who has Epilepsy or  
Parkinson's*
- 810 Victoria Real Estate Board -  
Bob Melanson**
- *Dependants of board*
- 440 Westshore Chamber of Commerce**
- *Trades student; resident of View  
Royal, Highlands, Langford, Metchosin  
or Colwood*
- 820 William Gowers Memorial**
- *Fastball League player*
- 830 Zonta International Club of Victoria**
- *Mature female student*

## Other Bursaries

### Art Howard Student Fund

Students may apply through the Disability Resource Centre at the beginning of Fall and Winter semesters.

### Camosun College Student Society Daycare Bursaries

Students who have children enrolled in Camosun Daycare Centres may apply through Child Care Services at the beginning of Fall and Winter semesters.

### Governor General's Collegiate Bronze Academic Medal

The Governor General of Canada annually awards a medal to the top Camosun College academic graduate from a two-year or longer program. No application is required.

### Lieutenant Governor's Silver Medal

The Lieutenant Governor of British Columbia annually awards a medal to a student graduating from a one-year or shorter program at Camosun College. The recipient must have an excellent academic record and have contributed positively to the College or to the community at large. No application is required.

## Awards and Scholarships for Camosun College Students

Scholarship - a grant awarded to a student generally based on merit or academic achievement sometimes including additional criteria such as community or volunteer service.

These awards are for Camosun College students, however, they differ from Foundation bursaries in their application and selection processes. Application deadlines are variable.

Contact the appropriate School for applications details and deadlines.

### School of Access

Email: [accessinfo@camosun.bc.ca](mailto:accessinfo@camosun.bc.ca)

Lansdowne Campus: Ewing 234  
Phone: 250-370-3295  
Fax: 250-370-3291

Interurban Campus: CBA 127  
Phone: 250-370-4941  
Fax: 250-370-4938

School of Access Student Awards will be posted in late Fall 2007. Eligibility period will be for students taking School of Access/ First Nations Education & Services classes during any of the May 2007 to April 2008 semesters.

- ABE Association of BC Award
- Basic Job Readiness Training Program Award
- BC Teal Wilma Hunter Award
- Camosun ABE Award
- Chuck Dowdeswell Award
- ELN Merit Award
- Grant L. & Brett Fisher Memorial Award
- Joan Looy Endowment Fund
- Lynne Richards Scholarship
- Pamela Vickers Achievement Award
- Way To Go Award

### First Nations Education & Services

Email: [fnesinfo@camosun.bc.ca](mailto:fnesinfo@camosun.bc.ca)

Lansdowne Campus: Ewing 272  
Phone: 250-370-3299  
Fax: 250-370-3291

First Nations Education and Services, in partnership with the Camosun College Foundation, administers a series of awards to First Nations students at the college.

- The Allen and Loreen Vandekerckove Family Foundation Bursary for First Nations Health and Human Services students
- Coast Salish Employment Training Society Awards (CSETS) Award for Coast Salish Trades students
- Cowichan Trading Company Award
- The Dorothy Price Treasure Box of Awards for First Nations students:
  - Dedl'alus TE Ten Award for First Nations parents. (Deadline: January)
  - First Nations Studies Achievement Award. (Students do not apply for this award. A recipient will be chosen, based on GPA, when Winter semester marks become available.)
  - Mino-Ayaa Wellness Award. (Deadline: January)
  - Sheli/ten Award
  - Treasure Box Award in Memory of James Dick. (All First Nations students.)
  - Yaay'us Award for working students. (Students in a short-term career enhancement program)
- Eualu Howard Memorial Award for First Nations students.
- M'Akola Housing Society (First Nations student who lives off reserve)
- The Saanich Indian School Board Award
- Saanich Indian School Board & Camosun College Affiliation Renewal Award
- Academic achievement, benefit of education to community. Deadline: April 15
- Songhees Nation-Camosun College Affiliation Award
- Tsa Qwa Supp/BC Hydro Scholarship for Nuw Chah Nulth students
- Academic achievement, strong connection to Nuw-Chah-Nulth identity and community. (Deadline: April 15)
- Victoria Native Friendship Centre & CC Affiliation Agreement Commemorative Award
- Winona Wood Award for First Nations Women. (For First Nations women. Deadline: January)
- Air and Waste Management Association - Co-op Education Continuing Student Award
- Angeline Haynes Memorial Award
- Applied Chemistry & Biotechnology Internship Awards
- Applied Chemistry & Biotechnology Program Achievement Award for Biotechnology
- Arthur Rabin Video Production Scholarship
- Asia-Pacific Studies Scholarship
- Associate Degree in Arts Entrance Scholarship
- Associate Degree in Science Entrance Scholarship
- Associate of Arts Degree Award - Second Year
- Associate of Science Degree Award - Second Year
- Axy's Analytical Services Ltd. - Applied Chemistry & Biotechnology Program Achievement Award for Environmental Chemistry
- BC Hydro Environmental Technology Scholarship
- Biology Department Scholarship for First-Year Biology
- Biology Department Scholarship for Second-Year Biology
- Bolen Books English Essay Award
- CellFor Community Education Excellence Graduate Award
- Charlotte Bronte Award

### School of Arts & Science

Lansdowne Campus: F 104  
Phone: 250-370-3224  
Fax: 370-3417

Contact the School of Arts & Science for information on these awards.

There are a number of awards and scholarships made available annually to the students in the School of Arts and Science. The deadline to apply (for most awards) is May 15. Application forms, criteria and selection process information are available from the Arts and Science office (F104, Lansdowne Campus) and on the College website. Please note that some awards/scholarships must be applied for, while others require no application.

- Chris Considine Award in Academic Achievement - Criminal Justice
- Claude Desmarais Award for French
- Dave and Bev Knapton Associate Degree of Arts Scholarship
- Dave and Bev Knapton Associate Degree of Science Scholarship
- Emily Bronte Award
- Environmental Technology Program Project Award
- Geography Faculty Award
- Ida Clarkson Broadcast Scholarship
- Jessie Allan Forsyth Memorial Scholarship - Award of Excellence
- Jessie Allan Forsyth Memorial Scholarship - Commendable Achievement
- Jim Mugford Mathematics Award
- Jim Ryan Scholarship in Photo Journalism
- John Post Scholarship
- Kathleen Ryan Memorial Scholarship for the Outstanding Student in Psychology
- Kerm Carlson Award of Excellence
- Leo Neufeld Linear Algebra Award
- MacGill Memorial Scholarship
- Marjorie Peters Award in Creative Writing
- MDS-Metro Award in Memory of Dr. Garth Walther: Applied Chemistry & Biotechnology Program
- Mrs. A. Massy Gooden Award
- Monday Magazine Visual Arts Award
- Physics Department Scholarship
- Robert Martin History Scholarship
- Roberta J. Pazdro Award
- Rogers Media - Radio Scholarship
- Shelagh Stanley Best News
- Social Sciences Award for Outstanding Student
- The Sterling Pacific Investigations Criminal Justice Scholarship
- Ted Adkin Memorial Award
- URSUS Environmental Excellence in Biodiversity Award
- Victoria Shakespeare Society Award
- William Geoffrey Ellis Prize

## School of Business

Email: [sofbus@camosun.bc.ca](mailto:sofbus@camosun.bc.ca)

Phone: 250-370-4565  
Fax: 250-370-4104

Contact the School of Business for information on these awards.

- ABT Retired Faculty Award
- BC Notaries & The Notary Foundation of BC Award
- Bob Brown Accounting Award
- Brian McWha Memorial Award/Bursary
- Canadian Hospitality Foundation Merit Awards

- Certified General Accountants Scholarship
- CN Scholarships for Women
- Credit Association Victoria Award
- Darcy Lazarz Memorial Scholarship Fund
- Darleen Wenman Scholarship Fund
- Dean's Scholarship - School of Business
- Don & Joyce Brake Award
- Don Lindsay Accounting Award
- Doug Murray Accounting Award
- Dunlop House Restaurant Award
- Economics Scholarship Endowment Fund
- EDS Canada Co-op Award
- Estelle Inman Accounting Award
- Fairmont Hotels - Empress Hotel Award
- Gilbert Murray Scholarship Fund
- Glenoak Ford Award
- Grant Thornton Award
- Hector & Cecilia Duprey Achievement Award
- Hotel and Restaurant Entry Level Scholarships
- Hotel Association of Greater Victoria Entry Level Scholarship
- Hotel and Restaurant Student Society Awards
- Hotel and Restaurant Co-op Award
- Hotel Association of Greater Victoria Award
- Hotel Grand Pacific Award Endowment Fund
- Hugh Chamberlain Memorial Scholarship Fund
- Hutcheson & Co Award
- Information & Records Management Association-Victoria Award
- James Rowlands GVHRMA Essay/Report Award
- Jencess Software & Technologies Award
- John Hadfield Award
- John Somers Accounting Award
- Jon Thibert Scholarship Fund
- Jones Emery Hargreaves Swan Award
- Legal Office Assistant Award
- Local Government Management Association of BC Award
- Mantell Dickson Blades & Wiseman Award
- Mantell, Dickson, Blades, Wiseman Award in Accounting
- Mark Scott Memorial Award/Bursary
- Marler Ellis Golf Scholarship
- Medical Office Assistant Award
- Middle Beach Lodge Hotel & Restaurant Award
- Peter McNeil Accounting Award
- Sales & Marketing Executives of Victoria Award

- Sylvia Clarke/Joan Island Memorial Award
- Tourism Achievement Award
- Tourism Victoria Award
- Troy Dunning Scholarship
- Vancouver Island Meeting Planners/Suppliers Award
- Victoria Chartered Accountants Assc-Best GPA Award
- Victoria Chinese Commerce Association Scholarship

## School of Health and Human Services

Email: [hhsinfo@camosun.bc.ca](mailto:hhsinfo@camosun.bc.ca)

Phone: 250-370-3180  
Fax: 250-370-3478

Contact the School of Health and Human Services for information on these awards.

- Alpha Home Health Care Award
- Barbara Ferris Memorial Scholarship
- BC Dental Hygienists Association Award
- David Macaree Award for Dementia Care
- Dr. D.A. Baird Memorial Scholarship
- ElderSafe Award for HSRCA Program
- Eleanor Spooner Memorial Award
- Island Community Home Support Services Society Endowment
- Kardel Award for Community Support Worker
- Lilla E. Wright Nursing Award
- MDS Metro Laboratory Services Award
- Mount St. Mary Hospital PN Award in Clinical Excellence
- Oak Bay Kiwanis Pavilion Award in Clinical Excellence
- Pat Wong Memorial Award
- Practical Nursing Graduands Award
- Resident & Family Council, The Lodge at Broadmead Excellence Award
- Schweitzer Prize
- Senior Living
- South Victoria Home Care Society Award
- Victoria Assoc for Community Living Award
- VIHA Jessie Bridges Award
- VIHA Thelma Varcoe Award
- Yvonne McCloskey Memorial Award Fund

## Chargers Intercollegiate Athletics

Contact Athletics and Recreation for information on these awards.

Phone: 250-370-3677

- Accent Inns Student-Athlete Excellence Award
- Accent Inns & Wilson's Transportation CCAA & BCCAA Awards
- McDonalds Canada Team Leadership Award

- McDonalds Canada Rookie of the Year Award
- Panago Pizza Team Spirit Award
- Camosun College President's Cup Award

## School of Trades and Technology

Email: [Tradesinfo@camosun.bc.ca](mailto:Tradesinfo@camosun.bc.ca)  
[Techinfo@camosun.bc.ca](mailto:Techinfo@camosun.bc.ca)

Phone: 250-370-4404  
 Fax: 250-370-3898

Contact the School of Trades and Technology for information on these awards.

- 1st Team Consulting Ltd Award
- A.J. Forsyth & Co Award
- Adam Johnston Memorial Scholarship
- Advance Collision Award
- Alan Hutchison Memorial Award
- Albion Fisheries Ltd. Award
- Andrew Sheret Ltd Award
- Applied Microsystems Ltd. Award
- Automotive Sales Co Award
- BOC Gases Canada Award
- Canadian Home Builders' Association-Victoria Award
- CGI Scholarship Award in Computer Systems Technology
- Chaine des Rotisseurs Scholarship
- Civil Engineering Faculty Award
- Construction Assoc of Victoria Trades Award
- Cookie Crumbles Award
- Daniels Electronics Ltd Award
- David Baade Scholarship Endowment Fund
- Dome Construction Award
- Electrical Contractors Association of BC Award
- Electronics & Computing Engineering Faculty Awards
- Emery Electric Ltd. Award
- ESI Environmental Sensors Inc Award
- Eugene Sander Award
- Farmer Construction Award
- Food for Thought Catering Award
- GardenWorks Award
- Harmac Pulp Operations Award
- Houle Electrical Award
- Independant Contractors
- Instructor's Choice Award, Mechanical Engineering Technology
- Inuktun Services Ltd. Award
- Island Net AMT Solutions Group Award
- IVL Technologies Inc Award
- John Drysdale Award
- JS Foster Corp Award
- Kennametal Manufacturing Engineering Award

- Key-2 Auto Parts Award
- McElhenney Consulting Award
- Mechanical Contractors Assoc Award
- Mechanical Engineering Achievement Award
- Nautical Watchkeeping Mate Award
- North Douglas Sysco Food Services Award
- P & R Western Star Trucks Award
- PrimeLine Food Brokers/Con-Agra Lamb-Weston Award
- PureEdge Solutions Award
- Queale Electronics Award for Electronic & Computer Engineering
- RAV Culinary Arts Awards
- Read Jones Christofferson Award
- Rotary Club of Royal Oak Award
- Rotary Club of Saanich Trades & Technology Award
- School of Trades & Technology Open Awards
- Scott Plastics Award
- Sheet Metal Workers - Loc 276 Award
- Snow Cap Foods Award
- Society of Vocational Instructors BC Award
- Stephen & Wendy Lloyd Award
- Suburban Motors Award
- Thurber Engineering Ltd. Award
- Trades & Technology Medal of Excellence Award
- UMA Engineering Ltd Award
- Vancouver Isl. Bldg./Construction Trades Council Award
- Vancouver Island Advanced Technologies Assoc Award
- Vancouver Island Piping Industry Award
- Victoria Horticultural Society - Jill Stewart Bowen Scholarship
- Victoria Shipyard Award
- Viking Air Award
- Wayne Blackwell Memorial Award
- West Wind Hardwood Award
- Western Joint Electrical Award
- White & Peters Autobody Award
- Wilkinson Steel & Metals Award
- Williams Scrap Iron & Metal Co. Award

## International

Phone: 250-370-3681 or 250-370-4812  
 Fax: 250-370-3689

Contact Camosun College International or the College Foundation Office for information on these awards.

- International Education Endowment Fund
- Maple Leaf International School Award

## Open

Contact the College Foundation Office for information on these awards.

Phone: 250-370-4233

- Barrie Black Memorial Award - AMTEC
- Executive Network Leadership Award
- M Potter/Rotary Victoria-Harbourside Scholarship
- Distinguished Alumni Award Fund
- Lt. Governor's Award
- TD Canada Trust Scholarship Endowment Fund
- Victoria Real Estate Board Awards/Bursaries
- Yvonne Thompson-Page Co-op Student of the Year Award

## External Awards

Many awards are available to students from sources outside the College including individuals, service clubs, labour unions, businesses and other organizations. Each administers its own awards and makes decisions on application processes, applicant eligibility criteria, deadlines to apply and award amounts. Some of these awards are specifically for Camosun College students and students submit applications to the Financial Aid and Awards office (unless indicated otherwise). Others require students to apply directly to donors. The following list of awards is sorted by application deadline dates. Find links to External Awards on: [camosun.bc.ca/financial/bursaries.html](http://camosun.bc.ca/financial/bursaries.html)

Awards are available for Canadian Citizens and Permanent Residents who are registered as full time students unless otherwise indicated.

## January 31

### Royal Bank Native Students Awards Program *(multiple awards up to \$4000)*

- Status, non-status, Inuit and Métis students in a discipline related to the banking industry (e.g. Business, economics, computer sciences): See [rbc.com/uniquecareers/campus/aboriginal-student-awards.html](http://rbc.com/uniquecareers/campus/aboriginal-student-awards.html).

### Datatel Scholars Foundation

*(multiple awards from \$1000 to \$2500 US)*

- Datatel Scholars Foundation Scholarship: for all students at Camosun College;
- Returning Student Scholarship: for students who have returned to school after five years or longer absence;
- Nancy Goodhue Lynch Scholarship: for undergraduate students who are majoring in Information Technology;



- Angelfire Scholarship: for Vietnam veterans, their spouses and children or refugees from Cambodia, Laos or Vietnam during the 1964-1975 time frame (documentation required).

Apply online at [datatel.com](http://datatel.com).

## February 1

### Hal Rogers Endowment Fund (up to 40 awards of \$1000)

- Full time students in any program who demonstrate high ideals and qualities of citizenship: See [bursary.ca/](http://bursary.ca/).

### Terry Fox Humanitarian Award Program (multiple awards up to \$7000)

- Students studying towards first degree or diploma who are dedicated to the humanitarian ideals of Terry Fox, volunteering and academic standing: See [terryfox.org](http://terryfox.org).

## February 15

### The Peter and Muriel Mixon Animal Rights Endowment Award (Up to \$1000)

- Full time Camosun students with a minimum GPA of 5.0 for their most recent term who can demonstrate an active interest in the cause of animal rights. See Camosun College Financial Aid & Awards for application information.

### Credit Union Foundation of BC Bursary (multiple awards up to \$2400)

- Students or their parents must be Credit Union members. Applications are available at Credit Unions throughout BC. February deadline is for students starting program in January. For further information go to: [cufoundation.org](http://cufoundation.org).

## February 28

### Health Sciences Association Scholarships (multiple awards up to \$800)

- Various awards with different criteria. Members of HSA or their relatives in any program, OR non-members studying in a Health Science field: See [hsabc.org/content.php](http://hsabc.org/content.php).

### BC Government & Service Employees Union (multiple awards up to \$1000)

- For members (active, retired or deceased) in good standing or their relatives (spouse, offspring, foster or stepchildren, siblings, grandchildren): See [bcgeu.ca/747](http://bcgeu.ca/747).

## March 10

### Coast Community Education Awards (66 awards of \$2000 to \$5000)

- Selection based on community service, school activities, leadership and academic performance with special circumstances considered: See [coastcapitalsavings.com/](http://coastcapitalsavings.com/).

## March 15

### BC Health Care Bursary (multiple awards up to \$3500)

- For students enrolled in eligible health care programs who have financial need and are not in default of BC student loans. There are three application periods per year: March 15, July 15 and November 15. Applications are available at Camosun College Financial Aid & Awards or online at: [aved.gov.bc.ca/student-services/forms/print.htm](http://aved.gov.bc.ca/student-services/forms/print.htm).

### BC Nurses Education Bursary (multiple awards up to \$3500)

- To assist trained RNs, RPNs and LPNs who are upgrading, former and foreign trained nurses requiring upgrading or students in RN, RPN and LPN programs: See [aved.gov.bc.ca/student-services/student-sp/awards/neb.htm](http://aved.gov.bc.ca/student-services/student-sp/awards/neb.htm).

### Hospital Employees' Union Education Fund (multiple awards up to \$3500)

- For members of HEU, enrolled in a full time program, undertaking long-term training for opportunities to change jobs/careers within the facilities sub sector collective agreement: See [heu.org/FBA\\_Education\\_Fund/](http://heu.org/FBA_Education_Fund/).

### Leonard Foundation (multiple awards up to \$1500)

- All full time students who can demonstrate financial need with preference going to sons and daughters of ordained clergy, grade school teachers, Canadian Military personnel, graduates of a military college, members of The Engineering and/or The Mining & Metallurgical Institutes of Canada: See [leonardfnd.org/english](http://leonardfnd.org/english).

## March 31

### The Executive Network Inc / Donald Family Annual Leadership Awards (value varies)

- For a Camosun Student and employee who has overcome exceptional circumstances in one of the following areas: health, financial, personal, career and who has demonstrated strong leadership. See Camosun College Financial Aid & Awards for nomination information.

### Irving K. Barber BC Scholarship (multiple awards up to \$5000)

For students completing second year (54 credits minimum) at Camosun College who:

- Are accepted to transfer into third year at a BC university to complete their degree;
- Have a cumulative GPA of 7.0;
- Can demonstrate exceptional involvement in their school and community.

Information and applications available at Camosun College Financial Aid or online at: [aved.gov.bc.ca/student-services/student-sp/awards/ike\\_barber.htm](http://aved.gov.bc.ca/student-services/student-sp/awards/ike_barber.htm).

## April 1

### BC Hydro Scholarship Program (multiple awards, no amounts given)

- Various awards with various criteria for BC students with a focus on energy sustainability in our province. Specific awards for women, aboriginals, and Environmental Studies students as well as general awards: See [bchydro.com/scholarships](http://bchydro.com/scholarships).

## April 4

### Canadian Hospitality Foundation Scholarships (multiple awards up to \$3500)

- For students a hospitality industry related programs such as Culinary Arts or Hotel/Restaurant Administration: See [chfscholarships.com](http://chfscholarships.com).

## April 15

### Public Guardian & Trustee Educational Assistance Fund (up to \$1400)

- For students who are former permanent wards of the Ministry of Social Services of British Columbia who are in a post-secondary academic, technical or vocational program: Call 604-660-4077 or see [trustee.bc.ca/services/estate/edu\\_assistance.html](http://trustee.bc.ca/services/estate/edu_assistance.html) (See also Ken Dryden Scholarship below for current or former wards of court).

## April 27

### Automotive Industries Association of Canada Scholarships SEMA Memorial Scholarship Fund (number & amounts of awards vary up to \$4000)

- For full time students pursuing careers in the automotive aftermarket or related fields: See [aiacanada.com/scholarships.cfm](http://aiacanada.com/scholarships.cfm).

## April 30

### BC Arts Council Scholarship Awards (multiple awards up to \$3500)

- For students in theatre, dance, music, visual arts and crafts, film and video, creative writing, arts administration, or

museological and conservation studies. Junior awards for 1st and 2nd year students: See [bcartscouncil.ca](http://bcartscouncil.ca).

## May 4

### National Youth in Care Network - Ken Dryden Scholarship

(8 awards of up to \$3000 renewable for up to four years)

- For students entering or continuing their education towards an undergraduate diploma or degree who are under 30 years old and who were or are currently in the child welfare/protection system: [youthincare.ca/work/scholarship.html](http://youthincare.ca/work/scholarship.html)

## May 13

### Royal Canadian Legion - BC/Yukon (multiple awards up to \$1500)

- For students entering first year of a full time program with preference given to children and grandchildren of veterans or ex-service personnel, however all applicants will be considered: Call 250-383-6411 or email [britannialegion@shaw.ca](mailto:britannialegion@shaw.ca), or contact a Legion in your area.

## May 29

### Pat Corbett Bursaries (\$3000)

- For a student who has completed at least one full time year in a tourism/travel/hospitality program: See [cotabc.com/business\\_services/education.aspx](http://cotabc.com/business_services/education.aspx).

## May 31

### Black Business & Professional Association (multiple awards up to \$2000+)

- Various awards with various criteria available to black students: See [bbpa.org](http://bbpa.org).

### Columbia Foundation Scholarship (14 awards of \$1000)

- For BC students, 24 years or older, who are entering but not currently enrolled in an apprenticeship, trade/technical, certificate, diploma or bachelor degree program: See [columbiainstitute.ca](http://columbiainstitute.ca).

### First Citizens Fund Student Bursary Program (multiple awards up to \$2000)

- For students of aboriginal ancestry who have resided in BC for six months or more and who are registered full time in a minimum two-year program: See [gov.bc.ca/arr/prgs/fcfund/fcfund.htm](http://gov.bc.ca/arr/prgs/fcfund/fcfund.htm).

### Vancouver Foundation Advanced Arts Study Award (20 awards up to \$5000)

- For students in a program of advanced study in music, dance or theatre at a recognized institution or with an established professional: See [vam.bc.ca/pages/assist.html](http://vam.bc.ca/pages/assist.html).

## June 1

### Assembly of First Nations Heroes of Our Time Scholarships (various awards)

- First Nations students who have demonstrated academic ability and have shown commitment to extracurricular activities and have completed at least one year of post-secondary education. Various awards focus on Criminology, Native Studies, Social Work, medical programs and science programs as well as others: See [afn.ca/](http://afn.ca/).

### The Mattinson Endowment Fund Scholarship for Disabled Students (\$2500)

- For students in any discipline who has a functional limitation resulting from a physical, sensory or mental impairment which affects their ability to participate fully in post secondary learning: See [aucc.ca/scholarships/open/mattinson\\_e.html](http://aucc.ca/scholarships/open/mattinson_e.html).

### Canada Millennium Scholarship Foundation Entrance Awards (1000+ awards up to \$5000)

- For students entering the first year of a full time program at least eight months in length leading to a first certificate, degree or diploma. December deadline is for following September semester start: See [excellenceaward.ca/](http://excellenceaward.ca/).

### Canada Millennium Scholarship Foundation Millennium Excellence Awards Program (1000+ awards up to \$5000)

- Millennium Excellence Awards Program
  - For students completing the first year of a two-year program or completing the second year of a program with a "B+" average who demonstrate a commitment to community service, leadership, innovation and academic achievement. Applications are available online: See [awardforexcellence.ca](http://awardforexcellence.ca).

## June 8

### Fairfax Financial Holdings Limited Program (up to two awards of up to \$5000 per educational institution)

- For students in need of financial assistance who are completing their 1st year of a degree or technical diploma and who demonstrate leadership qualities through extracurricular activities and volunteer or community involvement. Applications are available online: See [aucc.ca/scholarships/open/fairfax.html](http://aucc.ca/scholarships/open/fairfax.html).

## June 15

### Credit Union Foundation of BC Bursary (multiple awards up to \$2400)

- Students or their parents must be Credit Union members. Applications are available at Credit Unions throughout BC. June deadline is for students starting program in May: See [cufoundation.org](http://cufoundation.org).

### Hospital Employees' Union Education Fund (multiple awards up to \$3500)

- For members of HEU, enrolled in a full time program, undertaking long-term training for opportunities to change jobs/careers within the facilities sub sector collective agreement: See [heu.org/FBA\\_Education\\_Fund/](http://heu.org/FBA_Education_Fund/)

## June 22

### ASTTBC/ BC Hydro Engineering Technology Bursaries (Five \$1000: two for women in selected technology programs, two for students in selected technology programs & one for internationally-trained professionals entering a technology career in BC.)

- First or second year students in electrical, mechanical, civil & structural or environmental technology at BCIT and BC colleges are eligible, based on financial need, professional or community involvement, a written statement on career goals and the applicant resume: See [asttbc.org/org/feat.html](http://asttbc.org/org/feat.html).

## June 30

### Xerox Aboriginal Scholarship Program (Eight renewable awards of up to \$3000)

- Full-time aboriginal students in a program with significant content in information technology or business: See [xerox.ca/english/4\\_0/4\\_6/absp.html](http://xerox.ca/english/4_0/4_6/absp.html).

## July 15

### BC Health Care Bursary (multiple awards up to \$3500)

- For students enrolled in eligible health care programs who have financial need and are not in default of BC student loans. There are three application periods per year: March 15, July 15 and November 15. Applications are available at Camosun College Financial Aid & Awards or see: [aved.gov.bc.ca/student/services/forms/print.htm](http://aved.gov.bc.ca/student/services/forms/print.htm).

### BC Nurses Education Bursary (multiple awards up to \$3500)

- To assist trained RNs, RPNs and LPNs who are upgrading, former and foreign trained nurses requiring upgrading or students in RN, RPN and LPN programs: See [aved.gov.bc.ca/student/services/student/sp/awards/neb.htm](http://aved.gov.bc.ca/student/services/student/sp/awards/neb.htm).

## July 31

### Engineering Institute of Canada Scholarship Society (One award of \$2000)

- For students entering 2nd year of an engineering program or transferring from a bridging program into either 2nd or 3rd year in an accredited engineering program, who have graduated from a high school on Vancouver Island and have achieved a minimum 'B' grade average in the previous year of their engineering program: Call the School of Trades and Technology, 250-370-4044 or see [mala.ca/engineering/content/eic%20scholarship.pdf](http://mala.ca/engineering/content/eic%20scholarship.pdf).

## August 13

### Hospital Employees' Union Bursary Program (multiple awards up to \$1000)

- Members of HEU, their children and spouses (including common-law & same sex partners) who can show financial need and satisfactory academic standing: See [heu.org/scholarships\\_bursari/](http://heu.org/scholarships_bursari/).

## September 30

### PACE Bursary (multiple awards up to \$700)

- For part-time students who are a resident of BC, 19 year or older and able to demonstrate financial need. Must be registered in fewer than three courses or attends school less than 18 hours per week: Call 1-800-663-1293 or see [www2.literacy.bc.ca/whatsnew/pace/pace.pdf](http://www2.literacy.bc.ca/whatsnew/pace/pace.pdf).

## October 12

### Foundation for the Advancement of Aboriginal Youth (66 awards up to \$2500)

- For full time Aboriginal (Status, Non-Status, Metis and Inuit students attending a school in Canada: See [ccab-canada.com](http://ccab-canada.com).

## October 13

### CISCO-ACCC Technology Scholarship for Women (3 awards of \$1000)

- Female students entering the second year of a telecommunications or networking-related technology program with a high academic standing. Applications to be submitted to the School of Trades and Technology, call 250-370-4404: See [accs.ca/ftp/awards/cisco\\_scholarship.pdf](http://accs.ca/ftp/awards/cisco_scholarship.pdf)

### CN Scholarship for Women in Non-Traditional Programs (One Camosun award \$600)

- For female student enrolled in a non-traditional program such as a trade, civil engineering or computer engineering: See application for list of eligible programs Camosun College Financial Aid & Awards for applications, 250-370-4862.

## October 15

### Credit Union Foundation of BC Bursary (multiple awards up to \$2400)

- Students or their parents must be Credit Union members. Applications are available at Credit Unions throughout BC. October deadline is for students starting program in September: See [cufoundation.org](http://cufoundation.org).

## October 31

### Automotive Industries Association of Canada Scholarships - Arthur Paulin Automotive Aftermarket Scholarship Award (at least five awards up to \$700)

- For students enrolled in an automotive aftermarket industry-related program or curriculum, includes any of the following automotive sectors: auto body, hard parts, heavy duty, or motive power (machinists) and automotive apprentices: See [aiacanada.com](http://aiacanada.com).

### David Squires Foundation Scholarships (Three awards up to \$1200)

- For full time students in 2nd year of a Computer Science program with significant financial need, who are Canadian or US citizens and maintain a high level of scholastic achievement: See [itisb.com/dsfs.asp](http://itisb.com/dsfs.asp).

## November 15

### BC Health Care Bursary (multiple awards up to \$3500)

- For students enrolled in eligible health care programs who have financial need and are not in default of BC student loans. There are three application periods per year: March 15, July 15 and November 15. Applications are available at Camosun College Financial Aid & Awards or see: [aved.gov.bc.ca/student-services/forms/print.htm](http://aved.gov.bc.ca/student-services/forms/print.htm).

### BC Nurses Education Bursary (multiple awards up to \$3500)

- To assist trained RNs, RPNs and LPNs who are upgrading, former and foreign trained nurses requiring upgrading or students in RN, RPN and LPN programs: See [aved.gov.bc.ca/student-services/student/sp/awards/neb.htm](http://aved.gov.bc.ca/student-services/student/sp/awards/neb.htm).

## November 30

### Columbia Foundation Scholarship (14 awards of \$1000)

- For BC students, 24 years or older, who are entering but not currently enrolled in an apprenticeship, trade/technical, certificate, diploma or bachelor degree program: See [columbiainstitute.ca](http://columbiainstitute.ca).

## December 1

### Soroptimist International Women's Opportunity Awards (multiple awards up to \$1500, regional winners eligible for Western Canada Award)

- For female heads of households with primary financial responsibility of her family (spouse, children, parents) who is enrolled or accepted to a vocational/skills, training or first undergraduate degree with financial need: See [soroptimist.org/](http://soroptimist.org/).

## December 15

### Canada Millennium Scholarship Foundation Entrance Awards (1000+ awards up to \$5000)

- For students entering the first year of a full time program at least eight months in length leading to a first certificate, degree or diploma. December deadline is for following September semester start: See [excellenceaward.ca/](http://excellenceaward.ca/).

### Canada Millennium Scholarship Foundation Millennium Excellence Awards Program (1000+ awards up to \$5000)

### Millennium Excellence Awards Program

- For students completing the first year of a two-year program or completing the second year of a program with a "B+" average who demonstrate a commitment to community service, leadership, innovation and academic achievement. Applications are available online: See [awardforexcellence.ca](http://awardforexcellence.ca).

# Camosun College International

## Administration

Email: [inted@camosun.bc.ca](mailto:inted@camosun.bc.ca)

Phone: 250-370-3682 or 250-370-4812

Fax: 250-370-3689

Director: Dawn Sutherland

Associate Director: Thevi Pather

Assistant to the Director: Sue Doutré

Camosun College has been a leader in the field of international education since 1983. Starting with an enrolment of just six international students, today the College enrolls between 700 and 800 international students annually. Internationalizing classrooms, campuses and community is a priority for Camosun College.

Camosun College International (CCI), the College's international education department, accomplishes this by hosting international students, sending Canadian students to study abroad, leading development projects, hiring CIDA youth interns, coordinating customized training and consulting services, and by organizing international events and celebrations on campus.

Camosun College International is the department through which internationalization efforts at the College are initiated and coordinated. There are six units in the CCI department.

- International Student Services Unit
- Customized Training and Consulting Services Unit
- International Development Unit
- Internationalization Initiatives
- Overseas Program Delivery
- Study Abroad Unit

Through the activities of this department and each of its six units, working closely with the Schools and the Departments of the College, Camosun College contributes to the internationalization of our students, our college and our community.

## International Student Services Unit

Lansdowne Campus: ID 201

MTW 9 am to 4 pm  
R 9 am to 5:30 pm  
F 9 am to 4 pm  
Daily: closed for lunch 12 pm - 1 pm

Interurban Campus: CC 230

MTWRF 9 am to 4 pm

Camosun College has welcomed thousands of international students over the past 20 years and the number of international students choosing the College as their study abroad destination grows in number and geographic representation every year. Currently there are students from over 35 countries studying at Camosun College.

CCI provides extensive services at both the Lansdowne and Interurban campuses. Dedicated international support staff include: admissions officers, advisors, counsellors, housing coordinator and writing assistant.

### Admissions

International students must be a minimum of 19 years old by the last day of the first academic session OR have completed the final year of high school in their home country.

To study English (ESL) in Camosun College's English Language Development program (ELD), students are generally required to write a placement exam. Placement tests can be scheduled through CCI.

To study at the post-secondary level, most programs require grade 12 English or IELTS 6.5 or completion of Camosun College's highest level of ESL (ELD) and may have other specific prerequisites. Students must meet all prerequisites prior to enrolling in post-secondary programs. All prerequisites are available at Camosun College through the School of Access. For information on the required prerequisites, see the PDF document for your program of interest at: [camosun.bc.ca/international/becoming/programs](http://camosun.bc.ca/international/becoming/programs).

## Application Dates

There are no deadline dates for international student applications. Applications are accepted year-round. Please check program specific information for details on starting dates at: [camosun.bc.ca/international/becoming/programs](http://camosun.bc.ca/international/becoming/programs).

Programs begin in September and January, with some programs, especially English language training, starting in May and July as well.

Students are encouraged to apply early enough to accommodate application processing at CCI and the study permit application approval process in their home country.

### Academic Advising

Lansdowne Campus: ID 201, Camosun College International Office  
Phone: 250-370-3687

Interurban Campus: CCI 230, Camosun College International Office  
Phone: 250-370-3807

Advisors assist international students with their academic planning, course selection and registration. Students may register in courses after consultation with an Advisor. Help is also available for medical insurance inquiries, student authorization/immigration matters, Co-op/Internship work permits and other general concerns.

### Counselling

Lansdowne Campus: ID 202  
Phone: 250-370-3571

Interurban Campus: CC Main  
Phone: 250-370-4925

International student counsellors are available to help with career and personal concerns. Stress, anxiety and loneliness can interfere with a student's course work and impact upon the ability to adjust to life in a new country. A counsellor can also work with students to ensure re-entry to a student's home culture will be easier.

The counsellors have offices at both campuses. International students are welcome to drop by the office or phone ahead for appointments.

All sessions are private and confidential.



## Housing and Homestay

Phone: 250-370-3685

Although the College does not have dormitories, it does offer a homestay service. Students who want homestay should apply for it two months before they arrive. Please see the homestay section of our website for current fees: [camosun.bc.ca/international/homestay](http://camosun.bc.ca/international/homestay) and the application form.

Students may choose to make their own housing arrangements. Camosun College Student Society has a housing options website at [myidealhome.com/ccss](http://myidealhome.com/ccss). The Housing Coordinator can assist with additional resources.

## Language Help Centre

International students who are taking college level courses can receive assistance at the Language Help Centre. Services include assistance with writing, oral presentations, understanding course assignments, and reading textbooks. Students are asked to bring assignment instructions and a draft copy of their written assignment.

Appointments are made in person at E 202 or by phone at 250-370-3676.

## Medical Insurance

International students must have adequate health insurance. This is available through the BC Medical Services Plan (MSP). Students must apply for this medical insurance upon arrival. Our staff will assist with this application. During the initial three-month waiting period, CCI will advise students regarding a private insurance plan available to them.

## Orientation

At the beginning of each semester and term, an orientation program is held to welcome new international students to life in Canada and at Camosun College. It is a chance to learn about the College Services and Clubs as well as an opportunity to meet the Camosun College International department staff and other students.

A handbook for international students and a variety of workshops are also offered to assist students in achieving their personal and career goals.

At the orientation, students will receive information on the many services available including bookstore, library, cafeteria, peer tutoring, study skills and recreation.

## Tuition Fees and International Students

For current tuition fees, please see [camosun.ca/international/becoming/costs](http://camosun.ca/international/becoming/costs).

Provincial government policy requires that community colleges must charge tuition fees to cover all costs associated with the education of international students.

Application Fee for all programs (non-refundable) \$100

## Refund Policy

Camosun College International fees are generally non-refundable.\* Under extreme circumstances a refund may be approved by the Director upon receipt of a written request outlining the specific circumstances. Medical or immediate family emergencies are the only reasons considered. If approved, refunds will be given as follows:

- A 20% administration fee of the total fees assessed will be retained for withdrawals up to the end of the first day of class.
- A 50% administrative fee of the total fees will be retained for withdrawals up to 13 calendar days following the first day of the course for a semester/quarter or for six calendar days following the first day of the course for a term.

*\*No refunds will be provided after the periods indicated above.*

## Customized Training and Consulting Services Unit

[camosun.ca/international/custom-training](http://camosun.ca/international/custom-training)

This Unit works with a variety of clients including business, government, industry and the education sector to deliver study tours, group programs and consulting services. Programs are developed and designed in a broad range of areas to meet the specific needs of learners. Group programs and study tours can be delivered at either Camosun College campus. CCI staff/faculty often travel to client locations to provide consultancy services.

As a University of Cambridge International Examinations (CIE) Associate Partner, Camosun College offers Customized Training clients the opportunity to add a Cambridge International Diploma (CID) preparation and testing module to their programs. These learners leave Camosun College with a CID in addition to a Camosun certificate.

## International Development Unit

Website: [camosun.bc.ca/international/development](http://camosun.bc.ca/international/development)

This Unit manages international development projects abroad and maintains contact with past initiatives, ensuring their continued success. CCI's commitment to international development is well established and reflected in over 15 years of successful project activities in Southeast Asia, the Middle East, India and South America.

In partnership with the Canadian International Development Agency (CIDA), CCI also places student interns in developing countries, earning them valuable, hands-on knowledge, insight and experience.

## Internationalization Initiatives

Camosun College International sponsors and delivers a series of activities aimed at internationalizing curricula, the classroom, and the college, including professional development workshops, the development of resource materials, events and celebrations aimed at creating more international awareness throughout the college.

## Overseas Program Delivery

Camosun College International works in partnership with individual Camosun College Schools and departments, working to deliver programs and customized training courses overseas.

## Study Abroad Unit

Website: [camosun.bc.ca/international/study.abroad](http://camosun.bc.ca/international/study.abroad)

Study abroad experiences help students develop intercultural and second language competencies — skills high in demand by employers. The College's study abroad programs are offered through shorter field schools or longer reciprocal exchanges.

Field school locations change annually but groups have traveled in recent years to Tonga, Cuba and the Philippines. Field schools are discipline specific credit programs offering College courses in small groups in other countries.

Student exchange programs enable students to attend exchange partner institutions for 1-2 semesters while remaining registered at Camosun College. Exchanges change annually but have been available at partner institutions in Japan, Mexico, Sweden, Hungary, France and United States.

## General Information

For current program information see our website: [camosun.bc.ca/international/study-abroad](http://camosun.bc.ca/international/study-abroad).

For more information about Camosun College International please contact our staff at:

Camosun College International  
2nd Floor, Dawson Building  
3100 Foul Bay Road  
Victoria, British Columbia  
Canada V8P 5J2

Website: [camosun.ca/international](http://camosun.ca/international)  
Email: [inted@camosun.bc.ca](mailto:inted@camosun.bc.ca)

Phone: 250-370-3681  
Fax: 250-370-3689

# Continuing Education & Contract Training

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## Administration

Email: [cectinfo@camosun.bc.ca](mailto:cectinfo@camosun.bc.ca)

Phone: 250-370-4578

Fax: 250-370-4777

Director: Scott MacInnis, BA, MSc

Administrative Assistant:  
Heather Sproule

Program Coordinators:

Blakesley, Catherine, BSW, MEd

Burton, Toni, BA

Magahay, Wendy, BA, Dip Ed, MEd

Phone: 250-370-4578

Carr, Paula, BA, MEd, CTC, MCC

Duggan, Susan, CACE, MA

Giffon, Karen, A.A., CPP, Cert. Bus,

Cert. Con. Res.

Paterson, Elaine, MA, CPP

Phone: 250-370-4565

Plante, Ybo

Phone: 250-370-4563

## Continuing Education

Continuing Education (CE) provides in-demand programming for people who want training and skills upgrading on a more flexible basis.

By providing part-time learning opportunities, more people are able to access the training necessary to upgrade skills, secure certification and explore new opportunities.

Experience first-hand the current, professional instructors and friendly learning environment of Continuing Education programs at Camosun College.

The Continuing Education course calendar is currently published three times a year (August, December and March). Course Information & Registration services are also available online at [camosun.ca/ce](http://camosun.ca/ce).

We would like to hear from you. Let us know what classes you wish to see in the future. Call 250-370-4578 or email [cectinfo@camosun.bc.ca](mailto:cectinfo@camosun.bc.ca).

## Certificate Programs

- Activity Assistant
- AutoCAD Graphics
- Community Support Work Foundations
- Hospital Unit Clerk
- Leadership Development
- Medical Laboratory Assistant
- MS-Access Data Management
- MS-Office
- Pharmacy Technician
- Tourism
- Travel Counselling
- Web Design

## Contract Training

Email: [cectinfo@camosun.bc.ca](mailto:cectinfo@camosun.bc.ca)

Phone: 250-370-4578

Fax: 250-370-4777

Camosun College is involved in a number of educational projects providing flexible, responsive programs and services on a contract basis to clients in business, industry, government and community agencies. Our Contract Training services include training needs assessment, course development, administration, delivery of training programs and program evaluation.

Continuing Education and Contract Training (CE & CT) is the department within the college that manages external delivery of training and educational services regionally and nationally. The department employs professional project managers, all of whom are faculty members and experienced adult educators, to link our clients with the college's human and institutional resources. Customized programs can be provided on-campus or on-site at the workplace.

We represent decades of combined experience providing contract training services. The project management and educational expertise in the CE & CT department ensures the success of programs through our ongoing involvement in the design, maintenance and implementation of each project.

# Co-operative Education & Student Employment

## Administration

Website: [camosun.bc.ca/coop](http://camosun.bc.ca/coop)

Lansdowne Campus: F 128  
Interurban Campus: CC 251

Phone: 250-370-4410  
Fax: 250-370-4110

Director: Gloria Darroch

Assistant to the Director:  
Alvina Snell

## The Co-operative Education & Student Employment Department

The Co-op department co-ordinates both the educational and the administrative aspects of the co-operative work experience process. Prior to the field experience, Co-op staff deliver the COOP 100 pre-employment seminar, and help students secure work placements with industry, government and other employers. They actively promote the Co-op model to the employer community, and ensure the visibility of Camosun programs and students.

Student developed positions may be eligible for work term credit and students are encouraged to self develop work term positions. Consult with Employment Facilitators or Co-op and Internship Co-ordinators for guidance on the development of such positions.

## What is Co-op?

Co-operative education enables students to connect their classroom studies to the real world by gaining work experience related to their program area. As the name implies, Co-op is an educational process, anchored in a co-operative relationship among the student, the employer and the College. Co-op students function as employees of the co-operating employer organization, and are normally paid at market rates. At the same time, they are also enrolled College students, and work with Camosun instructors and staff to maximize the learning value of their field experience. Students pay tuition and receive college credit for the work term, and are required to submit assignments demonstrating their achievement of academic, professional, and personal learning objectives.

The Co-op model has proven highly effective for more than 100 years in North America's leading universities and colleges. Studies show that Co-op students enjoy higher academic achievement and motivation, and graduate with higher employment rates and earnings. Students value Co-op as a great opportunity to 'earn and learn', to see practical applications of their studies, and to develop valuable work experience and employer references. Employers value Co-op as a source of eager and well-prepared talent, and often use the Co-op process as a means of recruiting permanent employees.

Camosun has offered Co-operative Education since 1987, and places more Co-op and internship students than any other community college in western Canada.

## Co-operative Education and Internship Designations

Students may earn either the "Co-operative Education" or the "Internship" designation on their graduating credential, depending on their program of study and the details of their work experience. The "Co-operative Education" designation requires completion of at least two work terms (three in the proposed, subject to DQAB approval, Bachelor Degrees in Business Administration) of progressively greater challenge, followed by a final academic term. The "Internship" designation requires completion of one work term, and may fall at the end of the student's program. The minimum work term length is 250 hours for the Internship designation, and either 270 (quarter system) or 360 (semester system) hours for the Co-op designation.

For complete details on requirements for the Co-op and Internship designations, see the Co-operative Education and Student Employment office.

## Programs with Co-operative Education/Internship Options

New Co-op and Internship options are being created. Check with your program or the Co-op office for current information on options and designations.

## Participation in Co-operative Education/ Internships

Orientation to familiarize interested students with Co-op/Internships will be held at the beginning of the fall and spring sessions. Orientation sessions for Co-op/Internships are advertised around the campuses.

Typically, a student will attend an orientation followed by an in-depth information session to explain specific program process and expectations. (**Note: these orientations are not the same as COOP 100.**)

## Admission Requirements

Submission of a signed student application form is a student's commitment to comply with the procedures and requirements of the Co-op program as outlined in the calendar and the Co-op Student Handbook.

To register in a work term students must:

- be registered in a Camosun program with an approved Co-op or Internship option;
- have completed a specified portion (normally at least one semester) of the program;
- have a minimum GPA of 3.0 ("C+"); and,
- have successfully completed COOP 100, a work-term preparation course.

Additional requirements may apply in some programs. Students who begin a work term but do not successfully complete it, whether due to academic or employment grounds, may be excluded from registration in subsequent work terms.

## Workplace Education Preparation Seminar (COOP 100)

In order to prepare for workplace learning, students first complete the mandatory prerequisite, Workplace Education Preparation (COOP 100) seminar. This seminar is offered by Employment Facilitators from the Co-operative Education and Student Employment department.

This seminar is offered at various times throughout the year. Students should plan their personal learning plan carefully to ensure they can register and complete the COOP 100 workplace seminar at least one semester/quarter before they intend to commence their first work term.

COOP 100 is comprised of several modules designed to provide the student with a range of skills required for obtaining a career-related job. The seminar provides training in core competencies needed for outstanding resume writing and interview skills. COOP 100 ensures students have advanced job-finding, employability, and workplace safety skills. Specialized modules will also provide students with specifics on the employment industry relating to their program of study. In the final module, students are introduced to the Co-op Field Instructor, a member of the Faculty who is responsible for evaluation. Students will be guided on the work term academic requirements and assignments required for successful completion of the work term. Faculty and Co-operative Education and Student Employment staff work together to support and assist students through their work term.

## Co-op/Internship Work Term Grades

To graduate with a Co-operative Education or Internship designation, students must satisfactorily complete the minimum number of work terms and maintain the academic standing required by the program.

Work placement grades appear on the students' official transcript as "COM" (complete), "NC" (not complete), or "DST" (complete with distinction). Continuation in Co-op will normally require that students achieve "COM" or "DST" work term grades. In programs where co-operative work experience is optional, the academic credit for the work term is over and above the mandatory credit for the program. Work term grades are not taken into account in calculating GPA.

## Co-op Work Term Transfers

Co-operative education work terms completed at other BC post-secondary institutions are eligible for transfer credit where:

- the other institution is a member of the BC Accreditation Council on Co-operative Education;
- credit for the work term is recorded on the student transcript from the originating institution;
- the student is accepted into a Camosun College program with a Co-operative Education option; and,

- the credit from the originating institution was granted for a work term in the same discipline as the Camosun College program into which the student is transferring.

Acceptance into a Co-op option at another institution does not guarantee eligibility for co-operative work experience in a Camosun program. Students seeking to transfer work term credit from another institution must apply in writing to the Director of Co-operative Education & Student Employment.

## International Students

International students may participate in Co-op/Internship programs unless excluded by Canadian Immigration Regulations relating to employment. The full international fee structure will apply to international students on Co-op.



# Distributed Education

## Distributed and Distance Education Opportunities

Camosun students can choose from many courses and programs whose faculty use the Internet, streamed audio and other communications technologies along with print materials to create a dynamic and interactive learning environment. Some courses have no requirement to attend classes, while others use both face-to-face and distributed components.

### Advantages of Distributed and Distance Education

Students can:

- develop the tools, abilities and attitudes to be successful in life-long learning endeavours;
- enrol in courses without commuting to the College on a regular basis;
- often choose their own study times;
- join in electronic discussions with other students; and,
- have the opportunity to learn about, and with, technology.

### Success in Distributed or Distance Education

With the increased flexibility and access offered through Distributed Education comes increased responsibility. To be successful in a distributed or distance learning environment students must:

- be active learners by taking responsibility for their own learning;
- be prepared to initiate and be involved in meaningful interaction with other learners and the teacher;
- be highly motivated and capable of both independent and collaborative study;
- be able to think critically and independently;
- have, or be willing to develop, strong organizational skills; and,
- be able to function well in a variety of learning modes and with a variety of learning materials.

## Admission Requirements

- Students must satisfy college admission requirements as well as individual course and program prerequisites.

## Tuition

Tuition fees are outlined in the Camosun College Fee Schedule and are payable according to published fee deadlines. As with traditional course offerings, financial aid may be available to eligible students.

## Distance Education Opportunities

Camosun offers a variety of courses through Distance Education. Some courses require the permission of the teacher to take in a distance format so please check course requirements.

As course offerings may change each term students are encouraged to contact departmental Chairs for specific information.

Currently, most distance courses are scheduled for specific dates using one of the college's scheduling models (semesters or terms). Most distance courses permit students to do all their learning off-campus. Others require some sessions at college facilities such as laboratories (distributed). Most courses in the Public Administration program are offered in a seven-week format. Check Camlink for start and end dates or for more information regarding the Public Administration program and courses refer to [bus.camosun.ca/padm/courses/descript.htm](http://bus.camosun.ca/padm/courses/descript.htm).

Distance Education courses are identified in the College timetables with a section number that begins with a "D" (for example D01).

### Camosun and BCcampus

As part of Camosun's commitment to meet diverse learner needs, Camosun is participating in the BCcampus initiative. This is a collaborative effort between BC post-secondary institutions to deliver online courses and student services through a unified, web-based structure. Students registered at Camosun can take online courses at any participating College in British Columbia.

More information regarding available online courses can be found online at [BCcampus.ca](http://BCcampus.ca).

Following is a list of full Distance Education courses typically offered at Camosun:

### School of Access

BIOL 060	Introduction to Biology
COMP 030	Fundamental Computer Studies
COMP 040	Intermediate Computer Studies
COMP 060	Advanced Computer Studies
ENGL 032	Fundamental English 1
ENGL 033	Fundamental English 2
ENGL 050	Intermediate English
ENGL 092	Provincial English Composition
ENGL 094	Provincial English Literature
ENGL 140	Technical & Professional English
MATH 032	Fundamental Math 1
MATH 033	Fundamental Math 2
MATH 034	Fundamental Math 3
MATH 037	Fundamental Math/Culinary Arts
MATH 052	Intermediate Math 1
MATH 053	Intermediate Math 2
MATH 057	Intermediate Math for Trades
MATH 072	Advanced Math 1
MATH 073	Advanced Math 2
PSYC 080	Introduction to Psychology

*\*Fundamental level courses are only offered in partnership with community learning centres.*

### School of Arts and Science

ENGL 150	English Composition
ENGL 160	Introduction to Literature
ENGL 250	Advanced Composition
ENGL 286	20th Century Literature
GEOG 100	Ecosystems & Human Activity
GEOG 102	Human Geography
GEOG 105	Geography of BC
GEOG 232	Cultural Geography
PSYC 110	Experimental Psychology
PSYC 130	Contemporary Issues
PSYC 150	Child Development
PSYC 210	History of Psychology
PSYC 215	Biological Psychology
PSYC 245	Drugs & Behaviour
PSYC 250	Psychopathology
PSYC 252	Criminal & Deviant Behaviour
SOC 100	Social Structure/Organization

### School of Business

BUS 221	Strategic Human Resources
PADM 112	Intro to Public Administration
PADM 211	Planning in Government
PADM 227	Government Services
PADM 230	Public Finance in Canada
PADM 240	Law and Administration
PADM 260	Managing Multi Party Decisions

### School of Health & Human Services

IMHA 510	Cultural and Care Contexts
IMHA 511	Therapeutic Relationships
IMHA 512	Assessment and Planning
IMHA 513	Interventions
IMHA 514	Interprofessional Issues
IMHA 515	Practice
NURS 104	Professional Foundations
NURS 105	Knowledge for Practice

# First Nations Education and Services

## Administration

Website: [camosun.ca/fnes/](http://camosun.ca/fnes/)  
Email: [fnesinfo@camosun.bc.ca](mailto:fnesinfo@camosun.bc.ca)

Lansdowne Campus: E 272  
Interurban Campus: CC 233  
Phone: 250-370-3299  
Fax: 250-370-3291

Director: John Boraas

Chair: Janice Simcoe

Secretary:

Jeanine Cooper (Tsartlip)

Faculty:

Charles-Wherry, Cathi, (Anishinabe) BFA  
Mitchell, Sandee, (Algonquin) BSW  
Ormiston, Todd, (Tutchone/Tlingit) BSW, MPA  
Simcoe, Janice, (Anishinabe) BA

Advisors:

Bate, Suzanne (Cree)  
Martin, Faye (Gitksan)



## Community Connection

*Camosun College considers any student who is a descendent of the indigenous peoples of what is now called North America to be a First Nations student. This includes status and non-status Indians, Metis, Inuit and Native Americans living in Canada.*

*Welcome to all!*

Camosun College serves the communities that are in the traditional territories of the Esquimalt, Lekwungen, Malahat, Pacheedaht, Pauquachin, SC'Inew, Tsartlip, Tsawout, Tseycum, and T'Sou-ke peoples. We acknowledge our traditional hosts and thank them for their welcome to us.

Camosun College is supported by a First Nations Advisory Council. Since 1991, the Council has provided advice and direction regarding the educational needs of Aboriginal students and communities in the college region. The Council advises all First Nations programming and services at the college.

## First Nations Services

The First Nations Education and Services department offers academic, financial, and cultural support services to current and prospective Aboriginal students. We offer assistance in:

- educational planning,
- applying for Band, Tribal Council, Metis, or AHRDA funding; and,
- cultural activities and learning.

## Bursaries and Awards

- The Allen and Loreen Vandekerckove Family Foundation Bursary for First Nations Health and Human Services students
- The CSETS Award for Coast Salish Trades students
- The Dorothy Price Treasure Box of Awards for First Nations students:
  - Dedl'alus TE Ten Award for First Nations parents
  - First Nations Studies Achievement Award
  - Mino-Ayaa Wellness Award
  - Sheli/ten Award
  - Treasure Box Award in Memory of James Dick
  - Yaay'us Award for working students
- Eualu Howard Memorial Award for First Nations students
- The M'Akola Housing Bursary
- The Mamawi-Atoskiwin Emergency Bursary
- National Aboriginal Achievement Foundation (NAAF) Bursaries
- The Saanich Indian School Board Award
- Tsa Qwa Supp Scholarship for Nuu Chah Nulth students
- Winona Wood Award for First Nations Women

## First Nations Programs

### First Nations Academic Upgrading

Fundamental to Provincial level courses in Math, English and Computer Studies are offered at Songhees Nation and the Victoria Native Friendship Centre. These programs include some online components. College Prep level courses including math, English, First Nations Studies and Computer Studies are offered at The Saanich Adult Education Centre on Tsartlip Reserve.

### First Nations Civil Engineering Technology Access

This program is designed to allow First Nations adults to acquire the necessary upgrading courses in Math, English and Physics prior to entering the Civil Engineering Technology program.

### First Nations Community Studies

This two-year diploma program examines First Nations issues from an Aboriginal community leadership perspective, and is transferable to the University of Victoria and other institutions.

## First Nations Family Support Worker

This 10-month certificate program, delivered through the School of Health and Human Services, trains First Nations students to work in a variety of helping positions in Aboriginal communities.

## First Nations Health and Education Access

An eight-month certificate program that provides First Nations students interested in First Nations health and education with the skills, knowledge and credentials to enter health and education programs at Camosun College and elsewhere.

## First Nations Home Support/ Resident Care Attendant

This 35-week certificate program, delivered through the School of Health and Human Services, trains First Nations students to be care providers for Elders in community or long-term care facilities. The program includes First Nations Studies and English upgrading.

## Other Programs

Camosun College also offers aboriginal organizations the opportunity to develop programs or services on a contractual basis. For information on this please contact the FNES Department Chair at 250-370-3163.

## First Nations Limited Priority Admissions Process

Camosun College wishes to increase aboriginal student enrolment in Nursing, Practical Nursing and Early Childhood Care and Education programs to help meet critical health and child care needs in rural and urban aboriginal communities. The college has set aside, for a limited time each year, 5% of seats in these programs for qualified aboriginal applicants. For more information please contact the FNES Department Chair at 250-370-3163.

Please note that Camosun College application forms have a space for students to indicate aboriginal ancestry. Students who share this information allow the First Nations Education and Services department to better plan and communicate its services, programs and events.

## First Nations Community Studies

The First Nations Community Studies program offers students educational experiences with a First Nations perspective. The program provides comprehensive, multi-disciplinary, high-quality education respectful of the cultures, history, and experiences of Aboriginal peoples. By focusing on the physical, emotional, spiritual, and intellectual well-being of each student, the program will allow them to pursue the widest possible variety of professional specializations.

The program provides information, knowledge, and understanding of historical, cultural, social, political, and economic circumstances of First Nations people. It will broaden students' understanding of living and working in diverse cultural environments and prepare them for a range of employment opportunities in First Nations communities or the larger public/private sectors.

Students completing the program may be able to transfer into university degree programs in Social Sciences, Arts, and Humanities programs around the province. There will be 24 students in the program with a minimum of 70% of the seats reserved for First Nations students.

**Length:** 16 months

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):**

FNCS1 First Year

FNCS2 Second Year

**Admission Requirement(s):**

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment.

**Program Participation Requirement(s):**

- Students are expected to attend an orientation during the first week of class;
- Students will be required to maintain attendance in FNCS 111, FNCS 112, FNCS 211, and FNCS 212 which are weekly one credit circles; and,
- Second year students will be required to participate in a community-based special project.

**Program Completion Requirement(s):**

- Students must successfully complete all program courses in order to qualify for a Diploma in First Nations Community Studies.

**Notes:**

1. *Attendance at a program information session is highly recommended.*
2. *Students who plan to eventually seek a degree after this program are recommended to make an appointment with an Academic Advisor to ensure their elective course selections are appropriate.*

Academic Term 1 (Fall)		Credits
ANTH 104	Introduction to Anthropology	3.0
ENGL 150	English Composition	3.0
FNCS 111	FNCS Seminar 1	1.0
FNCS 116	Indigenous Studies in Canada 1	3.0
HIST 100	Introduction to History	3.0
One (1) UT elective*		3.0
<b>Total Credits</b>		<b>16.0</b>

Academic Term 2 (Winter)		Credits
ANTH 240	Archaeological Method & Theory	3.0
CRIM 135	First Nations and Justice	3.0
FNCS 112	FNCS Seminar 2	1.0
FNCS 117	Indigenous Studies in Canada 2	3.0
SOC 106	First Nations (Canada Present)	3.0
One (1) UT elective		3.0
<b>Total Credits</b>		<b>16.0</b>

Academic Term 3 (Fall)		Credits
ANTH 230	Linguistic Anthropology	3.0
ENGL 164	First Nations Literature	3.0
FNCS 211	FNCS Seminar 3	1.0
FNCS 220	First Nations Art Studies	3.0
SOC 230	Aboriginal Research Methodology	3.0
One (1) UT elective		3.0
<b>Total Credits</b>		<b>16.0</b>

Academic Term 4 (Winter)		Credits
FNCS 204	FNCS Special Individual Projects	3.0
FNCS 212	FNCS Seminar 4	1.0
HIST 214	BC History	3.0
HIST 215	Researching Aboriginal Title	3.0
One (1) UT elective		3.0
One (1) assigned course**		3.0
<b>Total Credits</b>		<b>16.0</b>

\*\*FNCS 241 or FNCS 242 or FNCS 243, only one of which is available in any calendar year.

## First Nations Health and Education Access

The First Nations Health and Education Access (FNHEACC) program is an eight-month, pre-professional program for First Nations students planning to enter Nursing, Practical Nursing, Medical Laboratory Assistant; and transfer programs that lead to Elementary/Middle School Teacher Education programs. FNHEACC will provide students with the skills, knowledge and academic credentials for these programs, as they learn about health and education issues relevant to First Nations communities, within the context of cultural relevancy and a supportive environment.

All courses, except BIOL 080 and CHEM 060, are provided within the college preparatory program at the Saanich Adult Education Centre.

Graduates of the Certificate in First Nations Health and Education Access program may request the Adult Graduation Diploma.

**Length:** Eight months

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):** FNHEACC

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 11 or ENGL 050 or assessment; and,
- Submit proof of a letter grade of "C+" or higher in Math 10 or MATH 053 or MATH 057, or a "C-" in Math 11, or assessment.

**Program Completion Requirement(s):**

- Students must successfully complete all program courses in order to qualify a Certificate in First Nations Health and Education Access.

Academic Term 1 (Fall)		Credits
BIOL 080	Inquiry into Life	4.0
ENGL 092	Provincial English Composition	3.0
FNHE 112*	Professional Issues	*
FNS 092*	Introductory FN Studies	*
MATH 072	Advanced Math 1	4.0
<b>Total Credits</b>		<b>11.0</b>

Academic Term 2 (Winter)		Credits
CHEM 060	Introduction to Chemistry	4.0
ENGL 094	Provincial English Literature	3.0
FNHE 112*	Professional Issues	6.0
FNS 092*	Introductory FN Studies	3.0
MATH 073	Advanced Math 2	4.0
<b>Total Credits</b>		<b>20.0</b>

\*FNHE 112 is a six-credit course offered over the Fall and Winter terms. FNS 092 is a three-credit course, also offered over both semesters.

**Notes:**

1. *To be eligible to enter Nursing or Practical Nursing programs, students must be able to demonstrate high school graduation or equivalent. Students must achieve a letter grade of "C+" or higher in English 12, or at least a "C" in ENGL 092 and ENGL 094; a "C+" or higher in CHEM 060 and BIOL 080, and a "C" or higher in MATH 072, MATH 073, FNHE 112 and FNS 092.*
2. *Entrance into the fields of Nursing and pre-education may require criminal and/or health record checks. Please consult an academic advisor and refer to program entry requirements.*

# Centre for Sport and Exercise Education

## Administration

Email: [sported@camosun.bc.ca](mailto:sported@camosun.bc.ca)

Phone: 250-370-4562

Fax: 250-370-4546

Director: Peter Rehor, PhD

Chair: Suzanne Flannigan, PhD

## Centre Statement

The birth of the Pacific Sport Institute, our centre of athletic and academic excellence and community partnership, scheduled to be completed in 2008, calls for programs strongly connected to the pursuit of athletic excellence. Of equal importance, programs will be responsive to the national health agenda and the immediate needs of our community. The Centre for Sport and Exercise Education will offer integrated, interactive and flexible academic programs.

Graduates of these programs will have more to offer to our society in this regard than most other professionals. Our concern is quality of life for all people. There is an opportunity to institute comprehensive programs that emphasize a holistic approach to a quality of life. The most dramatic implication for the future is a need for professionals who are knowledgeable regarding holistic health/wellness.

The Centre for Sport and Exercise Education is committed to the delivery of distinctive programs and education that adopt a new approach to the old sport/physical education and health curriculum; beginning with the Exercise and Wellness, Sport Management, and Coach and Athlete Development diploma programs. This approach centers upon exercise adoption and adherence, health enhancement and athletic excellence through change of behaviour and social responsibility; and is an approach that integrates lifestyle management throughout the curriculum and focuses on total self, not just activity and sport.

The new Sport Management Diploma, along with the Coach and Athlete Development Diploma (refer to proposed implementation dates) will provide a strong background and integrate into the proposed Bachelor Degrees in Athlete and Exercise Therapy, and Sport and Fitness Leadership. The three diploma programs will each be two years in length and the Bachelor Degree programs will consist of four years full-time equivalent study.

A tentative schedule for implementation is as follows:

- Sport Management Diploma - commencing September 2007
- Coach and Athlete Development Diploma - commencing September 2008
- Athlete and Exercise Therapy Bachelor Degree - commencing September 2008
- Sport and Fitness Leadership Bachelor Degree - commencing September 2008

## Exercise and Wellness

- *Diploma in Exercise and Wellness Professional Work Experience Designation*

The purpose of the Exercise and Wellness program is to prepare leaders for various fields related to health, fitness and wellness to foster positive, lasting change in their communities. The Exercise and Well Diploma emphasizes the relationship of physical activity and healthy lifestyles as they contribute to optimal health and wellness throughout the lifespan. Although physical activity and exercise are the central focus of our study, the program includes a broader landscape that encompasses healthy lifestyle promotion including healthy nutrition, smoking cessation, stress management and successful aging.

## Sport Management

*This has a proposed start date of September 2007 and is under development. Please refer to [camosun.ca](http://camosun.ca) for current information.*

### ...facilitating sport for all!

This new and innovative sport management diploma program prepares students for a variety of exciting entry level jobs in the sport industry ranging from event, team and organization management to facilities, sales and service management.

Built on three pillars, the curriculum focuses on the art and science of sport, human dynamics and the fundamentals of sport management and business. Incorporating the core values of excellence and entrepreneurship, the curriculum is activity-based, challenging and fun, fostering and encouraging healthy lifestyles and wellness practices through sport. The inclusion of skill acquisition and development of

motor skills rounds out this program making it ideal for individuals with a passion for sport and a desire to facilitate health and wellness in society through mass participation and performance enhancement of sport.

## Coach and Athlete Development

*This has a proposed start date of September 2008 and is under development. Please refer to [camosun.ca](http://camosun.ca) for current information.*

The Coach and Athlete Development Diploma program's purpose is to provide skills, knowledge and resources for athletes and coaches to maximize their and other's performance in a variety of sports. The graduates will function as professional coaches in athletic development across the lifespan with opportunities to focus on the development of athletes of all levels or on age specific psychological, nutritional and physiological issues. Upon graduation students will possess sound knowledge and experience in coaching practice. Furthermore, they will have had opportunities to develop coaching skills through practical experience and exposure to a variety of leading Canadian and international in selected sports such as triathlon, swimming, middle distance athletics rowing and cycling.

## Athlete and Exercise Therapy (AET)

*This has a proposed start date of September 2008 and is under development. Please refer to [camosun.ca](http://camosun.ca) for current information.*

The Athlete and Exercise Therapy (AET) Bachelor Degree program is a four-year Bachelor Degree program that includes a strong core curriculum in sport sciences, athletic rehabilitation skills and medical fitness. The program is designed to assist students in acquiring the body of knowledge pertaining to the prevention, immediate care, and rehabilitation of musculoskeletal orthopedic injuries and variety of hypokinetic diseases.

Extensive clinical and fieldwork experiences are provided so that students can apply their knowledge and skills in practical settings and meet the practicum requirements for certification. Students will acquire the theoretical knowledge, practical skills, and all the prerequisites necessary to become certified as Athletic Therapists in accordance with the Canadian Athletic Therapy Association (CATA) and/or Certified Exercise Therapist with the Canadian Society for



Exercise Physiology (CSEP). Graduating students of the Exercise and Wellness diploma program, with exemplary academic standing, can enter the third year of Bachelor Degree in Athletic and Exercise Therapy (AET)

The AET program will be designed for students interested in careers in the expanding field of rehabilitation, physical activity, health and wellness. In addition to taking core courses in the exercise sciences, students have the flexibility to take additional courses or practicum that allow them to design an educational experience best suited to their interests. Students may obtain a variety of fitness-related qualifications and certifications that would complement their career aspirations.

### **Sport and Fitness Leadership**

*This has a proposed start date of September 2008 and is under development. Please refer to [camosun.ca](http://camosun.ca) for current information.*

This Sport and Fitness Leadership Bachelor Degree program is intended to prepare graduates to undertake leadership roles and influence change in diverse sport-related organizations. The graduates will be able to participate within the social context of sport programming, make contributions to the development and implementation of public policies as they relate to access to and opportunity for excellence and participation. They will also be expected to act as research/development coordinators, resource persons to schools, communities and corporations and possess expertise in sport and fitness programming and service delivery.

## **Standards of Academic Progress**

The Sport and Exercise curriculum offers programs based on a strong academic foundation in science, communication, business, program design and with a strong practical and participation requirement in exercise and a variety of sports. It is expected that students will possess an optimal level of fitness, being able to obtain certification from various sporting and fitness licensing programs. The CPR and First Aid certifications are mandatory for enrolment in the “practical” component of the program. Opportunity will be provided to obtain CPR and First Aid certification prior to the enrolment in the Lifetime Sport activity and Facility-based activity classes.

Every program in the Centre will have specific requirements concerning attendance, participation, performance and completion time. These requirements will be described in the program and course outlines each student will receive during the first week of the program.

The faculty, staff and administration are committed to provide an opportunity for success for every student enrolled by practicing exemplary teaching, advising and guidance. There is also a commitment to secure facilities, learning environment and outreach opportunities to enhance students' learning and employment opportunities. Ultimately, students are the ones responsible for their learning progress and outcomes.

The Camosun College *Academic Progress Policy* applies to all students. For information on the *Academic Progress Policy*, please refer to [camosun.bc.ca/policies/Education-Academic/](http://camosun.bc.ca/policies/Education-Academic/).

# Sport & Exercise Education Programs & Credentials

## Diploma Programs

### Exercise and Wellness

- *Diploma in Exercise and Wellness Internship Designation*

### Sport Management

- *Diploma in Sport Management Internship Designation*

## Exercise and Wellness

The Exercise and Wellness Diploma is a two- year program comprised of 20 courses. This diploma-level program studies physical activity and other healthy lifestyles as they contribute to optimal health and wellness throughout the lifespan.

Although physical activity and exercise are the central focus of our study, the program includes a broader landscape that encompasses healthy lifestyle promotion, including healthy nutrition, smoking cessation, stress management, physical activity, exercise testing and prescription, as well as nutrition, social/cultural issues, and factors involved in health behaviour change.

The program is designed to prepare professionals and scholars in exercise and physical activity leadership as well as in wellness education. Areas of study include the psychological, kinesiological and physiological foundations to foster healthy behaviours for daily living, and prepare individuals for their roles in our present and future culture. Students will learn by sequence of activities, encompassing daily fitness, lifetime sports and nutritional activities, carefully designed to promote healthy lifestyles and social responsibility.

Employment options range broadly across several sectors of the industry related to fitness, wellness, health promotion and the health professions. Those settings include worksite/corporate, clinical/medical, community/educational and the private/commercial sectors. Typical positions for the graduates include fitness instructors, group exercise coordinators, personal trainers, wellness/health promotion specialists, and program or facility directors.

This diploma is an ideal preparation for transfer to the Bachelor Degree in Sport and Fitness Leadership, and/or the Bachelor Degree in Athletic and Exercise Therapy (AET), which are planned to commence in September 2008.

The Diploma in Exercise and Wellness offers diploma-level recognition and transfer towards university degree programs followed by advanced study in health professions such as cardiopulmonary rehabilitation, physical therapy and athletic training, as well as graduate study in sport science, exercise and wellness and public health.

**Length:** Two years full-time

**Location:** Interurban Campus (some courses at Lansdowne Campus)

**Starting:** Fall

**Program Code(s):**

EXWELL1 First Year

EXWELL2 Second Year

**Admission Requirements:**

- Submit proof of a letter grade of “C+” or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of “C+” or higher in Math 11, or MATH 072 and MATH 073, or assessment;
- Submit proof of a letter grade of “C+” or higher in one Science at the grade 11 level (Biology 11 or 12 or Chemistry 11 or 12 are highly recommended); and,
- Submit proof of a letter grade of “B” or higher in Physical Education 11 or Community Recreation 12 or departmental assessment.

**Program Participation Requirement(s):**

- It is expected that students will sustain an optimal level of fitness throughout the duration of the program;
- Students will undertake a lifestyle questionnaire and health-related fitness assessment that identifies their current level of fitness and supports their future development. The questionnaire will provide individual baseline data and assessments for each student and will assist in the measurement of their progress over the two years of the program;
- It is expected that students will obtain certification from two (2) sport, coaching and/or fitness licensing programs;
- Students will be provided with the opportunity to obtain CPR (Health Care Practitioner) and Standard First Aid certifications which are mandatory for enrolment in the “practical” component of the program. Opportunity will be provided to obtain CPR and First Aid

certification prior to the enrolment in the lifetime sport activity and facility-based activity classes; and,

- The program may also require field based instruction in a variety of environmental conditions.

**\*Note:** A Criminal Record Check may be required.

**Eligibility for Internship Work Experience:**

- Students must complete a minimum of nine courses, plus COOP 100, and obtain an overall cumulative GPA of at least 2.0 prior to the work term.

**Program Completion Requirement(s):**

- Students must obtain an overall cumulative GPA of at least 3.0 and achieve a complete 'COM' or complete with distinction 'DST' in the Internship term (EXW 101) in order to qualify for a Diploma in Exercise and Wellness, Internship Designation.

### Year 1

Academic Term 1 (Fall)		Credits
SPEX 110	Fitness for Life	3.0
BIOL 141	Anatomy for Sport Education	3.0
BIOL 141A	Anatomy Lab for Sport	1.0
EXW 120	Lifetime Sports I	3.0
ENGL 150	English Composition	3.0
PSYC 160	Sport & Exercise Psychology 1	3.0
<b>Total Credits</b>		<b>16.0</b>

Academic Term 2 (Winter)		Credits
BIOL 142	Physiology for Sport Education	3.0
BIOL 142A	Physiology Lab for Sport	1.0
EXW 121	Lifetime Sports II	3.0
EXW 130	Life Cycle Fitness	3.0
HLTH 110	Health in Today's World	3.0
PHYS 160	Biomechanics of Sport	3.0
<b>Total Credits</b>		<b>16.0</b>

### Year 2

Academic Term 3 (Fall)		Credits
ENGL 165	Sport Literature	3.0
EXW 220	Lifetime Sports - Fitness Programs	3.0
EXW 230	Behavioral Fitness	3.0
SPEX 150	Introduction to Sport Mgmt	3.0
SPEX 210	Exercise Physiology	3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 4 (Winter)		Credits
CHEM 214	Nutrition for Fitness	3.0
COOP 100	Workplace Education Preparation	0.0
EXW 240	Fitness and Health Assessment	3.0
EXW 270	Environmental Fitness	3.0
SPEX 160	Sport Mktg & Promotions	3.0
SPEX 250*	Instructional & Program Design	3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 5 (Spring/Summer) Credits		Credits
EXW 101	Internship	3.0
<b>Total Credits</b>		<b>3.0</b>

**\*SPEX 250 can be taken prior to, or concurrently with EXW 101**

## Sport Management

Based on the strong national agenda supporting healthy lifestyles for all through fitness and sport, increasing focus on high performance athletes (including athletes with disabilities), growing international sport tourism and the corresponding economic impact on Canada, there is increasing demand for sport management practitioners.

The Diploma in Sport Management program will prepare graduates to function as entry level coordinators, and front line managers in facilities, programs, and events; that support and provide physical activity, sport and exercise, for individuals and groups; in the community, and other settings. Graduates will have the knowledge, skills and abilities, attitudes and characteristics, to support sport programs and make contributions to society as a whole.

A work experience internship is a mandatory component of this program. The opportunity will be provided to complete professional licensing in a variety of lifetime sports (e.g. ski, canoe, kayak), coaching levels (e.g. NCCP 1), and a number of group fitness programs (e.g. yoga, pilates).

Career options include positions in sporting organizations at all levels, professional sports, sport tourism, sporting foods sales and services, media and broadcasting, YM/YWCA's, municipal recreation, college athletics and high school sports.

The Diploma in Sport Management is an ideal preparation for direct block transfer into the Bachelor Degree in Sport and Fitness Leadership that is planned for September 2008.

**Length:** Two years full-time

**Location:** Interurban Campus

**Starting:** Fall

**Program Code(s):**

**SPMG1** First Year

**SPMG2** Second Year

**Admission Requirement(s):**

- Submit proof of a letter grade of "C+" or higher in English 12 or a letter grade of "C" in ENGL 140, or ENGL 092 and ENGL 094, or ELD 092 and ELD 094, or assessment;
- Submit proof of a letter grade of "C+" or higher in Math 11 or MATH 072 and 073 or assessment;
- Submit proof of a letter grade of "B" or higher in Physical Education 11 or Community Recreation 12 or departmental assessment.

**Program Participation Requirement(s):**

- It is expected that students will sustain an optimal level of fitness, relative to their abilities, throughout the duration of the program;
- Students will undertake a lifestyle questionnaire and health-related fitness assessment that identifies their current level of fitness and supports their future development. The questionnaire will provide individual baseline data and assessments for each student and will assist in the measurement of their progress over the two years of the program;
- It is expected that students will obtain certification from two (2) sport, coaching or fitness licensing programs;
- CPR and First Aid certifications are mandatory for enrolment in the "practical" component of the program. Opportunity will be provided to obtain CPR and First Aid certification prior to the enrolment in the lifetime sport activity and facility-based activity classes; and,
- The program may also require field based instruction in a variety of environmental conditions.

*\*Note: A Criminal Record Check may be required.*

**Eligibility for Internship Work Experience:**

- Students must complete Academic Terms 3 and 4, obtain an overall cumulative GPA of at least 2.0, and COOP 100, prior to the work term (SPMA 201).

**Program Completion Requirement(s):**

- Students must obtain an overall cumulative GPA of at least 3.0 and achieve a complete 'COM' or complete with distinction 'DST' in the Internship Term (SPMA 201) in order to qualify for a Diploma in Sport Management, Internship Designation.

### Year 1

Academic Term 1 (Fall)		Credits
ENGL 150	English Composition	3.0
SPEX 110	Fitness for Life	3.0
SPEX 120	Kinesiology	3.0
SPEX 150	Introduction to Sport Mgmt	3.0
SPMA 100	Sport Leadership Level 1	3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 2 (Winter)		Credits
HIST 252	History of Sport	3.0
PSYC 160	Sport and Exercise Psychology 1	3.0
SPEX 130	Sports Level 1	3.0
SPEX 140	Organization of Sport in Canada	3.0
SPEX 160	Sport Mktg & Promotions	3.0
<b>Total Credits</b>		<b>15.0</b>

### Year 2

Academic Term 3 (Fall)		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 130	Business Communications	3.0
SPEX 230	Sports Level 2	3.0
SPEX 270	Sociocultural Aspects of Sport	3.0
SPMA 200	Behaviour in Sport Organizations	3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 4 (Winter)		Credits
SPEX 250	Instructional & Program Design	3.0
SPEX 260	Life Cycle Sports	3.0
SPMA 220	Sport Technology	3.0
SPMA 250	Partnership/Stakeholder Mgmt	3.0
SPMA 260	Sport Event Management	3.0
COOP 100	Workplace Education Prep	0.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 5 (Spring/Summer)		Credits
SPMA 201	Sport Management Internship	3.0
<b>Total Credits</b>		<b>3.0</b>

# School of Access

## Administration

Email: [accessinfo@camosun.bc.ca](mailto:accessinfo@camosun.bc.ca)

Phone: 250-370-3295 (Lansdowne)  
250-370-4941 (Interurban)

Fax: 250-370-3291

Dean: John Boraas, MEd

Associate Dean: Brenda Storr, BA,  
Teaching Cert., ESL  
Specialist Cert., MEd

Assistant to the Dean: Gail Baxter

## School Statement

The School of Access offers adult learners quality educational programs and services that provide the skills for further studies and for enhanced participation in the economic and social life of their communities.

## Standards of Academic Progress

Each of the programs within the School has specific requirements concerning attendance, performance and time limits for completion. These requirements have been developed in the interest of student success in the Access programs and in compliance with the Standards of Academic Progress.

The Camosun College *Academic Progress Policy* applies to all students. For information on the *Academic Progress Policy*, please refer to [camosun.bc.ca/policies/Education-Academic/](http://camosun.bc.ca/policies/Education-Academic/).

## Program Information Sessions

The School offers free program information sessions. Please phone 250-370-3911 for schedule information. Schedules are also available on the College website.

## Student Access Services

Student Access Services provides orientation and support for students as they pursue English, mathematics and computer studies upgrading, or participate in the BEST program.

## Help Centres and Math Labs

All academic upgrading students have access to Help Centres and Math Labs. For Fundamental and Intermediate level students, there is a Math and English Testing and Help Centre in the Centre for Business and Access Building at Interurban campus. For Advanced and Provincial level students, there are English and Math Help Centres in the Ewing Building, Lansdowne Campus, and a Math Lab in the Technologies building at the Interurban Campus.

The Help Centres offer:

- assistance with course work;
- opportunity to work together with peers;
- computers and printers;
- reference material for in-lab use;
- monitors for viewing Math/English videos;
- separate quiet testing areas (at Interurban and Lansdowne Math Help Centres); and,
- some course materials available for student use.

## Community Learning Partnerships

Community Learning Partnerships works together with current and potential community partners to identify and create culturally sensitive learning opportunities that respond to the unique educational needs of the community. Community Learning Partnerships is responsible for English and Math courses from the fundamental to the Provincial levels, computer studies and other BCcampus online courses. Current locations are: Saanich Adult Education Centre, Songhees Employment Learning Centre, Victoria Native Friendship Centre, Project Literacy Victoria, PEERS (Prostitutes Empowerment Education and Resource Society), Bridges for Women and BC Campus.



# Access Programs and Credentials

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## Academic Upgrading

First Nations Adult Basic Education)

### Academic Upgrading Foundations

- *Certificate in Fundamental Academic Upgrading*
- *Certificate in Intermediate Academic Upgrading*

### Grade 12 Equivalency

- *BC Adult Graduation Diploma*

### College Preparatory

## Adult Special Education

### Distribution Services

- *Certificate in Distribution Services*

### Employment Training

- *Certificate in Employment Training Level 1 Customer Services*
- *Certificate in Employment Training Level 1 Food and Customer Services*
- *Certificate in Employment Training Level 1 Gardening and Customer Service*
- *Certificate in Employment Training Level 2*

## Career and Education Exploration

### Better Employment Strategies and Techniques (BEST)

- *Certificate in Better Employment Strategies and Techniques*

## English Language Development

### Academic & Professional English

- *Certificate in Academic & Professional English*

### English Language Development (ELD)

- *Certificate in English Language Development – Level 1*
- *Certificate in English Language Development – Level 2*

### Computer Studies Access (ESL)

- *Certificate in Computer Studies Access (ESL)*

### Health Studies Access (ESL)

- *Certificate in Health Studies Access (ESL)*

### Studio Art Access (ESL)

- *Certificate in Studio Art Access (ESL)*

## Academic Upgrading

The School of Access offers academic upgrading in a progressive stream through Fundamental, Intermediate, Advanced and Provincial levels.

Students may take academic upgrading courses in English, mathematics, science and computer studies for a variety of reasons:

- to complete admission requirements for a program at Camosun College, or other post-secondary institution;
- to complete requirements to obtain the BC Adult Graduation Diploma;
- to upgrade knowledge and skills in specific areas; and/or,
- to satisfy personal interests or goals.

### Note:

*Academic Upgrading English courses are not designed for adult students who are learning English as a second language. ESL students should refer to the section in this calendar for English Language Development.*

*Academic Upgrading courses are not designed to be equivalent to high school courses.*

Course offerings vary from time to time during the year, however daytime and evening classes are scheduled year round, with some Saturday morning classes available in the Fall and Winter terms.

Some Academic Upgrading classes allow students to move at their own pace, working on areas needing improvement. Other courses run at a fixed pace for one semester. Online courses may be available; please see Distributed Education for more details.

Adult learners who need financial assistance for student fees, books and other education-related expenses may qualify for the Adult Basic Education Student Assistance Program (ABESAP) administered by the Financial Aid & Awards offices. A number of social/government agencies, including some First Nations bands, also sponsor or assist students.

## First Nations Academic Upgrading

Part of the Academic Upgrading program includes a First Nations component that is designed to meet the needs of adult First Nations students. The program includes English, mathematics and computer studies courses together with personal and cultural development components.

The courses are currently offered at the Saanich Adult Education Centre of the Saanich Indian School Board, located near Brentwood Bay (250-544-2192); at the Victoria Native Friendship Centre (250-384-3211), located on Regina Ave.; and at the Songhees Employment Training Program (250-386-1319) located on Admirals Road.

## Foundations Academic Upgrading

The Foundations level includes both the Fundamental and the Intermediate streams of courses. Foundation courses prepare adults for further upgrading at the college, and/or direct entry into post-secondary programs. The Foundations level covers both the Fundamental and Intermediate levels in English, math, science and computer studies upgrading.

### Length:

Since course work in most classes is individually paced, the time required to complete any upgrading course depends upon the adult learner's own ability, commitment, and life circumstances.

In general, the time required for each course is as follows:

Fundamental Level: two - six months  
Intermediate Level: two - four months

**Location:** Offered primarily at the Interurban campus.

English, mathematics and computer studies courses are also offered in various other locations in the community. Online classes are also available through [BCcampus.ca](http://BCcampus.ca).

**Starting:** Monthly

**Program Code(s):** FDN

**Specialization Code(s):** FNU

### Admission Requirement(s):

- Students are admitted based on their previous educational background and experience. A student who wishes to have a current measure of their skills, should contact the Assessment Centre\* for an English or mathematics assessment.

*\*To arrange an alternate assessment with the School of Access, call 250-370-3295 for an interview, and placement into Fundamental Math and/or Fundamental or Intermediate English upgrading classes.*

### Fundamental Level Courses

COMP 030  
ENGL 032 and ENGL 033  
MATH 032, MATH 033, MATH 034, MATH 037,  
and MATH 038

### Intermediate Level Courses

COMP 040  
ENGL 050, ENGL 057, ENGL 058, ENGL 059  
MATH 052, MATH 053, MATH 057  
SCI 050

**Note:** *These courses are the prerequisites for progressing to the Advanced and Provincial levels of study.*

## Fundamental Academic Upgrading Certificate

The certificate in Fundamental Academic Upgrading is designed for students who want to upgrade their basic reading, writing, computer and math skills.

Completion of this certificate can prepare students for academic upgrading courses at the Intermediate level, and, in some cases, will provide direct entry into some college programs. For a full understanding of how this certificate can lead to other programs, students are encouraged to see an Academic Advisor.

### Program Completion Requirement(s):

- To be eligible for the Fundamental Academic Upgrading Certificate, students must complete at least three (3) of the Fundamental academic upgrading courses as follows:

### Courses

ENGL 033 Fundamental English 2 or equivalent  
COMP 030 Fundamental Computer Studies or equivalent

### AND one (1) of:

MATH 033 Fundamental Math 2  
MATH 034 Fundamental Math 3  
MATH 037 Fundamental Math for Culinary Arts  
MATH 038 Fundamental Math for Trades  
OR equivalent.

## Intermediate Academic Upgrading Certificate

The certificate in Intermediate Academic Upgrading is designed for students requiring upgrading in math, English and science skills, as well as students who wish to undertake career exploration combined with academic preparation. Completion of this certificate prepares students for courses at the Advanced level, and for direct entry into some health and business programs, as well as the Electrical Trades Foundations program.

**Note:** *Learning Skills Workshop (LRNS 100) is recommended.*

### Program Completion Requirement(s):

- To be eligible for the Intermediate Academic Upgrading Certificate, students must complete at least three (3) of the Intermediate courses, or, two (2) of the Intermediate courses plus the BEST program (**Note:** *one course must be ENGL 050 or ENGL 057 or ENGL 058 or ENGL 059 or equivalent, and one of MATH 053 or MATH 057 or equivalent*).

## Academic Upgrading College Preparatory

College Preparatory courses at the Advanced and Provincial levels prepare adults for entry into post-secondary courses. They are accepted as prerequisites for college programs at Camosun and at other BC Colleges. They are not designed to be equivalent to high school courses.

### Length:

Most course work is offered in a fixed-pace format and is offered over one semester. Some two-month intensive courses are offered as are some self-paced courses. As a result, the time required for each course varies.

### Location:

Advanced and Provincial level courses are offered primarily at the Lansdowne campus, however, some classes are offered at the Interurban campus.

English and mathematics courses are also offered in various other locations in the community. Online classes are also available through [BCcampus.ca](http://BCcampus.ca) and Distributed Education.

**Starting:** Varies

**Program Code(s):** PREP

### Admission Requirement(s):

- Students must meet the prerequisites for each individual course with a minimum grade of "C". If prerequisites are several years old, students would benefit from an up-to-date measure of their skills. Students should contact the Assessment Centre\* for an English or mathematics assessment.

\*Refer to Assessment Centre earlier in the calendar.

### Advanced Level Courses

BIOL 060*	Introduction to Biology	4.0
CHEM 060*	Introduction to Chemistry	4.0
COMP 060	Advanced Computer Studies	0.0
MATH 072	Advanced Math 1	4.0
MATH 073	Advanced Math 2	4.0
PHYS 060*	Introductory Physics	4.0

### Provincial Level Courses

BIOL 080*	Inquiry into Life	4.0
COMP 080	Provincial Computer Studies	0.0
ELD 092	Provincial English Composition	3.0
ELD 094	Provincial English Literature	3.0
ENGL 092	Provincial English Composition	3.0
ENGL 094	Provincial English Literature	3.0
MATH 092	Provincial Math 1	4.0
MATH 093	Provincial Math 2	4.0
PSYC 080	Introduction to Psychology	3.0
PSYC 080E*	Introduction to Psychology-ESL	3.0

\*These College Preparatory courses are offered by the School of Arts and Science.

## BC Adult Graduation Diploma (Grade 12 Equivalency)

The BC Adult Graduation Diploma is a provincially recognized diploma granted in collaboration with the BC Ministry of Education and Camosun College.

In order to be granted the credential the following requirements must be met:

- be 19 years older (or may be 18 years, if out of school for one year);
- have taken at least three courses as an "adult" at either Camosun College, through the secondary school system or another post-secondary institution;
- have completed at least one (1) course at Camosun College; and,
- have credit for all five (5) required courses (course work must include English 12/equivalent or higher, and Math 11/equivalent or higher). Can be a combination of both secondary and post-secondary course work; and,
- achieve an accumulative GPA of 2.0 (a "C" average).

### Courses

One (1) of:		Credits
ENGL 092	Provincial English Composition	3.0
<b>AND</b>		
ENGL 094	Provincial English Literature	2.0
<b>OR</b>		
ENGL 140	Technical & Professional English	3.0
<b>OR</b>		
ENGL 150	English Composition	3.0
<b>AND one (1) of:</b>		
MATH 072	Advanced Math 1	4.0
<b>AND</b>		
MATH 073	Advanced Math 2	4.0
<b>OR</b>		
MATH 092	Provincial Math 1	4.0
<b>AND</b>		
MATH 093	Provincial Math 2	4.0
<b>OR</b>		
MATH 105	Algebra and Precalculus	6.0
<b>OR</b>		
MATH 115	Precalculus	4.0

**AND complete one (1) of the following options:**

### Option 1:

One (1) of:		Credits
Social Studies 11		
<b>OR</b>		
First Nations 12		
<b>OR</b>		
SOC 106	First Nations (Canada Present)	3.0
<b>AND two (2) of:</b>		
BIOL 080	Inquiry Into Life	4.0
CHEM 110*	General College Chemistry	3.0
MATH 105	Algebra and Precalculus	6.0
<b>OR</b>		
MATH 115	Precalculus	4.0
Any two (2)	Ministry Authorized post-secondary courses	6.0-8.0

\*CHEM 060 is prerequisite

### Option 2:

Three (3) Provincial or Ministry authorized post-secondary courses.

### Notes:

- Please consult with an academic advisor to discuss what courses are acceptable "Ministry authorized" post-secondary courses, to plan your studies for this credential.
- Students who wish to use the BC Adult Graduation diploma for admission to a BC university must complete additional courses. Please refer to the relevant university calendar or discuss your plans with an Academic Advisor.

## Career and Education Exploration

### Better Employment Strategies and Techniques (BEST)

The Better Employment Strategies and Techniques program is designed for men and women of all ages, from a variety of backgrounds and experiences. BEST is designed to assist adults who are:

- considering making a career change but aren't sure what to do next;
- thinking of returning to school or retraining;
- re-entering the workforce; and/or,
- preparing for the changing world of work.

The program aims to:

- assist students in developing a realistic awareness of his/her own interests, abilities and potential;
- help students in transition build a healthy self confidence;
- support students in setting individual and realistic personal, career and educational goals; and,
- assist students to explore education and training opportunities at Camosun College and elsewhere.

**Length:** Full-time, eight weeks

**Location:** Interurban (may be offered at various locations through community partnerships)

### Starting:

The program is offered every two months from September to April.

**Program Code(s):** BEST

### Admission Requirement(s):

- There are no formal prerequisites however, attendance is required at an information session before applying for the program. Information sessions are held regularly. For information, phone 250-370-4934.

**Program Participation Requirement(s):**

- Students will be required to maintain a BEST attendance policy.

**Program Completion Requirement(s):**

- Students must successfully complete the following courses to be eligible for a Certificate in Better Employment Strategies and Techniques:

**Courses**

BEST 041	Career Exploration
BEST 042	Labour Market Trends
BEST 043	Essential Employability Skills
BEST 044	Life Long Learning/Academics
BEST 045	Work Search Strategies

## Adult Special Education

### Distribution Services

*This option is offered in partnership with a community agency according to demand.*

This program provides training for entry-level employment in a variety of work settings. It may be taken full-time or part-time. It is specifically designed for those students who are unable to meet the entrance requirements for other college level programs in these areas and, for whom, upgrading is not a choice or viable option, but who wish to obtain basic, entry-level employment skills.

All courses are self-paced. There is a combination of classroom studies and on- and off-campus work experience. For more information, phone **250-370-4941**.

<b>Length:</b>	Four months
<b>Location:</b>	Interurban Campus
<b>Starting:</b>	Fall, Winter (Intakes may be ongoing; contact the ASE department)

**Program Code(s):**

ASEDS Distribution Services

**Admission Requirement(s):**

- schedule and complete an intake interview with the Adult Special Education (ASE) program instructor;
- have the ability to perform all program related tasks that require specific physical skills to effectively carry out the work experience. These may include strength and endurance; and,
- have good vision and fine motor coordination appropriate to the workplace per industry standards.

**Program Participation Requirement(s):**

In order to participate in the program, students must:

- demonstrate appropriate behaviour necessary to participate effectively and safely in classroom and work experience settings; and,
- have the ability to arrange transportation to and from college and work experience locations.

**Note:** *A student may be required to obtain a criminal record check due to the nature of his or her work experience or because an employer requires one in order to work on his or her site.*

**Program Completion Requirement(s):**

- Students who successfully complete ASE 038 Directed Studies in Employment (specializing in Distribution Services), and ASE 025, Work Experience Level 1 will receive a Certificate in Distribution Services.

**Core Courses**

ASE 025	Work Experience 1
ASE 038	Directed Studies in Employment

### Employment Training

This program provides training for entry-level employment in a variety of work settings. It may be taken full-time or part-time. It is specifically designed for those students who are unable to meet the entrance requirements for other college level programs in these areas and, for whom, upgrading is not a choice or viable option, but who wish to obtain basic, entry-level employment skills.

The Employment Training Certificate program Levels 1 and 2 lead to external certifications that include First Aid/CPR, Superhost, Foodsafe Level 1 and a modified WHMIS certificate.

These programs take place primarily at the Interurban Campus. All courses are self-paced. There is a combination of classroom studies and on- and off-campus work experience. For more information, phone **250-370-4941**.

<b>Length:</b>	Four months
<b>Location:</b>	Interurban Campus
<b>Starting:</b>	Fall, Winter (Intakes may be ongoing; contact the ASE department)

**Program Code(s):**

ASE1	Level 1
ASE2	Level 2

**Specialization Code(s)**

ASECS	Customer Service
ASEFC	Food and Customer Service
ASEGC	Gardening and Customer Service

**Admission Requirement(s):**

- schedule and complete an intake interview with the Adult Special Education (ASE) program instructor;
- have the ability to perform all program related tasks that require specific physical skills to effectively carry out the work experience. These may include strength and endurance; and,
- have good vision and fine motor coordination appropriate to the workplace per industry standards.

**Program Participation Requirement(s):**

In order to participate in the program, students must:

- demonstrate appropriate behaviour necessary to participate effectively and safely in classroom and work experience settings; and,
- have the ability to arrange transportation to and from college and work experience locations.

**Note:** *A student may be required to obtain a criminal record check due to the nature of his or her work experience or because an employer requires one in order to work on his or her site.*

**Program Completion Requirement(s):**

- Students who successfully complete all program requirements will receive a Certificate in Employment Training Level 1, with a specialization in Customer Service, Food and Customer Service, or Gardening and Customer Service.
- Students who subsequently complete Employment Training Level 2 will receive a Certificate in Employment Training Level 2.

### Certificate in Employment Training Level 1

**Core Courses**

ASE 021	Essential Employment Skills
ASE 022	Effective Job Search Skills
ASE 023*	Work Experience Level 1A
<b>AND</b>	
ASE 024*	Work Experience Level 1B
<b>OR</b>	
ASE 025	Work Experience Level 1 Certification
ASE 026	

*\*ASE 023 and ASE 024 can not be taken in the same semester.*



Choose one of the following for specialization in:

#### Customer Service

ASE 032 Customer Service Training

#### Food and Customer Service

ASE 030 Food and Customer Service

#### Gardening and Customer Service

ASE 035 Gardening and Customer Service

### Certificate in Employment Training Level 2

#### Core Courses

Successful completion of Employment Training Level 1 with specialization, plus:

ASE 036\* Work Experience 2

ASE 038 Directed Studies in Employment

Plus one (1) or more of the following courses that are equal to or more than seven hours per week, but do not exceed eight hours per week.

ASE 023	Work Experience Level 1A	4 hrs
ASE 024	Work Experience Level 1B	6 hrs
ASE 025	Work Experience Level 1	6 hrs
ASE 030**	Food and Customer Service	8 hrs
ASE 031	Applied Numeracy	4 hrs
ASE 032**	Customer Service Training	8 hrs
ASE 035**	Gardening & Customer Service	8 hrs
ASE 037	Applied Literacy	4 hrs
COMP 030	Fundamental Computer Studies	8 hrs
COMP 040	Intermediate Computer Studies	8 hrs

\*Work Experience Level 1 must be completed prior to taking Work Experience 2.

\*\*If not previously taken, may also be available to students. Permission of the instructor is required.

Note: ASE 031 and ASE 037 course offerings are dependent on availability of resources and student demand.

## English as a Second Language

### English Language Development

The English Language Development program offers full and part-time instruction to students whose first language is not English. Students who wish to improve their English language skills, but who are not seeking entry to further college programs will also benefit from the program.

Classroom instruction is offered on both campuses to the ELD 050 level and on the Lansdowne Campus at higher levels in the program. Day and evening classes are available for most courses

For information on applications and admissions, **International students** must refer to the Camosun College International department 250-370-3681.

Length: Varies

Prior educational experience and natural language ability influence the rate at which students develop their English Language skills. Some students may complete more than one level in a semester; others may take longer.

Location: Interurban & Lansdowne

Program Code(s): ELD

Specialization Code(s):

ELD1

ELD2

Admission Requirement(s):

- Students must meet the prerequisites for each individual course or complete an English language assessment\*.

\*The assessment process measures prior acquisition of English language skills. Students are initially placed in an ELD level as a result of that process.

Students who have studied English as a Second Language (ESL) for 0 -2 years may arrange to take the ESL placement test at the School of Access office located at the Interurban Campus 250-370-4941.

Students who have studied ESL longer than two years can contact the Assessment Centre at the Lansdowne Campus to arrange an assessment 250-370-3598. The ESL placement test includes an interview.

Program Participation Requirement(s):

- Students are encouraged to immerse themselves in English outside their classes;
- Regular attendance, participation in class and completion of homework and assignments are recommended for success in this program; and,
- Students registered in ELD 032 to ELD 050 are also registered in ELD Open Lab. The Open Lab provides a variety of activities that support and enhance regular class work.

Program Completion Requirement(s):

- The completion of ELD 036 will indicate the student has developed sufficient language skills in listening, speaking, reading and writing required for Access programs and will provide the student with a Certificate in English Language Development – Level 1.
- The completion of either ELD 092 and ELD 094, or ELD 097, will indicate the student has developed the listening, speaking, reading and writing skills required to enter college level programs and will provide the student with a Certificate in English Language Development – Level 2.

### Level 1 (CLB 2-5)

Beginning students have little or no knowledge of English. Emphasis in these levels is on development of listening and speaking skills with an introduction to reading comprehension and written composition.

ELD 032	Introduction to English Basics
ELD 033	English Basics 1
ELD 034	English Basics 2
ELD 035	English Essentials 1
ELD 036	English Essentials 2

### Level 2 (CLB 6-8)

These courses focus on the development of all English language skills needed to enter Provincial ELD courses as well as general English communicative competence.

ELD 050	Intermediate English
ELD 072	Advanced English
ELD 074	Academic Communication Skills

### Provincial

These courses focus on the development of all language skills. ELD 092/094 articulate with the ENGL 092/094 courses, and ELD 097 articulates with ENGL 140. ELD 092/094 and ELD 097 are recognized prerequisites for entry into Camosun college-level courses and programs.

ELD 092	Provincial English Composition
ELD 094	Provincial English Literature
ELD 097	Technical and Professional English

### Other Courses

ELD 047	Workplace Speaking and Listening
ELD 060	ELD Support Course
ELD 075	Grammar for Composition
ELD 076	Understanding Lectures
ELD 077	English Pronunciation
ELD 078	Vocabulary for Academic Study
ELD IELTS	IELTS Preparation
ELD TOEFL	TOEFL Preparation
ELD QKSTRT	ELD Quick Start

## Academic and Professional English (CAPE)

This two-semester full-time or part-time certificate program for internationally trained professionals (non-native English speakers) is designed to develop academic and workplace English, job finding skills and strategies, and to provide a short Canadian professional work experience placement. This program is intended for immigrants to promote their access to professional work and/or further education. It focuses on developing skills in academic English, workplace and occupation-specific language, a cultural awareness of the Canadian workplace (social strategies and workplace practices), and job finding tools and strategies.

This program is offered in a classroom or self-paced academic and professional lab, plus work experience of at least 34 hours, required to obtain the certificate.

**Length:**

- Full-time: Eight months  
 Part-time: determined by student and availability of courses

**Location:** Interurban Campus

**Starting:** September

**Program Code(s):** ACPE

**Admission Requirement(s):**

- Submit proof of successful completion of ELD 050; or CLB 7 in Listening/Speaking and CLB 6 in Reading/Writing; or IELTS 5.5 in Listening/Speaking and IELTS 5 in Reading/Writing;
- Students must satisfy the ELD department that they possess a post-secondary degree, diploma or certificate (minimum one year) from their country of origin or have relevant professional work experience in their country of origin; and,
- Assessment interview.

**Program Participation Requirement(s):**

- If required, obtain a criminal record check, immunizations or other due to the nature of his/her work experience or because an employer requires such to work on his or her site.

**Program Completion Requirement(s):**

- Students must successfully complete ELD 079 and ELD 099, plus one (1) of the following options: a "C" in ELD 092 and ELD 094 or ELD 097, or a "C" in ENGL 140, or an IELTS score of 6.5, or CLB 9, or Grade 12 English equivalency from another institution, to be eligible for a Certificate in Academic and Professional English.

**Academic Term 1**

ELD 079	Advanced Workplace Comm.
<b>AND (if required) one of:</b>	
ELD 072	Advanced English
ELD 092	Provincial English Composition
ELD 094	Provincial English Literature
ELD 097	Technical & Professional English (ELD)
ENGL 140	Technical & Professional English
<b>AND</b>	
ELD 060	ELD Support Course
ELD IELTS	IELTS Preparation
ELD TOEFL	TOEFL Preparation

**Academic Term 2**

ELD 099	Canadian Workplace Practice
<b>AND (if required) one of:</b>	
ELD 092	Provincial English Composition
ELD 094	Provincial English Literature
ELD 097	Technical & Professional English (ELD)
ENGL 140	Technical & Professional English
<b>AND</b>	
ELD 060	ELD Support Course
ELD IELTS	IELTS Preparation
ELD TOEFL	TOEFL Preparation

Refer to course descriptions in this calendar for details on these courses.

**Computer Science Access (ESL)**

This program is designed for non-native speakers of English who wish to study computer science while they are developing English competency by completing English Language Development (ESL) courses.

This program can be taken on a two-semester full-time schedule, or part-time. Upon completion of the program, students will have completed two university transfer level courses in Computer Science, and will have achieved a level of English required to enter the Computer Systems Technology program, which bridges to university.

**Length:**

Full-time: eight months

Part-time: varies

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):** CSACC

**Admission Requirement(s):**

- Submit proof of successful completion of "Secondary School" or equivalent;
- Submit proof of ELD 050; or IELTS 5.5; or TOEFL 527, TOEFL 197 or TOEFL 71; or CLB 7; or assessment; and,
- Submit proof of a letter grade of "B" in Math 11 or Applications of Math 12, or MATH 172, or a "C" in Math 12 or assessment,

**OR**

- Permission of the Associate Dean, School of Access.

**Program Completion Requirement(s):**

- A minimum of "C" in each program course and a COM grade in ELD 060, is required to graduate from the program with a Certificate in Computer Studies Access (ESL).

**Academic Term 1 (Fall) Credits**

COMP 156	Computer Concepts	3.0
ELD 072	Advanced English	3.0
ELD 074	Academic Communication Skills	2.0
<b>OR</b>		
ELD 079	Advanced Workplace Comm.	0.0
ELD 060	ELD Support Course	0.0

**Total Credits 6.0 - 8.0****Academic Term 2 (Winter) Credits**

COMP 132	Programming Using Java	3.0
ELD 092	Provincial English Composition	3.0
<b>AND</b>		
ELD 094	Provincial English Literature	3.0
<b>OR</b>		
ELD 097	Technical & Professional English	6.0
ELD 060	ELD Support Course	0.0

**Total Credits 9.0****Health Studies Access (ESL)**

This two-semester full-time program is designed for non-native speakers of English who wish to learn about Health Studies while they are developing English competency by completing English Language Development (ESL) courses.

This program can be taken on a two-semester full-time schedule, or part-time. Upon completion of the program, students will have completed two university transfer level courses in Health and Psychology, and will have achieved a level of English required to enter university transfer and other program courses.

**Length:**

Full-time: eight months

Part-time: varies

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):** HSACC

**Admission Requirement(s):**

- Submit proof of successful completion of "Secondary School" or equivalent; and,
- Submit proof of ELD 050; or IELTS 5.5; or TOEFL 527, TOEFL 197 or TOEFL 71; or CLB 7; or assessment;

**OR**

- Permission of the Associate Dean, School of Access.

**Program Completion Requirement(s):**

- A minimum of "C" in each program course and a COM grade in ELD 060, is required to graduate from the program with a Certificate in Health Studies Access (ESL).

**Academic Term 1 (Fall) Credits**

ELD 072	Advanced English	3.0
ELD 074	Academic Communication Skills	2.0
<b>OR</b>		
ELD 079	Advanced Workplace Comm.	0.0
ELD 060	ELD Support Course	0.0
HLTH 110	Health in Today's World	3.0

**Total Credits 6.0 - 8.0****Academic Term 2 (Winter) Credits**

ELD 092	Provincial English Composition	3.0
<b>AND</b>		
ELD 094	Provincial English Literature	3.0
<b>OR</b>		
ELD 097	Technical & Professional English	6.0
ELD 060	ELD Support Course	0.0
PSYC 154	Interpersonal Skills	3.0

**Total Credits 9.0**

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## Studio Art Access (ESL)

This program is designed for non-native speakers of English who wish to study art while they are developing English competency by completing English Language Development (ESL) courses.

This program can be taken on a two-semester full-time schedule, or part-time. Upon completion of the program, students will have completed two university transfer level courses in studio art, and will have achieved a level of English required to enter university transfer and other program courses.

**Length:**

Full-time: eight months

Part-time: varies

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):** SAACC

**Admission Requirement(s):**

- Submit proof of successful completion of "Secondary School" or equivalent; and,
- Submit proof of ELD 050; or IELTS 5.5; or TOEFL 527, TOEFL 197 or TOEFL 71; or CLB 7; or assessment;

OR

- Permission of the Associate Dean, School of Access.

**Program Completion Requirement(s):**

- A minimum of "C" in each program course and a COM grade in ELD 060, is required to graduate from the program with a Certificate in Studio Art Access (ESL).

Academic Term 1 (Fall)		Credits
ART 100	Introductory Studio 1	3.0
ELD 072	Advanced English	3.0
ELD 074	Academic Communication Skills	2.0
<b>OR</b>		
ELD 079	Advanced Workplace Comm.	0.0
ELD 060	ELD Support Course	0.0
<b>Total Credits</b>		<b>6.0 - 8.0</b>

Academic Term 2 (Winter)		Credits
ART 101	Introductory Studio 2	3.0
ELD 092	Provincial English Composition	3.0
<b>AND</b>		
ELD 094	Provincial English Literature	3.0
<b>OR</b>		
ELD 097	Technical & Professional English	6.0
ELD 060	ELD Support Course	0.0
<b>Total Credits</b>		<b>9.0</b>

# School of Access Faculty Listing

## Academic & Career Foundations

Chair: Alison Bowe  
Phone: 250-370-4911

Auchinachie, Jill, BEd, Prof. Teaching Cert., MEd  
Bowe, Alison, BSc (Eng), MSc (Eng), PEng  
Dreier, Jennifer, BEd, Prof. Teaching Certificate  
Haig, Graham, Hons. BA, Grad Dip. Comm. Arts, Prof. Teaching Cert.  
Mai, Nicolas, BA, MSc, Prof. Teaching Cert., Dip. Spec. Ed.  
McFadden, Rick, BIE  
Montesano, Colin, BSc, Prov. Instr. Dip.

## Access to Career and Academic Programs

Chair: Alison Bowe  
Phone: 250-370-4911

Bowe, Alison, BSc (Eng), MSc (Eng), PEng

## Adult Special Education

Program Leader: David Greig  
Phone: 250-370-3845

Bourey, Nancy, BA, Dip. Deaf Ed., Prof. Teaching Cert., T.E.F.L. Cert.  
Greig, David, BA, Prof. Teaching Cert., Dip. Adult Ed., MEd, HTR

## Community Learning Partnerships

Chair: Marc Bissley  
Phone: 250-370-3475

Bissley, Marc, BA  
Buck, Martin, BEd, MEd  
Child, Kaleb, BEd  
Kunen, Mark, BA, Prof. Teaching Cert.  
Peckover, Jennifer, BA, MA

## English Dept. Access Curricular Unit

Chair: Anita Kess  
Phone: 250-370-3123

Bigauskas, Ray, BA, BEd  
DePledge, Norma, BEd, MA  
Dumonceaux, Ann, BSc, BEd, BA, MA  
Gamache, Paul, BA, BEd, MA, PhD  
Goddard, Don, BEd, MEd  
Jones, Roselyn, BA, Prof. Teaching Cert.  
Kess, Anita, BA, MA, Dip. Appl. Ling.  
May, Carole, BA, BEd, MA

## English Language Development

Basic English as a Second Language  
Co-Chair: Bev Horrsman  
Phone: 250-370-4945

College and Academic Preparation  
Co-Chair: Mavis Smith  
Phone: 250-370-3376

Professional and Vocational English  
Co-Chair: Judith Hunt  
Phone: 250-370-3489

Albano-Crockford, Mice, BA, MEd, Prof. Teaching Cert., TEAL Cert., Dip. Spec. Ed.

Baron, Sony, MA, BA Appl. Ling.  
Brix, Ann, BA Appl. Ling.  
Chia, Pei Mei, BA, Dip. Appl. Ling., MEd  
Dyer, Cliff, BSc, TESL Cert., MEd  
Frayling, Amanda, BA, MSc  
Hamilton, Suzanne, BA, BEd, TELD Cert., M Ad Ed  
Hampton, John, BA, MA, Dip. Appl. Ling.  
Hill, Rowena, BA, Prov. Instr. Dip.  
Horsman, Bev, BA, Dip Appl. Ling.  
Hosty, Joan, BEd, MEd  
Hunt, Judith, BA Appl. Ling., MA Ling.  
Jackson, Lynnea, BA, Dip. Appl. Ling.  
Kohl, Diana, BA Appl. Ling.  
Limacher, Mark, BA, BA, CELTA, Dip. Asia Sts., MA, CELTYA  
Marczak, Karyn, BA, MA, Prof. Teaching Cert.  
Martell, Mary Ruth, BA, MA  
McCormack, Bruce, BA, MA, TELD, Teaching Cert.  
O'Dowd, Laureen, BA, MEd  
Prytherch, Sian, BA, Dip. Appl., Ling., MEd  
Rivas-Rivas, Emilia, Lic. en Educ., MA, PhD  
Robertson, Lisa, BA, Dip. Appl. Ling., MA  
Robson, Beverley, BSc, MSc  
Rubidge, Pamela, BA, MA Appl. Ling.  
Smith, Mavis, BA, MA  
Smyth, Elizabeth, BA, MA, TESL Cert.  
Taylor, Linh, BA Appl. Ling., MA Ling.  
Waterman, Stella, BEd, Prof. Teaching Cert.  
West, Elizabeth, BA, Dip. Appl. Ling., MA

## Math Dept. Access Curricular Unit

Chair: Wayne Matthews  
Phone: 250-370-3107

Ballinger, George, BSc, M Math, PhD  
Frost, Catherine, BPE, BEd, MEd (Math)  
Lai, Raymond, BSc, PhD  
Matthews, Wayne, BSc, MSc, Prof. Teaching Cert.  
Stevenson, James, BSc, Prov. Instr. Dip.  
Tschrutter, Richard, BSc, Prof. Year Teaching, MA  
Verjinschi, Bogdan, BSc, MSc  
Wrean, Patricia, BSc, PhD

## Student Access Services

Chair: Jennifer Dreier  
Phone: 250-370-3850

Bissley, Marc, BA  
Dreier, Jennifer, BEd, Prof. Teaching Cert.  
Edmond, Linda, BEd, MA



# School of Arts & Science

## Administration

Email: [artsci@camosun.bc.ca](mailto:artsci@camosun.bc.ca)

Lansdowne Campus: F 104A

Phone: 250-370-3298

Fax: 250-370-3417

Dean: Heather Lewis, BA, MA, PhD

Associate Dean of Arts:

Deanna Roozendaal, BA, MA

Associate Dean of Science:

Fred Hughes, BSc, MSc

Assistant to the Dean:

Dale Mosher

Administrative Officer:

Signy Thorleifson

## School Statement

The School of Arts and Science is dedicated to delivering quality programs and instruction. The School offers a wide range of courses and programs in the areas of University Transfer, Career & Technical and some College Preparatory.

Our students benefit from small classes and flexible full and part-time study options, including the possibility of taking some distance courses. Dedicated and experienced faculty members encourage academic and personal growth.

Several career programs are an integral part of the School of Arts and Science. Applications of technology are emphasized throughout the Applied Communication, Environmental Technology, and Applied Chemistry and Biotechnology programs. These programs provide excellent training for direct employment in business, industry and government or for further studies, as well as allowing students to obtain work experience as part of their program. Graduates of programs in Visual Arts, Criminal Justice and Music have the knowledge and training to enter direct employment or to continue further studies.

The School of Arts and Science offers students the opportunity to begin their university studies and/or complete an Associate Degree in a learning environment that fosters student success and which is committed to instructional excellence. Students can complete up to two years of study in a wide range of disciplines that are transferable to universities. Two-year Associate Degrees in Arts and Science are emphasized and are available either as general or discipline-specific degrees.

College Preparatory courses provide a strong foundation for students wishing to enter into career, technical, trades and university arts and science programs. These courses are designed to meet the admission requirements of post-secondary programs.

## Standards of Academic Progress

The School of Arts and Science strongly supports student success and endeavors to help students progress toward their educational goals. Its faculty and staff are committed to providing quality education in a learning-centered manner. We will monitor course prerequisites and student progress and endeavor to place students in courses where they can succeed. When progress is unsatisfactory, appropriate interventions will occur.

Satisfactory progress requires that a student maintain a Grade Point Average (GPA) of 2.0 ("C"). A student whose performance is unsatisfactory will be placed on academic probation. A student in this situation must consult with an Academic Advisor.

A student who is on academic probation and who fails to obtain a sessional GPA of at least 2.0 ("C") will be required to withdraw from the School for one year.

A student will be denied registration in an Arts & Science credit course for at least one year after twice receiving an "F" grade in that course.

The Camosun College *Academic Progress Policy* applies to all students. For information on the *Academic Progress Policy*, please refer to [camosun.bc.ca/policies/Education-Academic/](http://camosun.bc.ca/policies/Education-Academic/).

## Program Information Sessions

The School of Arts and Science offers free information sessions that provide information on programs offered by the School. Call 250-370-3910 for schedule information. Schedules are also available on the College website.

## Awards and Scholarships

There are a number of awards and scholarships made available annually to the students in the School of Arts and Science. The deadline to apply (for most awards) is May 15. Application forms, criteria and selection process information are available from the Arts and Science office (F104, Lansdowne Campus) and on the College website.

# Arts & Science Programs and Credentials

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## Academic Studies

### Associate Degrees

- *Associate of Arts Degree - General Arts or Discipline Specific*
- *Associate of Science Degree -General Science or Discipline Specific*

### University Transfer

## Diploma (Career) Programs

### Applied Chemistry & Biotechnology

- *Diploma in Applied Chemistry and Biotechnology*
- *Diploma in Applied Chemistry and Biotechnology Laboratory Internship Designation*

### Applied Communication

- *Diploma in Applied Communication*
- *Diploma in Applied Communication Internship Designation*

### Criminal Justice

- *Diploma in Criminal Justice*
- *Associate of Arts Degree Criminal Justice*

### Environmental Technology

- *Diploma in Environmental Technology*
- *Diploma in Environmental Technology Co-operative Education Designation*
- *Diploma in Environmental Technology Internship Designation*

### Jazz Studies

- *Diploma in Jazz Studies*

### Music

- *Diploma in Music*

### Music Foundations

- *Certificate in Music Foundations*

### Visual Arts

- *Diploma in Visual Arts*

## Advanced Certificate

### Childhood Developmental Psychopathology

- *Advanced Certificate in Childhood Developmental Psychopathology*

## College Preparatory

### Science Foundations

- *Certificate in Science Foundations*

# Academic Studies

## Associate Degree Programs

The Associate Degree program is designed to provide two years of study in an academic discipline. Students complete 20 courses and obtain an Associate of Arts or an Associate of Science Degree. With an appropriate level of specialization the degree will indicate a discipline of concentration.

Students who obtain an Associate Degree are individuals who have successfully completed a well-rounded two-year program of studies and who are ready to meet new challenges in employment or further education. Holders of an Associate Degree have demonstrated both the commitment and competence needed for success in post-secondary education and in the workforce.

Graduates will be able to apply for transfer to the third year of a general or discipline-specific program at a receiving university in British Columbia.

At Simon Fraser University the minimum admission average for Associate Degree students is established each semester at a level of 0.25 GPA points less than that required for regular transfer students. The University of Northern British Columbia grants priority admission to students with an Associate Degree, and several British Columbia universities grant transfer credit for all courses taken to complete an Associate Degree. Surveys show that AD graduates have greater success at university than other transfer students.

Students enrolled in the Associate Degree program will have high priority when registering for courses at Camosun. Every effort is made to timetable courses so as to meet the program needs of these students.

Students who want to take academic courses on a part-time basis are admitted as University Transfer\* students.

*\*Students with this designation will have access to seats in academic studies courses where space is available after Associate Degree students have registered.*

Academic Advisors are available to help students.

## Program Credential Requirements

The course requirements for the Associate Degree program credential are mandated by the provincial government.

A minimum of 20 University Transfer courses must be completed with a minimum overall average of "C" (cumulative GPA of 2.0), and 25% of these courses must be completed at Camosun College.

No course may be used to meet more than one of the specific requirements.

## Program Courses

All programs contain a blend of Arts and Science courses so as to support the concept of a broad education. All courses must be transferable to one of the four BC universities. In the course description this is indicated by (T).

## Arts Requirements

An Arts course is any course in a subject area for which there is a BA degree at one of UBC, UVIC, SFU or UNBC. Arts courses are further categorized as either Humanities or Social Sciences.

## English Requirement

ENGL all UT courses

## Humanities Requirement

*The following courses are defined as Humanities courses at Camosun College:*

ART all UT courses  
ASIA all UT courses (for UT to UVic)  
CHIN all UT courses  
FREN all UT courses  
HIST all UT courses  
JAPN all UT courses  
KORE all UT courses  
MUS MUS 115  
PHIL all UT courses  
REL all UT courses

## Social Science Courses

*The following courses are defined as Social Science courses at Camosun College:*

ANTH all UT courses  
ASIA all UT courses  
CRIM all UT courses  
ECON all UT courses  
GEOG all UT courses  
GEOS all UT courses  
HLTH HLTH 110, 112  
PSC all UT courses  
PSYC all UT courses  
SOC all UT courses  
SOCW SOCW 211, 212  
SSRM SSRM 280

## Science Requirement

A Science course is defined to be any course in a subject area for which there is a Baccalaureate of Science or Baccalaureate of Applied Science degree at SFU, UBC, UVIC or UNBC. The following courses are defined as Science courses at Camosun College.

ASTR all UT courses  
BIOL all UT courses  
BUS BUS 230\*, BUS 231  
CHEM all UT courses  
COMP\* all UT courses  
GEOG GEOG 100, 204, 206, 210, 214, 216, 236, 240  
GEOS all UT courses  
MATH all UT courses\*  
PHYS all UT courses  
PSYC PSYC 110, 215

*\*Satisfies Math or Statistics or Computer Science requirement.*

**Note:** BUS, COMP, and MATH courses do not satisfy the laboratory science requirement.

## Associate of Arts Degrees

In addition to General Arts, several Associate of Arts Degree disciplines are offered at Camosun College where there is a concentration of second-year courses in the chosen discipline. The detailed course requirements can be found on the college website.

A discipline-specific Associate of Arts is available in:

- Anthropology
- Asia-Pacific Studies
- Creative Writing
- Criminal Justice\*
- Economics
- English
- French
- Geography
- History
- Philosophy
- Political Science
- Psychology
- Sociology

\*See Criminal Justice program. Associate of Arts Criminal Justice students must apply for and be admitted to the Criminal Justice program.

**Length:** Two years

**Location:** Lansdowne Campus

**Starting:**

First Year Fall, Winter

Second Year Winter, Spring, Summer

**Program Code(s):**

ADARTS1 First Year

ADARTS2 Second Year

**Discipline Codes:**

ANTH	Anthropology
ASIA	Asia-Pacific Studies
CRIM	Criminal Justice
CRWR	Creative Writing
ECON	Economics
ENGL	English
FREN	French
GENA	General Arts
GEOG	Geography
HIST	History
PHIL	Philosophy
PSCI	Political Science
PSYC	Psychology
SOC	Sociology

**Admission Requirement(s):**

- Submit proof of a letter grade of “C+” or higher in English 12 or TPC 12 or assessment.

**Program Participation Requirement(s):**

**Students must:**

- meet with an Academic Advisor and develop a Personal Learning Plan (PLP) by October 28 of 1st semester\*;
- maintain a “C” average; and,
- maintain registration in at least four courses per semester or have approval of the AD Chair to take a reduced load.

\*New students who enter the Associate Degree program in the Fall must book an appointment with an academic advisor by October 28 in order to develop their Personal Learning Plan.

Students with credit for eight or more University Transfer courses may enter the program in the Winter semester. Please see Academic Advising for further details, and to develop the required Personal Learning Plan.

## General Arts

**Completion Requirements:**

- two (2) courses in first-year English
- three (3) courses in Science which shall include at least:
  - one (1) course in Math, or Computing Science, or Statistics;
  - AND**
  - one (1) course in a Laboratory Science;
- twelve (12) courses in Arts which shall include at least:
  - two (2) courses in Social Science;
  - AND**
  - two (2) courses in Humanities;
  - AND**
  - two (2) courses in Arts at the first- or second-year level;
  - AND**
  - six (6) courses in Arts at the second-year level in two or more subject areas; and,
- three (3) open elective courses (Arts, Science or other areas).

**For a total of 20 courses**

## Associate of Science Degrees

In addition to General Science, several Associate of Science Degree disciplines are offered at Camosun College where there is a concentration of second-year courses in the chosen discipline. The detailed course requirements can be found on the college website.

A discipline-specific Associate of Science is available in:

- Biology
- Chemistry
- Computer Science
- Geographic Information Science
- Geograph
- Math
- Math & Physics
- Physics
- Pre-Medicine
- Psychology

**Length:** Two years

**Location:** Lansdowne Campus

**Starting:**

First Year Fall, Winter

Second Year Winter, Spring, Summer

**Program Code(s):**

ADSCI1 First Year

ADSCI2 Second Year

**Discipline Codes:**

BIOL	Biology
CHEM	Chemistry
COMP	Computer Science
GENS	General Science
GEOG	Geography
GIS	Geographic Information Science
MATH	Math
MATHP	Math & Physics
PHYS	Physics
PMED	Pre-Medicine
PSYC	Psychology

**Admission Requirement(s):**

- Submit proof of a letter grade of “C+” or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of “C” or higher\* in one grade 12 science; and,
- Submit proof of a letter grade of “C+” or higher\* in Math 12 or assessment.

\*A higher grade may be required for prerequisites to some courses (e.g. MATH 100).



## Program Participation Requirement(s):

Students must:

- meet with an Academic Advisor and develop a Personal Learning Plan (PLP) by October 31 of 1st semester\*.
- maintain a “C” average.
- maintain registration in at least four courses per semester or have approval of the AD Chair to take a reduced load.

*\*New students who enter the Associate Degree program in the Fall must book an appointment with an academic advisor by October 31 in order to develop their Personal Learning Plan.*

*Students with credit for eight or more University Transfer courses may enter the program in the Winter semester. Please see Academic Advising for further details, and to develop the required Personal Learning Plan.*

## General Science

### Completion Requirements:

- two (2) Math courses (must include MATH 100 or MATH 108);
- two (2) courses in first-year English;
- six (6) courses in Science (must include one laboratory science course);
- six (6) courses in second-year Science in two or more subject areas;
- two (2) courses in Arts other than English (excluding mathematics and laboratory science); and,
- two (2) open elective courses from (Arts, Science or other areas).

For a total of 20 courses

## University Transfer

The School of Arts & Science offers a variety of courses which are transferable to one or more of BC's universities. Generally students can complete *up to* two years of a university program at Camosun College. As outlined above, these courses can lead to an Associate Degree.

Students can complete up to two years of education at Camosun College for the following areas\* of study:

### Arts:

- Anthropology
- Business
- Commerce
- Economics
- Education
- English
- French
- Geography
- History
- Linguistics

- Pacific and Asian Studies
- Philosophy
- Political Science
- Psychology
- Recreation & Health Education
- Sociology

*Students who want to transfer to a university Business or Commerce program should contact Academic Advising or the UT-Business office, Room 318, Ewing Building, Lansdowne Campus 250-370-3943.*

### Science:

- Astronomy
- Biochemistry or Microbiology
- Biology
- Chemistry
- Computer Science
- Earth Sciences
- Economics
- Geography
- Kinesiology
- Linguistics
- Math
- Physics
- Psychology

*\*Other options may be available. Please see an Academic Advisor.*

## University Transfer Courses

Transferability of Camosun courses to universities is negotiated on an individual course basis with each university. Students must refer to the transfer guide online ([bctransferguide.ca](http://bctransferguide.ca)) to ensure that the courses do transfer to their desired university. Courses that transfer to at least one of: UBC, UVIC, SFU or UNBC, are indicated with a (T) in the course description.

Students wishing to continue their studies at an out-of-province university must have their transcripts assessed individually by the receiving institution. Students are strongly encouraged to consult with the universities regarding their admission criteria, GPA requirements, and application processes when planning their program at Camosun.

University transfer courses at Camosun College are normally provided on a semester system while some universities offer courses on a year system. This may mean that two Camosun semester courses are needed to obtain credit for one full-year university course.

Students have considerable flexibility in completing their college courses. During each of the Fall and Winter semesters, a full-time student will normally take five courses. A limited number of courses are also offered during the Spring and Summer terms. In order to accommodate students

who are unavailable during the daytime, some courses are offered evening and/or weekends.

Students wishing to take courses that they intend to transfer towards a university degree program should follow these steps:

- Consult the university calendar and list the courses the university requires or recommends for the degree. Please note that some degree programs recommend that students select electives that provide a broad, academic background rather than a concentration in one area; In these cases, students select courses which they consider valuable and of interest;
- Refer to the Transfer Guide at [bctransferguide.ca](http://bctransferguide.ca) to translate the university courses into equivalent courses at Camosun; and,
- Ensure that prerequisites are met for each course. Consult the course descriptions at the back of this calendar and please remember that a minimum grade of “C” is required for each prerequisite. In some cases a higher grade is required.

**Note:** *It is the student's responsibility to ensure that their University Transfer program is appropriate to a chosen educational goal. Academic Advisors and Department Chairs are available to assist students in planning their programs.*

**Location:** Lansdowne Campus

A few courses will be available at Interurban Campus each semester.

**Starting:** Fall, Winter, Spring, Summer

### Program Code(s):

UT1 First Year

UT2 Second Year

### Discipline Codes:

ARTS Arts

BUS Business or Commerce

EDUC Education

SCI Science

### Admission Requirement(s):

**(Arts, Business, Education)**

- Submit proof of a letter grade of “C+” or higher in English 12 or assessment.

### Admission Requirement(s): (Science)

- Submit proof of a letter grade of “C+” or higher in English 12 or assessment; and,
- Submit proof of a letter grade of “C” or higher in one Math or Science at the Grade 11 or 12 level.

# Diploma (Career) Programs

## Applied Chemistry and Biotechnology

This is a program in molecular science and technology designed to prepare graduates for employment as technologists in analytical, research, and production laboratories in areas of chemistry and biotechnology including analytical chemistry, organic chemistry, biochemistry, immunology and microbiology. Emphasis in the program is on practical laboratory skills based on solid academic knowledge.

In addition to the 20-month core program, students in their second year may have the opportunity to carry out a laboratory internship\* at an external laboratory which leads, upon graduation, to an enhanced diploma with greater skills and work-related experience in their field of interest.

Example jobs include the analysis of trace dioxins and furans in environmental samples, the production of cloned plant species for commercial plant, fruit or flower markets, the development of DNA fingerprinting for forensics applications, vaccine and drug development, and cancer research.

The program is also designed to allow flexibility for students who want the option to transfer to the third year of university degree programs in chemistry, biochemistry or microbiology. Graduates are also eligible to apply for admission, via block transfer, to the third year of the Environmental Sciences program at Royal Roads University.

Academic Advisors are available for help with university transfer options.

\*Current holders of the Diploma in Applied Chemistry and Biochemistry (or Biotechnology) are not eligible for this option.

**Length:** 18 - 20 months

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):**

ACBT1 First Year

ACBT2 Second Year

**Admission Requirement(s):**

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;
- Submit proof of a "C+" or higher in Math 12 or a letter grade of "C" or higher in MATH 105 or MATH 115 or assessment;
- Submit proof of a letter grade of "C+" or higher in Biology 12;

- Submit proof of a letter grade of "C" or higher in Chemistry 12; and,
- Submit proof of a letter grade of "C" or higher in Physics 11 or Applications of Physics 11 & 12.

**Note:** Students who do not have all prerequisites may apply for the Science Foundations program.

**Eligibility for Internship Work Experience:**

- To be eligible to participate in the Internship option, students must complete CHEM 105, CHEM 106, CHEM 207 and CHEM 208, and achieve a GPA of 3.0.

**Program Completion Requirement(s):**

- Students must complete all program courses achieving an overall cumulative GPA of at least 2.0 in order to graduate with a Diploma in Applied Chemistry and Biotechnology.
- Students must additionally complete successfully one work term (CHEM 290) in order to graduate with a Diploma in Applied Chemistry and Biotechnology, Internship Designation.

<b>Academic Term 1 (Fall)</b>		<b>Credits</b>
BIOL 126	Physiological Basis of Life	4.0
CHEM 105	ACB Seminar 1	0.5
CHEM 120	College Chemistry 1	4.0
ENGL 150	English Composition	3.0
MATH 100	Calculus 1	4.0
<b>OR</b>		
MATH 108	Applied Calculus	4.0
PHYS 104	General College Physics 1	4.0
<b>OR</b>		
PHYS 114	Fundamentals of Physics 1	4.0
<b>Total Credits</b>		<b>19.5</b>

<b>Academic Term 2 (Winter)</b>		<b>Credits</b>
CHEM 106	ACB Seminar 2	0.5
CHEM 121	College Chemistry 2	4.0
CHEM 230	Organic Chemistry 1	4.0
MATH 116	Elementary Statistics	4.0
<b>OR</b>		
MATH 216	Applied Statistics	4.0
PHYS 105	General College Physics 2	4.0
<b>OR</b>		
PHYS 115	Fundamentals of Physics 2	4.0
<b>Total Credits</b>		<b>16.5</b>

<b>Academic Term 3 (Spring)</b>		<b>Credits</b>
CHEM 231	Organic Chemistry 2	4.0
COMP 156	Computer Concepts	3.0
<b>Total Credits</b>		<b>7.0</b>

<b>Academic Term 4 (Fall)</b>		<b>Credits</b>
BIOL 202	Introductory Microbiology 1	4.0
CHEM 207	ACB Seminar 3	0.5
CHEM 224	Analytical Chemistry	4.0
CHEM 251	Immunology	4.0
CHEM 255	Principles of Biochemistry	4.0
<b>Total Credits</b>		<b>16.5</b>

<b>Academic Term 5 (Winter)</b>		<b>Credits</b>
BIOL 203	Microbiology 2	4.0
<b>OR</b>		
CHEM 220	Inorganic Chemistry	4.0
<b>OR</b>		
CHEM 221	Physical Chemistry	4.0
CHEM 208	ACB Seminar 4	0.5
CHEM 213	Molecular Spectroscopy	4.0
CHEM 250	Molecular Biotechnology	4.0
CHEM 259	QA in Environmental Chemistry	4.0
<b>Total Credits</b>		<b>16.5</b>

<b>Academic Term 6 (Spring/Optional)</b>		<b>Credits</b>
CHEM 290	Laboratory Internship	8.0
<b>Total Credits</b>		<b>8.0</b>

## Applied Communication

Applied Communication is a hands-on, generalist approach to mass communication and the media. The program combines the study of communication theory and concepts with practical assignments in radio, publishing, graphics, video production, writing, and photography. The emphasis is on providing students with a wide range of media skills, as well as the background to make intelligent production decisions. Prospective students must have a sincere desire to pursue a media career and a willingness to be involved in all parts of the program.

Former Applied Communication students are currently employed by newspapers, radio and television stations, video production firms, print shops, Internet publishing firms, photographic labs, advertising agencies, educational institutions, hospitals, and various government departments. Upon completion of the Applied Communication program, Athabasca University will grant 60 hours credit towards the completion of their Bachelor of Professional Arts program (120 hours total). Graduates can also apply for entry into the third year of the Bachelor of Journalism program at Thompson Rivers University - Open Learning, the Bachelor of Applied Journalism at Kwantlen University-College and the Bachelor of Arts in Applied Communication at Royal Roads University.

Work experience is a mandatory component of this program. In order to graduate, students must successfully complete a minimum of one internship work term or a practicum of 60 hours. Students may be required to complete their internship outside of Victoria.

In addition to the program outline below, COMM 290 – Independent Studies, is offered for additional study. (See also course descriptions).

**Length:** 20 – 24 months

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):**

ACP1	First Year
ACP2	Second Year

**Specialization Code(s):**

INTN	Internship
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**Admission Requirement(s):**

- Submit proof of successful completion of a written English Competency test\* administered by Camosun College (English 12 is recommended to complete the test);
- Submit a program questionnaire provided by Camosun College;
- Submit the results of a keyboarding test showing a minimum of 30 words per minute, net, completed within the last two years; and,
- Successful completion of a computer skills assessment test which will demonstrate basic computer skills including file management and word processing in a Windows® environment (Camosun's COMP 156 or BUS 140 will meet this requirement).

\*Applicants with a minimum grade of "B" in a university level English course will be exempted from the competency test. Transcripts and transfer credit evaluation (if applicable) must be submitted.

**Program Participation Requirement(s):**

- All students must attend a scheduled program information session prior to beginning class.

**Program Completion Requirement(s):**

- Students must complete all program courses and achieve an overall cumulative GPA of at least 2.0 plus a practicum of 60 hours to graduate with a Diploma in Applied Communication.
- Students must additionally complete successfully a minimum of one internship work term to graduate with a Diploma in Applied Communication, Internship Designation.

**Schedule:**

Year	Sep-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Work Term 1
2	Academic Term 3	Academic Term 4	Work Term 2

**Academic Term 1 (Fall)**

		Credits
COMM 100	Communication Process 1	3.0
COMM 110	Publishing 1	3.0
COMM 120	Radio 1	3.0
COMM 130	Video 1	3.0
COMM 150	Writing 1	3.0
COMM 160	Seminar 1	1.0
COOP 100	Workplace Education Prep	0.0
<b>Total Credits</b>		<b>16.0</b>

**Academic Term 2 (Winter)**

COMM 111	Publishing 2	4.0
COMM 121	Radio 2	4.0
COMM 131	Video 2	4.0
COMM 151	Writing 2	3.0
COMM 161	Seminar 2	1.0
COMM 200	Communication Process 2	3.0
<b>Total Credits</b>		<b>19.0</b>

**Work Term 1 (Spring/Summer)**

COMM 101*	Internship 1	6.0
<b>Total Credits</b>		<b>6.0</b>

**Academic Term 3 (Fall)**

COMM 140	Photography	3.0
COMM 210	Publishing 3	4.0
COMM 220	Radio 3	4.0
COMM 230	Video 3	4.0
COMM 260	Seminar 3	1.0
<b>Total Credits</b>		<b>16.0</b>

**Academic Term 4 (Winter)**

COMM 211**	Publishing 4	5.0
COMM 221**	Radio 4	5.0
COMM 231**	Video 4	5.0
COMM 261	Seminar 4	1.0
COMM 270	Major Portfolio Project (1) elective (any 100-level or higher)	3.0
<b>Total Credits</b>		<b>17.0</b>

\*Students not enrolled in COMM 101 must complete a practicum by the end of Academic Term 4.

\*\*The student is only required to take two of these three Advanced Media Production courses. The total credits reflect these options.

**Work Term 2 (Optional)**

COMM 201	Internship 2	6.0
<b>Total Credits</b>		<b>6.0</b>

## Criminal Justice

The Criminal Justice program offers students two options: an Associate of Arts Degree (Criminal Justice) for students wishing two years of post-secondary education in this field, and the university transfer program which results in a Diploma in Criminal Justice.

Both options share common core curricula, with the university transfer option having sufficient flexibility to allow the student to transfer to one of the universities listed below by choosing electives specific to the receiving institution.

Students are strongly encouraged to attend a Criminal Justice information session prior to starting their first semester.

**Length:** Two years

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):**

CJ1	First Year
CJ2	Second Year

**Admission Requirement(s):**

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of "C+" or higher in MATH 072 or a letter grade of "C" or higher in Math 11 or MATH 073 or MATH 172 or Applications of Math 12, or a "C-" in Math 12, or assessment.

**Program Participation Requirement(s):**

- The Criminal Justice program is subject to an *Academic Progress Policy*. (Please consult the Department for more information).

**Program Completion Requirement(s):**

- Students must complete all program courses achieving an overall cumulative GPA of at least 2.0 to graduate with a Diploma in Criminal Justice.
- Students who wish to qualify for both the Diploma in Criminal Justice and the Associate of Arts Degree in Criminal Justice may apply 75% of the earned credits of the existing Camosun diploma or associate degree towards the required credits for one additional Camosun diploma or associate degree.

The following program represents the core courses required of all students wishing to complete the two years of studies in Criminal Justice. Please refer to the notes at the end of the program description to determine those electives needed to facilitate transfer to one of the above institutions or to complete the Associate of Arts Degree requirements.

**Academic Term 1 (Fall)**

CRIM 150	Administration of Justice	3.0
CRIM 166	Introduction to Criminology	3.0
ENGL 150	English Composition	3.0
PSYC 110	Experimental Psychology	3.0
SOC 100	Structure & Organization	3.0
<b>Total Credits</b>		<b>15.0</b>

**Academic Term 2 (Winter)**

CRIM 154	The Criminal Justice System	3.0
CRIM 170	Law & Legal Institutions	3.0
MATH 116	Elementary Statistics	4.0
PHIL 110	Logic & Critical Thinking	3.0
PSYC 120*	Personal Growth & Development	3.0

OR

PSYC 130	Contemporary Issues	3.0
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**Total Credits** 16.0

\*SFU transfer students should take PSYC 130.

**Academic Term 3 (Fall)**

CRIM 252	Correctional Services	3.0
CRIM 270	Criminal Law	3.0
SSRM 280	Social Science Research Methods	3.0
Elective 1	(see notes following)	3.0
Elective 2	(see notes following)	3.0
<b>Total Credits</b>		<b>15.0</b>



Academic Term 4 (Winter)		Credits
PSYC 252	Criminal and Deviant Behaviour	3.0
SOC 250	Sociology of Deviance	3.0
Elective 3	(see note following)	3.0
Elective 4	(see note following)	3.0
Elective 5	(see note following)	3.0
<b>Total Credits</b>		<b>15.0</b>

**Note:** No one course may be used to meet more than one of the elective requirements.

### Associate of Arts Degree in Criminal Justice

This program of interdisciplinary studies has been designed for students wishing to educationally prepare themselves for employment in the field of criminal justice. The two-year program of study is ideal for students wishing to access occupations within the criminal justice system such as police officer, customs inspector, correctional officer, youth worker, by-law enforcement officer, or deputy sheriff. Through the examination of central issues in the field of criminology, the structure and processes of the Canadian justice system, students are exposed to the knowledge, skills and values needed to deal with complex problems within this field.

### Options at Simon Fraser University

The Associate of Arts Degree (Criminal Justice) provides all of the courses necessary to transfer to third year in the Criminology degree program at SFU. Completion of the Associate of Arts Degree does not preclude later transfer to other institutions granting degrees in this or related disciplines. Students intending to complete a degree in Criminology or Criminal Justice are encouraged to make note of the various transfer options and the selection of a program of studies which would best facilitate the transfer.

Students can transfer up to a maximum of 60 credits. A minimum overall GPA is established by the University each year. Students must first achieve general admission to SFU before admission to the Faculty of Criminology. (It is recommended that students planning transfer to SFU have a minimum GPA of a 5.0 ("B") average to qualify for general admission.) Please note that higher GPA's are strongly recommended as students with higher GPA's register first.

Students wishing to obtain an Associate of Arts Degree in Criminal Justice and complete the requirements for transfer to Simon Fraser University's Criminology degree program should take the following electives (*refer to timetables for course availability*):

Elective 1	ENGL 160
Elective 2	CRIM 135 or 235 or 288 or 290 or PSYC 250
Elective 3	CRIM 254 or 274 or 286
Elective 4	CRIM 260 or 290 or ANTH 250
Elective 5	Any first or second year non-English Humanities course

### Diploma in Criminal Justice

The completion of two years of study in Criminal Justice at Camosun College can also facilitate transfer to the third year in a criminal justice or criminology degree program at a number of Canadian universities. Completion of a university degree in criminology or criminal justice ensures eligibility for positions in probation, parole, offender case management,

correctional counselling, immigration, diversion, and evaluation research, as well as supervisory positions within the criminal justice system.

Many of the courses offered in the Criminal Justice program are transferable to a number of degree programs, both within criminology or criminal justice as well as other related disciplines. For the transferability of individual courses to BC universities, consult the British Columbia Council on Admission and Transfers at [bctransferguide.ca](http://bctransferguide.ca). Students wishing to transfer to one of the articulated university programs should select electives as recommended by that institution and must meet the minimum overall cumulative GPA established annually by that university.

Academic Advisors are available for help with transfer options.

### Diploma in Criminal Justice University Transfer Options

#### Royal Roads University

60 credits. A direct two-year transfer arrangement is available toward a four-year degree in Justice Studies at RRU for students completing a diploma or associate degree. The current transfer GPA has been set at 6.0 ("B+"). Consult the Criminal Justice department for more information.

#### Malaspina University-College

60 credits. A direct transfer arrangement is available toward a four-year degree in Criminology at MUC for students completing the diploma option. Consult the Criminal Justice department for more information.

#### BCIT

There are two options for further studies in Forensic Science Technology, an advanced certificate program, either Economic Crime Studies or Forensic Science Studies. Consult the Criminal Justice Department for further information.

#### BCIT - Economic Crime Studies Option

The following courses should be considered:

Elective 1	ACCT 110
Elective 2	BUS 120
Elective 3	ECON 103
Elective 4	ECON 104
Elective 5	COMP 156 or CRIM 288 or CRIM 290

#### BCIT - Forensic Science Studies Option

Elective 1	BIOL 100
Elective 2	CHEM 110*
Elective 3	BIOL 126**
Elective 4	CHEM 112
Elective 5	CRIM 235 or 254 or 260 or 274 or 286 or 290

\*A "C" grade or higher is required in Chemistry 11.

\*\*A "C+" grade or higher is required in BIOL 100.

#### Thompson Rivers University - Open Learning

Offers courses at the first year level that students can take for transfer credit towards the completion of Camosun's Criminal Justice program. Students can get more information about these courses from a Camosun College Academic Advisor.

#### University-College of the Fraser Valley

Students receive credit for up to two years of the four-year degree program at UCFV. A minimum GPA of approximately a 4.0 ("B-") is required. Credit may also be given for documented volunteer experience. Consult the Criminal Justice department for further information.

Students wishing to transfer to UCFV's degree program in Criminal Justice should take the following electives:

Elective 1	ENGL 160
Elective 2	CRIM 290 or PSYC 250
Elective 3	PSYC 154
Elective 4	CRIM 135 or 235 or 254 or 274, or 286 or 290
Elective 5	ANTH 250 or CRIM 290

#### University of Regina

Up to a maximum of 64 credits, plus documented cumulative two years experience (paid, volunteer, client) in some field of human services. Consult the Criminal Justice department for further information.

The following courses should be considered:

Elective 1	ENGL 160 or SOC 100-level
Elective 2	CRIM 288 or 290 or PSYC 250
Elective 3	CRIM 235 or 274 or 286
Elective 4	CRIM 260 or 290, or ANTH 250
Elective 5	CRIM 254 or 286

#### University of Ottawa

##### Under Review

Consult the Criminal Justice Department for information on transfer options to the University of Ottawa.



## Environmental Technology

The Environmental Technology program, recently accredited by CTAB (CCTT) and ASTTBC, provides students with the opportunity to develop the knowledge, skills and attitudes necessary to work as Environmental Technologists. Environmental Technologists work in environmental assessment teams collecting, collating and presenting information necessary for environmental interpretation and decision making.

Upon successful completion of the program, graduates qualify for a Diploma in Environmental Technology, and possess up to two years of transfer credit to various university programs including Environmental Studies, Biology and Geography.

Students may opt to participate in work terms leading to either Co-operative Education or Internship designation. Students participate in classroom, lab, and field trip activities, including a one-week field camp.

The Environmental Technology program has block transfer to the BSc in Environmental Science program at Royal Roads University. It contains 13 courses (minimum) which have academic transfer to most universities.

### Environmental Technology Program Centre

This centre, located in Fisher 228, serves as a communication and student work-study hub for the Environmental Technology program. The Environmental Technology Program Assistant is in regular attendance here and can provide program information to interested people.

#### Length:

Full-time: 24 months

Co-op: 32 months

Internship: 28 months

Location: Lansdowne Campus

Starting: Fall

#### Program Code(s):

ENVR1 First Year

ENVR2 Second Year

ENVR3 Third Year

#### Admission Requirement(s):

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of "C+" or higher in Math 12, or a "C" in MATH 105 or MATH 115, or assessment;
- Submit proof of a letter grade of "C+" or higher in Biology 12;

- Submit proof of a letter grade of "C" or higher in Chemistry 12; and,

- Submit proof of a letter grade of "C" or higher in Physics 11.

**Note:** *Students without all admission requirements are advised to consult Academic Advising or the Program Chair.*

#### Eligibility for Co-op/Internship Work Experience:

- In order to be eligible for participation in a work term leading to either designation, students must achieve a "C+" or higher in all courses, and a minimum cumulative GPA of 3.0; and complete 72 credits in the program, including all of the ENVR courses from the first five academic terms, and COOP 100 prior to the first work term.
- To maintain eligibility for subsequent Co-op work terms, students must maintain a GPA of 3.0 and complete prior work terms successfully.
- Part-time students wishing to participate in a work term must complete COOP 100; apply during the fourth academic term and have their program plan approved by the Program Chair.

#### Program Completion Requirement(s):

- To qualify for the Diploma in Environmental Technology, students must successfully complete all program requirements and obtain an overall cumulative GPA of at least 2.0 .
- To obtain a Diploma in Environmental Technology, Co-operative Education Designation, two (2) Co-op work terms must be completed satisfactorily.
- To obtain the Diploma in Environmental Technology Internship Designation, students must complete one (1) work term.

#### Schedule:

Year	Sep-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Academic Term 3
2	Academic Term 4	Academic Term 5	Work Term 1
3	Work Term 2 or Academic Term 6	Work Term 2 or Academic Term 6	Academic Term 7

#### Academic Term 1 (Fall) Credits

BIOL 124	Evolution and Diversity	4.0
CHEM 120	College Chemistry 1	4.0
COMP 158E	Computing for Environmental	3.0
ENGL 150	English Composition	3.0
ENVR 110	Environmental Seminar 1	1.0
GEOG 100	Ecosystems & Human Activity	3.0
<b>Total Credits</b>		<b>18.0</b>

#### Academic Term 2 (Winter) Credits

BIOL 228	Ecology	4.0
ENVR 103	Environmental Microbiology	2.0
ENVR 107	Physical Geography	3.0
ENVR 251	Technical Communication	3.0
GEOG 210	Map & Air Photo Interpretation	4.0
MATH 216	Applied Statistics	4.0
<b>Total Credits</b>		<b>20.0</b>

#### Academic Term 3 (Spring) Credits

ENVR 200	Safety in the Environment	1.5
ENVR 202	Geographic Field Techniques	0.5
ENVR 203	Aquatic Monitoring Techniques	2.0
ENVR 204	Environmental Field Trips	0.5
ENVR 205	Soils	0.5
ENVR 206A	Environmental Horticulture	1.5
ENVR 218	Environmental Field Camp	2.0
<b>Total Credits</b>		<b>8.5</b>

#### Academic Term 4 (Fall) Credits

ENVR 206B	Environmental Biotechnology	2.0
ENVR 207	Applied Geomorphology	3.0
ENVR 210	Aquatic Environments	3.0
ENVR 229	Quantitative Assessment	4.0
GEOG 214	Digital Geomatics	4.0
GEOG 220	Natural Resource Systems	3.0
<b>Total Credits</b>		<b>19.0</b>

#### Academic Term 5 (Winter) Credits

CHEM 121	College Chemistry 2	4.0
ENVR 140	Fundamentals of GIS	3.0
ENVR 215	BC Biodiversity 2	4.0
ENVR 222	Urban & Regional Environments	3.0
GEOG 100	Physical Geology	4.0
<b>Total Credits</b>		<b>18.0</b>

#### Academic Term 6 (Fall or Winter) Credits

CHEM 253	Environmental Chemistry	4.0
ENVR 208A	Research Project Design	1.0
ENVR 211	BC Biodiversity 1	4.0
ENVR 226	BC Biodiversity 3	4.0
ENVR 240	Environmental GIS Applications	3.0
MATH 108	Applied Calculus	4.0
<b>Total Credits</b>		<b>20.0</b>

#### Academic Term 7 (Spring) Credits

ENVR 208B	Sustainability Project	5.0
ENVR 209	Waste Management Remediation	3.0
<b>Total Credits</b>		<b>8.0</b>

#### Co-op/Internship Option

COOP 100	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0
<b>AND/OR</b>		
BUS 201	Co-operative Work Experience 2	6.0
<b>Total Credits</b>		<b>6.0 -12.0</b>

## Music Foundations

The Certificate in Music Foundations is a one-year course of studies offered in partnership with the Victoria Conservatory of Music and Camosun College. It is designed for students intending to pursue further studies in music at the post-secondary level. The program is designed to ensure that students master the rudiments of their chosen area of study and receive a thorough grounding in the core subjects within the field of music. Students receive intensive one-on-one studio instruction on their chosen instrument with the goal of introducing them to new repertoire; enhancing their practising skills and technical fluency; and developing excellence in performance.

Students may choose to undertake jazz studies through vocal or instrumental jazz performance or classical performance studies on any of the following instruments: piano, pipe organ, harpsichord, voice, guitar, flute, oboe, clarinet, saxophone, bassoon, horn, trumpet, trombone, tuba, percussion, violin, viola, cello, double bass, or harp. Students also study music theory, music history, musicianship (aural skills), and participate in ensembles.

Upon completion of the Certificate in Music Foundations, graduates are well prepared to enter either the Diploma in Music or Diploma in Jazz Studies programs. MUS/JAZZ courses taken as a part of the Certificate program can be applied to the Diploma in Music or Diploma in Jazz Studies, should graduates choose to audition for placement in these programs and continue their music studies at Camosun College.

**Length:** Eight months

**Location:** Off Campus  
Victoria Conservatory of Music

**Starting:** Fall

**Program Code(s):** MUSF

**Admission Requirement(s):**

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;

*History 12 is strongly recommended.*

**AND**

- all applicants for the Certificate in Music Foundations as a **Classical Performance Major** must also perform a live or recorded audition;

**OR**

- all applicants for the Certificate in Music Foundations as a **Jazz Performance Major** must perform a live or recorded audition;

**AND**

- attend a personal interview with the Chair of Post-Secondary Music and the Department Head for his/her instrument.

**Applications:**

All applications and enquiries concerning enrolment in the program should be directed to:

Registrar of Post-Secondary Programs,  
Victoria Conservatory of Music  
900 Johnson Street  
Victoria BC V8V 3N4

Phone: 250-386-5311 (Local 264)  
Toll free: 1-866-386-5311 (Local 264)  
Fax: 250-386-6602

**Email:**  
postsecondaryregistrar@vcm.bc.ca  
**Website:** vcm.bc.ca

**Application Deadline:** February 28 annually

## Auditions

Audition repertoire for Classical Performance Majors should be chosen to best demonstrate the applicant's current level of achievement. Most successful applicants will demonstrate expertise at Grade 7/8 level or above, based on the examination syllabus of the Victoria Conservatory of Music. Lists of representative repertoire are available on request. The entrance audition should contain at least two contrasting solo works. Sight reading and Technique according to the relevant Grade 7 VCM syllabus may also be assessed. Auditions are valid only for the year in which they are taken.

**Piano, Pipe Organ, Harpsichord:** Two or more contrasting works from the standard keyboard repertoire (Baroque, Classical, Romantic, post-1900). Jazz or popular selections are not acceptable.

**Voice:** Two or more contrasting pieces from the standard classical vocal repertoire (art songs, Lieder, arias, etc.) only, performed with piano as required by the score.

**Guitar:** Two or more contrasting works from the standard classical repertoire. Auditions must be played on a standard classical (nylon-strung) guitar.

**Woodwinds and Brass:** Two or more complete contrasting works from the standard classical repertoire, performed with piano as required by the score: only one unaccompanied solo work is permitted.

**Percussion:** Two or more complete solo works in total, selected from the repertoire for two of the following instruments: timpani, keyboard percussion, snare drum. Instruments will be provided for the audition.

**Violin, Viola, Cello, Double Bass:** Two or more complete contrasting works from the standard classical repertoire, performed with piano as required by the score: only one unaccompanied solo work is permitted.

**Harp:** Two or more complete contrasting works from the standard classical repertoire. Instruments will be provided for the audition.

*Audition repertoire for Jazz Performance Majors should choose repertoire to best demonstrate the applicant's current level of achievement. Candidates should:*

- Prepare two works in contrasting style with or without accompaniment: chosen repertoire should include one blues and one medium swing standard. Adjudicators will assess the candidate's ability to interpret melody and improvise over the form of the works presented. If other musicians are involved, the candidate's ability to accompany will be assessed;

- Demonstrate knowledge of scales and chords through performance and by request of specific elements;
- Be prepared to read at sight excerpts from the big band literature.

**Program Participation Requirement(s):**

- Students must receive a grade equivalent to 70% ("B-") or better in core courses in order to satisfy the prerequisite for additional course work; and to continue in the program.

**Program Completion Requirement(s):**

- Students must achieve a grade equivalent to 70% ("B-") or better in core MUSF, JAZZ and MUS courses and maintain an overall GPA of at least 4.0 ("B-") for all MUSF, JAZZ and MUS core and elective courses to receive the Certificate in Music Foundations.

<b>Academic Term 1 (Fall)</b>		<b>Credits</b>
ENGL 150	English Composition	3.0
MUSF 100	Instr. Foundations Classical 1	2.0
<b>OR</b>		
MUSF 102	Instrument Foundations Jazz 1	2.0
MUS 115	Survey of Western Music	3.0
MUSF 120	Theory and Musicianship 1	3.0
MUS, JAZZ	or non-Music UT electives*	3.0
<b>One of:</b>		
MUS 140	Chamber Orchestra 1	2.0
MUS 142	Conservatory Chorale 1	2.0
MUS 146	Wind Ensemble 1	2.0
<b>OR</b>		
JAZZ 144	Jazz Orchestra 1	1.0
<b>AND</b>		
JAZZ 134	Jazz Combo and Improv 1	1.0
<b>Total Credits</b>		<b>16.0</b>

<b>Academic Term 2 (Winter)</b>		<b>Credits</b>
ENGL 160	Introduction to Literature	3.0
MUSF 101	Instr. Foundations Classical 2	2.0
<b>OR</b>		
MUSF 103	Instrument Foundations Jazz 2	2.0
MUSF 121	Theory and Musicianship 2	3.0
MUS, JAZZ	or non-Music UT electives*	6.0
<b>One of:</b>		
MUS 141	Chamber Orchestra 2	2.0
MUS 143	Conservatory Chorale 2	2.0
MUS 147	Wind Ensemble 2	2.0
<b>OR</b>		
JAZZ 145	Jazz Orchestra 1	1.0
<b>AND</b>		
JAZZ 135	Jazz Combo and Improv 2	1.0
<b>Total Credits</b>		<b>16.0</b>

**Note:** *Students who pass MUSF 121 with a grade equivalent of 70% ("B-") do not have to write the Theory entrance examination or take the Musicianship Placement Assessment should they choose to apply for the Diploma in Music or Diploma in Jazz Studies programs.*

**\*Elective Options:**

*Subject to space available after registration of students in Diploma in Music and Diploma in Jazz Studies.*

JAZZ 112	Survey of Jazz History 1	2.0
JAZZ 113	Survey of Jazz History 2	2.0
JAZZ 124	Jazz Language 1	3.0
JAZZ 125	Jazz Language 2	3.0
MUS 126	Keyboard Skills 1	1.0

MUS 127	Keyboard Skills 2	1.0
MUS 130	Chamber Music 1	1.0
MUS 131	Chamber Music 2	1.0
MUS 132	Collaborative Piano 1	1.0
MUS 133	Collaborative Piano 2	1.0
JAZZ 134	Jazz Combo and Improvisation 1	1.0
JAZZ 135	Jazz Combo and Improvisation 2	1.0
MUS 140	Chamber Orchestra 1	2.0
MUS 141	Chamber Orchestra 2	2.0
MUS 142	Conservatory Chorale 1	2.0
MUS 143	Conservatory Chorale 2	2.0
JAZZ 144	Jazz Orchestra 1	1.0
JAZZ 145	Jazz Orchestra 2	1.0
MUS 146	Wind Ensemble 1	2.0
MUS 147	Wind Ensemble 2	2.0
MUS 160*	Italian Diction 1	1.0
MUS 161*	Italian Diction 2	1.0
MUS 162*	Drama/Movement 1	1.0
MUS 163*	Drama/Movement 2	1.0
MUS 170	Media Skills and Technology 1	1.0
MUS 171	Media Skills and Technology 2	1.0
MUS 226	Keyboard Skills 3	1.0
MUS 227	Keyboard Skills 4	1.0
MUS 260*	French Diction	1.0
MUS 261*	German Diction	1.0

\*Offered in alternate years; subject to minimum enrolment.

## Music Diploma

The Diploma in Music Program is a two-year course of studies offered in partnership with the Victoria Conservatory of Music. The program is designed for students intending to pursue further studies in music in the fields of performance, composition or music education. The program is designed to ensure that students master the rudiments of their chosen area of study and receive a thorough grounding in the core subjects within the field of music. Students receive intensive one-on-one studio instruction on their chosen instrument with the goal of introducing them to new repertoire and techniques; enhancing their practising skills and technical fluency; and developing excellence in performance.

Students may choose to major in classical performance or composition.

Students may undertake classical performance studies in any of the following instruments: piano, pipe organ, harpsichord, voice, guitar, flute, oboe, clarinet, saxophone, bassoon, horn, trumpet, trombone, tuba, percussion, violin, viola, cello, double bass, or harp. Students also study music theory and harmony, music history, musicianship (aural skills), and participate in ensembles.

Upon completion of the Diploma in Music, graduates are well prepared to continue post-secondary studies at institutions such as the University of Victoria, University of British Columbia, University of Lethbridge, University of Toronto, McGill University and others; and in some cases to begin to develop a professional music career.

Students with a particular aptitude for performance may consider completing certification for AVCM, Performance (Associate, Victoria Conservatory of Music) through the

following electives in the second year: MUS 208 and MUS 209, MUS 228 and MUS 229. See Registrar of Post-Secondary Programs of the Victoria Conservatory of Music for full AVCM details.

**Length:** Two years

**Location:** Off Campus  
Victoria Conservatory of Music

**Starting:** Fall

**Program Code(s):**

MUSIC1 First Year

MUSIC2 Second Year

**Admission Requirement(s):**

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;

*History 12 is strongly recommended.*

**AND**

- all applicants for the **Classical Performance Major** must perform a live or recorded audition;

**OR**

all applicants for the **Composition Major** must demonstrate achievement in composition. Applicants are required to submit:

- a list of completed compositions;
- a list of performances of their music;
- three scores, with recordings if possible;

**AND**

- must demonstrate achievement on a principal instrument or voice. Applicants are required to perform a brief audition of **two** selections, following the guidelines above, prior to acceptance;

**AND all candidates must:**

- pass a written theory entrance exam to a standard of 70% (VCM Rudiments 7 or RCM (Toronto) Grade 2);

**AND**

- attend a personal interview with the Chair of Post-Secondary Music and the Department Head for his/her instrument.

**Applications:**

All applications and enquiries concerning enrolment in the program should be directed to:

Registrar of Post-Secondary Programs,  
Victoria Conservatory of Music  
900 Johnson Street  
Victoria BC V8V 3N4

Phone: 250-386-5311 (Local 264)  
Toll free: 1-866-386-5311 (Local 264)  
Fax: 250-386-6602  
**Email:**  
postsecondaryregistrar@vcm.bc.ca  
**Website:** vcm.bc.ca

**Application Deadline:** February 28 annually

## Auditions

All arrangements for practical auditions, theory entrance exams, and musicianship assessments will be made by the Victoria Conservatory of Music. For lists of sample repertoire at the required grade level, and samples of the Theory Entrance Exam, contact the Registrar of Post-Secondary Programs at the Conservatory.

Audition repertoire should be chosen to best demonstrate the applicant's current level of achievement. Most successful applicants will demonstrate expertise at Grade 9 level or above, based on the examination syllabus of the Victoria Conservatory of Music. Lists of representative repertoire are available on request.

The entrance audition should contain at least two contrasting solo works. Sight reading and Technique according to the relevant Grade 9 VCM syllabus may also be assessed. Auditions are valid only for the year in which they are taken.

**Musicianship:** aural skills and sight singing will be assessed at the time of audition. Students assessed below the required level in Musicianship may be granted admission to the Diploma of Music Performance program but will be advised to undertake remedial instructions at their own expense.

*Students completing MUSF 121 (Theory and Musicianship 2) with a grade equivalent to 70% ("B-") or better will not be required to write the Theory Entrance Examination or take the Musicianship Placement Assessment.*

Auditions will take place in the latter part of March and early April.

**Piano, Pipe Organ, Harpsichord:** Two or more contrasting works from the standard keyboard repertoire (Baroque, Classical, Romantic, post-1900). Jazz or popular selections are not acceptable.

**Voice:** Two or more contrasting pieces from the standard classical vocal repertoire (art songs, Lieder, arias, etc.) only, performed with piano as required by the score.

**Guitar:** Two or more contrasting works from the standard classical repertoire. Auditions must be played on a standard classical (nylon-strung) guitar.

**Woodwinds and Brass:** Two or more complete contrasting works from the standard classical repertoire, performed with piano as required by the score: only one unaccompanied solo work is permitted.



**Percussion:** Two or more complete solo works in total, selected from the repertoire for two of the following instruments: timpani, keyboard percussion, snare drum. Instruments will be provided for the audition.

**Violin, Viola, Cello, Double Bass:** Two or more complete contrasting works from the standard classical repertoire, performed with piano as required by the score: only one unaccompanied solo work is permitted.

**Harp:** Two or more complete contrasting works from the standard classical repertoire.

**Program Participation Requirement(s):**

- Students must receive a grade equivalent to of 70% ("B-") or better in core courses in order to satisfy the prerequisite for additional course work.

**Program Completion Requirement(s):**

- Students must receive a grade equivalent of 70% ("B-") or better in core MUS/JAZZ courses and maintain an overall GPA for all MUS/JAZZ courses (core and elective combined) of 4.0 ("B-") to receive the Diploma in Music.
- Keyboard proficiency is a graduation requirement for all majors in Diploma in Music who are not studying keyboard as a first instrument. Students must demonstrate a variety of essential keyboard skills, including: technical ability; sight reading; harmonization of simple melodies; accompanying; and repertoire performance of approximately Grade 5 (VCM).

**First Year**

<b>Academic Term 1 (Fall)</b>		<b>Credits</b>
ENGL 150	English Composition	3.0
MUS 100	First Instrument: Classical 1	3.0
MUS 110	Music History 1	3.0
MUS 120	Harmony 1	3.0
MUS 122	Musicianship 1	1.0
<b>One of:</b>		
MUS 140	Chamber Orchestra 1	2.0
<b>OR</b>		
MUS 142	Conservatory Chorale 1	2.0
<b>OR</b>		
MUS 146	Wind Ensemble 1	2.0
<b>Total Credits</b>		<b>15.0</b>

<b>Academic Term 2 (Winter)</b>		<b>Credits</b>
ENGL 160	English Literature	3.0
MUS 101	First Instrument: Classical 2	3.0
MUS 111	Music History 2	3.0
MUS 121	Harmony 2	3.0
MUS 123	Musicianship 2	1.0
<b>One of:</b>		
MUS 141	Chamber Orchestra 2	2.0
<b>OR</b>		
MUS 143	Conservatory Chorale 2	2.0
<b>OR</b>		
MUS 147	Wind Ensemble 2	2.0
<b>Total Credits</b>		<b>15.0</b>

**First Instrument Studies Composition Major**

*Taken in lieu of MUS 100 and MUS 101*

MUS 102	First Instrument: Composers 1	2.0
MUS 106	Composition Study 1	2.0
MUS 103	First Instrument: Composers 2	2.0
MUS 107	Composition Study 2	2.0
<b>Total Credits</b>		<b>32.0</b>

**Second Year**

<b>Academic Term 1 (Fall)</b>		<b>Credits</b>
MUS 200	First Instrument: Classical 3	3.0
MUS 210	Music History 3	3.0
MUS 220	Harmony 3	3.0
MUS 222	Musicianship 3	1.0
<b>One of:</b>		
MUS 240	Chamber Orchestra 3	2.0
<b>OR</b>		
MUS 242	Conservatory Chorale 3	2.0
<b>OR</b>		
MUS 246	Wind Ensemble 3	2.0
MUS, JAZZ or non-Music UT electives*		3.0
<b>Total Credits</b>		<b>15.0</b>

<b>Academic Term 2 (Winter)</b>		<b>Credits</b>
MUS 201	First Instrument: Classical 4	3.0
MUS 211	Music History 4	3.0
MUS 221	Harmony 4	3.0
MUS 223	Musicianship 4	1.0
<b>One of:</b>		
MUS 241	Chamber Orchestra 4	2.0
<b>OR</b>		
MUS 243	Conservatory Chorale 4	2.0
<b>OR</b>		
MUS 247	Wind Ensemble 4	2.0
MUS, JAZZ or non-Music UT electives*		3.0
<b>Total Credits</b>		<b>15.0</b>

**First Instrument Studies Composition Major**

*Taken in lieu of MUS 200 and MUS 201:*

MUS 202	First Instrument: Composers 3	2.0
MUS 203	First Instrument: Composers 4	2.0
MUS 206	Composition Study 3	2.0
MUS 207	Composition Study 4	2.0

*Taken in lieu of electives:*

**\*Elective Requirements for Composition Major**

*\*Taken in lieu of electives:*

MUS 170	Media Skills and Technology 1	1.0
MUS 171	Media Skills and Technology 2	1.0
MUS 274	Introduction to Conducting 1	1.0
MUS 275	Introduction to Conducting 1	1.0
<b>Total Credits</b>		<b>30.0</b>

**\*Elective Requirements for Keyboard**

*Taken in lieu of electives:*

MUS 152	Piano Pedagogy & Literature 1	2.0
<b>OR</b>		
MUS 252	Piano Pedagogy & Literature 3	2.0
MUS 153	Piano Pedagogy & Literature 2	2.0
<b>OR</b>		
MUS 253	Piano Pedagogy & Literature 4	2.0
MUS, JAZZ or non-Music UT electives		2.0
<b>Total Credits</b>		<b>6.0</b>

**Additional required course for Voice, Strings, Woodwinds, Brass, Percussion, Guitar and Composition for those whose first instrument is not keyboard**

MUS 227	Keyboard Skills 4	1.0
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**Elective Options:**

JAZZ 112	Survey of Jazz History 1	2.0
JAZZ 113	Survey of Jazz History 2	2.0
JAZZ 124	Jazz Language 1	3.0
JAZZ 125	Jazz Language 2	3.0
MUS 126	Keyboard Skills 1	1.0
MUS 127	Keyboard Skills 2	1.0
MUS 130	Chamber Music 1	1.0
MUS 131	Chamber Music 2	1.0
MUS 132	Collaborative Piano 1	1.0
MUS 133	Collaborative Piano 2	1.0
JAZZ 134	Jazz Combo and Improvisation 1	1.0
JAZZ 135	Jazz Combo and Improvisation 2	1.0
MUS 140	Chamber Orchestra 1	2.0
MUS 141	Chamber Orchestra 2	2.0
MUS 142	Conservatory Chorale 1	2.0
MUS 143	Conservatory Chorale 2	2.0
JAZZ 144	Jazz Orchestra 1	1.0
JAZZ 145	Jazz Orchestra 2	1.0
MUS 146	Wind Ensemble 1	2.0
MUS 147	Wind Ensemble 2	2.0
MUS 150**	Flute Pedagogy & Literature 1	2.0
MUS 151**	Flute Pedagogy & Literature 2	2.0
MUS 152	Piano Pedagogy & Literature 1	2.0
MUS 153	Piano Pedagogy & Literature 2	2.0
MUS 154*	Strings Pedagogy / Literature 1	2.0
MUS 155*	Strings Pedagogy / Literature 2	2.0
MUS 156	Voice Pedagogy & Literature 1	2.0
MUS 157	Voice Pedagogy & Literature 2	2.0
MUS 160*	Italian Diction 1	1.0
MUS 161*	Italian Diction 2	1.0
MUS 162*	Drama and Movement 1	1.0
MUS 163*	Drama and Movement 2	1.0
MUS 170	Media Skills and Technology 1	1.0
MUS 171	Media Skills and Technology 2	1.0
MUS 172	Post-1900 Score Study 1	1.0
MUS 173	Post-1900 Score Study 2	1.0
MUS 190	Performance 1 Directed Studies	1.0-4.0
MUS 191	Performance 2 Directed Studies	1.0-4.0
MUS 192	Music 1 Directed Studies	1.0-4.0
MUS 193	Music 2 Directed Studies	1.0-4.0
MUS 208	AVCM Recital 1	1.0
MUS 209	AVCM Recital 2	1.0
JAZZ 212	Survey of Jazz History 3	2.0
JAZZ 213	Survey of Jazz History 4	2.0
JAZZ 224	Jazz Composition & Arranging 1	3.0
JAZZ 225	Jazz Composition & Arranging 2	3.0
MUS 226	Keyboard Skills 3	1.0
MUS 227	Keyboard Skills 4	1.0
MUS 228	AVCM Theory Enrichment 1	1.0
MUS 229	AVCM Theory Enrichment 2	1.0
MUS 230	Chamber Music 3	1.0
MUS 231	Chamber Music 4	1.0
MUS 232	Collaborative Piano 3	1.0
MUS 233	Collaborative Piano 4	1.0
JAZZ 234	Jazz Combo and Improvisation 3	1.0
JAZZ 235	Jazz Combo and Improvisation 4	1.0
MUS 240	Chamber Orchestra 3	2.0
MUS 241	Chamber Orchestra 4	2.0
MUS 242	Conservatory Chorale 3	2.0
MUS 243	Conservatory Chorale 4	2.0
JAZZ 244	Jazz Orchestra 3	1.0
JAZZ 245	Jazz Orchestra 4	1.0
MUS 246	Wind Ensemble 3	2.0
MUS 247	Wind Ensemble 4	2.0
MUS 250**	Flute Pedagogy & Literature 3	2.0
MUS 251**	Flute Pedagogy & Literature 4	2.0
MUS 252	Piano Pedagogy & Literature 3	2.0
MUS 253	Piano Pedagogy & Literature 4	2.0
MUS 254*	Strings Pedagogy / Literature 3	2.0
MUS 255*	Strings Pedagogy / Literature 4	2.0
MUS 256	Voice Pedagogy & Literature 3	2.0
MUS 257	Voice Pedagogy & Literature 4	2.0
MUS 260*	French Diction	1.0
MUS 261*	German Diction	1.0
MUS 270	Business of Music 1	1.0



MUS 271	Business of Music 2	1.0
MUS 272	Post-1900 Score Study 3	1.0
MUS 273	Post-1900 Score Study 4	1.0
MUS 274	Conducting 1	1.0
MUS 275	Conducting 2	1.0
MUS 290	Performance 3 Directed Studies	1.0-4.0
MUS 291	Performance 4 Directed Studies	1.0-4.0
MUS 292	Music 3 Directed Studies	1.0-4.0
MUS 293	Music 4 Directed Studies	1.0-4.0

\*Offered in alternate years; subject to minimum enrolment.

\*\*Offered on a rotating schedule, subject to minimum class enrolments. Students may enter at any point in the cycle.

## Jazz Studies

The Diploma in Jazz Studies is a two-year program offered through a partnership between the Victoria Conservatory of Music and Camosun College. Students may undertake jazz studies with a focus on an instrument of their choosing, studying jazz theory and language, musicianship, classical music history, jazz history, and ensembles.

Upon completion of the Diploma in Jazz Studies, graduates are well prepared to continue post-secondary studies at other institutions such as Malaspina University-College, Capilano College, and Humber Institute.

**Length:** Two years

**Location:** Off Campus  
Victoria Conservatory of Music

**Starting:** Fall

**Program Code(s):**

JAZZ1	First Year
JAZZ2	Second Year

**Admission Requirement(s):**

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;

*History 12 is strongly recommended.*

**AND**

- perform a live or recorded audition; Candidates should:
  - Prepare three works in contrasting style with or without accompaniment: chosen repertoire should include one blues and one medium swing standard;
  - Demonstrate knowledge of scales and chords through performance and by request of specific elements;
  - Be prepared to read at sight excerpts from the big band literature;

**AND**

- pass a written theory entrance exam to a standard of 70% (VCM Rudiments 7 or RCM (Toronto) Grade 2);

**AND**

- attend a personal interview with the Chair of Post-Secondary Music and the Department Head for his/her instrument.

**Applications:**

All applications and enquiries concerning enrolment in the program should be directed to:

Registrar of Post-Secondary Programs,  
Victoria Conservatory of Music  
900 Johnson Street  
Victoria BC V8V 3N4

Phone: 250-386-5311 (Local 264)  
Toll free: 1-866-386-5311 (Local 264)  
Fax: 250-386-6602  
**Email:**  
postsecondaryregistrar@vcm.bc.ca  
**Website:** vcm.bc.ca

**Application Deadline:** February 28 annually

**Auditions**

Adjudicators will assess the candidate's ability to interpret melody and improvise over the form of the works presented. If other musicians are involved, the candidate's ability to accompany will be assessed.

**Musicianship:** aural skills and sight singing will be assessed at the time of audition. Students assessed below the required level in Musicianship may be granted admission to the Diploma of Jazz Studies program but will be advised to undertake remedial instructions at their own expense.

*Students completing MUSF 121 (Theory and Musicianship 2) with a grade equivalent to 70% ("B-") or better will not be required to write the Theory Entrance Examination or take the Musicianship Placement Assessment.*

**Program Participation Requirement(s):**

- Students must receive a letter grade corresponding to 70% ("B-") or better in core courses in order to satisfy the prerequisite for additional course work.

**Program Completion Requirement(s):**

- Keyboard proficiency is a graduation requirement for all majors in Diploma in Jazz Studies who are not studying keyboard as a first instrument. Students must demonstrate a variety of essential keyboard skills, including technical ability; sight reading; harmonization of simple melodies; accompanying; and repertoire performance of approximately Grade 5 (VCM); and,

- Students must receive a letter grade corresponding to 70% ("B-") or better in core JAZZ/MUS courses and maintain an overall GPA for all JAZZ/MUS courses (required and elective combined) of 4.0 ("B-") to receive the Diploma in Jazz Studies.

## First Year

Academic Term 1 (Fall)		Credits
ENGL 150	English Composition	3.0
JAZZ 104	First Instrument: Jazz 1	2.0
JAZZ 112	Survey of Jazz History 1	2.0
JAZZ 124	Jazz Language 1	3.0
JAZZ 134	Jazz Combo and Improvisation 1	1.0
JAZZ 144	Jazz Orchestra 1	1.0
MUS 110	Music History 1	3.0
MUS 122	Musicianship 1	1.0
MUS 170	Media Skills and Technology 1	1.0
<b>Total Credits</b>		<b>17.0</b>

Academic Term 2 (Winter)		Credits
ENGL 160	English Literature	3.0
JAZZ 105	First Instrument: Jazz 2	2.0
JAZZ 113	Survey of Jazz History 2	2.0
JAZZ 125	Jazz Language 2	3.0
JAZZ 135	Jazz Combo and Improvisation 2	1.0
JAZZ 145	Jazz Orchestra 2	1.0
MUS 111	Music History 2	3.0
MUS 123	Musicianship 2	1.0
MUS 171	Media Skills and Technology 2	1.0
<b>Total Credits</b>		<b>17.0</b>

## Second Year

Academic Term 3 (Fall)		Credits
JAZZ 204	First Instrument: Jazz 3	2.0
JAZZ 212	Survey of Jazz History 3	2.0
JAZZ 224	Jazz Composition & Arranging 1	3.0
JAZZ 234	Jazz Combo and Improvisation 3	1.0
JAZZ 244	Jazz Orchestra 3	1.0
MUS 210	Music History 3	3.0
MUS 222	Musicianship 3	1.0
MUS 270	Business of Music 1	1.0
MUS, JAZZ or non-music UT electives		3.0
<b>Total Credits</b>		<b>17.0</b>

Academic Term 4 (Winter)		Credits
JAZZ 205	First Instrument: Jazz 4	2.0
JAZZ 213	Survey of Jazz History 4	2.0
JAZZ 225	Jazz Composition & Arranging 2	3.0
JAZZ 235	Jazz Combo and Improvisation 4	1.0
JAZZ 245	Jazz Orchestra 4	1.0
MUS 211	Music History 4	3.0
MUS 223	Musicianship 4	1.0
MUS 271	Business of Music 2	1.0
MUS, JAZZ or non-Music UT electives		3.0
<b>Total Credits</b>		<b>17.0</b>

**Additional requirement for non-keyboard majors:**

MUS 227	Keyboard Skills 4	1.0
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**Elective Options**

*Elective courses may carry additional prerequisites which may not be satisfied by the required Jazz Studies curriculum.*

MUS 126	Keyboard Skills 1	1.0
MUS 127	Keyboard Skills 2	1.0
MUS 130	Chamber Music 1	1.0
MUS 131	Chamber Music 2	1.0
MUS 132	Collaborative Piano 1	1.0
MUS 133	Collaborative Piano 2	1.0

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MUS 140	Chamber Orchestra 1	2.0
MUS 141	Chamber Orchestra 2	2.0
MUS 142	Conservatory Chorale 1	2.0
MUS 143	Conservatory Chorale 2	2.0
MUS 146	Wind Ensemble 1	2.0
MUS 147	Wind Ensemble 2	2.0
MUS 150**	Flute Pedagogy & Literature 1	2.0
MUS 151**	Flute Pedagogy & Literature 2	2.0
MUS 152	Piano Pedagogy & Literature 1	2.0
MUS 153	Piano Pedagogy & Literature 2	2.0
MUS 154*	Strings Pedagogy /Literature 1	2.0
MUS 155*	Strings Pedagogy /Literature 2	2.0
MUS 156	Voice Pedagogy & Literature 1	2.0
MUS 157	Voice Pedagogy & Literature 2	2.0
MUS 160*	Italian Diction 1	1.0
MUS 161*	Italian Diction 2	1.0
MUS 162*	Drama/Movement 1	1.0
MUS 163*	Drama/Movement 2	1.0
MUS 170	Media Skills and Technology 1	1.0
MUS 171	Media Skills and Technology 2	1.0
MUS 190	Performance 1 Directed Studies	1.0-4.0
MUS 191	Performance 2 Directed Studies	1.0-4.0
MUS 192	Music 1 Directed Studies	1.0-4.0
MUS 193	Music 2 Directed Studies	1.0-4.0
MUS 226	Keyboard Skills 3	1.0
MUS 230	Chamber Music 3	1.0
MUS 231	Chamber Music 4	1.0
MUS 232	Collaborative Piano 3	1.0
MUS 233	Collaborative Piano 4	1.0
MUS 240	Chamber Orchestra 3	2.0
MUS 241	Chamber Orchestra 4	2.0
MUS 242	Conservatory Chorale 3	2.0
MUS 243	Conservatory Chorale 4	2.0
MUS 250**	Flute Pedagogy & Literature 3	2.0
MUS 251**	Flute Pedagogy & Literature 4	2.0
MUS 252	Piano Pedagogy & Literature 3	2.0
MUS 253	Piano Pedagogy & Literature 4	2.0
MUS 254*	Strings Pedagogy /Literature 3	2.0
MUS 255*	Strings Pedagogy /Literature 4	2.0
MUS 256	Voice Pedagogy & Literature 3	2.0
MUS 257	Voice Pedagogy & Literature 4	2.0
MUS 260*	French Diction	1.0
MUS 261*	German Diction	1.0
MUS 274	Conducting 1	1.0
MUS 275	Conducting 2	1.0
MUS 290	Performance 3 Directed Studies	1.0-4.0
MUS 291	Performance 4 Directed Studies	1.0-4.0
MUS 292	Music 3 Directed Studies	1.0-4.0
MUS 293	Music 4 Directed Studies	1.0-4.0

\*Offered in alternate years; subject to minimum enrolment.

\*\*Offered on a rotating schedule, subject to minimum class enrolments. Students may enter at any point in the cycle.

## Visual Arts

This program of full-time study offers the individual a comprehensive education in visual arts. The first year of study provides an intensive foundation of exploration and design intended to promote disciplined inquiry, experimentation, vocabulary, skill, critical awareness and an openness of mind. At the second year level, the student continues exploration and design with particular emphasis directed towards contemporary concepts and media, and is also obliged to establish an in-depth program of personal research. At the conclusion of the program, students are enabled to build a portfolio that illustrates competence and achievement to prospective clients and employers, and/or indicates their growth potential to institutes of advanced study.

Program graduates are currently employed as animators, filmmakers, potters, museum and gallery personnel, art studio technicians, costume designers, painters, etc., and many are enrolled or have completed further studies at university (BEd, BA, BFA programs) and art colleges across Canada. Students planning to transfer to a university degree program should consult with an Academic Advisor, program faculty or the university to which they plan to transfer in order to discuss additional academic course requirements.

In addition to the program outline below, ART 290 – Independent Studies, is offered for additional study (see course descriptions and academic policies).

*Note: The department offers a variety of university transfer courses for students who have an interest in taking art courses on a part-time basis. ART 100, 101, 106, 128, 150, 170, 175, 180, 190 and 228 are university transfer courses, generally offered in the evening.*

<b>Length:</b>	Two years
<b>Location:</b>	Lansdowne Campus
<b>Starting:</b>	Fall
<b>Program Code(s):</b>	
VISART1	First Year
VISART2	Second Year

### Admission Requirement(s):

- Submit proof of a letter grade of “C” or higher in English 12 or TPC 12 or assessment;
- Mandatory attendance at an information session; and,
- Submission of portfolio\* consisting of 20 selective works indicating an interest in art such as drawings, paintings etc. Submit slides, photographs, or print outs of larger pieces or sculptural work.

(Details about portfolio submission will be provided by the College, or consult Visual Arts website).

\*Camosun’s ART 100 with a “C” grade or higher is an alternative to submitting a portfolio.

**Note:** Acceptance of transfer students from other post-secondary Art programs is at the discretion and approval of the department.

### Program Participation Requirement(s):

- Because of the way each succeeding term in the program builds upon skills and concepts developed or refined in courses in the preceding term, students receiving less than a “C” grade in any course are not permitted to continue their studies in the Visual Arts program but may reapply for admission to the next appropriate intake and only if there is a seat available.

### Program Completion Requirement(s):

- Students must complete all program courses and achieve an overall cumulative GPA of at least 2.0 in order to qualify for the Diploma in Visual Arts.

Academic Term 1 (Fall)		Credits
ART 120	Visual Foundations 2D Design	3.0
ART 122	Drawing and Painting 1	3.0
ART 128	Graphic Design Foundations	3.0
ART 140	Visual Foundations 3D Design	3.0
ART 180	Modern Art History	3.0

**Total Credits** 15.0

Academic Term 2 (Winter)		Credits
ART 123	Drawing and Painting 2	3.0
ART 124	Printmaking	3.0
ART 142	Sculpture	3.0
ART 144	Pottery	3.0
ART 160	Intermedia	3.0

**Total Credits** 15.0

Academic Term 3 (Fall)		Credits
ART 240	Studio Concentration 3D 1	3.0
ART 241	Studio Concentration 3D 2	3.0
ART 264	Creative Photography 1	3.0
ART 266	Filmmaking and Animation 1	3.0
ART 280	Contemporary Art Critique 1	3.0

**Total Credits** 15.0

Academic Term 4 (Winter)		Credits
ART 220	Studio Concentration 2D 1	3.0
ART 221	Studio Concentration 2D 2	3.0
ART 265	Creative Photography 2	3.0
ART 267	Filmmaking and Animation 2	3.0
ART 281	Contemporary Art Critique 2	3.0

**Total Credits** 15.0

# Advanced Certificate Program

## Childhood Developmental Psychopathology

The Advanced Certificate in Childhood Developmental Psychology is designed for three target groups: professionals (teachers, therapists, health professionals) and paraprofessionals (student assistants) who want to augment their skills and learn more about the current research and applications in childhood developmental psychopathology; students who have completed a career program such as Early Childhood Care and Education, Community Support Worker, First Nations Family Support Worker or Community, Family and Child Studies; and, parents.

The program is designed to teach students theory, research and application related to the assessment, diagnosis and treatment of a variety of psychological disorders in childhood and adolescence, with an in-depth focus on those disorders most encountered in the education field. Special focus will be placed on the following designations:

- Communication and learning disabilities
- Externalizing behaviour disorders, including ADD/ADHD (attention deficit with or without hyperactivity) and ODD/Conduct Disorders (oppositional defiance disorders)
- Pervasive Developmental Disorders (special focus on Autism Spectrum Disorders)

Each course is based on the equivalent of 42 hours of instructional time. Courses are scheduled in late afternoons, evenings, and/or weekends to accommodate interested students currently working in the field. Placement for practicum may be aided by a student's prior experience working with children who have special developmental needs. Students with prior experience in working with children and adolescents who experience atypical psychological development may have a field placement in mind when completing the practicum component of the program. Efforts will be made to place students in familiar workplaces.

Graduates of the program will have acquired the knowledge and skills to understand contributing factors of childhood disorders along with specific pedagogical techniques needed to effect positive change in children with these designations, especially those between the ages of five and nineteen.

Students will have been prepared to examine psychological perspectives such as biological, psychological and social influences associated with designations 1-3 and describe treatment applications such as pharmacological, cognitive-behavioural, interpersonal, and individualized education programs.

**Length:** 10 months; self-paced must be completed within two years

**Location:** Lansdowne Campus

**Starting:** Winter

**Program Code(s):** CDPSPYC

**Admission Requirement(s):**

- Submit proof of successful completion of a Bachelor's Degree, Associate Degree, Diploma or Certificate (of a minimum duration of 6 months) from a recognized post-secondary institution, or Permission of Department Chair;
- Submit proof of satisfactory completion of PSYC 110 and any 1st or 2nd year UT psychology course (PSYC 150 recommended).

**Program Participation Requirement(s):**

- For the practicum portion of the program, students will be expected to meet the School District or organization's criteria, such as TB test or a current criminal record check. It is the responsibility of the student to ensure that all such requirements are met prior to the second semester of the program.

**Program Completion Requirement(s):**

- Students must achieve a GPA of 2.0 ("C") or higher in PSYC 261, PSYC 262 and successfully complete of PSYC 263.
- The program must be completed within two years.

Courses		Credits
PSYC 261	Childhood Disorders: Analysis	3.0
PSYC 262	Childhood Disorders: Treatment	3.0
PSYC 263	Psychopathology Practicum	3.0

# College Preparatory

## Science Foundations

This one-semester program provides students with the opportunity to complete admission requirements for several programs offered by the School of Arts & Science. Completion of this program will lead students into further studies in Applied Chemistry & Biotechnology, Environmental Technology, and the Associate of Science Degree. It is strongly recommended that students contact Academic Advising for course planning in this program.

**Length:** Four months

**Location:** Lansdowne Campus

**Starting:** Fall, Winter

**Program Code(s):** SCIFO

**Admission Requirement(s):**

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of "B" or higher in Math 11 or assessment;
- Submit proof of a letter grade of "C" or higher in Chemistry 11; and,
- Plus two (2) of:
  - Math 12 with a "C+" or higher or assessment;
  - Biology 12 with a "C+" or higher;
  - Chemistry 12 with a "C" or higher;
  - Physics 11 with a "C" or higher.

**Note:** Students must enrol in a minimum of three courses.

Academic Term 1		Credits
ENGL 150	English Composition	3.0
<b>AND one (1) or two (2) of:</b>		
BIOL 100	Non-Majors Biology 1	4.0
CHEM 110	General College Chemistry 1	4.0
MATH 105	Algebra & Precalculus	6.0
<b>OR</b>		
MATH 115	Precalculus	4.0
PHYS 060	Introductory Physics	4.0
<b>AND one (1) or two (2) of:</b>		
BIOL 124	Evolution and Diversity	4.0
<b>OR</b>		
BIOL 126	Physiological Basis of Life	4.0
CHEM 120	College Chemistry 1	4.0
MATH 100	Calculus 1	4.0
<b>OR</b>		
MATH 108	Applied Calculus	4.0
<b>OR</b>		
MATH 116	Elementary Statistics	4.0
PHYS 104	General College Physics 1	4.0
<b>OR</b>		
PHYS 114	Fundamentals of Physics 1	4.0

# School of Arts and Science Faculty Listing

## Applied Chemistry and Biotechnology

Chair: Larry Lee  
Phone: 250-370-3463

Doran, Jamie, BSc, PhD  
Khalifa, Nasr, BSc, PhD  
Lee, Larry, BSc, PhD  
Meanwell, Neil, BSc, PhD  
Shorthill, Graham, BSc, MSc, Dip. Ed.

## Applied Communication

Chair: Andrew Bryce  
Phone: 250-370-3394

Bryce, Andrew, BA, DCA  
Caswell, Rick, BA, BDes, MGDC  
O'Hare, Kim, BA, MEd  
Stringer, Mitch

## Associate Degree

Chair: Charlie Molnar  
Phone: 250-370-3449

Molnar, Charlie, BSc, MSc, BEd, Ad.

## Biology

Chair: David Blundon  
Phone: 250-370-3465

Baugh, Christine, BSc, MSc  
Blundon, David, BSc, MSc, PhD  
Colangeli, Anna, BSc, MSc, PhD  
Davis, Ted, BSc, MSc, PhD  
Dehalt, Annette, BEd, BSc, MSc  
Hulbert, William, BSc, MSc, PhD  
Hunter, Peggy, BSc, MSc  
Mace, Thomas, BSc, MSc, PhD  
MacRae, Donald, BSc, MSc, PhD  
Mason, Rosemary, BSc, MSc  
Molnar, Charlie, BSc, MSc, BEd, Ad.  
Nguyen, Thuy, BSc, MSc  
Scotten, Linda, BA, Dip. T, RT, ART  
Vawda, Ahmed, BSc, MSc, PhD

## Chemistry and Geoscience

Chair: Neil Meanwell  
Phone: 250-370-3448

Doran, Jamie, BSc, PhD  
Gell, Alan, BSc, MSc, PhD  
Hamilton, Tark, BSc, AM, PhD  
Humphrey, Blair, BSc, MSc  
Khalifa, Nasr, BSc, PhD  
Lee, Larry, BSc, PhD  
Li, Diana, BSc, MSc  
Meanwell, Neil, BSc, PhD  
Owen, John, MA, MSc, C.Chem., MRSC  
Shorthill, Graham, BSc, MSc, Dip. Ed.

## Criminal Justice

Chair: Michael Young  
Phone: 250-370-3335

Garrison, Randall, MA  
Kaercher, Karin, BSocSci, M.CA, IDP  
Moorhouse, Kelli, BA, MSW, MA  
Young, Brian, BA, LL.B.  
Young, Michael, BA, MA, PhD

## English

Chair: Anita Kess  
Phone: 250-370-3123

Benge, Joe, BEd, MA  
Bland, Thom, BA, Dip. Ed., MA  
Brooks, Nigel, BA, MA, MA, PhD  
Chamberlain, Tim, BA, MA, Teach. Cert.  
DePledge, Norma, BEd, MA  
Elmquist, Laurie, BA, BEd, MA  
Fertile, Candace, BA, MA, PhD  
Gamache, Paul, BA, BEd, MA  
Gascoyne, Deborah, BA, BEd, MA  
Iribarne, Jeanne, BA, MA, PhD  
Kerins, Kristine, BA, MA  
Kess, Anita, BA, MA, Dip. Appl. Ling.  
Kirchner, Christine, BA, MA, Dip. Appl. Ling.  
Mehta, Raj, BA, MA  
Niwa-Heinen, Maureen, BA, Dip. FA, MA, PhD  
Pitman, Kelly, BA, MA  
Sexton, James, BA, MA, D.A., PhD  
Walker, Moira, BA, MA

## Environmental Technology

Chair: Anna Colangeli  
Phone: 250-370-3459

Ayles, Chris, BSc, MSc  
Blundon, David, BSc, MSc, PhD  
Colangeli, Anna, BSc, MSc, PhD  
Davis, Ted, BSc, MSc, PhD  
Elkin, Tim, BSc, MCD, MSc, PhD  
Gormican, Steve, BSc, MSc  
Humphrey, Dianne, BSc, MSc  
Jarrett, Patricia, BSc  
Meanwell, Neil, BSc, PhD  
Scotten, Linda, BA, Dip. T, RT, ART  
Weaver, Barry, BA, MA

## Humanities

Chair: Clarence Bolt  
Phone: 250-370-3347

Augeard, Brigitte, D.E.U.G., Lic. ES-lettres,  
Dip. Grandes Ecoles, Teach. Cert.  
Bannikoff, Sandy, BA, MA  
Bolt, Clarence, BA, MA  
Fukushima, Masayuki, BA, MA  
Hannant, Larry, BA, MA, PhD  
Johnston, Susan, BA, MA  
Noel, Justine, BA, MA, PhD

Shelstad, Megan, MA  
Shirley, Karen, BA, MA  
Sun, Ying, BA, MEd  
Young, Paula, BA, MA

## Math

Chair: Wayne Matthews  
Phone: 250-370-3107

Ballinger, George, BSc, M.Math, PhD  
Bergerud, Daniel, BSc, MSc, PhD  
Britton, Jill, BSc, BEd, M.T.M.  
Cazelais, Gilles, BSc, MSc  
Chen, Susan, BSc, MSc  
Lai, Raymond, BSc, PhD  
Leung, Chi-Ming, BSc, MA, MSc, PhD  
Marsden, Nicholas, BSc, MA  
Matthews, Wayne, BSc, MSc, Teach. Cert.  
Odgers, Christopher, BSc, MSc  
Salloum, Geoffrey, BSc, M.Math  
Tilley, Peggy, BSc, MSc, M. Math  
Toporowski, Stan, BSc, MSc  
Wrean, Patricia, BSc, PhD

## Music

*(In association with the Victoria Conservatory of Music)*

Chair: Mary C.J. Byrne  
Phone: 250-386-5311 ext. 257

Brown, Stephen, ARCT  
Byrne, Mary, BMus, MMus, PhD  
Clements, Gord, BMus, MMus  
Holliston, Robert, AVCM  
Mony, Walter, PhD, Dip. Ed., ARCM, LRSM  
Syer, Jamie, BMus, MMus, MMA, DMA  
Wood, Winifred Scott, ARAM, LRSM, ATCM, AMM

## Physics

Chair: Edgar Nelson  
Phone: 250-370-3515

Alexander, Julie, BSc, MSc  
Luick, Nancy, BSc, MSc  
Nelson, Edgar, BSc, PhD  
Nemec, James, BSc, MSc, PhD  
Nienaber, Wilfred, BSc, MSc, PhD  
Ploughman, Elizabeth, BSc, MSc  
Pratt, John, BSc, PhD  
Sedlock, Robert, BSc, MSc



## Psychology

Chair: Randal Tonks  
Phone: 250-370-3202

Anderson, Gary, BA  
Caldwell, Judy, BA, MA, PhD  
Conklin, John, MA  
Gantly, Katrina, BA, MA  
Henry, Angela, BEd, MA  
Klymchuk, Kai-Lee, BA  
Lenihan, Bev, BEd, MA  
Reagan, David, MA, EdD  
Tobin, Pam, MSW  
Tonks, Randal, BA, MA, PhD

## Social Sciences

Chair: Brenda Clark  
Phone: 250-370-3375

Ayles, Chris, BSc, MSc  
Adu-Febiri, Francis, BA, MA, PhD  
Brady, Paul, BA, MA, PhD  
Clark, Brenda, BA, MA  
Elkin, Tim, BSc, M.C.D., MSc, PhD  
Garrison, Randall, MA  
Ipe, Alex, BA, MA, PhD  
Kilburn, Nicole, BA, MA  
Lambertson, Ross, BA, MA, PhD  
Lansdowne, Helen, BA, MA  
Maidstone, Peter, BA, MA, PhD  
Sandford, Hilary, BSc, MSc  
Tudor, Tara, BA, MA  
Weaver, Barry, BA, MA  
Yee, Francis, BA, MA, PhD

## Visual Arts

Chair: Joseph Hoh  
Phone: 250-370-3456

Hoh, Joseph, BFA, MFA  
Petays, Brenda, BFA, MFA  
Price, Judith, B.ID, BFA, MFA  
Stanbridge, Ralph, MFA  
Yakimoski, Nancy, BA, BA, MA

# School of Business

## Administration

Website: [bus.camosun.ca](http://bus.camosun.ca)  
Email: [sofbus@camosun.bc.ca](mailto:sofbus@camosun.bc.ca)

Phone: 250-370-4565  
Fax: 250-370-4104

Dean: Richard Olesen, BA, MA

Associate Dean: Leelah Dawson, BA, MBA

Assistant to the Dean:  
Sherri Nisbet

Continuing Education  
Phone: 250-370-4565  
Fax: 250-370-4104

Program Coordinators:  
Carr, Paula, BA, MEd, CTC, MCC  
Duggan, Susan, MA, CACE  
Giffon, Karen, CPP, Cert. Bus,  
Cert. Con. Res., AA  
Paterson, Elaine, MA, CPP

## School Statement

The School of Business offers a diverse range of business options including degree, diploma and certificate programs. All programs promote career development by focusing on the application of practical skills in your business studies. Many of our business programs are designed to ladder into other programs, degrees or professional designations. We invite you to talk with our staff or faculty about laddering and block transfer opportunities that will expand your academic and career options. Co-operative education is a mandatory component of selected programs and optional in others. Students choosing Co-op have found the work experience to be a value-added element in their overall business education. Consider a Co-op option if it is offered in your program. We pride ourselves in producing graduates who have effective problem-solving, communication and leadership skills along with the technical skills and knowledge needed to be successful in a changing business environment.

### Vision

To be a School of Business recognized for the success of our students and the quality of our programs.

### Mission

The School of Business at Camosun College develops graduates with the knowledge, skills and values necessary to be successful in a changing business world.

## Shared Values

As faculty, staff and students in the School of Business we achieve our Mission by working together to promote competence, professionalism and integrity. Our approach to learning and doing business is based on the following shared values:

### Respect for Others

Respect for others and the development of positive, constructive relationships are essential elements of successful business and personal behaviour. We understand and accept differences among classmates and colleagues, provide constructive feedback, contribute equitably to group work, and are punctual to meetings and classes.

### Commitment to Quality and Continuous Improvement

We are committed to ensuring the School of Business is a stimulating place to learn and work. Together, we meet the needs of students and employees in a changing business world by designing and delivering excellent programs. We strive for high standards of performance in our teaching and learning.

### Personal Integrity

We can be relied upon to meet our commitments and carry out our responsibilities as colleagues and students. We share a commitment to open process and professional practice. We avoid conflicts of interest and respect others' confidentiality and privacy.

### Accountability

We share a commitment to active learning and integrate practical business applications in our courses. We provide Co-op work experiences where feasible in our programs. We are prepared for classes and meetings. We work with our fellow students and colleagues in teams when required to achieve course, program or departmental objectives. We do our own work when given an assignment.

## Standards of Academic Progress

The School of Business in conjunction with the College's Student Support Services, is responsible for providing advising, career counselling and program orientation. For your support we have developed Personal Learning Plans (PLP's) for each program. PLP's are updated each semester and monitored by the School to assist you and

ensure reasonable progress through the program. Every business course is described in a course outline provided to you by the instructor at the beginning of the term. In addition the course outline describes the work required and the activities on which your final course mark will be based. The School reserves the right to remove a student from a course or program due to unsatisfactory academic performance. An appeal process is available through the College process; see chapter on Academic Policies and Procedures or view [camosun.bc.ca/policies/Education-Academic/](http://camosun.bc.ca/policies/Education-Academic/).

The Camosun College *Academic Progress Policy* applies to all students. For information on the *Academic Progress Policy*, please see chapter on Academic Policies and Procedures or refer to [camosun.bc.ca/policies/Education-Academic/](http://camosun.bc.ca/policies/Education-Academic/).

## Student Responsibilities

Students are responsible for meeting the requirements of each course as described in the course outline and the program as described in the College calendar or subsequent document. It is essential that students communicate directly with instructors regarding the educational requirements of the course; and with the relevant departmental Chairperson with respect to the program. Students are expected to attend and actively participate in their classes.

## Program Information Sessions

The School of Business schedules information sessions for some programs. Please visit our website for dates, and a list of department Chairs and Program Leaders, or call 250-370-4565; any of our staff will be happy to answer your questions.

## Awards & Scholarships

Various awards and scholarships are made available annually to Business students. Visit our website for details about application deadlines, criteria and selection process.

## Service Closures

The School of Business will be closed for one business day each April and August to provide all staff and faculty with the opportunity to attend our school-wide strategic planning sessions. Exact dates will be posted on our website.

# Business Programs and Credentials

## Bachelor Degree Programs

### Bachelor Degree in Business Administration - Accounting Major

- Bachelor Degree in Business Administration – Accounting Major
- Bachelor Degree in Business Administration – Accounting Major, Co-operative Education Designation
- Bachelor Degree in Business Administration – Accounting Major, Internship Designation

### Bachelor Degree in Business Administration - Human Resource Management & Leadership Major

- Bachelor Degree in Business Administration - Human Resource Management & Leadership Major
- Bachelor Degree in Business Administration - Human Resource Management & Leadership Major, Co-operative Education Designation
- Bachelor Degree in Business Administration - Human Resource Management & Leadership Major, Internship Designation

### Bachelor Degree in Business Administration - Marketing Communications Management Major

- Bachelor Degree in Business Administration - Marketing Communications Management Major
- Bachelor Degree in Business Administration - Marketing Communications Management Major, Co-operative Education Designation
- Bachelor Degree in Business Administration - Marketing Communications Management Major, Internship Designation

## Advanced Diploma Programs

### Human Resource Management

- Advanced Diploma in Human Resource Management
- Advanced Diploma in Human Resource Management, Internship Designation

### Managing for Government

- Advanced Diploma in Managing for Government
- Advanced Diploma in Managing for Government, Internship Designation

## Professional Golf Operations

- Advanced Diploma in Professional Golf Operations
- Advanced Diploma in Professional Golf Operations, Internship Designation

## Diploma Programs

### Business Administration

- Diploma in Business Administration
- Diploma in Business Administration, Co-operative Education Designation
- Diploma in Business Administration, Internship Designation

Second year options:

- Accounting
- Chinook
- Finance
- General Business
- Management
- Marketing
- Tourism Management

### Golf Management

- Diploma in Golf Management
- Diploma in Golf Management, Co-operative Education Designation
- Diploma in Golf Management, Co-operative Education Designation

### Hotel and Restaurant Management

- Diploma in Hotel & Restaurant Management, Co-operative Education Designation

### Office Management

- Diploma in Office Management
- Diploma in Office Management, Co-operative Education Designation
- Diploma in Office Management, Internship Designation

### Public Administration

- Diploma in Public Administration
- Diploma in Public Administration, Co-operative Education Designation
- Diploma in Public Administration, Internship Designation

## Certificate Programs

### Business Access

- Certificate in Business Access

### Business Management

- Certificate in Business Management

## Dispute Resolution at Work

- Certificate in Dispute Resolution at Work

## Local Government Administration

- Certificate in Local Government Administration

## Professional Accounting

- Certificate in Professional Accounting

## Provincial Revenue Administration

- Certificate in Provincial Revenue Administration

## Applied Business Technology Certificate Programs

### Dental Office Receptionist

- Certificate in Dental Office Receptionist

### Legal Office Assistant

- Certificate in Legal Office Assistant

### Medical Office Assistant

- Certificate in Medical Office Assistant

### Office Administration

- Certificate in Office Administration
- Certificate in Office Administration, Internship Designation

## Transfer Equivalents

### University Transfer Options

### University Degree Laddering

## Continuing Education

### Hospital Unit Clerk

- Certificate in Hospital Unit Clerk

### Leadership Development

- Certificate in Leadership Development

### MS-Access Data Management

- Certificate in MS-Access Data Management

### MS-Office

- Certificate in MS-Office

### Tourism

- Certificate in Tourism

### Travel Counselling

- Certificate in Travel Counselling

### Web Design

- Certificate in Web Design

# Bachelor Degree Programs

## Bachelor Degree in Business Administration Accounting Major

(PROPOSED, SUBJECT TO DQAB APPROVAL)

The four-year Bachelor Degree in Business Administration Accounting Major (BBA) is designed as a “two plus two” program; successful completion of the first two years will result in a Diploma in Business Administration - Accounting Option credential, plus two years of study to obtain the Bachelor Degree in Business Administration Accounting Major (BBA).

Students will be able to choose full or part-time studies. Third and fourth-year studies include financial accounting, management cost accounting, income tax, auditing, accounting theory, managerial economics, international trade and finance, business ethics, advanced operations management and business strategy.

Students in the BBA Accounting program have the option of participating in and obtaining credentialed recognition of work experience through Co-operative Education or Internship. Students must complete a minimum of two practical work terms before graduation, which may be recognized as part of the professional bodies own work experience requirement.

To obtain a Co-operative Education designation, students combine classroom study with three (3) terms of work experience. An Internship designation requires at least one of the two (2) work terms required to graduate be a Co-op work term. Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities. Employers range from small local businesses to large international industries and various levels of government

Graduates will be prepared to move directly into the Chartered Accountant School of Business (CASB), the Certified General Accountant PACE program or the Certified Management Accountant Strategic Leadership program upon successful completion of the CMA entrance exam.

Graduates may be employed as Business Consultants, Corporate Accountants, Controllers, Financial Analysts, Financial Planners, Financial Managers, Management Accountants, Internal/External Auditors, Public Accountants, Asset Managers and Business Owners. The ultimate employment destinations for graduates include private practice, business, crown corporations, and government agencies.

Length:

Full-time: Two years

Part-time: Varies

Admission to the BBA program is at the start of Year 3.

Location: Interurban Campus

Starting: Fall

Program Code(s):

BBA3 Third Year

BBA4 Fourth Year

Specialization Code(s):

ACCT Accounting Major

Admission Requirement(s):

- Submit proof of a letter grade of “C” or higher in Math 12 or BUS 231 or any university transfer MATH course; and,
- Completion of 20 of the 40 courses required for the degree with a minimum GPA of 4.0 of 9.0 (“B-” or 70%) in the 20 courses. The 20\* courses required for admission to the BBA program must include the following (13) courses:

ACCT 110	Financial Accounting 1
ACCT 111	Financial Accounting 2
ACCT 210	Financial Accounting 3
ACCT 211	Financial Accounting 4
ACCT 220	Management Cost Accounting 1
BUS 120	Business Law
BUS 130	Business Communications
BUS 141	Management Information Systems
BUS 150	Introduction to Management
ECON 103	Principles of Micro-economics
ENGL 150	English Composition
FIN 110	Business Finance 1
FIN 210	Business Finance 2

\*The remaining seven (7) courses must also be selected from the required and elective courses in the program. Please consult with an academic advisor to ensure your selections are appropriate for admission and how those choices will impact your BBA program plan.

Eligibility for Co-op Work Experience:

- To be eligible to participate in Co-op, students must successfully complete: 10 of 11 first year courses; obtain a minimum GPA of 3.0; and COOP 100; prior to the first work term.
- To maintain eligibility for subsequent Co-op work terms, students must maintain a GPA of 3.0 and complete prior work terms successfully.

Eligibility for Internship Work Experience:

- To be eligible to participate in Internship students must successfully complete 10 of 11 first year courses, obtain a minimum GPA of 3.0, and COOP 100, prior to the first work term.

- An Internship designation requires at least one of the two (2) work terms required to graduate be a Co-op work term.
- To maintain eligibility for the second work term, students must maintain a GPA of 3.0 and complete the prior work term successfully.

Program Completion Requirement(s):

- A minimum of 15 courses must be taken at Camosun including BUS 480 and at least seven mandatory accounting courses.
- Students must successfully complete all required program courses and electives, and achieve an overall cumulative GPA of at least 2.0, plus two (2) work terms, which may be any combination of BUS 101, BUS 201, BUS 203, BUS 399, BUS 499.
- To qualify for a Bachelor Degree in Business Administration Accounting Major, Co-operative Education Designation, three (3) Co-op work terms must be completed successfully.
- To qualify for a Bachelor Degree in Business Administration Accounting Major, Internship credential, one (1) Co-op work term must be completed successfully.

### Schedule: Co-op Designation

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Co-op Work Term 1
2	Academic Term 3	Co-op Work Term 2 or Academic Term 4	Academic Term 4 or Co-op Work Term 2
3	Academic Term 5	Co-op Work Term 3 or Academic Term 6	Academic Term 6 or Co-op Work Term 3
4	Academic Term 7	Academic Term 8	

### Year 1

### Credits

Same as Diploma in Business Administration - Accounting Option, First Year.

ACCT 110	Financial Accounting 1	3.0
ACCT 111	Financial Accounting 2	3.0
BUS 120	Business Law	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Software Applications	3.0
BUS 141	Management Information Systems	3.0
BUS 150	Introduction to Management	3.0
COOP 100	Workplace Education Prep	0.0
ECON 103	Principles of Microeconomics	3.0
ENGL 150	English Composition	3.0
FIN 110	Business Finance 1	3.0
MARK 110	Introduction to Marketing	3.0
<b>Total Credits</b>		<b>33.0</b>

### Work Term 1 (Spring/Summer) Credits

BUS 101	Co-operative Work Experience 1	6.0
<b>OR</b>		
BUS 399	Work Term 1	3.0
<b>Total Credits</b>		<b>3.0 - 6.0</b>



## Year 2

Same as Diploma in Business Administration - Accounting Option, Second Year.

ACCT 210	Financial Accounting 3	3.0
ACCT 211	Financial Accounting 4	3.0
ACCT 220	Management Cost Accounting 1	3.0
BUS 220	Organizational Behaviour	3.0
BUS 230	Elementary Statistics	3.0
BUS 231	Quantitative Methods	3.0

### OR

One (1) UT MATH elective		3.0 - 4.0
ECON 104	Principles of Macroeconomics	3.0
FIN 210	Business Finance 2	3.0
BUS 241	Business Systems Analysis	3.0

### OR

FIN 220	Introduction to Investments	3.0
One (1) elective		3.0

**Total Credits** 30.0 or 31.0

## Work Term 2 (Winter or Spring/Summer)

BUS 101	Co-operative Work Experience 1	6.0
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### OR

BUS 201	Co-operative Work Experience 2	6.0
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### OR

BUS 399	Work Term 1	3.0
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**Total Credits** 3.0 - 6.0

## Year 3

ACCT 310	Financial Accounting 5	3.0
ACCT 320	Management Cost Accounting 2	3.0
ACCT 380	Auditing 1	3.0
Any 200 level ECON or FIN course		3.0
ENGL 250	Advanced Composition	3.0
Any UT MATH course		3.0 - 4.0
PHIL 330	Ethics in Business	3.0
Three (3) electives		9.0

**Total Credits** 30.0 - 31.0

## Work Term 3 (Winter or Spring/Summer)

BUS 201	Co-operative Work Experience 2	6.0
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### OR

BUS 203	Co-operative Work Experience 3	6.0
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### OR

BUS 399	Work Term 1	3.0
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### OR

BUS 499	Work Term 2	3.0
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**Total Credits** 3.0 - 6.0

## Year 4

ACCT 400	Accounting Theory	3.0
ACCT 420	Management Cost Accounting 3	3.0
ACCT 470	Income Tax 1	3.0
ACCT 471	Income Tax 2	3.0
BUS 400	Advanced Operations Management	3.0
BUS 460	International Trade & Finance	3.0
BUS 480	Advanced Business Strategy	3.0
Three (3) electives		9.0

**Total Credits** 30.0

## Work Term (Optional)

BUS 399	Work Term 1	3.0
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### OR

BUS 499	Work Term 2	3.0
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**Total Credits** 3.0

## Required electives:

At least two of the seven electives must be Arts and/or Science university transfer courses. The other five elective courses must be 2nd, 3rd, or 4th year Arts or Science university transfer courses or Business credit courses and no more than one ABT course.

## Notes:

1. BUS 140 is a required diploma course and prerequisite to BUS 141.

## Bachelor Degree in Business Administration Human Resource Management and Leadership Major

(PROPOSED, SUBJECT TO DQAB APPROVAL)

The Bachelor Degree in Business Administration Human Resource Management and Leadership Major provides learners with a solid foundation in functional and strategic HR Management professional practice.

The program builds on Camosun College's Diploma in Business Administration and the Advanced Diploma in Human Resource Management. The Bachelor of Business Administration in Human Resource Management and Leadership Major is technically advanced and more focused than is possible in the two-year diploma program.

A unique feature of the program is its emphasis on Leadership, and particularly the strategic role HR practitioners play in leading and influencing organizational change.

Students in the BBA program have the option of participating in and obtaining credentialled recognition of work experience through Co-operative Education or Internship. Students must complete a minimum of two work terms before graduation.

To obtain a Co-operative Education designation, students combine classroom study with three (3) terms of work experience. An Internship designation requires at least one of the two (2) work terms required to graduate be a Co-op work term. Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities.

The program is delivered over four semesters each year (Fall, Winter, Spring and Summer). The program can be completed on a full-time or a part-time basis. Courses will be offered in the days as well as during the evening to accommodate part-time students. Some courses may be available through Distributed Education.

Students who complete a Diploma in Business Administration - General Business Option, followed by an Advanced Diploma in Human Resource Management, can enter the BBA in Human Resource Management & Leadership Major with some advance credit. Students who complete a Diploma in Business Administration - Management Option may enter directly to the BBA in Human Resource Management & Leadership Major.

Graduates will be prepared to find work in the following occupations: Human Resources Advisor, Human Resources Generalist, Recruiter, Human Resource Coordinator, Human Resources Assistant. These positions will lead to more advanced employment in Management positions in Human Resources, or Specialist positions (in such areas as Benefits, Compensation, Labour Relations, Recruitment & Selection, and Training). Employment destinations include the private, public and not-for-profit sectors.

## Length:

**Full-time:** Two years

**Part-time:** Varies

Admission to the BBA program is at the start of Year 3.

**Location:** Interurban Campus

**Starting:** Fall

**Program Code(s):**

BBA3 Third Year

BBA4 Fourth Year

**Specialization Code(s):**

HRML Human Resource Management and Leadership Major

**Admission Requirement(s):**

- Students will be admitted to the program by completion of 20 of the 40 courses required for the degree with a minimum GPA of "B-" (70%) in the 20 courses. These 20 courses must include the following ten courses:

ACCT 110	Financial Accounting 1
BUS 120	Business Law
BUS 130	Business Communications
BUS 141	Management Information Systems
BUS 150	Introduction to Management
ENG 150	English Composition
FIN 110	Business Finance
MARK 110	Introduction to Marketing
BUS 210	HR Management Foundations

**One of:**

BUS 214	Leadership Skills
BUS 220	Organizational Behaviour
BUS 230	Business Statistics

**Eligibility for Co-op Work Experience:**

- To be eligible to participate in Co-op, students must successfully complete: 10 of 11 first year courses; obtain a minimum GPA of 3.0; and COOP 100; prior to the first work term.
- To maintain eligibility for subsequent Co-op work terms, students must maintain a GPA of 3.0 and complete prior work terms successfully.

**Eligibility for Internship Work Experience:**

- To be eligible to participate in Internship students must successfully complete 10 of 11 first year courses, obtain a minimum GPA of 3.0, and COOP 100, prior to the first work term.
- An Internship designation requires at least one of the two (2) work terms required to graduate be a Co-op work term.
- To maintain eligibility for the second work term, students must maintain a GPA of 3.0 and complete the prior work term successfully.

**Schedule: Co-op Designation**

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Co-op Work Term 1
2	Academic Term 3	Co-op Work Term 2 or Academic Term 4	Academic Term 4 or Co-op Work Term 2
3	Academic Term 5	Co-op Work Term 3 or Academic Term 6	Academic Term 6 or Co-op Work Term 3
4	Academic Term 7	Academic Term 8	

**Program Completion Requirement(s):**

- A minimum of 15 courses must be taken at Camosun including BUS 480 and at least seven mandatory accounting courses.
- Students must successfully complete all required program courses and electives, and achieve an overall cumulative GPA of at least 2.0, plus two (2) work terms, which may be any combination of BUS 101, BUS 201, BUS 203, BUS 399, BUS 499.
- To qualify for a Bachelor Degree in Business Administration Human Resource Management and Leadership Major, Co-operative Education Designation, three (3) Co-op work terms must be completed successfully.
- To qualify for a Bachelor Degree in Business Administration Human Resource Management and Leadership Major, Internship credential, one (1) Co-op work term must be completed successfully.

**Option 1**

The following is the curriculum for students who will obtain a Diploma in Business Administration - General Business Option, and an Advanced Diploma in Human Resource Management, in addition to the BBA.

*The courses identified here allow students to move through the Business Administration - General Business Option, Advanced Diploma in Human Resources*

*Management, and the BBA in Human Resources Management and Leadership in the most efficient way.*

*The General Business Option allows students to take ten 200-level (or higher) School of Business courses of their choosing. Students who successfully complete the first 21 courses outlined (Years 1 and 2) are eligible to receive a Diploma in Business Administration - General Business Option.*

*Students who successfully complete the eleven courses indicated with an asterisk (\*) below, and either one Co-op work term or BUS 216 are eligible to receive the Advanced Diploma in Human Resource Management.*

**Note:** Year 3. Completion of BUS 215 and BUS 217 along with BUS 216 (1.0 credit; not part of the BBA program) will be needed to satisfy course requirements for the Advanced Diploma in Human Resource Management, but are not required for either the Diploma in Business Administration - General Business Option or the BBA. However, they can be used as electives for either the diploma or the degree. Students not pursuing the Advanced Diploma in HRM may choose either BUS 281 or PADM 260 instead of BUS 215.

**Year 1**

Academic Term 1 (Fall)	Credits
ACCT 110 Financial Accounting 1	3.0
BUS 140 Business Software Applications	3.0
BUS 150* Introduction to Management	3.0
COOP 100 Workplace Education Prep	0.0
ENGL 150 English Composition	3.0
FIN 110 Business Finance 1	3.0
MARK 110 Introduction to Marketing	3.0
<b>Total Credits</b>	<b>18.0</b>

Academic Term 2 (Winter)	Credits
ACCT 140 Managerial Accounting	3.0
BUS 120 Business Law	3.0
BUS 130* Business Communications	3.0
BUS 141 Management Information Systems	3.0
ECON 102 The Canadian Economy	3.0
<b>Total Credits</b>	<b>15.0</b>

Work Term 1 (Spring/Summer)	Credits
BUS 101 Co-operative Work Experience 1	6.0
OR	
BUS 399 Work Term 1	3.0
<b>Total Credits</b>	<b>3.0 - 6.0</b>

**Year 2**

Academic Term 3 (Fall)	Credits
BUS 210* HR Management Foundations	3.0
BUS 213* Industrial Relations	3.0
BUS 214 Leadership Skills	3.0
BUS 230 Elementary Statistics	3.0
ECON 103 Principles of Microeconomics	3.0
<b>Total Credits</b>	<b>15.0</b>

**Work Term 2 (Winter or Spring/Summer)**

BUS 101 Co-operative Work Experience 1	6.0
OR	
BUS 201 Co-operative Work Experience 2	6.0
OR	
BUS 399 Work Term 1	3.0
<b>Total Credits</b>	<b>3.0 - 6.0</b>

**OR**

Academic Term 4 (Winter or Spring/Summer)	Credits
BUS 211* Compensation & Benefits	3.0
BUS 212* Human Resource Development	3.0
BUS 220* Organizational Behaviour	3.0
BUS 290 Business Strategy Seminar	3.0
One of:	
BUS 241 Business Systems Analysis	3.0
BUS 242 Foundations of eBusiness	3.0
FIN 210 Business Finance 2	3.0
FIN 220 Introduction to Investments	3.0
FIN 230 Introductory Financial Planning	3.0
<b>Total Credits</b>	<b>15.0</b>

**Year 3**

Academic Term 5 (Fall)	Credits
BUS 315 Workplace Health, Safety, and Wellness	3.0
Any University Transfer MATH (Not MATH 116)	3.0
One(1) elective	3.0
MARK 210 Marketing Research	3.0
OR	
PSYC 201 Research Methods in Psychology	3.0
One (1) of:	
BUS 215* Agreement Seeking at Work	3.0
BUS 281 Negotiations and Contacts	3.0
PADM 260 Managing Multi-Party Decisions	3.0
<b>Total Credits</b>	<b>15.0</b>

**Work Term 3 (Winter or Spring/Summer)**

BUS 201 Co-operative Work Experience 2	6.0
OR	
BUS 203 Co-operative Work Experience 3	6.0
OR	
BUS 399 Work Term 1	3.0
OR	
BUS 499 Work Term 2	3.0
<b>Total Credits</b>	<b>3.0 - 6.0</b>

**OR**

Academic Term 6 (Winter or Spring/Summer)	Credits
BUS 217* Internal Consulting	3.0
OR	
One (1) elective	3.0
BUS 318* Recruitment & Selection	3.0
ENGL 250 Advanced Composition	3.0
Two (2) electives	6.0
<b>Total Credits</b>	<b>15.0</b>

**Year 4**

Academic Term 7 (Fall)	Credits
BUS 311 Employment Law	3.0
BUS 232 Operations Management	3.0
OR	
BUS 400 Advanced Operations Management	3.0
BUS 421* Strategic HRM	3.0
ECON 205 Managerial Economics	3.0
OR	
ECON 210 Money and Banking	3.0
PHIL 330 Ethics in Business	3.0
One (1) elective	3.0
<b>Total Credits</b>	

Academic Term 8 (Winter)		Credits
BUS 322	Leading Organizational Change	3.0
BUS 460	International Trade & Finance	3.0
BUS 480	Advanced Business Strategy	3.0
Two (2) electives		6.0
<b>Total Credits</b>		<b>15.0</b>

Work Term (Optional)		Credits
BUS 399	Work Term 1	3.0
<b>OR</b>		
BUS 499	Work Term 2	3.0
<b>Total Credits</b>		<b>3.0</b>

**Required electives:**

At least two of the elective courses must be Arts and/or Science university transfer courses, and may be any level (100 to 400).

All other electives must be 2nd, 3rd, or 4th year Arts and/or Science university transfer or Business courses. Only one ABT course may be included. At least three of these electives must be 300- or 400-level.

**Option 2**

The following is the curriculum for students who will obtain a Diploma in Business Administration - Management Option in addition to the BBA.

Students who successfully complete the first 21 courses outlined (Years 1 and 2) are eligible to receive a Diploma in Business Administration - Management Option.

Students who successfully complete all of the required and elective courses specified below, plus two work terms are eligible to receive the BBA in Human Resource Management and Leadership degree, Internship Designation.

**Year 1**

Same as Diploma in Business Administration - Management Option, First Year.

Academic Term 1 (Fall)		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 140	Business Software Applications	3.0
BUS 150	Introduction to Management	3.0
ENGL 150	English Composition	3.0
FIN 110	Business Finance 1	3.0
MARK 110	Introduction to Marketing	3.0
<b>Total Credits</b>		<b>18.0</b>

Academic Term 2 (Winter)		Credits
ACCT 140	Managerial Accounting	3.0
BUS 120	Business Law	3.0
BUS 130	Business Communications	3.0
BUS 141	Management Information Systems	3.0
ECON 102	The Canadian Economy	3.0
COOP 100	Workplace Education Prep	0.0
<b>Total Credits</b>		<b>15.0</b>

Work Term 1 (Spring/Summer)		Credits
BUS 101	Co-operative Work Experience 1	6.0
<b>OR</b>		
BUS 399	Work Term 1	3.0
<b>Total Credits</b>		<b>3.0 - 6.0</b>

**Year 2**

Same as Diploma in Business Administration - Management Option, Second Year.

Academic Term 3 (Fall)		Credits
BUS 214	Leadership Skills	3.0
BUS 230	Elementary Statistics	3.0
BUS 232*	Operations Management	3.0
Any (1) 200-level MARK course		3.0

One (1) of:		Credits
BUS 241	Business Systems Analysis	3.0
BUS 242	Foundations of eBusiness	3.0
MARK 240	Internet Marketing	3.0
<b>Total Credits</b>		<b>15.0</b>

\*BUS 400 can be substituted for BUS 232.

**Work Term 2 (Winter or Spring/Summer)**

BUS 101	Co-operative Work Experience 1	6.0
<b>OR</b>		
BUS 201	Co-operative Work Experience 2	6.0
<b>OR</b>		
BUS 399	Work Term 1	3.0
<b>Total Credits</b>		<b>3.0 - 6.0</b>

**OR**

Academic Term 4 (Winter or Spring/Summer)		Credits
BUS 210*	HR Management Foundations	3.0
BUS 220	Organizational Behaviour	3.0
BUS 290	Business Strategy Seminar	3.0
Any (1) 200-level School of Business course		3.0

AND one (1) of:		Credits
ACCT 111	Financial Accounting 2	3.0

**OR**  
Any other 2nd year School of Business Accounting elective

BUS 260	International Business and Trade	3.0
ECON 103	Principles of Microeconomics	3.0
<b>OR</b>		
ECON 104	Principles of Macroeconomics	3.0
ECON 210	Money and Banking	3.0
FIN 210	Business Finance 2	3.0
FIN 220	Introduction to Investments	3.0
FIN 230	Introductory Financial Planning	3.0
<b>Total Credits</b>		<b>15.0</b>

**Year 3**

Academic Term 5 (Fall)		Credits
BUS 213	Industrial Relations	3.0
BUS 315	Workplace Health, Safety, and Wellness	3.0
Any University Transfer MATH (Not MATH 116)		3.0
MARK 210	Marketing Research	3.0

OR		Credits
PSYC 201	Research Methods in Psychology	3.0

One (1) of:		Credits
BUS 215	Agreement Seeking at Work	3.0
BUS 281	Negotiations and Contacts	3.0
PADM 260	Managing Multi-Party Decisions	3.0

<b>Total Credits</b>		<b>15.0</b>
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**Work Term 3 (Winter or Spring/Summer)**

BUS 201	Co-operative Work Experience 2	6.0
<b>OR</b>		
BUS 203	Co-operative Work Experience 3	6.0
<b>OR</b>		
BUS 399	Work Term 1	3.0
<b>OR</b>		
BUS 499	Work Term 2	3.0
<b>Total Credits</b>		<b>3.0 - 6.0</b>

**OR**

Academic Term 6 (Winter or Spring/Summer)		Credits
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BUS 211	Compensation and Benefits	3.0
BUS 212	Human Resource Development	3.0
BUS 318	Recruitment & Selection	3.0
ENGL 250	Advanced Composition	3.0
One (1) elective***		3.0

<b>Total Credits</b>		<b>15.0</b>
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**Year 4**

Academic Term 7 (Fall)		Credits
BUS 311	Employment Law	3.0
BUS 421	Strategic HRM	3.0
ECON 205	Managerial Economics	3.0

OR		Credits
ECON 210	Money and Banking	3.0
Two (2) electives***		6.0

<b>Total Credits</b>		<b>15.0</b>
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Academic Term 8 (Winter)		Credits
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BUS 322	Leading Organizational Change	3.0
BUS 460	International Trade & Finance	3.0
BUS 480	Advanced Business Strategy	3.0
Two (2) electives***		6.0

<b>Total Credits</b>		<b>15.0</b>
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**Work Term (Optional)**

BUS 399	Work Term 1	3.0
<b>OR</b>		
BUS 499	Work Term 2	3.0

<b>Total Credits</b>		<b>3.0</b>
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**Required electives:**

At least two of the elective courses must be Arts and/or Science university transfer courses, and may be any level (100 to 400).

All other electives must be 2nd, 3rd, or 4th year Arts and/or Science university transfer or Business courses. Only one ABT course may be included. At least three of these electives must be 300- or 400-level.

\*BUS 210 is recommended as an elective course in the diploma program as it is a required course in the BBA and must be completed in order to satisfy the pre-requisites for the upper level HR Management courses.

\*\*BUS 400 may be substituted. ECON 103 is recommended, or one of: ACCT 111 or any 200-level School of Business Accounting course, BUS 260, ECON 104, ECON 210, FIN 210, FIN 220, FIN 230.

\*\*\*BBA students must take one of: BUS 241, BUS 242, or FIN 210, 220, 230. Choosing either BUS 241 or BUS 242 will satisfy both the diploma elective choice and the degree requirement.



# Bachelor Degree in Business Administration Marketing Communications Management Major

(PROPOSED, SUBJECT TO DQAB APPROVAL)

The Bachelor Degree in Business Administration Marketing Communications Management Major program provides learners with a depth of understanding of various marketing and organizational communication functions. This generalist program builds on the techniques provided in the diploma program. Graduates will gain a broader range of marketing management skills and techniques, including more context for strategic management and planning, and a focus on directing the marketing and communications process.

The program can be completed on a full-time or a part-time basis. This feature accommodates the many students who are attempting to obtain a degree while maintaining a full-time or part-time job.

Students in the BBA program have the option of participating in and obtaining credentialed recognition of work experience through Co-operative Education or Internship. Students must complete a minimum of two work terms before graduation.

To obtain a Co-operative Education designation, students combine classroom study with three (3) terms of work experience. An Internship designation requires at least one of the two (2) work terms required to graduate be a Co-op work term. Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities.

Employment destinations include the private, public and not-for-profit sectors, including: Communications, Marketing, or Public Relations Officer; Issues Manager; Media Relations specialist; Marketing Manager/Coordinator; Account Executive.

## Length:

**Full-time:** Two years

**Part-time:** Varies

*Admission to the BBA program is at the start of Year 3.*

**Location:** Interurban Campus

**Starting:** Fall

**Program Code(s):**

BBA3 Third Year

BBA4 Fourth Year

## Specialization Code(s):

MCOMM Marketing Communications Management Major

## Admission Requirement(s):

*Admission to the BBA program is at the start of Year 3.*

- Students will be admitted to the program by completion of 20 of the 40 courses required for the degree with a minimum GPA of "B-" (70%) in the 20 courses. These 20 courses must include the following nine courses:

ACCT 110	Financial Accounting 1
BUS 120	Business Law
BUS 130	Business Communications
BUS 141	Management Information Systems
BUS 150	Introduction to Management
ENG 150	English Composition
FIN 110	Business Finance 1
MARK 110	Introduction to Marketing
MARK 225	Public Relations

## Eligibility for Co-op Work Experience:

- To be eligible to participate in Co-op, students must successfully complete: 10 of 11 first year courses; obtain a minimum GPA of 3.0; and COOP 100; prior to the first work term.
- To maintain eligibility for subsequent Co-op work terms, students must maintain a GPA of 3.0 and complete prior work terms successfully.

## Eligibility for Internship Work Experience:

- To be eligible to participate in Internship students must successfully complete 10 of 11 first year courses, obtain a minimum GPA of 3.0, and COOP 100, prior to the first work term.
- An Internship designation requires at least one of the two (2) work terms required to graduate be a Co-op work term.
- To maintain eligibility for the second work term, students must maintain a GPA of 3.0 and complete the prior work term successfully.

## Schedule: Co-op Designation

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Co-op Work Term 1
2	Academic Term 3	Co-op Work Term 2 or Academic Term 4	Academic Term 4 or Co-op Work Term 2
3	Academic Term 5	Co-op Work Term 3 or Academic Term 6	Academic Term 6 or Co-op Work Term 3
4	Academic Term 7	Academic Term 8	

## Program Completion Requirement(s):

- A minimum of 15 courses must be taken at Camosun including BUS 480 and at least seven mandatory accounting courses.
- Students must successfully complete all required program courses and electives, and achieve an overall cumulative GPA of at least 2.0, plus two (2) work terms, which may be any combination of BUS 101, BUS 201, BUS 203, BUS 399, BUS 499.
- To qualify for a Bachelor Degree in Business Administration Marketing Communications Management Major, Co-operative Education Designation, three (3) Co-op work terms must be completed successfully.
- To qualify for a Bachelor Degree in Business Administration Marketing Communications Management Major, Internship credential, one (1) Co-op work term must be completed successfully.

Students who successfully complete the first 21 courses (Years 1 & 2) are eligible to receive a Diploma in Business Administration - Marketing Option. Students who successfully complete all of the required and elective courses below, plus two work terms, are eligible to receive the Bachelor Degree in Business Administration Marketing Communications Management Major, Internship Option.

## Year 1

Academic Term 1 (Fall)	Credits
ACCT 110 Financial Accounting 1	3.0
BUS 140 Business Software Applications	3.0
BUS 150 Introduction to Management	3.0
ENGL 150 English Composition	3.0
FIN 110 Business Finance 1	3.0
MARK 110 Introduction to Marketing	3.0
<b>Total Credits</b>	<b>18.0</b>

Academic Term 2 (Winter)	Credits
ACCT 140 Managerial Accounting	3.0
BUS 120 Business Law	3.0
BUS 130 Business Communications	3.0
BUS 141 Management Information Systems	3.0
ECON 102 The Canadian Economy	3.0
COOP 100 Workplace Education Prep	0.0
<b>Total Credits</b>	<b>15.0</b>

Work Term 1 (Spring/Summer)	Credits
BUS 101 Co-operative Work Experience 1	6.0
<b>OR</b>	
BUS 399 Work Term 1	3.0
<b>Total Credits</b>	<b>3.0 - 6.0</b>

## Year 2

Academic Term 3 (Fall)	Credits
BUS 230 Elementary Statistics	3.0
MARK 210 Marketing Research	3.0
MARK 225 Public Relations	3.0
MARK 240 Internet Marketing	3.0
One (1) elective*	3.0
<b>Total Credits</b>	<b>15.0</b>



### Work Term 2 (Winter or Spring/Summer)

BUS 101	Co-operative Work Experience 1	6.0
<b>OR</b>		
BUS 201	Co-operative Work Experience 2	6.0
<b>OR</b>		
BUS 399	Work Term 1	3.0
<b>Total Credits</b>		<b>3.0 - 6.0</b>

### OR

### Academic Term 4 (Winter or Spring/Summer) Credits

BUS 290	Business Strategy Seminar	3.0
MARK 220	Advertising and Media	3.0
MARK 235	Creative Selling	3.0
Two (2) electives*		6.0
<b>Total Credits</b>		<b>15.0</b>

### \*Year 2 Required electives:

Any 200-level School of Business course	3.0	
<b>OR</b>		
ECON 103	Principles of Microeconomics	3.0
<b>OR</b>		
ECON 104	Principles of Macroeconomics	3.0
<b>AND two (2) of:</b>		
ABT 294	Website Design and Maintenance	3.0
BUS 260	International Business and Trade	3.0
BUS 280	Entrepreneurship	3.0
MARK 260	Business in Society	3.0
MARK 365	Consumer Behaviour	3.0
TMGT 210*	Tourism Management Perspectives	3.0
TMGT 240*	Global Tourism	3.0
TMGT 250*	Community Issues in Tourism	3.0

\*Only one choice from the TMGT options is allowed.

### Year 3

### Academic Term 5 (Fall) Credits

BUS 214	Leadership Skills	3.0
BUS 232	Operations Management	3.0
<b>OR</b>		
BUS 400	Advanced Operations Mgmt	3.0
MARK 340	Communication Tools & Media	3.0
Any University Transfer MATH (Not MATH 116)		3.0
PHIL 330	Ethics in Business	3.0
<b>Total Credits</b>		<b>15.0</b>

### Work Term 3 (Winter or Spring/Summer)

BUS 201	Co-operative Work Experience 2	6.0
<b>OR</b>		
BUS 203	Co-operative Work Experience 3	6.0
<b>OR</b>		
BUS 399	Work Term 1	3.0
<b>OR</b>		
BUS 499	Work Term 2	3.0
<b>Total Credits</b>		<b>3.0 - 6.0</b>

### OR

### Academic Term 6 (Winter or Spring/Summer) Credits

BUS 322	Leading Organizational Change	3.0
ECON 103	Principles of Micro-economics	3.0
ENGL 250	Advanced Composition	3.0
One (1) elective		3.0
<b>One of:</b>		
BUS 241	Business Systems Analysis	3.0
BUS 242	Foundations of eBusiness	3.0
FIN 210	Business Finance 2	3.0
FIN 220	Introduction to Investments	3.0
FIN 230	Introductory Financial Planning	3.0
<b>Total Credits</b>		<b>15.0</b>

### Year 4

### Academic Term 7 (Fall) Credits

BUS 330	Advanced Communications	3.0
BUS 427	Project Management	3.0
ECON 205	Managerial Economics	3.0
<b>OR</b>		
ECON 210	Money and Banking	3.0
Two (2) electives		3.0
<b>Total Credits</b>		<b>15.0</b>

### Academic Term 8 (Winter) Credits

BUS 460	International Trade & Finance	3.0
BUS 480	Advanced Business Strategy	3.0
MARK 433	Strategic Communications	3.0
Two (2) electives		6.0
<b>Total Credits</b>		<b>15.0</b>

### Work Term (Optional)

BUS 399	Work Term 1	3.0
<b>OR</b>		
BUS 499	Work Term 2	3.0
<b>Total Credits</b>		<b>3.0</b>

### Required electives:

Refer to the Diploma in Business Administration - Marketing Option for elective notes for Years 1 and 2.

At least two of the elective courses must be Arts and/or Science university transfer courses, and may be any level (100 to 400).

All other electives must be 2nd, 3rd, or 4th year Arts and/or Science university transfer or business courses. Only one ABT course may be included. At least three of these electives must be 300- or 400-level.

## Advanced Diploma Programs

### Human Resource Management

**Note:** Learners who are enrolled in the certificate program in Human Resource Management should discuss their options with the HRM Program Leader.

This advanced diploma program is designed to provide a solid generalist foundation of competencies in the field of Human Resource Management (HRM). The program emphasizes current practical applications as well as the strategic role played by Human Resource practitioners in organizations.

The program structure has been based in large part on the required professional capabilities necessary to succeed in the HRM field. With this as a base, the program is designed to prepare the learner for success in the knowledge examination for the Certified Human Resource Professional (CHRP) designation, granted by the BC Human Resource Management Association.

Competencies developed through participation in the program are also of ready application by any supervisor or manager as they undertake the management of their employees.

This program is primarily designed for the part-time learner who may be currently employed in human resources or as a supervisor/manager, or as an employee wishing to enter these occupations. The program may be taken on a full-time basis. However the full-time learner must expect several courses to be available only in the evenings.

**Internship** is an optional component of this diploma that allows learners the opportunity to enhance their studies with a period of relevant work experience.

Graduates not already employed and those participating in the Internship option should expect that most employment possibilities in this field would be found beyond the Greater Victoria region.

### Length:

Full-time: One to two years depending on the availability of courses.

Part-time: Determined by the student and the availability of courses.

**Location:** Interurban Campus

**Starting:** Varies

**Program Code(s):** HRMADV

### Admission Requirement(s):

- College Diploma, Associate Degree or University Degree;

### OR

- at least five years related work experience\* (supervisory, managerial or human resources);

### AND

- submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;

### AND

- completion of some academic\* or professional development\* activities beyond high school.

\*Those candidates applying on the basis of work experience must submit to the Program Leader a portfolio containing the following:

- a current resume detailing employment background, academic background, a listing of post-secondary and professional development activities completed, as well as references;
- a letter of recommendation from a current or recent employer; and,
- a letter of intent describing career plans in Human Resource Management.

### Notes:

- The Program Leader will assess the portfolio (required for candidates who do not have the required diploma, associate degree or degree) to

determine whether it demonstrates sufficient background to warrant admission into the program. Candidates who submit a portfolio and are not admitted into the program will be provided guidance as to how to qualify for admission.

- Those potential learners who do not have a degree, diploma or related work experience but who wish to enter the HRM profession are advised to complete a Business diploma. The Diploma in Business Administration - General Business Option allows students to take many of the courses on the program during their diploma studies. All potential program registrants in this situation are advised to meet with the Program Leader to establish program completion requirements.

#### Eligibility for Internship Work Experience:

- In order to participate in Internship, students must successfully complete: a minimum of six (6) required courses and obtain a minimum GPA of 3.0; and COOP 100; prior to the work term.

#### Program Completion Requirement(s):

- In order to qualify for this advanced diploma students will have to complete two Continuing Education health and safety courses as follows:

TTCE 207V Supervisor Safety Management  
TTCE 203V Joint H&S Committee Training

- To qualify for the Advanced Diploma in Human Resource Management, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Advanced Diploma in Human Resource Management, Internship Designation, students must successfully complete: all program courses (except BUS 216), and achieve an overall cumulative GPA of at least 2.0; and the work term requirement.

Course		Credits
BUS 110	Introduction to Business	3.0
<b>OR</b>		
BUS 150	Introduction to Management	3.0
<b>OR</b>		
PADM 112	Intro to Public Administration	3.0
BUS 130	Business Communications	3.0
BUS 210	HR Management Foundations	3.0
BUS 211	Compensation & Benefits	3.0
BUS 212	Human Resource Development	3.0
BUS 213	Industrial Relations	3.0
BUS 215*	Agreement Seeking At Work	3.0
BUS 216**	Independent Studies	1.0
BUS 217	Internal Consulting	3.0
BUS 218	Recruitment & Selection	3.0
BUS 220	Organizational Behaviour	3.0
BUS 221	Strategic Human Resources	3.0
<b>Total Credits</b>		<b>34.0</b>

## Internship Option

Course		Credits
COOP 100	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0
<b>Total Credits</b>		<b>6.0</b>

\*Learners at Camosun College can receive credit for BUS 215 if they complete both CR 110B and CR 102 at the Justice Institute.

\*\*Learners take either BUS 216 or COOP 100 depending on whether they take the Internship option.

## Managing for Government

Ongoing programming in public sector management is highlighting the need, and the increasing expectation, for formal education programs to support the "professionalization" of the municipal, provincial, regional, crown corporation and federal sectors. The Advanced Diploma in Managing for Government will provide new options for students who already have a career in government along with a degree, diploma or work experience.

The Advanced Diploma student will currently be at a supervisory to management level or aiming for this role in the short term, with organizational support and mentoring for increased responsibility. Staff requiring a level of upgrading to remain competitive in the public sector would also find the Advanced Diploma would meet their needs.

Most of the courses in the program are also core courses for the Local Government Administration Certificate, which supports management staff in the municipal sector. See Departmental Chair for information.

Internship is an optional component of this advanced diploma that allows learners the opportunity to enhance their studies with a period of relevant work experience.

The program is flexible in delivery and provides students with tangible results in a relatively compressed time frame. As this program is designed to complete quickly, two PADM courses per semester will be offered. Most PADM courses will include a first class on campus followed by modules available online. PADM 219, 276 and 260 are exceptions. Non-PADM courses that are part of the program are offered on-campus, or online equivalencies are available through Thompson Rivers University - Open Learning and/or [BCcampus.ca](http://BCcampus.ca).

**Length:** Part-time: Two years  
subject to availability of course offerings and the learner's background.

#### Location:

Some classroom components take place at the Interurban Campus with most course work offered online.

**Starting:** Fall, Winter, Spring, Summer

**Program Code(s):** MANGOV

#### Admission Requirement(s):

- College Diploma, Associate Degree, University or College Degree;
- BUS 130 or equivalent;

#### OR

- At least five years related work experience\* in the public sector;

#### AND

- Completion of some academic or professional development activities beyond high school;

#### AND

- BUS 130 or equivalent.

#### \*Career Entry Admission Requirements:

Those candidates applying on the basis of work experience must submit to the Program Leader a portfolio containing the following:

- A current resume detailing employment background, academic background, a listing of post-secondary and professional development activities completed;
- A letter of recommendation from a current or recent employer; and,
- A letter of intent from the candidate describing career plans in the public sector.

#### Program Participation Requirement(s):

- Students will be required to have access to computers with online capability.

#### Eligibility for Internship Work Experience:

- In order to participate in Internship, students must successfully complete: a minimum of six (6) required courses and obtain a minimum GPA of 3.0; and COOP 100; prior to the work term.

#### Program Completion Requirement(s):

- To qualify for the Advanced Diploma in Managing for Government, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Advanced Diploma in Managing for Government, Internship Designation, students must successfully complete: all program courses (except PADM 219), and achieve an overall cumulative GPA of at least 2.0; and the work term requirement.

The following courses will comprise the Advanced Diploma in Managing for Government:

Courses		Credits
PSC 104	Canadian Government	3.0
<i>OR</i>		
PSC 106	Canadian Politics	3.0
PADM 112	Intro to Public Administration	3.0
PADM 211	Planning in Government	3.0
PADM 227	Government Services	3.0
PADM 230	Public Finance in Canada	3.0
PADM 240	Law and Administration	3.0
PADM 260	Managing Multi Party Decisions	3.0
<i>OR</i>		
BUS 215	Agreement Seeking at Work	3.0
MARK 225	Public Relations	3.0
<i>OR</i>		
MARK 260	Business in Society	3.0
Plus electives*		6.0
<b>Total Credits</b>		<b>30.0</b>

**\*Required electives:**

Any six (6) credits (at the 200-level or higher) approved by the Public Administration Program Leader. Suggested electives include:

PADM 219	Current Issues in Government	1.0
PADM 276	Application Project	2.0

**Internship Option**

All courses above except PADM 219

*AND*

COOP 100	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0

**Total Credits 6.0**

**Professional Golf Operations**

The Advanced Diploma in Professional Golf Operations program is designed to provide students with the background and knowledge to enter the golfing industry when combined with business education and experience. This program consists of ten (10) courses and can be completed in approximately one year if taken full-time.

Internship is an optional component of this advanced diploma that allows learners the opportunity to enhance their studies with a period of relevant work experience.

**Length:**

- Full-time: One year
- Part-time: Determined by student and availability of courses

**Location:** Interurban Campus

**Starting:** Fall

**Program Code(s):** GOLFAD

**Admission Requirement(s):**

- A two-year business diploma or the equivalent, as determined by the Chair or designate;

**OR**

- At least five (5) years related work experience\* (supervisory or managerial)

**AND**

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or assessment;

**AND**

- Completion of some academic\* or professional development\* activities beyond high school.

\*Those candidates applying on the basis of work experience must submit to the program Chair a portfolio containing the following:

- a current resume detailing employment background, academic background, a listing of post-secondary and professional development activities completed, as well as references;
- a letter of recommendation from a current or recent employer; and,
- a letter of intent describing career plans in Golf Operations.

**Note:** The program Chair will assess the portfolio to determine whether it demonstrates sufficient background to warrant admission to the program.

**Eligibility for Internship Work Experience:**

- In order to participate in Internship, students must successfully complete: a minimum of five (5) required courses and obtain a minimum GPA of 3.0; and COOP 100; prior to the work term.

**Program Completion Requirement(s):**

- To qualify for the Advanced Diploma in Professional Golf Operations, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Advanced Diploma in Professional Golf Operations, Internship Designation, students must successfully complete the work term requirement.

Core Courses		Credits
GOLF 110	Golf Management Introduction	3.0
GOLF 112	Back Shop & Outside Services	3.0
GOLF 114	Tournament & Event Management	3.0
GOLF 115	Golf Retail Operations	3.0
GOLF 210	Turfgrass Management 1	3.0
GOLF 249	Player Development	3.0
GOLF 250	Managing Golf Club Operations	3.0
GOLF 251	Facilities Management	3.0
GOLF 252	Turfgrass Management 2	3.0
GOLF 253	Professional Practice in Golf	3.0
<b>Total Credits</b>		<b>30.0</b>

**Internship Option**

COOP 100	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0

**Total Credits 6.0**

**Diploma Programs**

**Business Administration**

The Diploma in Business Administration is a two-year program designed to provide graduates with a solid business education.

This diploma program is eligible for bridging to Camosun College's three (proposed - subject to DQAB approval) Bachelor Degree in Business Administration programs, and to Athabasca University's Bachelor of Management; Thompson Rivers University - Open Learning's Bachelor of Business Administration (BBA); University of Lethbridge's Bachelor of Management; University of Northern British Columbia's Bachelor of Commerce; Royal Roads University's B.Comm. in Entrepreneurial Management; as well as to other BC post-secondary institutions. Students interested in transferring to the University of Victoria, University of British Columbia or Simon Fraser University should consult with an Academic Advisor in Student Services and UT Business office at 250-370-3943.

**First Year**

The first year of the program offers introductory level courses which provide a broad base on which to build an area of specialization for second year.

The seven areas of specialization are:

- Accounting
- Chinook
- Finance
- General Business
- Management
- Marketing
- Tourism Management

The first year is common to the General Business, Management and Marketing Options, and also to the Public Administration Diploma program. Students wanting to change specialties between first and second year can do so, and are advised to consult an Academic Advisor.

**Second Year**

**Progression to Second Year Options**

Students are encouraged to attend 'career options' activities and meet with the department Chairperson or Program Leader responsible for the diploma(s) they think they may be interested in pursuing after first year. Students are advised to prepare an updated Personal Learning Plan prior to these meetings. This will help in identifying questions for the Chairperson or Program Leader.



Students pursuing any second year specialties (except Chinook) must successfully complete a minimum of eight of the 11 first year courses before being admitted to second year and the specialty option of their choice.

### Career Options

Each year, the School of Business organizes a "Career Options" event to provide relevant career choice information for first-year students choosing their second-year option. This is a unique opportunity for students to receive positive, practical ideas and feedback in their area(s) of career interest from successful individuals in the business community.

### Co-operative Education/Internship Options

Students in the Diploma in Business Administration Options (except Chinook) have the option of participating in and obtaining credentialed recognition of work experience through Co-operative Education or Internship.

Co-operative Education combines classroom study with two (2) terms of work experience. An Internship designation requires only one (1) work term be completed successfully.

Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities. Employers range from small local businesses to large international industries and various levels of government.

Part-time students may be eligible for Co-op or Internship, and are required to apply to participate while undertaking their first year of study.

Students who enter the Diploma in Business Administration program through the Career Entry admission option are eligible for Co-operative Education or Internship. Career Entry students should contact the Co-op Education and Student Employment department as soon as their admission to the program has been assessed.

### Length:

Direct Entry, full-time: two years

Career Entry, full-time: min. of one year

Part-time: varies

**Location:** Interurban Campus

### Starting:

Direct Entry: Fall and Winter

Career Entry: Fall, Winter, Spring

### Program Code(s):

BUSADMIN1 First Year

BUSADMIN2 Second Year

### Specialization Code(s):

ACCT Accounting

CHNOK Chinook

FIN Finance

GENB General Business

MARK Marketing

MGMT Management

TMGT Tourism Management

### Entry Options to the Business Administration Diploma

#### Business Access Certificate

This program allows students who do not yet have the necessary Math and English program requirements for direct entry to the Diploma in Business Administration to upgrade and, by doing so, to be guaranteed a seat in the next intake of the Diploma in Business Administration program.

#### Business Management Certificate

Successful completion of this program with a minimum grade of "C" in BUS 130 will allow progression into the Diploma in Business Administration program.

#### Career Entry

The Career Entry admission option is designed for students applying to the Diploma in Business Administration program who have a minimum of five years of business or related experience. In the professional judgment of the Program Leader, based on an assessment of work and educational experiences; and following an interview between the applicant and the Program Leader, course transfer credit and/or credit through Prior Learning Assessment (PLA) may be granted.

#### Starting:

Students admitted to the Diploma in Business Administration program through the Career entry option may start the program in September, January or May. Contact the School of Business at **250-370-4565** for more information.

#### Career Entry Admission Requirement(s):

Applicants should submit the following information to the Program Leader:

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of "C" or higher in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment;

OR

- Approval from the School of Business Exceptions Committee;

AND

- Documentation to assist the Program Leader, supporting the applicants claim for Career Entry such as presented in the following check list.

#### Career Entry Documentation Check List

Submit to the Business Career Entry Program Leader, School of Business, Camosun College:

- a current résumé\* detailing at least five years work experience (*with focus on some or all of the following*):
  - small business start-ups and management
  - supervision of staff
  - budget management
  - systems design
  - project management
  - community relations
  - staff training
  - consulting
  - communicating in both oral and written form
  - working with senior management and Boards of Directors, etc.)
- a cover letter outlining career goals and planned area of study (e.g. option of the Diploma in Business Administration program);
- proof of program admission requirements;
- transcripts from other institutions indicating other courses that may be transferable to the program;
- copies of certificates from related seminars or workshops; and,
- any other information that may be helpful toward receiving course exemptions.

*\*Depending on the courses for which PLA may be assessed, applicants may be asked to present a more detailed portfolio of previous work.*

#### Direct Entry

Direct Entry to the Diploma in Business Administration program is designed for students with limited or no business experience.

#### Direct Entry Admission Requirement(s):

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment.



## Co-op/Internship Requirements

### Eligibility for Co-op/Internship Work Experience:

- To be eligible to participate in Internship or Co-op, students in all specialties (except Chinook) must successfully complete a minimum of eight of the 11 first year courses, obtain a minimum GPA of 3.0, and complete COOP 100, prior to the first work term (Internship) and all subsequent work terms (Co-op).

### Co-op/Internship Completion Requirement(s):

- In order to receive a Diploma in Business Administration, Co-operative Education Designation, two (2) Co-op work terms must be completed satisfactorily.
- In order to receive a Diploma in Business Administration, Internship Designation, one (1) work term must be completed satisfactorily.

### Co-op Schedule:

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Work Term 1
2	Academic Term 3	Work Term 2	Academic Term 4

## Accounting Option

The Accounting option is designed to provide students with the background and knowledge to enter business or government in an accounting capacity. Students successfully completing this option can expect to be employed as accounting technicians or auditors as well as in related positions in the accounting field.

In addition, graduates of this option may wish to continue on to the BBA (Accounting) program, and continue further to the CMA (Certified Management Accountant) or the CGA (Certified General Accountant) or the CA (Chartered Accountant) programs. Advanced transfer credit is given by the CGA, CMA and CA institutes. (See section on transfer equivalents).

The Accounting diploma can be completed over four academic terms on a full-time basis by taking six courses in the first term and five courses in each of the last three terms.

### Program Participation Requirement(s):

- Students must successfully complete a minimum of eight of the 11 first year courses for the Accounting Option, including ACCT 111 and ECON 103 (or ECON 104 if permitted) before being admitted to second year.

### Program Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and successfully complete all 21 required courses and electives in order to qualify for a Diploma in Business Administration - Accounting Option.

For more information, call 250-370-4137.

Academic Term 1 (Fall)		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 140	Business Software Applications	3.0
BUS 150	Introduction to Management	3.0
ENGL 150	English Composition	3.0
FIN 110	Business Finance 1	3.0
MARK 110	Introduction to Marketing	3.0
<b>Total Credits</b>		<b>18.0</b>

Academic Term 2 (Winter)		Credits
ACCT 111	Financial Accounting 2	3.0
BUS 120	Business Law	3.0
BUS 130	Business Communications	3.0
BUS 141	Management Information Systems	3.0
ECON 103*	Principles of Microeconomics	3.0
<b>Total Credits</b>		<b>15.0</b>

\*ECON 104 may be substituted with permission of the Program Chair.

Academic Term 3 (Fall)		Credits
ACCT 210	Financial Accounting 3	3.0
BUS 230	Elementary Statistics	3.0
ECON 104	Principles of Macroeconomics	3.0
FIN 210	Business Finance 2	3.0
One (1) elective		3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 4 (Winter)		Credits
ACCT 211	Financial Accounting 4	3.0
ACCT 220	Management Cost Accounting 1	3.0
BUS 220	Organizational Behaviour	3.0
BUS 231	Quantitative Methods	3.0
OR		
One (1) UT MATH elective		3.0 - 4.0
BUS 241	Business Systems Analysis	3.0
OR		
FIN 220	Introduction to Investments	3.0
<b>Total Credits</b>		<b>15.0 - 16.0</b>

### Required elective:

The one elective course may be a first, second, third or fourth-year Arts or Science University Transfer course, or second, third or fourth-year Business or ABT credit course.

## Co-op/Internship Accounting Option

Year 1 Accounting Option, plus:

COOP 100	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0
<b>AND/OR</b>		
BUS 201	Co-operative Work Experience 2	6.0
<b>Total Credits</b>		<b>6.0 -12.0</b>

## Chinook Option

Camosun College considers any student who is a descendant of the indigenous peoples of what is now called North America to be a First Nations student. This includes status and non-status Indians, Métis, Inuit and Native Americans living in Canada. It is not mandatory for students to indicate their First Nations ancestry.

The Diploma in Business Administration - Chinook Option program is a three-year program in business foundations and fundamentals that will allow students of Aboriginal ancestry to gain the skills required for a career in business. The Chinook name was selected as a reminder of the Chinook jargon used in earlier times by aboriginal peoples as the language of trade. It is equivalent to the two year diploma in general business, stretched over three years to accommodate additional Chinook courses.

This program is offered by the following Chinook partner colleges: Camosun College, Capilano College, College of New Caledonia, Langara College, Northwest Community College.

The first year is designed to prepare the student for business studies, and includes courses in math, computer training and communication skills development.

In the second and third years, students will continue to study math, economics, communications, accounting, additional business topics, and First Nations studies. In addition, an integrative Chinook Program (COMMERCE) course is taken as a visiting student at the University of British Columbia (UBC).

There are two Chinook option streams available to students: UBC bound, and non-UBC bound. It is extremely important that students consult the program leader or academic advisor before commencing the program.

With a Chinook Diploma in hand, students are able to enter the workforce or continue on to advanced business studies at UBC. UBC will accept the Diploma in Business Administration - Chinook Option (plus two additional required courses) as a block transfer into 3rd year of the Bachelor of Commerce Degree (Chinook Major). The BCom (Chinook Major) offers students an opportunity to continue their studies at an advanced level. By earning a diploma or a degree in business the student will gain the skills, confidence and credentials needed for a wide variety of career opportunities in entrepreneurship, private industry, government, and Aboriginal organizations in such fields as marketing, accounting, finance, human resources and more.

**Program Participation Requirement(s):**

- Students will be required to commute occasionally to UBC during the program in order to complete the two integrative Chinook Program courses. Chinook 1 & 2 (COMMERCE) will require students attend at least two workshops at UBC, with assignment completion through distance education.

**Program Completion Requirement(s):**

- Students must complete all 21 program courses plus the Chinook Work Placement and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration - Chinook Option.
- Students must achieve a letter grade of "C+" or higher in Math 12 (prerequisite for MATH 108) to enter the BCom (Chinook Major) at UBC.

For more information, call 250-370-4169.

**First Year**

Academic Term 1 (Fall)	Credits
ACCT 110 Financial Accounting 1	3.0
BUS 140 Business Software Applications	3.0
BUS 150 Introduction to Management	3.0
FIN 110 Business Finance 1	3.0
<b>Total Credits</b>	<b>12.0</b>

Academic Term 2 (Winter)	Credits
BUS 141 Management Information Systems	3.0
COMMERCE 184* Chinook 1 course at UBC	n/a
ENGL 150 English Composition	3.0
MARK 110 Introduction to Marketing	3.0
One (1) First Nations elective	3.0
<b>Total Credits</b>	<b>12.0</b>

**Second Year**

Academic Term 3 (Fall)	Credits
One (1) BUS 200 level elective	3.0
<b>OR</b>	
ACCT 111** Financial Accounting 2	3.0
BUS 120 Business Law	3.0
BUS 130 Business Communications	3.0
COMMERCE 184* Chinook 1 course at UBC (continued from Term 2)	3.0
<b>Total Credits</b>	<b>12.0</b>

Academic Term 4 (Winter)	Credits
ACCT 140 Managerial Accounting	3.0
<b>OR</b>	
ACCT 220** Management Cost Accounting 1	3.0
One (1) BUS 200 level elective	3.0
<b>OR</b>	
BUS 230** Elementary Statistics	3.0
ECON 102 Canadian Economy	3.0
<b>OR</b>	
ECON 103** Principles of Microeconomics	3.0
One (1) First Nations elective	3.0
<b>Total Credits</b>	<b>12.0</b>

**Work Term 1 (Spring/Summer)**

COMMERCE 284\* Chinook Work Placement (UBC)

**Year 3**

Academic Term 5 (Fall)	Credits
One (1) BUS 200-level elective	3.0
<b>OR</b>	
BUS 213** Industrial Relations	3.0
COMMERCE 285 Chinook 2 course at UBC	n/a
One (1) BUS 200-level elective	3.0
<b>OR</b>	
ECON 104 Principles of Macroeconomics	3.0
<b>Total Credits</b>	<b>6.0</b>

Academic Term 6 (Winter)	Credits
One (1) BUS 200-level elective	3.0
<b>OR</b>	
ECON 205** Managerial Economics	3.0
One (1) BUS 200-level elective	3.0
<b>OR</b>	
BUS 220** Organizational Behaviour	3.0
COMMERCE 285 Chinook 2 course at UBC (continued from Term 5)	3.0
<b>Total Credits</b>	<b>9.0</b>

\*Chinook 1 and Chinook Work placement will likely occur during the summer semester. Chinook 1 could continue through the winter semester of second year.

\*\*These courses, plus the Chinook courses, are required if students intend to transfer to UBC to complete the Bachelor of Commerce Degree (Chinook Major). Students transferring to UBC must also complete Applied Calculus (MATH 108) and Managerial Accounting 2 (ACCT 320) before they can be admitted into the UBC BCOM program.

Recommended First Nations electives include: ENGL 164 First Nations Literature, CRIM 135 First Nations and Justice, SOC 104 First Nations (Canada Past), SOC 106 First Nations (Canada Present).

**Finance Option**

The Diploma in Business Administration - Finance Option is designed to develop the skills and knowledge to work in the finance industry. It offers a foundation in areas such as investment analysis, money, banking and financial institutions, client relationships and marketing, professional ethics, economics, personal taxation, accounting and business finance.

Students may obtain advanced standing and/or recognition in a number of professional programs. (Please refer to the Transfer Equivalents section later in this chapter.)

Finance option graduates may find career opportunities with banks, credit unions and trust companies, investment dealers, mortgage brokerage firms, insurance companies, lending and lease institutions and financial planning firms. Graduates tend to find positions at an entry level within the management structure of such organizations.

**Program Participation Requirement(s):**

- Students must successfully complete a minimum of eight of the 11 first year courses for the Finance Option, including ACCT 111, before being admitted to second year.

**Program Completion Requirement(s):**

- Students must achieve an overall cumulative GPA of at least 2.0 and successfully complete all 21 program courses and electives in order to qualify for a Diploma in Business Administration - Finance Option.

Academic Term 1 (Fall)	Credits
ACCT 110 Financial Accounting 1	3.0
BUS 140 Business Software Applications	3.0
BUS 150 Introduction to Management	3.0
ENGL 150 English Composition	3.0
FIN 110 Business Finance 1	3.0
MARK 110 Introduction to Marketing	3.0
<b>Total Credits</b>	<b>18.0</b>

Academic Term 2 (Winter)	Credits
ACCT 111 Financial Accounting 2	3.0
BUS 120 Business Law	3.0
BUS 130 Business Communications	3.0
BUS 141 Management Information Systems	3.0
ECON 102* The Canadian Economy	3.0
<b>Total Credits</b>	<b>15.0</b>

\*ECON 103 or ECON 104 may be substituted with permission of the Program Chair.

Academic Term 3 (Fall)	Credits
ACCT 140 Managerial Accounting	3.0
ACCT 240 Taxation for Financial Planning	3.0
ECON 210 Money and Banking	3.0
FIN 220* Introduction to Investments	3.0
FIN 230 Introductory Financial Planning	3.0
<b>Total Credits</b>	<b>15.0</b>

Academic Term 4 (Winter)	Credits
BUS 290 Business Strategy Seminar	3.0
FIN 210 Business Finance 2	3.0
FIN 221* Portfolio Management and Risk	3.0
<b>OR</b>	
FIN 231 Advanced Financial Planning	3.0
MARK 260 Business in Society	3.0
One (1) elective (Any 200-level School of Business course)	3.0
<b>Total Credits</b>	<b>15.0</b>

\*Students taking the FIN 220 and FIN 221 sequence are able to sign up with the Canadian Securities Institute (CSI) and qualify for the Canadian Securities Course (CSC) by writing separate Institute exams.

**Co-op/Internship Finance Option**

Year 1 Finance Option, plus:

COOP 100 Workplace Education Prep	0.0
BUS 101 Co-operative Work Experience 1	6.0
<b>AND/OR</b>	
BUS 201 Co-operative Work Experience 2	6.0
<b>Total Credits</b>	<b>6.0 -12.0</b>

## General Business Option

The General Business option offers students the opportunity to select a variety of business credit courses which will give the student a broad overview of the functions within the context of the general business environment. In second-year, students must complete ten 200-level School of Business courses for which the prerequisite requirements have been satisfied.

### Program Participation Requirement(s):

- Students must successfully complete a minimum of eight of the 11 first year courses before being admitted to second year.

### Program Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and successfully complete all 21 required program courses and electives to qualify for a Diploma in Business Administration - General Business Option.

Academic Term 1 (Fall)	Credits
ACCT 110 Financial Accounting 1	3.0
BUS 140 Business Software Applications	3.0
BUS 150 Introduction to Management	3.0
ENGL 150 English Composition	3.0
FIN 110 Business Finance 1	3.0
MARK 110 Introduction to Marketing	3.0
<b>Total Credits</b>	<b>18.0</b>

Academic Term 2 (Winter)	Credits
ACCT 140 Managerial Accounting	3.0
BUS 120 Business Law	3.0
BUS 130 Business Communications	3.0
BUS 141 Management Information Systems	3.0
ECON 102* The Canadian Economy	3.0
<b>Total Credits</b>	<b>15.0</b>

\*ECON 103 or ECON 104 may be substituted with permission of the Program Chair.

Academic Term 3 (Fall)	Credits
Five (5) electives	15.0
<b>Total Credits</b>	<b>15.0</b>

Academic Term 4 (Winter)	Credits
Five (5) electives	15.0
<b>Total Credits</b>	<b>15.0</b>

### Required electives:

Electives may be any 200-level School of Business course, including up to two 200-level ABT courses, and up to two 200-level GOLF courses; ACCT 111; ECON 103 or ECON 104.

Students pursuing the BBA in Human Resource Management and Leadership must take one of the following courses: BUS 241, BUS 242, FIN 210, FIN 220, FIN 230.

## Co-op/Internship General Business Option

### Year 1 General Business Option, plus:

COOP 100 Workplace Education Prep	0.0
BUS 101 Co-operative Work Experience 1	6.0
<b>AND/OR</b>	
BUS 201 Co-operative Work Experience 2	6.0
<b>Total Credits</b>	<b>6.0 -12.0</b>

## Management Option

The Diploma in Business Administration - Management Option provides learners with the knowledge, skills, and abilities to function as practitioners in supervisory or entry-level management roles within a variety of business environments and government.

Students who come to the program with industry-specific skills will develop the broad management knowledge/abilities that will allow them to be better prepared to take on management roles or to manage the development of their own businesses. Students who have not had direct experience may need to acquire more workplace experience before progressing into management or supervisory roles.

The Diploma in Business Administration - Management Option offers students the opportunity of selecting a variety of business courses designed to meet students' individual career goals. This option provides students with training in management concepts and techniques for careers within industry or government.

### Program Participation Requirement(s):

- Students must successfully complete a minimum of eight of the 11 first year courses before being admitted to second year.

### Program Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and successfully complete all 21 required program courses and electives to qualify for a Diploma in Business Administration - Management Option.

Academic Term 1 (Fall)	Credits
ACCT 110 Financial Accounting 1	3.0
BUS 140 Business Software Applications	3.0
BUS 150 Introduction to Management	3.0
ENGL 150 English Composition	3.0
FIN 110 Business Finance 1	3.0
MARK 110 Introduction to Marketing	3.0
<b>Total Credits</b>	<b>18.0</b>

Academic Term 2 (Winter)	Credits
ACCT 140 Managerial Accounting	3.0
BUS 120 Business Law	3.0
BUS 130 Business Communications	3.0
BUS 141 Management Information Systems	3.0
ECON 102* The Canadian Economy	3.0
<b>Total Credits</b>	<b>15.0</b>

\*ECON 103 or ECON 104 may be substituted with permission of the Program Chair.

Academic Term 3 (Fall)	Credits
BUS 214 Leadership Skills	3.0
BUS 230 Elementary Statistics	3.0
BUS 232 Operations Management	3.0
Two (2) electives*	6.0
<b>Total Credits</b>	<b>15.0</b>

Academic Term 4 (Winter)	Credits
BUS 220 Organizational Behaviour	3.0
BUS 290 Business Strategy Seminar	3.0
Three (3) electives*	9.0
<b>Total Credits</b>	<b>15.0</b>

### \*Required electives:

<b>One (1) of:</b>	
BUS 210* HR Management Foundations	3.0
BUS 213 Industrial Relations	3.0
BUS 215 Agreement Seeking at Work	3.0
BUS 217 Internal Consulting	3.0
<b>AND one (1):</b>	
MARK 200-level course	3.0
<b>AND one (1) of:</b>	
ACCT 111 Financial Accounting 2	3.0
BUS 260 International Business and Trade	3.0
ECON 103 Principles of Microeconomics	3.0
<b>OR</b>	
ECON 104 Principles of Macroeconomics	3.0
ECON 210 Money and Banking	3.0
FIN 210 Business Finance 2	3.0
FIN 220 Introduction to Investments	3.0
FIN 230 Introductory Financial Planning	3.0
<b>OR</b>	
Any other 2nd year School of Business Accounting elective	
<b>AND one (1) of:</b>	
BUS 241 Business Systems Analysis	3.0
BUS 242 Foundations of eBusiness	3.0
MARK 240 Internet Marketing	3.0
<b>AND one (1):</b>	
200-level School of Business course	3.0

\*Recommended for students who want to complete the Advanced Diploma in Human Resource Management, or BBA degree in Human Resource Management and Leadership.

## Co-op/Internship Management Option

### Year 1 Management Option, plus:

COOP 100 Workplace Education Prep	0.0
BUS 101 Co-operative Work Experience 1	6.0
<b>AND/OR</b>	
BUS 201 Co-operative Work Experience 2	6.0
<b>Total Credits</b>	<b>6.0 -12.0</b>

## Marketing Option

The Diploma in Business Administration - Marketing Option provides learners with solid business education and additional knowledge, skills and abilities to function in a range of marketing roles.

The Diploma in Business Administration - Marketing Option can be completed over four academic terms as a full time student.

After successful completion of the two-year program, students can do a block transfer to Camosun's (proposed, subject to DQAB approval) Bachelor Degree in Business Administration Marketing Communications



Management Major, as well as to several other post-secondary institutions to continue on and complete a degree.

Graduates will find junior employment opportunities in the growing, exciting and creative fields of: marketing and sales management, public relations, advertising, and customer service. Graduates may be involved in marketing and entrepreneurial activities in a variety of organizational environments. Possible job options for the graduate of the diploma program include: Marketing Coordinator, Sales representative, Sales and Operations Manager, and Account Manager.

#### Program Participation Requirement(s):

- Students must successfully complete a minimum of eight of the 11 first year courses before being admitted to second year.

#### Program Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and successfully complete all 21 required program courses and electives to qualify for a Diploma in Business Administration - Marketing Option.

Academic Term 1 (Fall)	Credits
ACCT 110 Financial Accounting 1	3.0
BUS 140 Business Software Applications	3.0
BUS 150 Introduction to Management	3.0
ENGL 150 English Composition	3.0
FIN 110 Business Finance 1	3.0
MARK 110 Introduction to Marketing	3.0
<b>Total Credits</b>	<b>18.0</b>

Academic Term 2 (Winter)	Credits
ACCT 140 Managerial Accounting	3.0
BUS 120 Business Law	3.0
BUS 130 Business Communications	3.0
BUS 141 Management Information Systems	3.0
ECON 102* The Canadian Economy	3.0
<b>Total Credits</b>	<b>15.0</b>

*\*ECON 103 or ECON 104 may be substituted with permission of the Program Chair. Students enrolling in the Bachelor Degree in Business Administration Marketing Communications Management Major will require ECON 103 plus one of ECON 102 or ECON 104.*

Academic Term 3 (Fall)	Credits
BUS 230 Elementary Statistics	3.0
MARK 210 Marketing Research	3.0
MARK 220 Marketing Communications	3.0
MARK 225 Public Relations	3.0
One (1) elective	3.0
<b>Total Credits</b>	<b>15.0</b>

Academic Term 4 (Winter)	Credits
BUS 290 Business Strategy Seminar	3.0
MARK 235 Creative Selling	3.0
MARK 240 Internet Marketing	3.0
Two (2) electives	6.0
<b>Total Credits</b>	<b>15.0</b>

#### Required electives:

Any 200-level School of Business course	3.0
<b>OR</b>	
ECON 103 Principles of Microeconomics	3.0
<b>OR</b>	
ECON 104 Principles of Macroeconomics	3.0
<b>AND two (2) of:</b>	
ABT 294 Website Design and Maintenance	3.0
BUS 260 International Business and Trade	3.0
BUS 280 Entrepreneurship	3.0
MARK 260 Business in Society	3.0
MARK 365 Consumer Behaviour	3.0
TMGT 210* Tourism Management Perspectives	3.0
TMGT 240* Global Tourism	3.0
TMGT 250* Community Issues in Tourism	3.0

*\*Only one choice from the TMGT options is allowed.*

**Note(s):** MARK 240 is a required course for the Diploma in Business Administration - Marketing Option, but is not required for the (proposed, subject to DQAB approval) Bachelor Degree in Business Administration Marketing Communications Management Major. This course will satisfy one elective for the degree.

*BUS 140 is a required diploma course but is not accepted as a degree course.*

#### Co-op/Internship Marketing Option

*Year 1 Marketing Option, plus:*

COOP 100 Workplace Education Prep	0.0
BUS 101 Co-operative Work Experience 1	6.0
<b>AND/OR</b>	
BUS 201 Co-operative Work Experience 2	6.0
<b>Total Credits</b>	<b>6.0 -12.0</b>

#### Tourism Management Option

The Diploma in Business Administration - Tourism Management Option is designed to give students the background to progress in the tourism industry in areas other than hospitality. Tourism sectors include Tourism Services (including government), Attractions, Events & Conferences, Transportation, Travel/Trade and Adventure/Recreation.

Graduates of the diploma will be able to progress to the Bachelor of Tourism Management offered through the Thompson Rivers University - Open Learning. (This program does **not** link to Tourism Management programs at UVIC. Students interested in transferring to UVic, UBC or SFU should consult with an Academic Advisor). Other transfer opportunities to Business Administration degree programs exist at five other BC University-Colleges.

#### Program Participation Requirement(s):

- Students must successfully complete a minimum of eight of the 11 first year courses before being admitted to second year.

#### Program Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and successfully complete all 21 program courses to qualify for a Diploma in Diploma in Business Administration - Tourism Management Option.

*Students are encouraged to create a Personal Learning Plan for the entire year. Please note that many business courses are offered in multiple semesters, but TMGT and TOUR courses are typically offered only once per year.*

#### Year 1

Academic Term 1 (Fall)	Credits
ACCT 110 Financial Accounting 1	3.0
BUS 140 Business Software Applications	3.0
BUS 150 Introduction to Management	3.0
ENGL 150 English Composition	3.0
FIN 110 Business Finance 1	3.0
MARK 110 Introduction to Marketing	3.0
<b>Total Credits</b>	<b>18.0</b>

Academic Term 2 (Winter)	Credits
ACCT 140 Managerial Accounting	3.0
BUS 120 Business Law	3.0
BUS 130 Business Communications	3.0
BUS 141 Management Information Systems	3.0
ECON 102* The Canadian Economy	3.0
<b>Total Credits</b>	<b>15.0</b>

*\*ECON 103 or ECON 104 may be substituted with permission of the Program Chair.*

#### Year 2

Courses	Credits
TMGT 210 Tourism Management Perspective	3.0
<b>Three (3) of:</b>	
TMGT 220 Law for the Tourism Industry	3.0
TMGT 230 Service Operations	3.0
TMGT 240 Global Tourism	3.0
TMGT 250* Community Issues in Tourism	3.0
<b>One (1) of:</b>	
BUS 210 HR Management Foundations	3.0
BUS 214 Leadership Skills	3.0
BUS 220 Organizational Behaviour	3.0
BUS 280 Entrepreneurship	3.0
<b>Plus:</b>	
BUS 290 Business Strategy Seminar	3.0
<b>OR</b>	
BUS 290H Restaurant Mgmt Simulation	3.0
<b>Plus four (4) electives**</b>	<b>9.0</b>
<b>Total Credits</b>	<b>30.0</b>

*\*Offered in Winter term.*

#### \*\*Required electives may include:

- any of the above courses not already taken;
- any School of Business credit course;
- any one (1) language course; and/or,
- two full-length TOUR courses (Continuing Education) with advance permission of the Chair. (Examples include: TOUR 121, TOUR 122, TOUR 224 or TOUR 225).



**Note:** Students planning to continue on to complete a degree should consult the institution where they will be completing the degree to ensure they have the correct electives.

Those students planning to continue to Thompson Rivers University - Open Learning Bachelor of Tourism Management must consult the Chair to ensure that they have the appropriate courses.

## Co-op/Internship Tourism Management Option

Year 1 Tourism Management Option, plus:

COOP 100	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0
<b>AND/OR</b>		
BUS 201	Co-operative Work Experience 2	6.0
<b>Total Credits</b>		<b>6.0 -12.0</b>

### Schedule:

#### Co-op Option 1

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Work Term 1
2	Academic Term 3*	Work Term 2	Academic Term 4

#### Co-op Option 2

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Work Term 1
2	Work Term 2	Academic Term 4	
3	Academic Term 3*		

\*Students taking the Co-op Alternative option will take Work Terms 1 and 2 in place of Academic Term 3, which will follow Academic Term 4.

## Golf Management

The Golf Management program is designed to provide students with the background and knowledge to enter the golfing industry. Students completing this three-year program will receive a Diploma in Golf Management.

The Golf Management program prepares graduates to function as beginning leaders/managers in the golf industry. Graduates may be involved in managing facilities, grounds, programs, services and events that support golf and the golf industry, such as: facilities management, event coordination, managing a pro-shop, golf course supervision, grounds manager, teaching golf, sales and marketing, golf tourism and technical representation for equipment manufacturers.

Completion of the three-year program is recognized by the CPGA as the basis for seeking Class "A" certification within the CPGA. Graduates, with successful completion of CPGA requirements, are

eligible to apply for positions in the golf industry such as head professional, associate professional or assistant professional in any CPGA facility. As well, graduates are prepared to pursue further studies at a baccalaureate level at Royal Roads University and other institutions.

Co-operative Education or Internship are optional components of this program. Co-operative Education allows learners the opportunity to integrate their studies with two (2) periods of relevant work experience. To obtain the Internship Designation, the completion of one (1) work term is required. Work term opportunities will be in a broad variety of areas within the golf industry provincially, nationally and internationally. Work terms are generally about five months each. Students should normally be prepared to relocate outside of Victoria.

**Length:** Three years

**Location:** Interurban Campus

**Starting:** Fall

**Program Code(s):**

GOLF1 First Year

GOLF2 Second Year

GOLF3 Third Year

**Admission Requirement(s):**

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment;

**OR**

- Business Access Certificate.

**Eligibility for Co-op Work Experience:**

- To be eligible to participate in the Co-op option, students complete all first year courses and obtain a minimum GPA of 3.0 prior to the first work term, and all subsequent work terms.

**Eligibility for Internship Work Experience:**

- To be eligible to participate in the Internship option, students must complete all first year courses and obtain a minimum GPA of 3.0, and complete COOP 100 prior to the work term.

**Program Completion Requirement(s):**

- To Obtain a Diploma in Golf Management, students must complete 91 credits and obtain a minimum GPA of 2.0, and 500 hours of field experience. (This requirement can also be completed through Co-operative Education work terms or previous experience in the golf industry and the completion of 103 credits.)

- In order to graduate with a Diploma in Golf Management, Co-operative Education Designation, two (2) Co-op work terms must be completed successfully.
- In order to graduate with a Diploma in Golf Management, Internship Designation, one (1) work term must be completed successfully.

### Schedule:

Year	Sept-Dec	Jan-Mar	May-Aug
1	Academic Term 1	Academic Term 2	Work Term 1
2	Academic Term 3	Academic Term 4	Work Term 2
3	Academic Term 5	Academic Term 6	

#### Academic Term 1 (Fall) Credits

ACCT 110	Financial Accounting 1	3.0
BUS 140	Business Software Applications	3.0
BUS 150	Introduction to Management	3.0
COOP 100	Workplace Education Prep	0.0
ENGL 150	English Composition	3.0
GOLF 110	Golf Management Intro	3.0

**Total Credits 15.0**

#### Academic Term 2 (Winter) Credits

BUS 120	Business Law	3.0
BUS 130	Business Communications	3.0
FIN 110	Business Finance 1	3.0
GOLF 112	Back Shop & Outside Services	3.0
MARK 110	Introduction to Marketing	3.0

**Total Credits 15.0**

#### Work Term 1 (Spring/Summer)

GOLF 101	Co-operative Work Experience 1 (Co-op/Internship students only)	6.0
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**Total Credits 6.0**

#### Academic Term 3 (Fall) Credits

ACCT 140	Managerial Accounting	3.0
BUS 141	Management Information Systems	3.0
GOLF 114	Tournament & Event Mgmt	3.0
GOLF 249	Player Development	3.0
TMGT 230	Service Operations	3.0

**Total Credits 15.0**

#### Academic Term 4 (Winter) Credits

BUS 220	Organizational Behaviour	3.0
ECON 102	The Canadian Economy	3.0
GOLF 115	Golf Retail Operations	3.0
GOLF 251	Facilities Management	3.0
MARK 215	Market Research & Planning	3.0

**Total Credits 15.0**

#### Work Term 2 (Spring/Summer)

GOLF 201	Co-operative Work Experience 2 (Co-op students only)	6.0
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**Total Credits 6.0**

#### Academic Term 5 (Fall) Credits

BUS 210	HR Management Foundations	3.0
GOLF 210	Turfgrass Management 1	3.0
GOLF 250	Managing Golf Club Operations	3.0
HMG 187	Food & Beverage Cost Control	3.0
One (1) elective*		3.0

**Total Credits 15.0**

Academic Term 6 (Winter)		Credits
BUS 280	Entrepreneurship	3.0
BUS 290H	Restaurant Management Simulation	3.0
GOLF 252	Turfgrass Management 2	3.0
GOLF 253	Professional Practice in Golf	3.0
One (1) elective*		3.0
<b>Total Credits</b>		<b>15.0</b>

**\*Required electives:**

Any two (2) of:

ACCT 111	Financial Accounting 2	3.0
ACCT 240	Taxation for Financial Planning	3.0
BUS 281	Negotiations and Contracts	3.0
FIN 230	Introductory Financial Planning	3.0
MARK 225	Public Relations	3.0
MARK 265	Consumer Behaviour	3.0
TMGT 210	Tourism Management Perspectives	3.0
TMGT 240	Global Tourism	3.0
TMGT 250	Community Issues in Tourism	3.0

Note: Other 200-level School of Business credit courses may be selected if approved by the Chair. Individual course prerequisites must be met.

## Hotel and Restaurant Management

This two-year, full-time program will equip students with the management and practical skills needed to pursue supervisory and management careers in the rapidly expanding hotel industry—both locally and internationally.

Because of the high demand for applied skills, this is a **mandatory Co-operative Education** program. Co-operative Education allows learners the opportunity to integrate their studies with a period of relevant work experience.

Two Co-op work terms must be completed successfully in order to graduate. Students should be prepared to complete at least one work term, particularly the winter Co-op, outside of Victoria. In order to gain a global perspective of the hospitality industry, students are encouraged to consider an international placement.

Hotel and Restaurant Diploma graduates are able to apply to a wide range of university degree programs\* throughout Canada and the world. This includes the Bachelor of Commerce programs at both Royal Roads University and the University of Victoria\*\*.

\*Camosun has articulation agreements with several universities for continued studies towards a bachelor's degree. While most accept the full two years of Camosun's Hotel and Restaurant Management Diploma, bridging classes are sometimes also required. It is important that students contact the university they wish to transfer to and receive the latest articulation information.

**\*\*UVic offers pre-admission to qualified first-year students. Block transfer to the third year of the UVic BCom program is available to students who have completed all of the requirements for Camosun's Hotel and Restaurant Management Diploma program and maintained a cumulative GPA of 5.0, as calculated by UVic. Some bridging classes also need to be completed—contact the UVic School of Business for the most recent requirements.**

As part of their studies, successful graduates will also receive FoodSafe—Level One, Serving it Right—Licensee Level and Occupational First Aid Level One.

**Length:** Two years

**Location:** Lansdowne and/or Interurban Campus

**Starting:** Fall

**Program Code(s):**

HRADMGMT1 First Year

HRADMGMT2 Second Year

**Admission Requirement(s):**

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of "C" or higher in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment; and,
- Submit a resume and/or proof of employment of six months full-time or 1000 hours of practical experience in the Hotel/ Restaurant industry or completion of Secondary School Hospitality and Tourism Career Preparation program provincial curriculum.

**Program Participation Requirement(s):**

- Accepted students will be expected to attend an orientation on the first day of class.

**Eligibility for Co-op Work Experience:**

- To be eligible to participate in Co-op, students must: successfully complete at least 34 program credits which must include HMG 100 and HMG 280; and obtain a minimum GPA of 2.0 prior to the first work term.
- To maintain eligibility for the subsequent Co-op work term, students must maintain a GPA of 2.0 and complete the first work term successfully.

**Program Completion Requirement(s):**

- To qualify for the Diploma in Hotel and Restaurant Management, Co-operative Education Designation, students must complete all program courses, achieve an overall GPA of at least 2.0, and successfully complete two Co-op work terms.

## Schedule:

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Work Term 1
	Oct-Dec	Dec-Mar	Apr-Jun
2	Academic Term 3	Work Term 2	Academic Term 4

**Academic Term 1 (Fall) Credits**

BUS 150	Introduction to Management	3.0
ENGL 150	English Composition	3.0
HMG 100A	Hospitality Career Skills 1	1.5
HMG 180	Foods: Theory & Practicum	3.0
HMG 182*	Beverage Operations	1.5
HMG 186	Hotel Operations 1	3.0
HMG 187	Food and Beverage Cost Control	3.0
HMG 192	Business Data Processing	3.0
<b>OR</b>		
BUS 140	Business Software Applications	3.0

**Total Credits 21.0**

**Academic Term 2 (Winter) Credits**

ACCT 130	Hospitality Accounting	3.0
BUS 125	Hospitality Law	3.0
BUS 130	Business Communications	3.0
HMG 100B	Hospitality Career Skills 2	1.5
HMG 182*	Beverage Operations	1.5
HMG 280	Restaurant Management 1	4.0

**Total Credits 16.0**

\*Students take this course in alternating weeks over both the 1st and 2nd semester. Fees are assessed and paid in Academic Term 1. The "Total Credits" for each of Academic Term 1 and 2 include 1.5 credits for this course.

**Work Term 1 (May – Sept)**

HMG 101	Co-operative Work Experience 1	8.0
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**Total Credits 8.0**

**Academic Term 3 (Oct – Dec) Credits**

ACCT 230	Hotel Managerial Accounting	3.0
BUS 210	HR Management Foundations	3.0
HMG 281	Restaurant Management 2	3.0
HMG 283	Hotel Operations 2	3.0

**Total Credits 12.0**

**Work Term 2 (Dec – Mar)**

HMG 201	Co-operative Work Experience 2	6.0
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**Total Credits 6.0**

**Academic Term 4 (Apr -Jun) Credits**

BUS 214	Leadership Skills	3.0
BUS 290H	Restaurant Management Simulation	3.0
ECON 102	The Canadian Economy	3.0
<b>OR</b>		
ECON 103	Principles of Microeconomics	3.0
MARK 110	Introduction to Marketing	3.0

**Total Credits 12.0**

## Office Management

This is a two-year program comprised of the one year Office Administration Certificate program and one year of the Diploma in Business Administration program.

The modern office has changed considerably and not only with technology. Roles have changed and often job delineations have been blurred. There is a need for trained administrative management. The expectations of people and the range of skills in the office have increased.

Through this program, we offer opportunities for those who want the practical office skills combined with administrative and management training. Possible careers include Assistant to Executive/Manager, Office Manager, Administrative Assistant, supervisory level positions and other positions in middle management.

Co-operative Education or Internship are optional components of this program. Co-operative Education allows learners the opportunity to integrate their studies with two (2) periods of relevant work experience. To obtain the Internship Designation, the completion of one (1) work term is required. Students should see Co-operative Education and Student Employment to work out an individual Co-op program plan. Students are *not* required to have a Co-op designation in Office Administration in order to access the Co-op option in the Diploma in Office Management.

### Length:

Office Admin Certificate, plus:  
Eight months  
Internship, 12 months

**Location:** Interurban Campus

### Starting:

Certificate: September  
Diploma: January, May, July, September

**Program Code(s):** OFFICEMGMT

### Admission Requirement(s):

- A Camosun College Office Administration Certificate with a GPA of 3.0 ("C+") or higher completed August 2003 or later; or assessment of credentials by the Chair of the ABT department;
- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of "C" or higher in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment; and,
- ACCT 110.

### Eligibility for Co-op Work Experience:

- In order to participate in Co-op, students must successfully complete: 10 of 11 first year courses and obtain a minimum GPA of 3.0; and COOP 100; prior to the first work term.
- To maintain eligibility for the subsequent Co-op work term, students must maintain a GPA of 3.0 and complete the first work term successfully.

*\*If a Co-op work term has been completed in Office Administration, COOP 100 is not required.*

### Eligibility for Internship Work Experience:

- In order to participate in Internship, students must successfully complete: 10 of 11 first year courses and obtain a minimum GPA of 3.0; and COOP 100; prior to the first work term.

### Program Completion Requirement(s):

- To qualify for the Diploma in Office Management, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Diploma in Office Management, Co-operative Education Designation, two (2) Co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Office Management, Internship Designation, one (1) work term must be completed satisfactorily.

### Required Courses:

*See Office Administration Certificate for First Year courses.*

Courses		Credits
ACCT 140	Managerial Accounting	3.0
BUS 120	Business Law	3.0
BUS 150	Introduction to Management	3.0
BUS 210	HR Management Foundations	3.0
BUS 214	Leadership Skills	3.0
BUS 220	Organizational Behaviour	3.0
ECON 102	The Canadian Economy	3.0
MARK 110	Introduction to Marketing	3.0
<b>Two (2) of:</b>		
BUS 211	Compensation & Benefits	3.0
BUS 212	Human Resource Development	3.0
BUS 213	Industrial Relations	3.0
BUS 215	Agreement Seeking at Work	3.0
<b>Total Credits</b>		<b>30.0</b>

### Co-op/Internship Option

*Commenced after Office Administration Certificate and between Term 1 and Term 2.*

COOP 100	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0
<b>AND/OR</b>		
BUS 201	Co-operative Work Experience 2	6.0
<b>Total Credits</b>		<b>6.0 -12.0</b>

### Notes:

1. *Contact the Chair of Applied Business Technology or Academic Advisor to develop a Personal Learning Plan as course availability varies dependent upon academic term and prerequisites.*

## Public Administration

The purpose of the Public Administration program is to provide learners with the necessary knowledge, skills and abilities to enter the public administration field as a beginning practitioner with an interest in ongoing career development, including a supervisory role.

For the student with no public sector work experience, the diploma program will help them enter the field. In order to be gainfully employed in the field, recent high school graduates may find it necessary to combine the classroom with other work and life experience.

Graduates may be employed in a variety of government positions in municipal, provincial and federal government. Graduates may also work in nonprofit, regulatory and non-government environments or those that are removed from government decision-making but are publicly funded.

The Public Administration Diploma program has been developed to give students a way to both work and participate in the program. As much as possible courses will be offered in a format that will allow students to continue working while they learn.

Distributed education, part-time study and evening and weekend offerings are all options for making this diploma program accessible to working professionals.

There are opportunities for college credit for equivalent learning from educational programs in the workplace and from related work or life experience. The College's Prior Learning Assessment initiative will play a role, along with transfer credit for recognized programs.

Co-operative Education or Internship are optional components of this program. Co-operative Education allows learners the opportunity to integrate their studies with two (2) periods of relevant work experience. To obtain the Internship Designation, the completion of one (1) work term is required.

The Public Administration Diploma can be taken on a part-time (excluding Co-op) or full-time basis. Some second year courses are offered in alternate odd and even years.



Having completed the first year, students can transfer to the Diploma in Business Administration program – see details under that program. Some of the courses in the program are also core courses for the Local Government Management Intermediate Certificate, which supports management staff in the municipal sector. See Departmental Chair for more information.

This program is eligible for bridging to the Thompson Rivers University - Open Learning's Bachelor of Business Administration Degree and to their Bachelor of Business Administration (Public Sector Management).

#### Length:

- Full-time: Two years
- Part-time: determined by student and availability of courses.

Location: Varies

Starting: Fall

#### Program Code(s):

BUSADMIN1 First Year

PADMIN2 Second Year

#### Specialization Code(s):

PADMN Public Administration

#### Direct Entry Admission Requirement(s):

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment.

#### Career Entry Admission Requirement(s):

- Submit proof of a minimum of three years public sector work experience to be assessed by the Public Administration Program Leader;
- A letter of recommendation from the student's employer; and,
- Assessment by the Public Administration Program Leader.

**Note:** *Career Entry students will also be able to seek Prior Learning Assessment.*

#### Eligibility for Co-op Work Experience:

- In order to participate in Co-op, students must successfully complete: 10 of 11 first year courses and obtain a minimum GPA of 3.0; and COOP 100; prior to the first work term.
- To maintain eligibility for the subsequent Co-op work term, students must maintain a GPA of 3.0 and complete the first work term successfully.

#### Eligibility for Internship Work Experience:

- In order to participate in Internship, students must successfully complete: 10 of 11 first year courses and obtain a minimum GPA of 3.0; and COOP 100; prior to the first work term.

#### Program Completion Requirement(s):

- To qualify for the Diploma in Public Administration, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Diploma in Public Administration, Co-operative Education Designation, two (2) Co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Public Administration, Internship Designation, one (1) work term must be completed satisfactorily.

#### Courses required in the suggested order to complete the program:

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 120	Business Law	3.0
BUS 140	Business Software Applications	3.0
BUS 150	Introduction to Management	3.0
ENGL 150	English Composition	3.0
FIN 110	Business Finance 1	3.0
PSC 104	Canadian Government	3.0
<b>OR</b>		
PSC 106	Canadian Politics	3.0
BUS 130	Business Communications	3.0
BUS 141	Management Information Systems	3.0
ECON 102	The Canadian Economy	3.0
MARK 110	Introduction to Marketing	3.0
PADM 112	Intro to Public Administration	3.0
BUS 210	HR Management Foundations	3.0
PADM 211	Planning in Government	3.0
PADM 227	Government Services	3.0
PADM 230	Public Finance in Canada	3.0
PADM 240	Law and Administration	3.0
PADM 260	Managing Multi-Party Decisions	3.0
PADM 276	Application Project	2.0
Two (2) electives*		6.0
<b>Total Credits</b>		<b>62.0</b>

#### \*Required electives:

Any two (2) of the following:	Credits
BUS 212 Human Resource Development	3.0
<b>OR</b>	
BUS 214 Leadership Skills	3.0
<b>OR</b>	
BUS 215 Agreement Seeking at Work	3.0
MARK 225 Public Relations	3.0
<b>OR</b>	
MARK 260 Business in Society	3.0
BUS 220 Organizational Behaviour	3.0

#### Co-op/Internship Option

COOP 100	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0
<b>AND/OR</b>		
BUS 201	Co-operative Work Experience 2	6.0
<b>Total Credits</b>		<b>6.0 -12.0</b>

## Certificate Programs

### Business Access

This program is designed for students interested in the Diploma in Business Administration who do not meet the math or English admission requirement, or wish to refresh their math or English skills before starting a business diploma program. Students are given the opportunity to gain their math and English admission requirement or refresh skills, while simultaneously taking introductory business courses.

Students who pass all the required courses, with a "C+" in MATH 072, and have a minimum "C" average will have a seat reserved for them in the Diploma in Business Administration in the next semester. Students who complete this program will receive transfer credit for one course (BUS 140) towards a Diploma in Business Administration.

Computer familiarity prior to beginning the program is helpful. Courses require out-of-class work on a computer; home access to a computer is helpful but not required. The School of Business computer labs are available seven days a week.

#### Length:

Full-time: Four months

Part-time: determined by student and availability of courses

Location: Interurban Campus

Starting: Fall and Winter

Program Code(s): BUSACC

#### Admission Requirement(s):

- Submit proof of a letter grade of "C" or higher in English 11 or "B" or higher in ENGL 050, or "B" or higher in ELD 072 and ["B" in ELD 074 or ELD 079], or assessment; and,
- Submit proof of a letter grade of "C+" or higher in Math 10, or MATH 053 or MATH 057, or a "C-" or higher in Math 11 or assessment.

#### Program Completion Requirement(s):

- Students must obtain an overall cumulative GPA of at least 2.0, successfully complete all program courses and received at least a "C+" in MATH 072 in order to qualify for the Certificate in Business Access.

Core Courses		Credits
MATH 072	Advanced Math 1	4.0
LRNS 102	Learning and Problem Solving Skills	1.0
BUS 140	Business Software Applications	3.0
ENGL 140	Technical & Professional English	3.0
BUS 110	Introduction to Business	3.0
ELD 060*	ELD Support Course	0.0
<b>Total Credits</b>		<b>14.0</b>



\*ELD 060 is required for students entering with ELD 072 and one of ELD 074 or ELD 079. If entry is based on assessment, ELD 060 is required if deemed necessary by the ELD Assessment Counsellor.

**Note:** Part-time students must take MATH 072 first, and it is recommended that part-time students take the courses in the above order.

## Business Management

This program will provide participants who are working in business, government and industry with additional business management and leadership skills. The ten-course, 30-credit program offers an assortment of courses designed to provide participants with an understanding of the elements of business management and operations. It is designed to include a combination of required basic management skills and flexibility to enable participants to meet their existing business management needs.

The certificate also provides the graduate with additional education opportunities through the:

- Diploma in Business Administration;
- The Thompson Rivers University - Open Learning (TRU-OL) degree in Bachelor of Business Administration (BBA).

### Length:

**Full-time:** One to two years, subject to availability of courses

**Part-time:** varies

**Location:** Interurban Campus

**Starting:** Fall

**Program Code(s):** BUSMGMT

### Admission Requirement(s):

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of "C" or higher in Math 11 or Applications of Math 12 or a letter grade of "C+" or higher in MATH 072 or assessment.

### Program Completion Requirement(s):

- Students must achieve an overall GPA of at least 2.0 and successfully complete all required courses in order to qualify for a Certificate in Business Management.

Core Courses		Credits
BUS 214*	Leadership Skills	3.0
<b>Plus four (4) courses from the following:</b>		
ACCT 110	Financial Accounting 1	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Software Applications	3.0
BUS 230	Elementary Statistics	3.0
ECON 102	The Canadian Economy	3.0
<b>OR</b>		
ECON 103	Principles of Microeconomics	3.0
<b>OR</b>		
ECON 104	Principles of Macroeconomics	3.0
FIN 110	Business Finance 1	3.0
<b>OR</b>		
BUS 120	Business Law	3.0
MARK 110	Introduction to Marketing	3.0
<b>Plus:</b>		
	Five (5) electives**	15.0
<b>Total Credits</b>		<b>30.0</b>

\*Students who have completed 48 hours of core course work from the Leadership Development Certificate program will be eligible to receive transfer credit for this course. For information about the Leadership Program courses call 250-370-4128. Other students may be eligible to receive credit through assessment of their prior learning (PLA) for this course. To discuss Prior Learning Assessment options, please contact the Chair at 250-370-4153.

\*\*Required electives may be any School of Business credit courses for which the student has the prerequisites. Electives can include core courses not taken.

## Dispute Resolution at Work

The Certificate in Dispute Resolution at Work provides students with the knowledge and skills necessary to deal with disputes at work. The program consists of three types of courses: those designed to introduce the learner to the working environment common to most business, government and not-for-profit organizations; those which focus on generic dispute resolution skills and those which are specifically intended to apply generic skills and knowledge in a work-related setting.

This program is offered in co-operation with the Justice Institute of BC and several Justice Institute courses are core to this certificate.

Students who complete the following Camosun courses can receive credit at the Justice Institute towards their Certificate in Conflict Resolution:

- BUS 215 (Agreement Seeking at Work) is equivalent to CR110B

- BUS 217 (Internal Consulting) transfers to 14 hours of elective credit

Students at Camosun College can receive credit for BUS 215 if they complete both CR110B and CR102 at the Justice Institute location in Victoria.

The target audience for this program includes employees in all types of organizations who wish to apply dispute resolution skills in their own departments. Individuals who wish to begin to learn the skills and knowledge necessary for employment as a dispute resolution professional will also find this program useful.

Upon completion of the certificate, students will have acquired skills in a range of dispute resolution techniques including negotiation and mediation. Graduates will be able to apply these techniques to help prevent and resolve disputes at work.

### Length:

Full-time: 12 months

Consists of two four-month semesters at Camosun College, five courses per semester, which may contain a mix of daytime and evening courses, plus one semester where students take courses offered by partnering organizations such as the Justice Institute. Duration of the program can vary depending on the availability of courses and the background of the learner.

Part-time: Varies

Determined by the student and the availability of courses. Most program courses are offered in the evening to accommodate learners who are studying on a part-time basis; however, some course offerings may be available only in the daytime.

**Location:** Interurban Campus

**Starting:** Fall

**Program Code(s):** DISPUTE

### Admission Requirement(s):

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or assessment.

### Program Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and complete all required program courses and electives in order to qualify for the Certificate in Dispute Resolution at Work.

**Courses delivered by Camosun College:**

Core Courses		Credits
BUS 110	Introduction to Business	3.0
<b>OR</b>		
BUS 150	Introduction to Management	3.0
BUS 120	Business Law	3.0
BUS 130	Business Communications	3.0
BUS 213	Industrial Relations	3.0
BUS 215	Agreement Seeking at Work	3.0
BUS 217	Internal Consulting	3.0
BUS 219	Dispute Resolution Project	3.0
BUS 220	Organizational Behaviour	3.0
PADM 260	Managing Multi-Party Decisions	3.0
Two (2) electives (determined in consultation with Department Chair)		6.0

**Courses delivered by partner agencies such as the Justice Institute:**

Mediation Level 1  
Negotiation Level 1  
Dealing with Anger

**Notes:**

1. Individual elective course prerequisites must be met.
2. It is recommended students consult with the Program Chair or Academic Advising before choosing an elective.

## Local Government Administration

This program is aimed at students who are working in municipal government and will provide an opportunity to obtain recognition for post-secondary studies that relate specifically to their roles as local government employees.

Students who successfully complete this certificate and have local government work experience may apply to the Provincial Board of Examiners for certification. Students are encouraged to clarify their status in respect to eligibility by contacting the Board of Examiners through the Ministry of Community Services.

**Length:**

Part-time: Two years or less; determined by student and availability of courses

**Location:** Distance Education (online)

**Starting:** Fall, Winter, Spring, Summer

**Program Code(s):** LOCALGOV

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or assessment.

**Note:** Students will be required to have access to computers with online capability.

**Program Completion Requirement(s):**

- Students must achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Certificate in Local Government Administration.

Courses	Credits
PADM 112 Intro to Public Administration	3.0
PADM 227 Government Services	3.0
PADM 230 Public Finance in Canada	3.0
PADM 240 Law and Administration	3.0
Two (2) electives*	6.0
<b>Total Credits</b>	<b>18.0</b>

**\*Required electives:**

Two post-secondary courses having the equivalent of six Camosun College credits in the areas of Public Administration, Business, Political Science, English, or Business Communications; and, electives may be obtained from any recognized post-secondary institution in British Columbia.

## Professional Accounting

Co-operative Education is not available in this program. Students interested in Co-op must register in the Diploma in Business Administration.

The Professional Accounting Certificate program consists of twelve courses and can be completed in approximately one year if taken on a full-time basis. This program is designed to provide students with the background and knowledge to enter business or government in an accounting capacity.

The program is targeted towards students who already have degrees required by the CMA's (Certified Management Accountants), the CGA's (Certified General Accountants) and the CA's (Chartered Accountants).

Upon successful completion of the CMA required courses and a degree, students may take the CMA Preparatory Course (also offered by the School of Business) which prepares them for the CMA National Entrance Exam. After passing this exam, students move into the two-year CMA Strategic Leadership Program, which upon completion, qualifies them to receive the Certified Management Accountants designation.

Upon successful completion of the CGA required courses, students will have completed the first four levels of the CGA program except for Business Case One and Two. They will then take PACE, a program administered by the CGA Association. Upon successful completion of the PACE level courses and a degree, students will be academically qualified for the CGA designation.

Upon successful completion of the CA required courses and a degree, students are academically qualified to register in the module courses administered by the Chartered Accountant School of Business (CASB).

Students who have already completed some course work at a professional institute or another post-secondary institution should submit official transcripts to be assessed for transfer credit.

**Length:**

Part-time: length varies

Full-time: approximately one year, and depending on availability of courses.

**Location:** Interurban Campus

**Starting:** Fall, Winter, Spring, Summer

**Program Code(s):** PACCT

**Specialization Code(s):**

CA Chartered Accountant

CGA Certified General Accountant

CMA Certified Management Accountant

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Math 11 or a "C+" or higher in MATH 072 or assessment.

**Program Completion Requirement(s):**

- To qualify for a Certificate in Professional Accounting, students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0.

Courses	Credits
ACCT 110 Financial Accounting 1	3.0
ACCT 111 Financial Accounting 2	3.0
ACCT 210 Financial Accounting 3	3.0
ACCT 211 Financial Accounting 4	3.0
ACCT 220 Management Cost Accounting 1	3.0
ACCT 320 Management Cost Accounting 2	3.0
ACCT 380 Auditing 1	3.0
ACCT 470 Income Tax 1	3.0
BUS 141* Management Information Systems	3.0
FIN 210* Business Finance 2	3.0
Two (2) electives**	6.0
<b>Total Credits</b>	<b>36.0</b>

\*BUS 140 is the prerequisite for BUS 141 and FIN 110 is the prerequisite for FIN 210.

**\*\*Required electives:**

Courses	Credits
ACCT 310 Financial Accounting 5	3.0
ACCT 400 Accounting Theory	3.0
ACCT 420 Management Cost Accounting 3	3.0
ACCT 471 Income Tax 2	3.0
BUS 120 Business Law	3.0
BUS 130 Business Communications	3.0
BUS 220 Organizational Behaviour	3.0
BUS 230 Elementary Statistics	3.0
BUS 231 Quantitative Methods	3.0
BUS 241 Business Systems Analysis	3.0
BUS 400 Advanced Operations Management	3.0
BUS 460 International Trade & Finance	3.0
BUS 480 Advanced Business Strategy	3.0
ECON 103 Principles of Microeconomics	3.0
ECON 104 Principles of Macroeconomics	3.0
ENGL 150 English Composition	3.0
FIN 220 Introduction to Investments	3.0
MARK 110 Introduction to Marketing	3.0

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## Provincial Revenue Administration

This program will allow students to have a clear understanding of the mandate and responsibilities of the Ministry of Provincial Revenue. In addition students will develop skills in negotiating effectively, creating successful agreements, working in teams, solving problems and making decisions. Students will understand the legal issues of taxation and revenue administration including enforcement, compliance and collection and how to manage in a climate of change at both a personal and organizational level.

The purpose of this program is to improve current employees' awareness and understanding of the Ministry of Provincial Revenue's mandate and responsibility, to enable working people to attend college on a part-time basis and enhance their career advancement and to provide students who have no government work experience with the knowledge and skills needed to enter the field.

This certificate will ladder into the Diploma in Business Administration.

### Length:

Part-time: determined by student and availability of courses

Location: Interurban Campus

Starting: Fall

Program Code(s): PROVREV

### Admission Requirement(s):

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Math 11 or Applications of Math 12 or a letter grade of "C+" or higher in MATH 072 or assessment;

OR

- Approval of the School of Business Exceptions Committee.

### Program Completion Requirement(s):

- Students must obtain an overall cumulative GPA of at least 2.0 and successfully complete all program courses in order to qualify for a Certificate in Provincial Revenue Administration.

Courses		Credits
BUS 220	Organizational Behaviour	3.0
ACCT 204	Revenue Administration 1	3.0
ACCT 205	Revenue Administration 2	3.0
ACCT 206	Revenue Admin. Law – BC	3.0
BUS 215	Agreement Seeking at Work	3.0
<b>Total Credits</b>		<b>15.0</b>

## Applied Business Technology Certificate Programs

The Applied Business Technology Department offers a wide range of programs designed to provide thorough and technologically current office training. Our goal is to provide opportunities for students to develop the knowledge, skills and attitudes necessary for successful participation in a career as an administrative professional.

Although a personal computer at home is not a requirement for the various Applied Business Technology programs, many students have found that having a PC at home is an enhancement to their studies. Most of the courses require the use of a PC and as a result the computer labs within the School of Business are available seven days a week.

### Part-time Students

Subject to the availability of space, students may study in any of the Applied Business Technology programs on a part-time basis. Prerequisites for the individual courses are listed with the course descriptions.

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## Dental Office Receptionist

The Dental Office Receptionist program is an eight-month program that prepares students to perform the administrative and receptionist duties of a dental receptionist in a dental practice. Graduates may work as receptionists in a dental practice or any other dental-related office. This course includes hands-on experience in a dental facility.

Length: Eight months

Location: Interurban Campus

Starting: Winter

Program Code(s): ABTDOR

### Admission Requirement(s):

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or ENGL 092 or ELD 092, or assessment.

### Program Participation Requirement(s):

- The program includes a one-day per week unpaid work experience in the second semester.
- The program has a demanding full-time schedule and students are strongly advised to avoid commitments that might interfere with their successful completion of the program.

**Note:** Computer familiarity prior to beginning the program is helpful. Courses require out-of-class work on a computer;

home access to a computer is helpful but not required. The School of Business computer labs are available seven days a week.

### Program Completion Requirement(s):

- Students must successfully complete all program courses and obtain a keyboarding speed of at least 45 wpm with 5 or fewer errors in order to obtain a Certificate in Dental Office Receptionist.

Academic Term 1 (Winter)		Credits
ABT 110*	Keyboarding	*
ABT 132	Dental Office Procedures 1	2.0
ABT 138	Dental Office Financial Skills	3.0
ABT 136	Clinical Foundations 1	3.0
ABT 160	Word Processing 1	3.0
ABT 171	Office Computer Essentials	3.0
<b>Total Credits</b>		<b>14.0</b>

Academic Term 2 (Spring/Summer)		Credits
ABT 110*	Keyboarding	2.0
ABT 133	Dental Office Procedures 2	4.0
ABT 126	Dental Office Communications	2.0
ABT 164	Business Communications	3.0
ABT 137	Clinical Foundations 2	2.0
ABT 134	Computerized Dental Billing	3.0
<b>Total Credits</b>		<b>14.0 -16.0</b>

\*Taken during each academic term until mastery of 45 wpm is achieved. 2.0 credits granted upon completion; or, Camosun College assessment at 45 wpm with 5 or fewer errors achieved not more than six months prior to the start of the program.

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## Legal Office Assistant

The Legal Office Assistant Certificate program provides learners with the knowledge, skills, and abilities to function in entry-level support roles in a variety of legal, government and general business environments. Students coming to the program with general office skills will develop the broad legal and procedural knowledge/abilities and perspectives that will allow them to function more effectively in a variety of legal settings. Legal Office Assistant graduates typically provide secretarial and administrative services that support managers and professional employers in both the private and public sectors, including law offices, legal departments of large firms, real estate companies, public courts and government.

This program includes day and evening classes, as well as field experiences such as visits to courts, legal libraries, and various registries. This program involves a demanding full-time schedule.

Graduates of the program may choose to complete specialized training in a number of areas such as: paralegal certificate/diploma programs available at a number of post-secondary institutions including Capilano College and Vancouver Community College; or a Camosun College Diploma in Office Management which, once completed, may lead to further credentials including a



Bachelor of Justice Studies or Bachelor of Commerce at Royal Roads University, and a Bachelor of Professional Arts - Governance, Law and Management Major at Athabasca University.

**Length:** 12 months

**Location:** Interurban Campus

**Starting:** Fall

**Program Code(s):** ABTLGL

**Admission Requirement(s):**

- Submit proof of a letter grade of “C+” or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of “C” or higher in Math 11 or Applications of Math 12 or Accounting 12 or assessment, (or a “C+” or higher in MATH 072); and,
- Submit proof of touch keyboarding speed of 35 words per minute with five or fewer errors (Camosun College assessment required\*).

**Recommended:** Fluent spoken English.

*\*Speed and technique requirements must have been assessed by Camosun College not more than six months prior to the start of the Legal Office Assistant program.*

**Note:** Computer familiarity prior to beginning the program is helpful. Courses require out-of-class work on a computer; home access to a computer is helpful but not required. The School of Business computer labs are available seven days a week.

**Program Completion Requirement(s):**

- Students must successfully complete at least 42.5 credits from the program courses and obtain a keyboarding speed of at least 60 wpm with 5 or fewer errors in order to obtain a Legal Office Assistant Certificate.

<b>Academic Term 1 (Fall)</b>		<b>Credits</b>
ENGL 150	English Composition	3.0
LGL 110*	Legal Document Production	*
LGL 112	Legal Office Accounting	3.0
LGL 114	Foundations of Law	3.0
LGL 160	Word Processing 1 - Legal	3.0
<b>Total Credits</b>		<b>12.0</b>

<b>Academic Term 2 (Winter)</b>		<b>Credits</b>
ABT 171	Office Computer Essentials	3.0
LGL 110*	Legal Document Production	*
LGL 120	Fundamental Civil Litigation	3.0
LGL 122	Real Estate Law & Conveyancing	3.0
LGL 124	Family Law and Procedure	3.0
<b>Total Credits</b>		<b>12.0</b>

<b>Academic Term 3 (Spring)</b>		<b>Credits</b>
LGL 110*	Legal Document Production	*
LGL 130	Corporate Law, Criminal Law	3.0
LGL 132	Wills and Estates	1.5
LGL 161	Word Processing 2 - Legal	3.0
<b>Total Credits</b>		<b>7.5</b>

**Practicum (Summer)**

LGL 110	Legal Document Production	3.0
LGL 140	Integrated Practice Experience	5.0

**Total Credits** 5.0 - 8.0

*\*Self-paced; taken during each term until completed. 3.0 credits granted upon completion. Additional two hours of lab practice time will not include new material taught by instructor.*

## Medical Office Assistant

The Medical Office Assistant Certificate program is a full-time eight-month program that prepares students to perform the administrative and clinical duties of an office assistant in a medical or health care office. Graduates work as MOA's in the offices of general practitioners, specialists and practitioners of complementary medicine or in health care facilities.

The program includes an optional three-week practicum, which normally occurs during the first weeks of the Spring semester. Successful completion of the practicum earns the Medical Office Assistant Certificate with practicum endorsement.

**Length:** Eight months

**Location:** Interurban Campus

**Starting:** Fall

**Program Code(s):** ABTMOA

**Admission Requirement(s):**

- Submit proof of a letter grade of “C” or higher in English 12 or TPC 12 or ENGL 092 or ELD 092 or assessment; and,
- Submit proof of keyboarding speed of 30 words per minute with 5 or fewer errors (Camosun College assessment required\*).

*\*Speed and technique requirements must have been assessed by Camosun College not more than six months prior to the start of the Medical Office Assistant program.*

**Note:** Computer familiarity prior to beginning the program is helpful. Courses require out-of-class work on a computer; home access to a computer is helpful but not required. The School of Business computer labs are available seven days a week.

**Program Completion Requirement(s):**

- Students must successfully complete all program courses and keyboarding certified to at least 50 wpm with 5 or fewer errors in order to qualify for the Certificate in Medical Office Assistant.
- Students must successfully complete the practicum to be eligible for the Certificate in Medical Office Assistant with practicum endorsement.

**Academic Term 1 (Fall)** **Credits**

ABT 112*	Medical Office Keyboarding	*
ABT 122	Medical Office Procedures 1	2.0
ABT 124	Health Office Financial Skills	3.0
ABT 128	Medical Terminology 1	3.0
ABT 160	Word Processing 1	3.0
ABT 171	Office Computer Essentials	3.0

**Total Credits** 14.0

**Academic Term 2 (Winter)** **Credits**

ABT 112*	Medical Office Keyboarding	*
ABT 123	Medical Office Procedures 2	2.0
ABT 125	Medical Office Communications	3.0
ABT 129	Medical Terminology 2	3.0
ABT 131	Medical Office Transcription	2.0
ABT 135	Computerized Medical Billing	2.0

**Total Credits** 12.0 to 14.0

**Practicum (Spring) 3 weeks, optional**

ABT 139	Practicum (Medical Office)	3.0
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**Total Credits** 3.0

*\*Taken during each academic term until mastery of 50 wpm is achieved. 2.0 credits granted upon completion.*

## Office Administration

This eight-month full-time program is designed to provide a solid foundation for an individual planning a career as an administrative professional. In addition to business communications, introductory accounting, information management and human relations skills, the graduate will have in-depth exposure, as an end-user, to the technologies required for today's office.

Employment possibilities range from entry-level administrative positions to self-employment opportunities.

This program directly ladders to the Diploma in Office Management, and to additional credentials within the office administration field.

**Internship** is an optional component of this program. Internship allows learners the opportunity to enhance their studies with a period of relevant work experience.

**Length:**

Full-time: Eight months

Internship Option: 12 months

**Location:** Interurban Campus

**Starting:** Fall

**Program Code(s):** ABTOAD

**Admission Requirement(s):**

- Submit proof of a letter grade of “C” or higher in English 12 or TPC 12 or ELD 092 or ENGL 092 or assessment; and,
- Submit proof of a letter grade of “C” or higher in Math 10 or Applications of Math 11 or a “C+” or higher in MATH 034 or assessment.



**Note:** Computer familiarity prior to beginning the program is helpful. Courses require out-of-class work on a computer; home access to a computer is helpful but not required. The School of Business computer labs are available seven days a week.

**Eligibility for Internship Work Experience:**

- In order to participate in Internship, students must successfully complete: 10 of 11 first year courses and obtain a minimum GPA of 3.0; and COOP 100; prior to the first work term.

**Program Completion Requirement(s):**

- To qualify for the Certificate in Office Administration, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0 and obtain a keyboarding speed of 45 wpm with 5 or fewer errors.
- To qualify for the Diploma in Office Management, Internship Designation, one (1) work term must be completed satisfactorily.

Academic Term 1 (Fall)		Credits
ABT 110*	Office Admin Keyboarding	*
ABT 117	Interpersonal Success Tools	2.0
ABT 160	Word Processing 1	3.0
ABT 164	Business Communications 1	3.0
ABT 167	Records Management	3.0
ABT 170	Information Technology	3.0
<b>Total Credits</b>		<b>14.0</b>

Academic Term 2 (Winter)		Credits
ABT 110*	Office Admin Keyboarding	*
ABT 118	Office Procedures	2.0
ABT 161	Word Processing 2	3.0
ABT 165	Business Communications 2	3.0
ABT 178	Excel and Access Intermediate	3.0
ABT 184	Accounting Basics	3.0
COOP 100	Workplace Education Prep (Internship students only)	0.0
<b>Total Credits</b>		<b>14.0 to 16.0</b>

\*Taken during each academic term until mastery of 45 wpm is achieved. 2.0 credits granted upon completion; or, Camosun College assessment at 45 wpm with 5 or fewer errors achieved not more than six months prior to the start of the program.

Work Term 1 (Spring & Summer)		Credits
ABT 101	Co-operative Work Experience 1 (Optional)	6.0
<b>Total Credits</b>		<b>6.0</b>

**Notes:**

- Some of the courses may be offered in the evenings during some of the semesters.
- Students wishing to move on to the Diploma in Office Management are required to obtain a letter grade of "C" or higher in Math 11, plus are required to take ACCT 110. (This can be substituted for ABT 184).

## Transfer Equivalents

Camosun College offers transfer equivalents linking Business program courses with professional designations and institutes. Some transfer equivalents are packaged as programs to ensure the completion of studies in a specific period of time. Credit from these Camosun College courses can be applied towards programs offered by the following institutes. Transfer arrangements are subject to regulations of both Camosun and the appropriate organization.

Students interested in Continuing Education transfer equivalents should check the CE calendar (published three times a year) for registration details.

Students interested in the credit transfer equivalents must:

- apply to the college; and,
- meet college admission requirements and individual course prerequisites (as outlined in the course descriptions found later in this calendar).

## Certified General Accountants (CGA)

CGA	Camosun Equivalent*
120 Business Writing	ENGL 150 or BUS 130
Work Experience	BUS 101 & BUS 201
AU1** Auditing 1	ACCT 380
EM1 Economics 1	ECON 103 & ECON 104
FN1 Finance 1	FIN 210
FA1 Financial Accounting 1	ACCT 110 & ACCT 111
FA2/3 Financial Accounting 2/3	ACCT 210 & ACCT 211
FA4** Financial Accounting 4	ACCT 310
MA1 Management Cost Accounting 1	ACCT 220 & ACCT 320
MA2 Management Cost Accounting 2	ACCT 320 & ACCT 420
MS1 Management Information Systems 1	BUS 141
MS2 Management Information Systems 2	BUS 241
Public Speaking	CMNC 502V
QM2 Quantitative Methods 2	BUS 231
TX1** Taxation 1	ACCT 470 & ACCT 471

Credit is available for Co-operative Work Experience (student must join CGA as a student member in order to obtain work experience credit).

\*\*"C+" grade or higher required on each course.

\*\* Restrictions may apply to transfer. Please contact CGA or the School of Business for more details.

For more information on CGA acceptable equivalents, call CGA at 1-800-565-1211, or the School of Business at 250-370-4137.

## Certified Management Accountants Society of British Columbia (CMA)

### Accounting Technologist & Entrance Examination Program

CMA	Camosun Equivalent*
FA1 Financial Accounting 1	ACCT 110 & ACCT 111
CL1 Commercial Law	BUS 120
OB1 Organizational Behaviour	BUS 220
EC1 Economics	ECON 103 & ECON 104
FA 2&3 Financial Accounting 2 & 3	ACCT 210 & ACCT 211
MA 1 Management Cost Accounting 1	ACCT 220
MA 2 Management Cost Accounting 2	ACCT 320
Business Communication	BUS 130
TX1 Taxation	ACCT 470 & ACCT 471
QM1 Quantitative Methods	BUS 230
FM1 Financial Management	FIN 210
AS1 Accounting Information Systems	BUS 141
FA4 Advanced Financial Accounting I	ACCT 310
A1 Auditing	ACCT 380
MA3 Advanced Mgmt Acct.	ACCT 420

\*\*"C+" grade or higher required on each course.

Credit is available for Co-operative Work Experience (student must join CMA as a student member in order to obtain work experience credit).

An Entrance Examination Preparation program is held each spring for CMA students planning to write the Entrance Examination in June. Camosun College delivers the Preparation program in the Victoria area.

For more information on CMA acceptable equivalents, please call the CMA at 1-800-663-9646, or the School of Business at 250-370-4137.

## Chartered Accountant (CA)

CA Required Courses	Camosun Equivalent
Advanced Financial Accounting	ACCT 310
Auditing	ACCT 380
Commercial Law	BUS 120
Finance	FIN 210
Intermediate Financial Accounting	ACCT 210 & ACCT 211
Introductory Financial Accounting	ACCT 110 & ACCT 111
Introductory Taxation	ACCT 470 & ACCT 471
Management and Cost Accounting	ACCT 220 & ACCT 320
Management Information Systems	BUS 141

## CA Suggested Courses      Camosun Equivalent

Business Systems Analysis	BUS 241
Economics	ECON 103 & ECON 104
Math	BUS 231 or MATH 100 or MATH 108
Organizational Behaviour	BUS 220
Probability/Statistics	BUS 230

For further information on ICABC acceptable equivalents, call ICABC at **1-800-663-2677**, or the School of Business at **250-370-4137**.

## Credit Union Institute of Canada Professional

### Professional Development for Credit Unions

The CUIC is an independent, national, educational association owned, funded and controlled by the Canadian Credit Union System which provides Canadian Credit Unions with professional development for their elected officials, management and staff.

### General Studies Program (GSP)

CUIC	Camosun Equivalent
110 Accounting	ACCT 110
120 Communications	BUS 130
130 Management/Business Administration	BUS 110
140 Marketing	MARK 110 & MARK 265
150 Business Finance	FIN 210 (half credit)
160 Organizational Behaviour	BUS 220
170 Economics	ECON 103 or ECON 104
180 elective	BUS 210 & BUS 211 or BUS 141

### Management Studies Program (MSP)

MSP	Camosun Equivalent
110 Accounting	ACCT 110
130 Management/Business Administration	BUS 110
140 Marketing	MARK 110 & MARK 265
150 Business Finance	FIN 210 (half credit)
160 Organizational Behaviour	BUS 220
170 Economics	ECON 103 or ECON 104

For more information on CUIC acceptable equivalents, call CUIC at **1-800-267-2842**, or the School of Business at **250-370-4137**.

## Institute of Canadian Bankers

### Associate of the Institute

ICB	Camosun Equivalent
Economics	ECON 103 & ECON 104
Fundamental Accounting	ACCT 110 & ACCT 111
Organizational Behaviour	BUS 220

### Specialized Options

Finance and Accounting	ACCT 220 ACCT 253 and one (1) other course TBA
General Management Option	BUS 110 BUS 230 BUS 231 BUS 141
Sciences Option	COMP 156 COMP 182 COMP 266 MATH 116 MATH 218

**Note:** Please confirm program status with the Institute of Canadian Bankers before enrolling in courses at Camosun. For more information on ICB acceptable equivalents, call the Institute at: **1-800-361-4636**.

## Justice Institute of BC

### Certificate in Conflict Resolution

Justice Institute	Camosun Equivalent
CR110B Resolving Conflict in the Workplace	BUS 215
14 hours elective credit	BUS 217

## Local Government Management Association of BC

### Intermediate Certificate Program in Local Government Administration

This program has been developed by the Local Government Management Association of BC, in co-operation with Camosun College. The purpose of this program is to provide a standard educational program by which LGMA members and other municipal employees throughout BC can upgrade their academic qualifications and advance their administrative skills.

The educational requirements of the Intermediate Certificate may be obtained by completing core courses from any community college, the Thompson Rivers University - Open Learning, universities or accounting organizations (i.e. CGA, CMA, CA). Courses not available from these institutions will be available as correspondence courses from Camosun College. The program is approved by the Board of Examiners under the authority of the Local Government Act of BC and the Local Government Administration Educational Council.

The program consists of 16 one-semester courses. Twelve are available from Camosun and other institutions. Four are provided as correspondence courses from Camosun. The courses with Camosun equivalents are:

LGMA	Camosun Equivalent
Law and Administration	PADM 240
Business Communications	BUS 130
Business Law	BUS 120

### Required electives:

Two (2) electives each being 3 credits:

Industrial Relations	BUS 213
Information Systems	BUS 141
Introductory Accounting 1	ACCT 110
Introductory Accounting 2	ACCT 111
Intro to Public Administration	PADM 112
Macroeconomics	ECON 104
Organizational Behaviour	BUS 220
Human Resource Management 1	BUS 210
Public Finance in Canada	PADM 230
Government Services	PADM 227

For further information, contact the Program Leader at **250-370-4152**.

## Purchasing Management Association of Canada

### PMAC

Principles of Buying

Principles of Quality

Principles of Inventory and Operations Control

Principles of Transportation

### Management School of Studies Area

Business Finance

Financial Accounting

Human Relations

Introduction to Management

Macroeconomics

Managerial Accounting

### Camosun Equivalent

See Continuing Education

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### Business Equivalent

FIN 210

ACCT 110 & ACCT 111

BUS 220

BUS 110\*

ECON 104

ACCT 220 & ACCT 221 or ACCT 140

\*BUS 150 will be offered in lieu of BUS 110.

For further information on the PMAC acceptable equivalents, call PMAC at 416-977-7111.

Call the Program Coordinator at 250-370-4116 for further information on the Principles courses. For more information about the PMAC Accreditation program, contact the BC Institute, PMAC, 1-800-411-7622 or check the website [bci-pmac.bc.ca](http://bci-pmac.bc.ca).

## Registered Financial Planner

For further information on RFP acceptable equivalents, call CAFPA at 1-800-346-2237, or the School of Business at 250-370-4131.

## Canadian Securities Commission

The following Canadian Securities courses will transfer for credit to Camosun College as follows:

### CSC

Licensing Part 1 + exam

Licensing Part 2 + exam

### Camosun Equivalent

FIN 220

FIN 221

## University Transfer Business

### Thompson Rivers University - Open Learning (openlearning.tru.ca)

#### Diploma in Business Administration

Students interested in completing Camosun College's Diploma in Business Administration can do an equivalent first year through Distributed Education courses from the Thompson Rivers University - Open Learning (TRU-OL). Students can transfer to Camosun's on-campus program at any regular admission time, provided they meet the admission requirements. Each of the completed courses that are equivalent to a Camosun business course would be credited to the on-campus program. (Students will need to apply for transfer credit.) Please note that a "C" letter grade minimum is required for prerequisites.

#### Bachelor of Business Administration (BBA)

Business students can earn a four-year degree in Business Administration offered by Thompson Rivers University - Open Learning (TRU-OL) in collaboration with Camosun College School of Business. Students with a Camosun College Diploma in Business Administration who meet specific grade and course requirements can apply for a "block transfer" of up to 60 credits towards the Thompson Rivers University - Open Learning degree program (120 credits). Applicants who do not meet the requirements or who graduated from older diploma programs may receive less than 60 transfer credits and may be required to take additional courses. Applicants who have taken other college or university courses may be eligible to receive additional credits toward their degree.

Once admitted to the TRU-OL program, students may take up to an additional one and a half years of arts, sciences and business courses at Camosun College. They will then complete the final upper-level business courses through Thompson Rivers University - Open Learning.

More information about either the first year study for the diploma program or the Bachelor of Business Administration Studies Degree can be obtained from TRU-OL Student Services at 1-800-663-9711.

#### Bachelor of Tourism Management

Graduates of the Diploma in Business Administration - Tourism Management Option will be able to progress to the Degree in Bachelor of Tourism Management.

## UVic, UBC and SFU University Transfer

Students interested in transferring to University of Victoria, University of British Columbia or Simon Fraser University should consult with an Academic Advisor in Student Services and the UT Business office which is located in the Ewing Building, Room 318 on Lansdowne campus. The phone number is 250-370-3943. For information on transferable Arts and Sciences courses, please see the Arts and Science section of this calendar.

## University Degree Laddering Programs

### Athabasca University

#### Bachelor of Management, Post Diploma

- 60 credits for a diploma in Business Administration;
- 60 credits for a diploma in Public Administration, direct entry;
- between 57 and 60 credits, depending upon the number of Arts and Science courses chosen as electives, for a diploma in Public Administration, career entry;
- between 51 and 60 credits, depending upon the number of Arts and Science courses chosen as electives, for a diploma in Hotel and Restaurant Management or Professional Golf Management (3 year).

Students may either choose to complete the three-year Bachelor of Management (no majors) or the four-year program that allows majors in Human Resource Management or Marketing. Students may also elect to complete a four-year program without a major.

For more information, visit [athabascau.ca](http://athabascau.ca).

### Royal Roads University

#### B.Comm. in Entrepreneurial Management

Students who have completed the Camosun College two-year diploma program may access this degree program through a block transfer of the diploma. The B.Comm. degree program is organized on a quarter systems which condenses the third and fourth year curriculum into one calendar year. Each quarter consists of ten weeks of instruction, followed by a two week period of project completion/examination. This format provides students with multiple entry and exit points in their degree program. Long breaks in traditional programs are eliminated, greater flexibility in programming is achieved, and students' savings are maximized.

For further information, please contact the office of the Registrar, Royal Roads University, at 250-391-2505, or, toll-free at 1-800-788-8028.

## University of Lethbridge

### Post-Diploma Bachelor of Management

Graduates of the Diploma in Business Administration can earn the management degree by completing just 20 to 25 courses. University of Lethbridge offers degrees in Accounting, Finance, First Nation's Governance, General Management, Human Resource Management and Labour Relations, International Management, Information Systems, and Marketing. Students admitted to the Post-Diploma program are also eligible for participation in the Management Co-operative Education and Theory into Practice programs. Consult [uleth.ca/man](http://uleth.ca/man) for more information.

## University of Northern British Columbia

### Bachelor of Commerce

The University of Northern British Columbia (UNBC) extends a block transfer of 60 credit hours to students graduating with a business diploma from any ACCC accredited college or technical institute in Canada.

Specific course credit is granted for articulated courses. Remaining credits within the block of 60 hours are awarded as either lower division commerce credit, or as unspecified credit.

**Note:** UNBC has implemented admission standards, and/or restricted enrolment policy. For further information please contact UNBC, office of the Registrar, at 250-960-5555.

## University of Victoria

### Bachelor of Commerce in Hospitality Management

Graduates of the Hotel & Restaurant Diploma are able to apply to the Bachelor of Commerce in Hospitality Management degree program. Additional courses are required.

For more information visit [business.uvic.ca](http://business.uvic.ca).

## BC University-Colleges

There are opportunities for transfer credits to Business Administration degree programs at BC University-Colleges. These degrees are offered by:

- Kwantlen University College
- Okanagan University-College
- University College of Fraser Valley
- British Columbia Institute of Technology

## Continuing Education

The following programs may have unique application procedures, refund policies, etc. Please call 250-370-4565 or visit the Continuing Education website for current program information.

### Hospital Unit Clerk

Hospital Unit Clerks have the challenging job of looking after the administrative and clerical requirements of a hospital unit. This 395 hour, part-time program prepares graduates to apply for employment in a hospital as a Unit Clerk.

**Length:** Eight months

**Location:** Interurban Campus

**Starting:** September

**Program Code(s):** HOSPUNIT

**Admission Requirement(s):**

- Provide documented proof of Grade 12 graduation (including English 12) or equivalent;
- Successful completion of a Medical Terminology\* course (minimum of 60 hours of duration) with a minimum 80% grade taken within the last five years;
- Proof of keyboarding skills (50 wpm net) within the last year; and,
- Completion of a free Unit Clerk Information Session.

*\*Students taking a Medical Terminology course from another post-secondary institution are advised to ensure it is transferable before enrolling.*

## Leadership Development

Leadership is this decade's biggest challenge and the greatest competitive advantage an organization has. Engaging the hearts and minds of the people in organizations is how things get done. The degree to which the people are engaged in their work is due largely to leadership. We know that leaders need to be self aware as well as skilled in the art of strategically and successfully leading people and projects in today's dynamic and complex work environments. This program will give students the opportunity to explore who they are as a leader as well as what kinds of things leaders are called upon to do.

The program's modular format is designed for the adult part-time learner. It will be of interest to those new to a leadership role as well as those who are seasoned leaders/supervisors looking to formalize their learning in this area, or simply seeking individual learning opportunities.

To complete the program, students must complete a minimum of 135 hours of the required core and elective modules. Once the classroom hours have been completed, students can submit an application for the final assessment of their learning and register for the assessment module (LDCT 699V) to demonstrate their learning through completion of a case study. Once the assessment module has been successfully completed, a program certificate will be issued. *We recommend that students take Leadership for Supervisors - Overview (LDCT 500V) before progressing to other courses.*

Modules are offered in an assortment of formats, which include daytime, evening and weekend hours. A different assortment of core and elective modules are offered every semester (Fall, Winter and Spring) with all core modules being offered a minimum of once each calendar year.

**Length:** 135 hours

*Learners must complete the core and elective courses within five (5) years to be eligible for the certificate.*

**Location:** Interurban Campus

**Starting:** Varies

**Program Code(s):** LDCT

**Admission Requirement(s):**

- There are no admission requirements for this part-time program. Some individual courses have prerequisites and that information is provided in individual course descriptions in the Continuing Education calendar.

**Note:** *It is not necessary to commit to the entire program prior to registration in any of the individual courses.*



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**Program Participation Requirement(s):**

- Learners complete a Leadership Observation exercise after each module in order to reflect on their learning and to apply their learning to a real-life situation. These exercises completed for the core modules are submitted with the program application in order to complete the final assessment.

**Program Completion Requirement(s):**

- Students must complete 135 classroom hours which will include all core courses as well as a minimum of 33 hours of elective offerings. Then, in order to have their learning assessed, students will complete a self-directed case study in the area of leadership.

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**MS-Access Data Management**

Whether you plan to develop or manage database applications in-house or as a consultant, this 144-hour, part-time program will provide you with the relationship database concepts, strong software skills and key development methodology you need to be successful. You will learn to design and build a wide variety of database applications, create customized, user-friendly user interfaces and much more. Software includes Microsoft Access, Visual Basic for Applications (VBA) and Sequel Query Language (SQL).

There are nine courses, plus a completion project. The schedule varies and includes some evenings, Saturdays and weekdays.

**Length:** 144 hours  
(plus a self-directed Completion Project)  
*Must finish within two years*

**Location:** Lansdowne

**Starting:** Fall, Winter, Spring

**Program Code(s):** MSACCESS

**Admission Requirement(s):**

- There are no admission requirements for this part-time program. All courses have prerequisites. Refer to the individual course descriptions in the Continuing Education calendar.

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**MS-Office**

This 114 hour, part-time program is designed to quickly acquaint students with foundation skills in Microsoft Word, Excel, PowerPoint, Access and effective use of the Internet. The training is intensive, hands-on and instructor led. At the end of the program students will have developed a portfolio of documents that demonstrate acquired skills. A total of ten courses plus assignments and a completion project. Available part-time only.

**Length:** 114 hours.  
*Must finish within two years*

**Location:** Lansdowne and Interurban

**Starting:** Fall, Winter, Spring

**Program Code(s):** MSOFFICE

**Admission Requirement(s):**

- There are no admission requirements for this part-time program. All courses have prerequisites. Refer to the individual course descriptions in the Continuing Education calendar.

**Program Participation Requirement(s):**

- The completion project is the final course in the program. It can be started at any time, but must be completed within two months of registering.

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**Tourism**

The Certificate in Tourism program explores career options and prepares individuals for entry-level positions in the various sectors of Tourism: Accommodation, Adventure/ Recreation, Attractions, Events/ Conferences, Food & Beverage, Tourism Services, Transportation and the Travel Trade.

You may take one course or several but the Certificate requires completion of six fundamental courses and four elective courses and all students must complete a program application.

**Length:** Six months

**Location:** Interurban Campus

**Starting:** September or January

**Program Code(s):** TOURISM

**Admission Requirement(s):**

- There are no admission requirements for this program. In order to ensure student's opportunities for success, it is recommended that students are fluent in English (equivalent ELD 072); have good communication skills; have experience dealing with the public; can adapt to change and work under pressure; and have basic computer skills including word processing.

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**Travel Counselling**

This comprehensive program follows the CITC core curriculum, which is the standard set by the Canadian travel industry. The program covers airline ticketing and tariffs, world geography, tours, cruises, hotels, car rentals, rail travel, insurance, job readiness skills, computer reservations, marketing and sales. It is recommended that students have basic computer skills including word processing.

The program prepares students for entry-level positions with travel agencies, tour operators and airlines.

**Length:** Six months

**Location:** Interurban Campus

**Starting:** September or February

**Program Code(s):** TRAVEL

**Admission Requirement(s):**

- Grade 12 graduation including "C" grade minimum in English 12 or TPC 12 or assessment (or ELD 072);
- Attendance at a "Travel Counselling Introduction" (TRCT 991) workshop (not required for out-of-town students).

*Basic computer skills including word processing recommended.*

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**Web Design**

The 354-hour, part-time Web Design Certificate program prepares graduates to produce practical designs and outline specifications for the construction of websites that meet client requirements, with an equal emphasis on the technical and creative aspects. Graduates will consider quality, accessibility and usability along with the underlying technology and deliver mechanisms as part of the web design process.

The Web Design program reflects the skills profiles put forward by the Information & Communications Council of Canada. Graduates will have practical experience and will be able to apply web design skills to actual business situations. Graduates are prepared to work as part of a team in business and industrial settings or as self-employed professionals.

**Length:** 354 hours  
*Must finish within three years*

**Location:** Interurban

**Starting:** September

**Program Code(s):** WEBDN

**Admission Requirement(s):**

- It is not necessary to commit to the entire certificate program prior to registering for individual courses. Please note that in order to take the

first course in the program (BSCM 575V) a learner will need to have File Management skills obtainable through BSCM 504V plus Internet Navigation and basic web skills obtainable through BSCM 591V or an assessment. Each course has prerequisites. See course descriptions in the Continuing Education Calendar for details: [webdesign.bus.camosun.bc.ca](http://webdesign.bus.camosun.bc.ca)

**Program Participation Requirement(s):**

- A minimum of six to eight hours per week of study time is required;
- Access to an up-to-date computer with high speed Internet connection plus the current Adobe Studio 8 software suite and Adobe Photoshop is required.

**Program Completion Requirement(s):**

- Students must successfully complete BSCM 671V, 672V, 673V and 674V with a grade of either COM or DST and all courses must be completed within three years of starting the first course to obtain a Certificate in Web Design.

**Note:** *Web Design Project courses (BSCM 671V, 672V, 673V, 674V) are graded as:*

**COM** - *The student has met the goals, criteria, or competencies established for this course, practicum or field placement;*

**DST** - *The student has met and exceeded, above and beyond expectation, the goals criteria, or competencies established for this course, practicum or field placement;*

**NC** - *The student has not met the goals, criteria or competencies established for this course, practicum or field placement.*

# School of Business Faculty Listing

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## Accounting

Chair: Agatha Thalheimer  
Phone: 250-370-4137

Dixon, Gord, B.Comm, MSc, CMA  
Elworthy, Sheila, BA, MBA, CA  
Giles, Joe, BA, CMA  
Kristjanson, Tana, BRS, CA  
Norrie, Keri, BA, CA  
Sekhon, Ken, BSc, MEng, MBA  
Thalheimer, Agatha, BA, B.Comm, MPA

## Applied Business Technology

Chair: Ian Humphries  
Phone: 250-370-4163

Andmore, Josje, MA, LLB  
Berry, Stu, BA, MA  
Clarke, Karen, BA, BEd, MA  
Humphries, Ian, BBA, MBA  
Lee, Patricia, Paralegal  
McGavin, Colleen, BA, Dip. Ed., Cert. CBIS  
McLeish, Richard, BSc, Dip. Ed., MA  
Painter, Leslie, A.V.C.M, IDP, MA  
Spray, Mary Jane, BA, MA  
Webster, LeaAnne, BEd

## Continuing Education Program Coordinators

Phone: 250-370-4565

### Business

Giffon, Karen, CPP, Cert. Bus, Cert. Con. Res., AA

### Computer Training

Paterson, Elaine CPP, MA

### Leadership

Duggan, Susan, MA, CACE

### Tourism and Travel Counselling

Carr, Paula, BA, MEd, CTC, MCC

## Finance, Economics and UT Business

Chair: Bill Giglio

Phone: 250-370-4131

Chechik, Richard, BSc, MBA  
Chen, Joseph, LLB (Taiwan), BA (Honours-Econ), MA, ABD (Econ)  
Corrigan, Shari, BA, MA (Econ)  
Denchev, Yolina, BA (Econ), MBA, MA (Econ), ABD (Econ)  
Giglio, W.A., B.Comm  
Giles, Joe, BA, CMA  
Grigoryan, Narine, BS, MBA, MA  
Phipps, Laurie, BA, MA, MADL  
Sorensen, Rob, BSc, MBA

## General Business/ Management/ Marketing/ Public Administration

Chair: Barry Gaetz  
Phone: 250-370-4153

Cross, Linda, BRE  
Drews, Marilyn, B.Comm, MEd, IDP  
Gaetz, Barry, BA, LLB  
Gosse, Carole, MA, CHRP  
Jaffey, Marina, B.Comm, MEd  
Mack, Catherine, Dip. Tech, MBA  
McQueen, Robin, BSW, MBA, CHRP  
Seto, Janice, PsyD, MBA, Dip Ed, BSc  
Stephens, Karen, Dip., MA  
Yates, Joan, BA, CPR, APR

## Professional Golf Management

Program Leader: Troy Dunning  
Phone: 250-370-4168

Carr, Paula, BA, MEd, CTC, MCC  
Dunning, Troy, BA, CPGA

## Tourism

Chair: Lee Atchison  
Phone: 250-370-3623

Aitchison, Lee, Dip., TQ Cook  
Armstrong, David, Dip., TQ Cook  
Cliff, Douglas, Diplome de l'Ecole Hoteliere, CGA, MBA

# School of Health and Human Services

## Administration

email: [hhsinfo@camosun.bc.ca](mailto:hhsinfo@camosun.bc.ca)

Phone: 250-370-3180

Fax: 250-370-3478

Dean: Barbara M. Herringer, PhD

Associate Dean: Jean M. Campbell, PhD

Assistant to the Dean:

Cheryle Paquette

Practice Placement Coordinator:

Vivian Leik

Services Assistant, HHS First Nations:

Wendy McDonald

First Nations Faculty Resource:

Sandee Mitchell

Continuing Education & Contract Training  
Program Coordinator:

Catherine Blakesley, BSW, MEd

Phone: 250-370-4773

email: [cectinfo@camosun.bc.ca](mailto:cectinfo@camosun.bc.ca)

## School Statement

The School of Health and Human Services is dedicated to preparing learners to work effectively as caring professionals on health care teams and in human service agencies. We offer a broad range of certificate and diploma level programs, a Baccalaureate of Science in Nursing, and continuing education courses and programs.

Our programs are designed to ensure that learners master the theory and skills necessary for caring, safe and effective practice. A variety of clinics and agencies become the "living laboratories" where supervised practice encourages learners to develop the values and competencies required for health and human service positions.

We are assisted by community advisory committees to maintain the high standards necessary for accreditation by licensing agencies, and to promote employment of graduates. Provision is also made for graduates to transfer with advanced standing into related health and human service programs or to pursue further education at the university level.

We use principles of adult education, see ourselves as partners in the learning process, evaluate performance against well-defined learning outcomes and incorporate appropriate educational technology into all courses and programs. We promote the full personal and professional development of each learner for the mutual benefit of the individual and the society in which we live.

## Standards of Academic Progress

The faculty, staff and administration in the School of Health and Human Services are committed to developing environments which foster learner success. Within these environments, learners will make informed choices about program content, expectations, linkages to other institutions and career opportunities.

Every program within the School has specific requirements concerning attendance and performance standards. These requirements will be described in a student handbook/course outline which is available to students in the first week of the semester. The School of Health and Human Services monitors course and program admission requirements and prerequisites to ensure that entry requirements are realistic and supportive of successful student outcomes. During the program, instructors are readily available to consult with students directly regarding the educational requirements of the course and/or program. Ultimately, the student is responsible for his/her learning.

The Camosun College *Academic Progress Policy* applies to all students. For information on the *Academic Progress Policy*, please refer to [camosun.bc.ca/policies/Education-Academic/](http://camosun.bc.ca/policies/Education-Academic/).

## Program Information Sessions

The School of Health and Human Services offers free information sessions for most programs offered by the School. Phone **250-370-3912** for schedule information. For information not available on this recording, you may call **250-370-3180**. The schedule is also available on the College's website [camosun.ca](http://camosun.ca).



# H&HS Programs and Credentials

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## Post-Degree Program

### Interprofessional Mental Health and Addictions

- *Post-Degree Diploma in Interprofessional Mental Health and Addictions*

## Degree Programs

### Baccalaureate of Science in Nursing

- *Baccalaureate of Science in Nursing offered in partnership with UVic*

### Nursing Access for Practical Nurses

- *Baccalaureate of Science in Nursing*

## Diploma Programs

### Community, Family and Child Studies

- *Diploma in Community, Family and Child Studies*

### Dental Hygiene

- *Diploma in Dental Hygiene*

### Early Childhood Care and Education

- *Diploma in Early Childhood Care and Education - Infant/Toddler Specialization*
- *Diploma in Early Childhood Care and Education - Special Needs Specialization*

## Certificate Programs

### Certified Dental Assistant

- *Certificate in Certified Dental Assistant*

### Community Mental Health Worker

- *Certificate in Community Mental Health Worker*

### Community Support and Education Assistant

- *Certificate in Community Support and Education Assistant*

### Early Childhood Care and Education

- *Certificate in Early Childhood Care and Education*

### First Nations Family Support Worker

- *Certificate in First Nations Family Support Worker*

### First Nations Home Support/Resident Care Attendant

- *Certificate in Home Support & Resident Care Attendant*

### Home Support/Resident Care Attendant

- *Certificate in Home Support & Resident Care Attendant*

### Home Support/Resident Care Attendant -ESL

- *Certificate in Home Support & Resident Care Attendant*

### Practical Nursing

- *Certificate in Practical Nursing*

### Practical Nursing Access for Resident Care Attendants

- *Certificate in Practical Nursing*

## Continuing Education

### Activity Assistant

- *Certificate in Activity Assistant*

### Community Support Work Foundations

- *Certificate in Community Support Work Foundations*

### Medical Laboratory Assistant

- *Certificate in Medical Laboratory Assistant*

### Pharmacy Technician

- *Certificate in Pharmacy Technician*

# Post-Degree Diploma

## Interprofessional Mental Health and Addictions

The Post-Degree Interprofessional Mental Health and Addictions (IMHA) program prepares people with relevant baccalaureate degrees (e.g. Nursing, Social Work, Child and Youth Care) to engage in the assessment, planning, treatment and evaluation of older teens and adults experiencing acute, persistent, and/or concurrent mental health and addiction challenges. IMHA graduates will work in acute, tertiary, and community settings - most often as members or leaders of interprofessional teams.

The program presents the specialized knowledge and expertise necessary to understand and address the complex needs and concerns of the older teen and adult living with mental health, addiction, and/or concurrent diagnosis challenges. The theory and skills will be in more depth and breadth than mental health content presented in baccalaureate level programs, to prepare participants for leadership roles.

Working with a holistic client focus and from a health promotion perspective, students will engage with the individual, the family, other team members, and the community to develop a partnered Interprofessional approach focused on enhancing the client's mental health and well being. Courses will include the content needed to understand the client, the challenges faced, the many contexts of the individual's experience, and the many approaches to care. Class time will be spent with learners and teachers exploring and applying content, and critically thinking about choices made to advance evidence-based practice. Learning activities will include case studies, role play, faculty and peer feedback sessions, as well as guest speakers. The focus will be the application of advanced knowledge and skills.

This six-month equivalent program comprises face-to-face components plus web-based distributed components. The program includes 16 weeks of practicum experience, generally completed in two distinct settings to provide experience in a variety of patient populations and settings.

**Length:** Six months  
**Location:** Lansdowne Campus  
**Starting:** Winter  
**Program Code(s):** IMHA

### Admission Requirement(s):

- Submit proof of a baccalaureate degree in Nursing, Social Work, Child and Youth Care or relevant degree, with chair approval, from a recognized post secondary institution; and,
- Submit proof of a letter grade of "C" or higher in a 100-level English course.

### Program Participation Requirement(s):

- Students are required to complete a criminal record check prior to the start of practicum. Community organizations and facilities require students to complete criminal record checks before they begin practicum placements. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record that is acceptable to an agency at the time of placement may not be accepted in the practicum experience. This may result in the inability to complete the program.

### Program Completion Requirements:

- Students must complete each theory course with a minimum "B-" grade, and receive passing evaluations in the practice course to successfully complete the program. Students who successfully complete the program will receive a Post-Degree Diploma in Interprofessional Mental Health and Addictions.

### Notes:

1. *Attendance at a program information session is highly recommended.*
2. *A TB test, Hepatitis and flu vaccination are highly recommended and are available at your local health clinic or through your physician.*
3. *Documentation of current Standard First Aid including CPR Level C may be required for practicum.*
4. *Students are expected to have basic computer skills including experience with keyboarding, word processing and basic internet search and email skills.*
5. *Some work experience involving mental health and addictions would be an asset.*

Courses		Credits
IMHA 510	Cultural and Care Contexts	3.0
IMHA 511*	Therapeutic Relationships	3.0
IMHA 512*	Assessment and Planning	3.0
IMHA 513*	Interventions	3.0
IMHA 514*	Interprofessional Issues	3.0
IMHA 515	Practice	15.0
<b>Total Credits</b>		<b>30.0</b>

*\*These courses are offered entirely online with no on-campus requirements.*

# Career and Vocational Programs

## Certified Dental Assistant

The fully accredited Camosun College Certified Dental Assistant Program provides learners with opportunities to develop the knowledge, skills, and values necessary for success with the National Dental Assistant Examination Board (NDAEB) and for subsequent entry to the profession of dentistry as a Certified Dental Assistant (CDA).

CDAs are health professionals who make unique contributions to the dental team. They perform selective skills, support clients of all ages and needs throughout dental procedures, and promote effective oral health practices in private and community environments. Following graduation, CDAs may choose to pursue further experience and education in order to perform specialized skills in prosthodontic and orthodontic procedures, serve clients as dental treatment coordinators, practice the dual role of CDA-Receptionist and serve the community in public dental health settings.

In preparation for a career as a CDA, learners will acquire comprehensive knowledge related to CDA practice and will be expected to demonstrate employment qualities such as self-awareness, competence, effective communication and professional integrity. Learners have opportunities to develop effective strategies for: team work, dental career development, adapting to change within the dental profession, and continuing their education.

Successful completion of the NDAEB examination is required prior to practicing as a registered and licensed CDA in British Columbia. (The NDAEBD examination process is external to Camosun College). Once qualified, CDAs will work interdependently within their scope of practice as members of a dental health team and with the supervision and/or direction of a dentist.

**Length:** 8.5 months (34 weeks)

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):** CDA

### Admission Requirement(s):

- Grade 12 graduation or equivalent;
- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Biology 12 or BIOL 080 or BIOL 100.

### Program Participation Requirement(s):

On the first day of class students are required to:

- Submit documentation to the CDA program of a completed, current Standard First Aid certificate. It is the student's responsibility to ensure that the CPR C portion of this certificate does not expire before the completion of the program;
- Attend the orientation or risk losing their seat in the program; and,
- Submit a current criminal record check. Community organizations, private dental offices and the Camosun Dental Clinic require students to complete criminal record checks before they begin practicum placements or clinical practice within our on-site dental clinic. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record check that is acceptable to an agency and Camosun College by the end of the first week of classes may not be able to practice clinically. This may result in the inability to complete the program.

### During the CDA program students will:

- Serve as practice clients and will receive a variety of treatments related to the practice of the CDA;
- Promote the CDA program Integrated Practice 3 (Public Clinic) and recruit clientele for CDA services through the appropriate screening process. Each student must recruit a minimum of three children ages 16 and under as clients.

### Program Completion Requirement(s):

- Students must complete all CDA courses with at least 70% ("B-") in order to continue in the program and obtain a Certificate in Certified Dental Assistant.

### Notes:

1. Interested students are advised to investigate the duties of a certified dental assistant by spending at least two days of observation in a dental office, thereby gaining a working understanding of the career.
2. Students are strongly recommended to have basic computer literacy, including experience with keyboarding and basic Internet search, email skills and Windows prior to entering the program.
3. A TB test, Hepatitis and flu vaccination are highly recommended and are available at your local health clinic or through your physician.
4. Attendance at a program information session is highly recommended prior to application to this program.

5. The work environment in which the CDA student/graduate will be employed requires extensive hand washing and sitting for long periods of time. Any prospective students with serious skin disorders such as psoriasis, dermatitis or latex allergy should consider carefully before making application to this program. For the same reason, those with back, arm or neck problems or significant health challenges are advised to consult with the Chair.

6. Facial and oral body piercing are discouraged due to the potential risk of infection.

7. Late afternoon or evening classes may be scheduled.

Academic Term 1 (Fall)		Credits
CDA 110	Theory 1	3.0
CDA 120	Practice Skills 1	4.0
CDA 140	Integrated Practice 1	3.0
CDA 150	Professional Issues 1	2.0
<b>Total Credits</b>		<b>12.0</b>

Academic Term 2 (Winter)		Credits
CDA 111	Theory 2	3.0
CDA 121	Practice Skills 2	4.0
CDA 141	Integrated Practice 2	5.0
CDA 151	Professional Issues 2	2.0
<b>Total Credits</b>		<b>14.0</b>

Spring Term (Spring)		Credits
CDA 142	Integrated Practice 3	2.0
<b>Total Credits</b>		<b>2.0</b>

## Community, Family and Child Studies

Community, Family and Child Studies (CFCS) is a dynamic, professional two-year program that is based on contemporary research and grounded in principles of social justice (including freedom, equity, fairness and respectful treatment). Teachers create a co-operative learning community where all members contribute and learn from one another.

The diploma prepares students to promote, support and strengthen the well-being of individuals and families and to work as caring, ethical professionals who can adapt to meet current and emergent community needs.

As students progress through integrated courses and practica they will become familiar with a variety of community services and gain experience supporting individuals and/or families. Students will develop their own leadership style and participate in community development, planning and advocacy activities.

There are many employment opportunities for graduates of the CFCS program. Graduates may work independently and/or as a member of an interdisciplinary team, and will be accountable to individuals or community organizations. Community and team environments could include family

support services, schools and after school programs, family resource centres, life skills and recreation programs, youth services, women's services, employment training programs, community outreach, foster care and group homes.

Flexible learning opportunities include full-time and part-time studies offered through a combination of day and some evening courses.

The CFCS program offers diploma-level recognition, and transfer credit towards university degree programs, including direct transfer into third year Child and Youth Care at the University of Victoria, University of the Fraser Valley, or Malaspina University-College. Students must obtain an overall GPA of "B" or higher and complete all courses with a letter grade of "C+" or higher for this option. Check the advising centre at the university of choice for transfer details.

Certificate graduates from a Human Services program (e.g. CSEA, ECCE and FNFSW) can apply for transfer credit into Year 2 of the diploma (certificate graduates can complete the program part-time over two years and will be required to take some first year courses. See Program Leader for details).

### Length:

Full-time: Two years

Part-time: within four years

Location: Lansdowne Campus

Starting: Fall

### Program Code(s):

CFCS1 Year one

CFCS2 Year two

### Admission Requirement(s):

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment.

### Program Participation Requirement(s):

- Community organizations and facilities require students to complete criminal record checks before they begin practicum placements. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record that is acceptable to an agency at the time of placement may not be accepted in the practicum experience. This may result in the inability to complete the program.

### Notes:

1. Attendance at a program information session is highly recommended.
2. Students are expected to have basic computer skills including experience with keyboarding, word processing and basic internet search and email skills.

**Program Completion Requirement(s):**

- Students must complete all program courses with a minimum "C" grade including: ENGL 150, ENGL 160 or ENGL 164, PSYC 154, PSYC 256, HLTH 110 and two electives (which may include CFC5 212) for a total of 61 credits with an overall GPA of at least 3.0 in order to graduate with a Diploma in Community, Family and Child Studies.

Academic Term 1 (Fall)		Credits
CFC5 110	Foundations for Practice	3.0
CFC5 120	Lifespan Development 1	3.0
CFC5 140	Intro to Community Resources and Supports	3.0
CFC5 160	Family and Community 1	3.0
ENGL 150	English Composition	3.0

**Total Credits 15.0**

Academic Term 2 (Winter)		Credits
CFC5 111	Professional Practice 1	2.0
CFC5 121	Lifespan Development 2	2.0
CFC5 141	Service Learning	3.0
PSYC 154	Interpersonal Skills	3.0
ENGL 160	Introduction to Literature	3.0

<b>OR</b>		
ENGL 164	First Nations Literature	3.0
HTLH 110	Health in Today's World	3.0

**Total Credits 16.0**

Academic Term 3 (Fall)		Credits
CFC5 210	Diversity Across the Lifespan	3.0
CFC5 211	Professional Practice 2	2.0
CFC5 240	Practicum 1	4.0
CFC5 260	Family and Community 2	3.0
PSYC 256	Introduction to Counselling	3.0

**Total Credits 15.0**

Academic Term 4 (Winter)		Credits
CFC5 220	Personal Leadership	3.0
CFC5 241	Practicum 2	6.0
Two (2) electives*		6.0

**Total Credits 15.0**

**\*Required electives:**

*Recommended courses for students interested in transferring to a CYC degree: CFC5 212 (Camosun); or CYC 201 (available through Thompson Rivers University - Open Learning distance education, University College of the Fraser Valley distance education); and PSYC 205.*

*Recommended courses for students interested in transferring to a Social Work program: SOCW 211 and SOCW 212 (Camosun), or SSWP 200 and SSWP 212 (available at Thompson Rivers University - Open Learning); or SOCW 200A and SOCW 200B (University of Victoria). Check with the institution for course availability.*

*Students may choose different electives, in consultation with program faculty.*

## Community Mental Health Worker

The Community Mental Health Worker program will define entry-level competencies for employment in the field of community mental health. It is based on the principles of psychosocial rehabilitation. The graduates will work as members of a community health team in a variety of mental health service sites. The program includes class, lab and practicum experience.

The program is offered as a full-time on-campus program, and a part-time hybrid (face-to-face and online program). Students will be required to participate in a practicum that includes day and evening shifts. If necessary, classes and/or practicum may include weekends.

**Length:**

Full-time: 20 weeks

Part-time: 35 weeks

**Location:** Lansdowne Campus

**Starting:**

Full-time: Spring

Part-time: Fall

**Program Code(s):**

CMHW

CMHWPT

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or assessment.

**Program Participation Requirement(s):**

- Community organizations and facilities require students to complete criminal record checks before they begin practicum placements. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record that is acceptable to an agency at the time of placement may not be accepted in the practicum experience. This may result in the inability to complete the program;
- A TB test is compulsory. TB testing must be done within three months of program start and students must provide documentation of this prior to the start of the practicum.

**Notes:**

- Students are highly recommended to complete the program participation requirements before the program commences. Students must have all requirements met before they can attend a practicum.

- Hepatitis and flu vaccination are highly recommended and are available at your local health clinic or through your physician.

**Program Completion Requirement(s):**

- Students must achieve a GPA of at least 2.0 and complete all program courses in order to qualify for the Certificate in Community Mental Health Worker.

Academic Term 1		Credits
CMHW 110	Community Mental Health 1	2.0
CMHW 111	Community Mental Health 2	3.0
CMHW 115	Communications	3.0
CMHW 120	Support Strategies	3.0
CMHW 125	Professional Issues	2.0
CMHW 130	Health Care Basics	3.0
CMHW 135	Substance Use & Mental Health	2.0
CMHW 140	Practicum	5.0

**Total Credits 23.0**

## Community Support and Education Assistant

The Community Support and Education Assistant Program prepares graduates to function ethically and professionally in home, school, work, and community settings, with people who have acquired and developmental disabilities.

Graduates have the knowledge, skills and values necessary to provide and advocate for individualized supports and are prepared to work in entry-level positions with children, youth and adults, their families, support networks, and community organizations.

Upon successful completion of the program, graduates receive credit toward the Community, Family and Child Studies Diploma, and block credit transfer to University of Victoria, University College of the Fraser Valley and Malaspina University Child and Youth Care Degree programs.

**Length:** 10 months full-time

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):** CSEA

**Admission Requirement(s):**

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;
- Submit proof of 40 hours of directly related work, volunteer or life experience within the last five years.

**Program Participation Requirement(s):**

- Satisfactory criminal record check required for CSEA111 (Practicum 1) and CSEA 112 (Practicum 2).



### Program Completion Requirement(s):

- Students must complete all program courses with a letter grade of “C” or higher in order to qualify for the Certificate in Community Support and Education Assistant.

#### Academic Term 1 (Fall) Credits

CSEA 110	Community Living Foundations	3.0
CSEA 120	Health & Wellness	4.0
CSEA 140	Development & Diversity	3.0
ENGL 150	English Composition	3.0
PSYC 154*	Interpersonal Skills	3.0

**Total Credits 16.0**

#### Academic Term 2 (Winter) Credits

CSEA 111	Practicum 1	6.0
CSEA 150	Teaching & Learning Supports	4.0
CSEA 160	Citizenship & Quality of Life	3.0
CSEA 170	Working in Organizations	2.0
CSEA 180	Professional Practice	2.0

**Total Credits 17.0**

#### Practicum (6 weeks) Credits

CSEA 112	Practicum 2	4.0
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**Total Credits 6.0**

## Dental Hygiene

This program prepares individuals to practice dental hygiene in both clinical practice and community-based settings. Graduates will have the knowledge, skills and attitudes necessary to provide preventive, educational and therapeutic dental hygiene services to individuals and groups according to Regulations of the College of Dental Hygienists of British Columbia.

Graduates of the program must write the National Dental Hygiene Certification Examination to be eligible for licensure as a Registered Dental Hygienist with the College of Dental Hygienists of British Columbia.

Graduates are eligible to apply to the University of British Columbia to complete the 4th (final) year of the Bachelor of Dental Science (Dental Hygiene) program.

**Length:** Two years

**Location:** Lansdowne Campus

**Starting:** Fall

#### Program Code(s):

DHYG1 First Year

DHYG2 Second Year

#### Admission Requirement(s):

- Completion of first-year university-transfer courses with proof of a letter grade of “C+” or higher in each of:
  - Human Anatomy and Physiology (two semesters with regular labs\*);
  - Chemistry (two semesters with weekly labs);
  - Elementary Statistics for Social Sciences\*\* (one semester);

- English (two semesters, writing courses preferred);
- Psychology (two semesters); and,
- One (1) elective (one semester).

\*Camosun’s Biology 150 & BIOL 151 would satisfy this requirement. Applicants are cautioned that equivalents at other institutions must be two semesters of Human Anatomy and Physiology with regular labs.

\*\*Camosun’s MATH 116 would satisfy the requirement for Elementary Statistics.

#### Program Participation Requirement(s):

On the first day of class students are required to:

- Submit a completed, current, Standard First Aid certificate. It is the student’s responsibility to ensure that the CPR C portion of this certificate does not expire before the completion of the program;
- Submit a current criminal record check. Community organizations, private dental offices and Camosun College Dental Clinic require students to complete criminal record checks before they begin practicum placements or practice clinically in our on-site dental clinic. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record that is acceptable to an agency and Camosun College by the end of the first week of classes may not be able to practice clinically. This may result in the inability to complete the program;
- Attend the orientation or risk losing their seat in the program; and,
- During the program students will be assigned to practice sessions where they will receive a variety of dental hygiene treatments and procedures, including local anaesthesia.

#### Program Completion Requirement(s):

- Students must achieve at least 70% (“B-”) in each course to proceed within the program and to obtain a Diploma in Dental Hygiene.

#### Notes:

- BIOL 160 Microbiology for Dental Hygiene and BIOL 260 General Pathophysiology may be taken prior to beginning the program if seats are available.
- A TB test, Hepatitis and flu vaccination are highly recommended and are available at your local health clinic or through your physician.
- The work environment in which the Dental Hygiene student/graduate will be employed requires extensive hand washing and sitting for long periods of

time. Any prospective students with serious skin disorders such as psoriasis, eczema and dermatitis or latex allergy should consider carefully before making application to this program. For the same reasons, those with back, arm or neck problems or significant health challenges are advised to consult with the Chair prior to accepting a seat in the program.

- Interested applicants who have not worked in a dental office are advised to investigate the dental hygienist’s role by spending at least two days observing a dental hygienist practicing, thereby gaining a working understanding of the career.

## First Year

#### Academic Term 1 (Fall) Credits

BIOL 160	Microbiology for Dental Hygiene	2.0
DHYG 110	Head & Neck Anatomy	3.0
DHYG 120	Dental Anatomy	1.0
DHYG 150	Principles and Issues 1	3.0
DHYG 160	Clinical Theory & Practice 1	7.0

**Total Credits 16.0**

#### Academic Term 2 (Winter) Credits

BIOL 260	General Pathophysiology	3.0
DHYG 121	Oral Embryology & Histology	1.5
DHYG 130	Radiology 1	1.5
DHYG 140	General Dentistry Introduction	1.5
DHYG 151	Principles and Issues 2	3.0
DHYG 161	Clinical Theory & Practice 2	7.0

**Total Credits 17.5**

#### Academic Term 3 (Spring) Credits

DHYG 125	Periodontology 1	1.5
DHYG 126	Oral Pathology 1	1.0
DHYG 128	Nutrition 1	1.0
DHYG 162	Clinical Theory & Practice 3	4.0
DHYG 190	Community Dental Health 1	1.0

**Total Credits 8.5**

## Second Year

#### Academic Term 4 (Fall) Credits

DHYG 210	Pharmacology 1	1.5
DHYG 223	Periodontology 2	2.0
DHYG 226	Oral Pathology 2	1.0
DHYG 228	Nutrition 2	1.0
DHYG 230	Radiology 2	1.5
DHYG 250	Principles and Issues 3	1.0
DHYG 260	Clinical Theory & Practice 4	8.0
DHYG 290	Community Dental Health 2	1.0

**Total Credits 17.0**

#### Academic Term 5 (Winter) Credits

DHYG 211	Pharmacology 2	2.0
DHYG 224	Periodontology 3	2.0
DHYG 227	Oral Pathology 3	2.0
DHYG 251	Principles and Issues 4	1.0
DHYG 261	Clinical Theory & Practice 5	8.0
DHYG 291	Community Dental Health 3	1.5

**Total Credits 16.5**

#### Practicum (Spring) Credits

DHYG 262	Clinical Theory & Practice 6	4.0
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**Total Credits 4.0**

## Early Childhood Care and Education

The Early Childhood Care and Education program is designed to provide opportunities for developing the knowledge, skills and attitudes necessary to work with young children of varying abilities from birth to school entry.

In the ECCE program students progress through an interrelated series of courses and practice designed to integrate theoretical learning with practical experience. The program incorporates the knowledge and competencies historically foundational to the field, as well as those identified by contemporary research.

There are many employment opportunities for graduates of the Early Childhood program. Graduates are employed in licensed preschools and child day care centres, family child care homes, recreation centres, drop-in parent/child programs, out of school care programs and other child minding services. Graduates who take further education may find careers as licensing officers or consultants. There is an ever increasing demand for well qualified early childhood educators. As public awareness of the importance of the early years grows, early childhood educators are beginning to receive the professional recognition and appropriate remuneration for the role they play in the care and education of young children.

Early Childhood Care and Education Certificate (ECCE) graduates may choose to complete an Early Childhood Care and Education Diploma with either an Infant/Toddler or Special Needs Specialization.

Students should be advised that graduation from an approved post-secondary Early Childhood Education program does not automatically ensure registration as an Early Childhood Educator. For more details, call the Registry office toll-free at **1-888-338-6622** (in Victoria **356-6501**) or check the government website at [mcf.gov.bc.ca/childcare](http://mcf.gov.bc.ca/childcare).

Completion of the Certificate also provides transfer credit towards the Community, Family and Child Studies Diploma. Check with Academic Advising for details.

Completion of the Certificate and/or the Diploma also provides transfer credit to some degree programs (e.g. School of Child and Youth Care) at other BC institutions (e.g. University of Victoria, Malaspina University-College). Check the advising centre of the university of your choice for details.

### Length:

Certificate: 10 months

Diploma: 18 months

**Location:** Lansdowne Campus

**Starting:** Fall

### Program Code(s):

ECCE1 First Year (Certificate)

ECCE2 Second Year (Diploma)

### Admission Requirement(s):

#### Certificate

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment; and,
- Submit proof of completion of 40 hours experience as an employee or volunteer in a *licensed* preschool or group day care centre, *licensed* home-based family day care or child minding program within the past five years.

#### Diploma

- Submit proof of ECCE 142 or equivalent.

### Program Participation Requirement(s):

Before the *first day* of class students are required to:

- Submit documented completion of current Standard First Aid Certificate or St. John Ambulance Emergency Childcare or an equivalent course accepted by the Child Care Facilities Licensing Board on or before the first day of class; and,
- Submit a **criminal record check** and a **physician's letter** which are required by law to participate in practicum. Students should attend an information session before applying for a criminal record check. Phone **250-370-3912** regarding information sessions or check the Health & Human Services website. Criminal record checks for early childhood students, Schedule F, are found on the website: [pssg.gov.bc.ca/criminal-records-review.index](http://pssg.gov.bc.ca/criminal-records-review.index).

### Program Completion Requirement(s):

- Students must complete all 100-level ECCE and PSYC courses and receive a "C+" in each course to proceed through the program and to graduate with a Certificate in Early Childhood Care and Education.
- Students must complete all 200-level courses, ENGL 150, ENGL 160 or ENGL 164, and receive a "C+" in each course to proceed through the program and to graduate with a Diploma in Early Childhood Care and Education, with either an Infant/Toddler or Special Needs Specialty.

### Notes:

1. *Students who need specific courses for licensing only, must contact the ECCE Program Leader to discuss their educational needs.*
2. *Students are strongly encouraged to complete ENGL 150, ENGL 160 or ENGL 164, and PSYC 154 prior to starting the program.*

## Certificate

Academic Term 1 (Fall)		Credits
ECCE 100	Child Development 1	3.0
ECCE 110	Principles of Practice 1	3.0
ECCE 120	Curriculum 1	5.0
ECCE 140	Practicum 1	3.0
ECCE 150	Health, Safety & Nutrition 1	2.0
PSYC 154	Interpersonal Skills	3.0
<b>Total Credits</b>		<b>19.0</b>

Academic Term 2 (Winter)		Credits
ECCE 102	Child Development 2	3.0
ECCE 111	Principles of Practice 2	3.0
ECCE 121	Curriculum 2	5.0
ECCE 141	Practicum 2	3.0
ECCE 151	Self, Family & Community	3.0
<b>Total Credits</b>		<b>17.0</b>

Work Term 1 (Spring) (7-weeks)		Credits
ECCE 142	Practicum 3	5.0
<b>Total Credits</b>		<b>5.0</b>

## Diploma

### Academic Term 1 (Fall)

*Same as Academic Term 1 in Certificate option.*

### Academic Term 2 (Winter)

*Same as Academic Term 2 in Certificate option.*

### Work Term 1 (Spring) (7-weeks)

*Same as Work Term 1 in Certificate option.*

Academic Term 3 (Fall)		Credits
CFCS 220	Personal Leadership	3.0
CFCS 260	Family and Community	3.0
ECCE 220	Health, Safety, and Nutrition 2	3.0
ENGL 150	English Composition	3.0
PSYC 255	Advanced Communication	3.0
<b>OR</b>		
PSYC 256	Introduction to Counselling	3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 4 (Winter)		Credits
CFCS 211	Professional Practice 2	2.0
ECCE 240*	Inclusive Child Care	4.0
<b>OR</b>		
ECCE 250*	Infant/Toddler Theory	4.0
ECCE 260	Practicum	6.0
ENGL 160	English Literature	3.0
<b>OR</b>		
ENGL 164	First Nations Literature	3.0
<b>Total Credits</b>		<b>15.0</b>

*\*Offered in alternating years, defining specialties in either Special Needs or Infant/Toddler.*

## First Nations Family Support Worker

*This program is restricted to people of First Nations Ancestry.*

The First Nations Family Support Worker program is designed to provide students of First Nations ancestry with opportunities to develop knowledge, skills and values necessary to work with families and individuals in First Nations Communities. Camosun College considers any student who is a descendant of the indigenous peoples of what is now called North America to be a First Nations student. This includes status and non-status Indians, Métis, Inuit and Native Americans living in Canada. The program provides opportunities for the student to reflect, develop self-awareness and pride.

First Nations Family Support Workers support the development of healthy First Nations families and communities, as well as promote awareness of First Nations history and culture. Graduates are prepared to function interdependently as members of a community support team. The team could include family members, elders, friends and professionals. Graduates work under the direction and supervision of experienced professionals and paraprofessionals in health, education and human services.

Upon completion of the ten-month program, graduates qualify for a certificate in First Nations Family Support Worker and are eligible for employment as beginning practitioners in a variety of community settings.

Completion of the certificate provides transfer credit towards second year of the Community, Family and Child Studies Diploma. Check with Academic Advising for details. Completion of the Certificate also provides transfer credit to some degree programs (e.g. Child and Youth Care and Social Work) at other BC institutions such as the University of Victoria and Malaspina University-College. Check the advising centre of the university of your choice for details.

**Length:** 10 months full-time (some part-time spaces available)

**Location:** Lansdowne Campus and one of our community partnership sites.

**Starting:** Fall

**Program Code(s):** FNSW

**Admission Requirement(s):**

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment.

### Program Participation Requirement(s):

- Students will be required to obtain their Standard First Aid including CPR Level C by January 1st. Students will not be able to proceed to practicum without proof of successful completion.
- Community organizations and facilities require students to complete criminal record checks before they begin practicum placements. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record that is acceptable to the agency at the time of placement may not be accepted in the practicum experience. This may result in the inability to complete the program.
- A TB test is compulsory. TB testing must be done within three months of program start and students must provide the Department with documentation of this prior to the start of the first practicum. Hepatitis B and the flu vaccine are highly recommended and are available at your local health clinic or through your physician.

### Program Completion Requirement(s):

- Students must obtain a "C" grade minimum in all program courses to obtain a Certificate in First Nations Family Support Worker.

### Notes:

- Attendance at a program information session is highly recommended.*
- For students interested in working in the school system, it is recommended having Math 11 or Applications of Math 12 before entering the program.*
- Upon entry in the program, students are advised to have basic computer literacy including experience with keyboarding and basic Internet search and email skills.*

Academic Term 1 (Fall)		Credits
FNS 100	First Nations Studies 1	3.0
FSW 110	Theory 1	3.0
FSW 140	Practice 1	3.0
HHS 100	Framework for Practice	1.5
HHS 102	Professional Issues 1	1.0
PSYC 154	Interpersonal Skills	3.0
<b>Total Credits</b>		<b>14.5</b>

Academic Term 2 (Winter)		Credits
ENGL 150	English Composition	3.0
FNS 101	First Nations Studies 2	3.0
FSW 111	Theory 2	3.0
FSW 141	Practice 2	6.0
HHS 103	Professional Issues 2	1.0
PSYC 256	Introduction to Counselling	3.0
<b>Total Credits</b>		<b>19.0</b>

Practicum (Spring) (7 weeks)		Credits
FSW 142	Practice 3	6.0
<b>Total Credits</b>		<b>6.0</b>

**Note:** *Students are strongly encouraged to complete PSYC 154 and ENGL 150 prior to starting the program.*

## First Nations Home Support/Resident Care Attendant

The First Nations Home Support/Resident Care Attendant (FN HSRC) is a 35 week program for First Nations learners with a focus on First Nations community and culture. Students will be provided with an opportunity to develop the knowledge, skills and values necessary to function as a frontline care provider in a continuing care facility, home support/community agency, or their own community. The graduate is prepared to provide care to older adults experiencing diverse, often complex, but relatively stable health and illness needs.

Graduates are prepared to function collaboratively as member of the interdisciplinary healthcare team. They work under the direction and supervision of an appropriate health professional.

Upon completion of the program, graduates are qualified to work in any level of continuing care, including: adult daycare, personal care, assisted living, complex care, group homes, special care units and home support.

It is recommended that students volunteer in a long-term care facility prior to beginning the program. This will assist students in understanding the role of the HSRC and help in determining whether this is an appropriate career choice.

Classes run Monday to Friday 9:30 am to 3 pm. Students will be required to participate in clinical placements that include day and evening shifts and may include weekends.

**Length:** Eight months (35 weeks)

**Location:** Lansdowne Campus

**Starting:** October

**Program Code(s):** HSRC

**Specialization Code(s):** FN

**Admission Requirement(s):**

- Submit proof of satisfactory completion of an English competency\* test for this program administered by the Assessment Centre (phone 250-370-3597 for schedule information);

*\*Students may be exempted from the competency test provided they submit proof of a "C" grade minimum in English 10 or ENGL 033. Transcripts must be submitted to Information & Registration.*



**Program Participation Requirement(s):**

- Students will be required to attend an orientation on the first day of class;
- A TB test is compulsory. TB testing must be done within three months of program start and students must provide documentation of this prior to the start of the first clinical placement. Hepatitis B and the flu vaccine are highly recommended and are available at your local health clinic or through your physician;
- Current Foodsafe certificate will be provided within the program. Students will be responsible for the cost of this certification;
- Standard First Aid and CPR Level B will be provided within the program. Students will be responsible for the cost of this certification; and,
- Community organizations and facilities require students to complete criminal record checks before they begin practicum placements. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record that is acceptable to an agency at the time of placement may not be accepted in the practicum experience. This may result in the inability to complete the program.

**Program Completion Requirement(s):**

- Students must achieve a minimum of 70% ("B-") in all HSRC courses, and successfully complete the clinical placement, plus successfully complete ENGL 059, FNS 114, FNS 116 and LRNS 103 in order to graduate with a Certificate in First Nations Home Support/Resident Care Attendant.

**Notes:**

1. *The work environment in which the Home Support/Resident Care Attendant student/graduate will be employed requires demanding lifting and moving techniques and extensive hand washing. Any prospective students with back, neck, or arm injury or serious skin disorders such as psoriasis, eczema, dermatitis or latex allergy should consider carefully before making application to this program. For the same reasons, students with significant health challenges are advised to consult with the Chair.*
2. *Attendance at a program information session scheduled by Camosun College is highly recommended. Issues which may interfere with progress in the program will be addressed at this time.*

3. *Prior to entry in the program, students are advised to have basic computer literacy including experience with keyboarding and basic Internet search and email skills.*

Courses		Credits
ENGL 059	Intermediate English/Careers	0.0
LNRS 103	Learning Skills	1.0
FNS 114	First Nations Studies Health 1	1.5
FNS 116	First Nations Studies Health 2	2.0
HSRC 151	Health and Healing	5.0
HSRC 155	Work Role	1.0
HSRC 161	Personal Care Skills	2.0
HSRC 162	Advanced Personal Care Skills	2.0
HSRC 164	Community Experience	1.5
HSRC 165	Clinical Placement 1	1.5
HSRC 166	Clinical Placement 2	5.0
HSRC 170	Interpersonal Communications	1.0
HSRC 175	Mental Health Issues: Aging	2.0
HSRC 180	Lifestyle and Choices	1.0
<b>Total Credits</b>		<b>26.5</b>

## Home Support/ Resident Care Attendant

The Home Support/Resident Care Attendant (HSRC) program prepares students to function as frontline care providers in a long term care facility as well as a variety of community settings. Under the direction and supervision of a health professional, graduates provide care aimed at promoting and maintaining the physical, psychological and social well-being of clients across the lifespan with a focus on the elderly.

Graduates work collaboratively as members of the health care team.

There is a wide range of employment opportunities for program graduates. Home Support and Resident Care Attendants are employed in many levels of continuing care including adult day care, group homes, personal care, intermediate care, extended care and in home support agencies.

It is recommended that students volunteer in a long-term care facility prior to beginning the program. This will assist the student in understanding the role of the HS/RCA and help in determining whether this is an appropriate career choice.

Opportunities for prior learning assessment of knowledge, values and skills gained through life and work experiences will be offered to learners who wish to acquire credit in selected courses in the HSRC program (resources permitting).

Students will be required to participate in clinical placements that include day and evening shifts and may include weekends. Students in the part-time option will have classes run one evening (Wednesday) and one full weekend day (Saturday) per week. Full-time students will attend classes Monday to Friday which may go as late as 10 pm.

**Length:**

Full-time: 5.5 months (23 weeks)

Part-time: 12 months

**Location:** Lansdowne Campus

**Starting:**

Full-Time: Fall (September)  
Winter (January)  
Spring (May)

Part-Time: Spring (May)

**Program Code(s):** HSRC

**Admission Requirement(s):**

- Submit proof of satisfactory completion of an English competency\* test for this program administered by the Assessment Centre (phone 250-370-3597 for schedule information);

*\*Students may be exempted from the competency test provided they submit proof of a "C" grade minimum in academic English 12 or TPC 12 or ENGL 059 or ENGL 050 or a University-level English course. Transcripts must be submitted to Information & Registration.*

**Program Participation Requirement(s):**

- Students will be required to attend an orientation on the first day of class;
- A TB test is compulsory. TB testing must be done within three months of program start and students must provide documentation of this prior to the start of the first practicum. Hepatitis B and the flu vaccine are highly recommended and are available at your local health clinic or through your physician; and,
- Community organizations and facilities require students to complete criminal records checks before they begin practicum placements. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record that is acceptable to an agency at the time of placement may not be accepted in the practicum experience. This may result in the inability to complete the program.

**Program Completion Requirement(s):**

- Students must achieve a minimum of 70% ("B-") in all academic courses and successfully complete the clinical placements to graduate with a Certificate in Home Support/Resident Care Attendant.



**Notes:**

1. *The work environment in which the Home Support/Resident Care Attendant student/graduate will be employed requires demanding lifting and moving techniques and extensive hand washing. Any prospective students with back, neck, or arm injury or serious skin disorders such as psoriasis, eczema, dermatitis or latex allergy should consider carefully before making application to this program. For the same reasons, students with significant health challenges are advised to consult with the Chair.*
2. *Attendance at a program information session scheduled by Camosun College is highly recommended. Issues which may interfere with progress in the program will be addressed at this time.*
3. *Upon entry in the program, students are advised to have basic computer literacy including experience with keyboarding and basic Internet search and email skills.*
4. *Food Safe and Standard First Aid with CPR Level B will be provided within the program. Students will be responsible for the cost of these certifications.*

Courses		Credits
HSRC 151	Health and Healing	5.0
HSRC 155	Work Role	1.0
HSRC 161	Personal Care Skills	2.0
HSRC 162	Advanced Personal Care Skills	2.0
HSRC 164	Community Experience	1.5
HSRC 165	Clinical Placement 1	1.5
HSRC 166	Clinical Placement 2	5.0
HSRC 170	Interpersonal Communications	1.0
HSRC 175	Mental Health Issues: Aging	2.0
HSRC 180	Lifestyle and Choices	1.0
<b>Total Credits</b>		<b>22.0</b>

## Home Support/ Resident Care Attendant - ESL

This program prepares ESL students to function as frontline care providers in long-term care facilities as well as a variety of community settings. Under the direction and supervision of a health professional, graduates provide care aimed at promoting and maintaining the physical, psychological and social well-being of residents/clients across the lifespan with a focus on the elderly.

Graduates work collaboratively as members of the health care team in all levels of continuing care including adult day care, group homes, personal care, intermediate care and extended care and in home support agencies.

Students will complete a Foodsafe and Standard First Aid with CPR Level B course, study the HSRC program content with instructors from the School of Health and Human Services, study ESL language skills with an ESL instructor and have class, lab and clinical placement experience throughout the program.

It is recommended that students volunteer in a long term care facility prior to beginning the program. This will assist the student in understanding the role of HS/RCA and help in determining whether this is an appropriate career choice.

This program is taught by faculty from the ELD Department and the Continuing Care Department.

Classes run Monday to Friday and may go as late as 10 pm Students will be required to participate in practicums that include day and evening shifts. If necessary, classes and/or practicums may include weekends.

**Length:** 8.5 months

**Location:** Lansdowne Campus

**Starting:** October

**Program Code(s):** HSRC

**Specialization Code(s):** ESL

**Admission Requirement(s):**

- Completion of ELD 036 or completion of a language assessment administered by the Assessment Centre (phone 250-370-3597 for schedule information); and,
- Attend an interview with the HSRC ESL instructor to confirm program expectations, and assess oral communication skills.

**Program Participation Requirement(s):**

- Documented proof of a clear, current Criminal Record Check. Community organizations and facilities require students to complete criminal records checks before they begin practicum placements. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record that is acceptable to an agency at the time of placement may not be accepted in the practicum experience. This may result in the inability to complete the program; and,
- A TB test is compulsory. TB testing must be done within three (3) months of program start and students must provide documentation of this prior to the start of the first practicum. Hepatitis B and the flu vaccine are highly recommended and are available at your local health clinic or through your physician.

**Program Completion Requirement(s):**

- Students must achieve a minimum of 70% ("B-") in all academic courses and successfully complete the clinical placements in order to graduate with a Certificate in Home Support/Resident Care Attendant.

**Notes:**

1. *The work environment in which the Home Support/Resident Care Attendant student/graduate will be employed requires demanding lifting and moving techniques and extensive hand washing. Any prospective students with back, neck, or arm injury or serious skin disorders such as psoriasis, eczema, dermatitis or latex allergy should consider carefully before making application to this program. For the same reasons, students with significant health challenges are advised to consult with the Chair.*
2. *Upon entry in the program, students are advised to have basic computer literacy including experience with keyboarding and basic Internet search and email skills.*
3. *Attendance at a program information session scheduled by Camosun College is highly recommended. Issues which may interfere with progress in the program will be addressed at this time.*

Courses		Credits
ELD 056	ELD for Resident Care	0.0
HSRC 151	Health and Healing	5.0
HSRC 155	Work Role	1.0
HSRC 161	Personal Care Skills	2.0
HSRC 162	Advanced Personal Care Skills	2.0
HSRC 164	Community Experience	1.5
HSRC 165	Clinical Placement 1	1.5
HSRC 166	Clinical Placement 2	5.0
HSRC 170	Interpersonal Communications	1.0
HSRC 175	Mental Health Issues: Aging	2.0
HSRC 180	Lifestyle and Choices	1.0
<b>Total Credits</b>		<b>22.0</b>

## Baccalaureate of Science in Nursing

*Between 2007 and 2011 the CAEN program will be undergoing revisions which affect course names, numbers, organization and content. Changes will be made year by year, and will not affect students currently in the program. However Camosun College calendars from 2007 onwards will reflect the revised curriculum. Students enrolled prior to September 2007 should consult the 2006-2007 calendar or Student Advising regarding course information.*

*Students who first enrolled prior to September 2007 who wish to reenter the revised program should consult the Nursing Department and Student Advising. Meeting the learning needs of these students will be addressed on a case by case basis.*

The Camosun College Baccalaureate of Science in Nursing program is a partner in the Collaboration for Academic Education in Nursing (CAEN) and offers a four-year Baccalaureate Nursing program with the University of Victoria and six other BC colleges and university colleges as well as Aurora College (Yellowknife).

The CAEN program, after four years, prepares graduates to write the Canadian Registered Nurse Examination and for subsequent licensure as Registered Nurses with the College of Registered Nurses of British Columbia (CRNBC). At the completion of their education, graduates will be prepared to meet the professional practice requirements, at the entry level, as identified by the College of Registered Nurses in BC (CRNBC) for nursing education programs in British Columbia. Students will also meet the Canadian Registered Nurse Examination (CRNE) competencies.

Students entering the program at Camosun College continue directly (after 2 years, 4 months), to the University of Victoria for completion of a Baccalaureate of Science in Nursing, or may transfer to another partner site if space allows. Through engagement in teaching and learning, critical thinking, and critical reflection, the CAEN program provides baccalaureate academic education for nurses.

Registered Nurses are able to seek employment in a variety of work settings: acute care hospitals, long-term care facilities, clinics and community health agencies. Following additional experience and/or education, RNs may qualify to work in specialized areas.

The purpose of the program is to educate nurses to contribute to the enhancement of health for all Canadians and others in the global community. The program fosters critically reflective, independent, and motivated learners and practitioners with an inquiry approach to lifelong learning in their practice. Within this program, learners are prepared to work with individuals, families, groups, and communities in a variety of settings. The program assists students to develop knowledge, competencies and understanding of their own and others' (individuals, groups, communities, populations) diverse experiences of health and healing. By being cognizant of nurses' professional roles and the evolving health care system, students learn to work as partners with clients and other health care providers. Through their understanding of and participation in the evolving health care system, graduates will be active participants and leaders in influencing and contributing to the promotion of health.

The Nursing program provides graduate nurses with the theory and skills needed to meet the changing health care needs of our society. Emphasis will be placed upon health assessment of individuals, families,

communities and populations across the lifespan, and situated in practical experiences as the foundation of nursing theory. Students will be directly involved with clients in local hospitals and community agencies. This will include some evening and weekend hours.

The Camosun College Nursing department is committed to open, transparent processes of evaluation. This means that students are encouraged to be proactive in approaching their instructors about past progress and challenges as each new course starts. Faculty work as a team to maximize learning opportunities and enhance the quality of instruction. Evaluative feedback about current and past student progress is shared by course instructors with other faculty in the Nursing department as needed in order to promote student success.

Students who enrol in this program will receive a detailed Nursing Department Handbook which provides further information regarding the guidelines and procedures affecting the program.

Assessment of English writing and comprehension, and mathematics skills, are recommended and available to students prior to beginning the program. Guidance and learning skills or upgrading classes are available to students who feel they could benefit from additional skills in these areas.

**Length:** Four years

**Location:** Lansdowne Campus (for two years, four months) transferring to the University of Victoria School of Nursing for remainder of the program.

**Starting:** Fall

**Program Code(s):**

BSN1 First Year

BSN2 Second Year

BSN3 Third Year

**Admission Requirement(s):**

- Grade 12 graduation or equivalent;
- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of "C" or higher in Math 11 or MATH 072 and MATH 073 or assessment;
- Submit proof of a letter grade of "C+" or higher in Chemistry 11;
- Submit proof of a letter grade of "C+" or higher in Biology 12 or BIOL 080 or BIOL 100;

**AND**

- Attendance at a Nursing program information session. Call 250-370-3912 or refer to [camosun.ca](http://camosun.ca) for schedules.

**Program Participation Requirement(s):**

- A TB test is compulsory. TB testing must be done within three months of program start and students must provide the Department with documentation of this prior to the start of the first clinical practicum. Hepatitis B and the flu vaccine are highly recommended and are available at your local health clinic or through your physician. It is strongly recommended that students maintain complete and current immunization throughout the program;
- Students are required to have yearly respirator mask 'fit-testing' done. Fitting will be completed in the program and students will be responsible for completing this process and for any associated costs;
- Students are required to have documented completion of current Standard First Aid including CPR Level C for progression into Academic Term 2. CPR Level C must be maintained throughout the Nursing program;
- Students will be expected to maintain student membership in the CRNBC which includes a mandatory criminal record check;
- Upon entry in the program, students are required to have basic computer literacy including experience with keyboarding and basic Internet search and email skills; and,
- Patient safety requires competency with basic mathematics (e.g. giving medications) and spoken English (e.g. giving/receiving patient reports). Math and communication skills are evaluated throughout the program.

**Program Completion Requirement(s):**

- Students must complete each course in the program with a "C" grade minimum, and obtain a cumulative GPA of 3.0 ("C+") to transfer to the University of Victoria. UVIC includes repeated and failed courses in the GPA calculation for all required CAEN courses, including the required English and elective courses.
- The baccalaureate degree must be completed within seven years of commencement of the program.

**Notes:**

1. *Students who are waiting to enter the Nursing program may wish to take ENGL 150 as well as two required non-nursing electives. In the planning for elective selection at Camosun College, Academic Advisors can assist with the course selection process. (BIOL 100, BIOL 150, BIOL 151, CRIM 170, HLTH 110 and PSYC 154 are not accepted as electives.) Students considering transfer to a collaborative BC College or University*

should consider an additional English elective which may be necessary in order to meet graduating requirements of that institution. (Consult that institution's calendar for program requirements.)

- The work environment in which the Nursing student/graduate will be employed requires demanding lifting and moving techniques and extensive hand washing. Any prospective students with back, neck, or arm injury or serious skin disorders such as psoriasis, eczema, dermatitis or latex allergy should consider carefully before making application to this program. For the same reasons, students with significant health challenges are advised to consult with the Nursing department.

## First Year

Academic Term 1 (Fall)	Credits
BIOL 152 Anatomy & Physiology 1	4.0
ENGL 150 English Composition	3.0
NURS 110 Professional Practice 1	3.0
NURS 130 Health and Healing 1	4.0
NURS 160 Relational Practice 1	3.0
NURS 180 Nursing Practice 1	3.0
<b>Total Credits</b>	<b>20.0</b>

Academic Term 2 (Winter)	Credits
BIOL 153 Anatomy & Physiology 2	4.0
NURS 111 Professional Practice 2	3.0
NURS 131 Health and Healing 2	4.0
NURS 181 Nursing Practice 2	6.0
One (1) elective	3.0
<b>Total Credits</b>	<b>20.0</b>

Practicum (Spring) (6 weeks)	Credits
NURS 170 Consolidated Practice Experience 1	5.0
<b>Total Credits</b>	<b>5.0</b>

## Second Year

Academic Term 3 (Fall)	Credits
BIOL 252 Pathophysiology for Nursing 1	3.0
NURS 230* Health and Healing 3	6.0
NURS 260* Relational Practice 2	3.0
NURS 280* Nursing Practice 3	9.0
<b>Total Credits</b>	<b>21.0</b>

Academic Term 4 (Winter)	Credits
BIOL 253 Pathophysiology for Nursing 2	3.0
NURS 231* Health and Healing 4	6.0
NURS 281* Nursing Practice 4	9.0
PHIL 250* Nursing Ethics	3.0
<b>Total Credits</b>	<b>21.0</b>

Practicum (Spring) (6 weeks)	Credits
NURS 270* Consolidated Practice Experience 2	5.0
<b>Total Credits</b>	<b>5.0</b>

## Third Year

Academic Term 5 (Fall)	Credits
NURS 330* Health and Healing 5	6.0
NURS 360* Relational Practice 3	3.0
NURS 380* Nursing Practice 5	9.0
One (1) non-nursing elective	3.0
<b>Total Credits</b>	<b>21.0</b>

\*These courses are currently under development due to the restructuring of this program. Please refer to [camosun.ca](http://camosun.ca) for current information.

### Required electives:

It is important to note that two non-nursing electives must be completed by the end of Academic Term 5 in order to progress to Academic Term 6. Electives must be university transferable and may be at any level. (BIOL 100, BIOL 150, BIOL 151, CRIM 170, HLTH 110 and PSYC 154 are not accepted as electives.)

One additional elective may be completed prior to entry to Year 3 at UVic.

### Third & Fourth Year at UVic

6th, 7th and 8th Semester: See UVic calendar for program outline and course descriptions.

## Nursing Access for Practical Nurses

This program offers currently BC Licensed Practical Nurses (LPN's) the opportunity to access the second year of the Camosun College Collaboration for Academic Education in Nursing (CAEN) which in partnership with the University of Victoria, offers completion of a Baccalaureate of Science in Nursing, prepares graduates to write the Canadian Registered Nurse Examination and seek subsequent licensure as a Registered Nurse with the College of Registered Nurses of British Columbia (CRNBC).

The program consists of a university transfer semester followed by a nursing semester which provides a bridge between the LPN's knowledge and practice experience and the theory and knowledge in the first year of the Baccalaureate of Science in Nursing program for entry into Academic Term 3.

The nursing courses are offered over eight weeks via Distributed Education with two on-campus skills assessments including practice time as needed, to be scheduled with the student.

Assessment of English writing and comprehension, and mathematics skills, are recommended and available to students prior to beginning the program. Guidance and learning skills or upgrading classes are available to students who feel they could benefit from additional skills in these areas.

**Length:** Six months (22 weeks)

**Location:** Lansdowne Campus

**Starting:** Winter

**Program Code(s):** NAPN

### Admission Requirement(s):

- Grade 12 graduation or equivalent;
- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of "C" or higher in Math 11 or MATH 072 and MATH 073 or assessment;
- Submit proof of a letter grade of "C+" or higher in Biology 12 or BIOL 080 or BIOL 100;
- Submit proof of a letter grade of "C+" or higher in Chemistry 11;

### AND

- Current BC licensure as a Practical Nurse and documentation of physical assessment and pharmacology courses; and,
- Satisfactory PN work experience within the last two years with equivalent of six months full-time employment verified by a letter from an employer or supervisor.

### Program Participation Requirement(s):

Upon successful completion of the Nursing Access for Practical Nurses program and for participation upon entry into Year 2, Academic Term 3 of the Baccalaureate of Science in Nursing program:

- A TB test is compulsory. TB testing must be done within three months of program start and students must provide the Department with documentation of this prior to the start of the first clinical practicum. Hepatitis B and the flu vaccine are highly recommended and are available at your local health clinic or through your physician. It is strongly recommended that students maintain complete and current immunization throughout the program;
- Students are required to have documented completion of current Standard First Aid including CPR Level C for progression into Academic Term 3 of the Baccalaureate of Science in Nursing program. CPR Level C must be maintained throughout the Nursing program; and,
- Basic computer literacy including experience with keyboarding, Internet search and email skills.

### Program Completion Requirement(s):

- Students must complete each course in the program with a "C" grade minimum and obtain a cumulative GPA of 3.0 ("C+") to transfer to the University of Victoria. UVIC includes repeated and failed courses in the GPA calculation for all required CAEN courses, including the required English and elective courses.



- The Baccalaureate program must be completed within seven years of commencement of the program.

#### Notes:

1. Upon entry to Academic Term 3 of the Baccalaureate of Science in Nursing program, students will be expected to maintain student membership in the CRNBC which includes a mandatory criminal record check.
2. Students considering transfer to a collaborative BC College or University should consider an additional English elective which may be necessary in order to meet graduating requirements of that institution. (Consult that institution's calendar for program requirements).
3. The work environment in which the Nursing student/graduate will be employed requires demanding lifting and moving techniques and extensive hand washing. Any prospective students with back, neck, or arm injury or serious skin disorders such as psoriasis, eczema, dermatitis or latex allergy should consider carefully before making application to this program. For the same reasons, students with significant health challenges are advised to consult with the Nursing department.

Academic Term 1 (Winter)	Credits
BIOL 150* Human Anatomy	4.0
BIOL 151* Human Physiology	4.0
ENGL 150 English Composition	3.0
NURS 150* Nursing Applications 1	0.5
NURS 151* Nursing Applications 2	0.5
One (1) UT elective**	3.0
<b>Total Credits</b>	<b>15.0</b>
Academic Term 2 (Spring)	Credits
NURS 104 Professional Foundations	4.0
NURS 105 Knowledge for Practice	4.0
<b>Total Credits</b>	<b>8.0</b>

\*Students who are completing BIOL 150 and BIOL 151 will be required to complete the NURS 150 and NURS 151 Nursing Biology applications' self-study package. This package contains readings and self-study questions for the nursing application of biology knowledge including nutrition, pharmacology, diagnostics and physical assessments.

**Note:** Please consult the Chair or Program Leader if you have completed BIOL 152/153. Applicants with a "C" grade minimum or higher in BIOL 152/153 will be exempted from BIOL 150/151 and NURS 150/151.

#### \*\*Required electives:

Electives must be university transferable and may be at any level. However, students planning to take 3rd and 4th year electives at UVIC should consider any prerequisites to UVIC courses (see UVIC calendar for specific courses). In the planning for elective selection at Camosun College, Academic Advisors can assist with the course selection process.

**Note:** BIOL 100, CRIM 170, HLTH 110 and PSYC 154 are NOT accepted as electives.

## Practical Nursing

This program is designed to prepare graduates to give professional nursing care to individuals, families and groups in a variety of settings. The graduate is prepared to nurse using Professional Standards of Practice and competencies established by the College of Licensed Practical Nurses of British Columbia.

Classes run Monday to Friday and may go as late as 10 pm. Students will be required to participate in clinical placements that include day and evening shifts and may include weekends. Clinical placements and the preceptorship are arranged at local agencies.

Upon completion of the Practical Nursing program, the graduate is eligible to write the Canadian Practical Nurse Registration Exam. Successful passing of this exam is one requirement for licensure in BC. Refer to the College of Licensed Practical Nurses of BC website for additional details at [clpn.bc.ca](http://clpn.bc.ca).

It is recommended that all applicants complete volunteer hours in a health care facility prior to starting the program. This will help prepare students for the reality of working as a nurse.

**Length:** One year (53 weeks)

**Location:** Lansdowne

**Starting:** Fall

**Program Code(s):** PN

#### Admission Requirement(s):

- Grade 12 graduation or equivalent;
- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of "C+" or higher in Math 10 or MATH 034 or assessment; and,
- Submit proof of a letter grade of "C+" or higher in Biology 12 or BIOL 080 or BIOL 100.

#### Program Participation Requirement(s):

- Community organizations and facilities require students to complete criminal record checks before they begin practicum placements. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record that is acceptable to an agency at the time of placement may not be accepted in the practicum experience. This may result in the inability to complete the program;
- TB test is compulsory. TB testing must be done within three months of program start and students must provide the Department with documentation of this prior to the start of the first practicum. Hepatitis B and the flu vaccine are highly recommended and are available at your local health clinic or through your physician;
- Current Standard First Aid with CPR Level C will be provided within the program. The student will be responsible for the cost of this certification;
- Attendance at a program information session scheduled by Camosun College is highly recommended. Issues which may interfere with progress in the program will be addressed at this time;
- The work environment in which the Practical Nursing student/graduate will be employed requires demanding lifting and moving techniques and extensive hand washing. Any prospective students with back, neck, or arm injury or serious skin disorders such as psoriasis, eczema, dermatitis or latex allergy should consider carefully before making application to this program. For the same reasons, students with significant health challenges are advised to consult with the Chair; and,
- Basic computer literacy including experience with keyboarding, Internet search and email skills.

#### Program Completion Requirement(s):

- All theory courses must be passed with a minimum 65% ("C+") to progress into clinical placement. All clinical placements must be passed to progress into the next semester, into the final preceptorship and to obtain a Certificate in Practical Nursing.

Academic Term 1 (Fall)	Credits
PNUR 101 Anatomy & Physiology	3.0
PNUR 111 Professional Growth	1.0
PNUR 121 Health 1	4.0
PNUR 131 Healing 1 and Basic Pharmacology	3.0
PNUR 141 Human Relationships 1	2.0
PNUR 151 Nursing Arts 1	4.0
PNUR 161 Clinical Placement 1	3.0
<b>Total Credits</b>	<b>20.0</b>



<b>Academic Term 2 (Winter)</b>	<b>Credits</b>
PNUR 122 Health 2 and Gero-pharmacology	3.0
PNUR 132 Healing 2	3.0
PNUR 142 Human Relationships 2	1.0
PNUR 152 Nursing Arts 2	4.0
PNUR 162 Clinical Placement 2	6.0
<b>Total Credits</b>	<b>17.0</b>
<b>Academic Term 3 (Spring/Summer)</b>	<b>Credits</b>
PNUR 113 Professional Issues	1.0
PNUR 123 Health 3	2.0
PNUR 133 Healing 3	5.0
PNUR 153 Nursing Arts 3	6.0
PNUR 163 Clinical Placement 3	6.0
<b>Total Credits</b>	<b>20.0</b>
<b>Preceptorship (Summer/Fall)</b>	<b>Credits</b>
PNUR 164 Preceptorship	6.0
<b>Total Credits</b>	<b>6.0</b>

## Practical Nursing Access for Resident Care Attendants

This program is designed to allow Resident Care Attendant (RCA) graduates the opportunity to bridge their knowledge and experience into a condensed Practical Nursing program. It will prepare graduates to give professional nursing care to individuals, families and groups in a variety of settings. The graduate is prepared to nurse using Professional Standards of Practice and competencies established by the College of Licensed Practical Nurses of British Columbia.

Classes run Monday to Friday and may go as late as 10 pm. Students will be required to participate in clinical placements that include day and evening shifts and may include weekends. Clinical placements and the preceptorship are arranged at local agencies.

Upon completion of the Practical Nursing Access program, the graduate is eligible to write the Canadian Practical Nurse Registration Exam. Successful passing of this exam is one requirement for licensure in BC. Refer to the College of Licensed Practical Nurses of BC website for additional details at [clpn.bc.ca](http://clpn.bc.ca).

**Length:** 8.5 months

**Location:** Lansdowne Campus

**Starting:** Spring

**Program Code(s):** PNACCR

### Admission Requirement(s):

- Submit proof of Grade 12 graduation or equivalent;
- Submit proof of a letter grade of “C+” or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of “C+” or higher in MATH 034 or Math 10 or assessment;

- Submit proof of a letter grade of “C+” or higher in Biology 12 or BIOL 080 or BIOL 100;
- Submit proof of RCA certificate from a British Columbia public college\*; and,
- Submit proof (such as an employer letter of reference) of 850 hours of satisfactory RCA work experience within the last five years.

*\*Note that Long Term Care Aid or Continuing Care Assistant graduates will first need to upgrade their certificates to the RCA level.*

### Program Participation Requirement(s):

- Community organizations and facilities require students to complete criminal record checks before they begin practicum placements. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record that is acceptable to an agency at the time of placement may not be accepted in the practicum experience. This may result in the inability to complete the program;
- The work environment in which the Practical Nurse student/graduate will be employed requires demanding lifting and moving techniques and extensive hand washing. Any prospective students with back, neck, or arm injury or serious skin disorders such as psoriasis, eczema, dermatitis or latex allergy should consider carefully before making application to this program. For the same reasons, students with significant health challenges are advised to consult with the Chair;
- Current Standard First Aid with CPR Level C will be provided within the program. The student will be responsible for the cost of this certification;
- A TB test is compulsory. TB testing must be done within three months of program start and students must provide the Department with documentation of this prior to the start of the first practicum. Hepatitis B and the flu vaccine are highly recommended and are available at your local health clinic or through your physician;
- Attendance at a program information session scheduled by Camosun College is highly recommended. Issues which may interfere with progress in the program will be addressed at this time; and,
- Basic computer literacy including experience with keyboarding, Internet search and email skills.

### Program Completion Requirement(s):

- All theory courses must be passed with a minimum 65% (“C+”) to progress into clinical placement. All clinical placements must be passed to progress into the next semester, and into a final, successful, preceptorship, to obtain a Certificate in Practical Nursing.

### Academic Term 1 (Spring/Summer) Credits

PNUR 101 Anatomy & Physiology	3.0
PNUR 110 Professional Growth (Access)	2.0
PNUR 120 Health	2.0
PNUR 123 Health 3	2.0
PNUR 130 Healing and Pharmacology	4.0
PNUR 133 Healing 3	5.0
PNUR 140 Human Relationships	2.0
PNUR 150 Nursing Arts	4.0
PNUR 153 Nursing Arts 3	6.0
PNUR 160 Clinical Placement	3.0

**Total Credits** 33.0

### Academic Term 2 (Fall) Credits

PNUR 113 Professional Issues	1.0
PNUR 163 Clinical Placement 3	6.0
PNUR 164 Preceptorship	6.0

**Total Credits** 13.0

## Continuing Education

The School of Health & Human Services provides life-long learning through continuing education opportunities including professional development and career oriented certificate programs.

We also provide courses and programs as customized workforce training to meet the needs of your business or organization. Please call Catherine Blakesley at 250-370-4780 or email [cectinfo@camosun.bc.ca](mailto:cectinfo@camosun.bc.ca) to enquire about customized programs.

The following programs may have unique application procedures, refund policies, etc. Phone 250-370-4780 or email [cectinfo@camosun.bc.ca](mailto:cectinfo@camosun.bc.ca) for current program information.

### Activity Assistant

If you know you have a keen interest in working with older adults with cognitive and physical challenges, you may be interested in becoming an Activity Assistant. Activity Assistants plan and implement, under supervision, individual and group activities in a variety of settings including intermediate care facilities, assisted living settings, adult day care programs, clients' homes, seniors' centres or residential group homes.

This part-time program is delivered over two afternoons a week for three hours per class, and the occasional Saturday, and includes a four-week full-time practicum.

**Length:** Four months (226 hours)

**Location:** Lansdowne Campus

**Starting:** Winter

**Program Code(s):** ACTIVITY

**Admission Requirement(s):**

- Submit proof of Resident Care Attendant or the equivalent (e.g. RN or LPN);
- Submit proof of Grade 12 graduation or equivalent; and,
- Submit proof of a letter grade of "C" or higher in English 12 or assessment.

**Program Participation Requirement(s):**

Prior to the *start date of the program*, students must submit:

- Clear Criminal Record Check.

Prior to the *start of Practicum 2*, students must submit:

- Standard First Aid Certificate (including CPR Level C); and,
- Foodsafe Level 1 Certificate.

*Note: Some employers may require the following: Class 4 Driver's licence; Criminal Record Check; minimum of one year related work experience.*

Please call Continuing Education at 250-370-4780 or email [cectinfo@camosun.bc.ca](mailto:cectinfo@camosun.bc.ca) for a complete information package.

### Community Support Work Foundations

This 140 hour Certificate program provides graduates with the foundational skills required for entry level employment in settings that support individuals with developmental disabilities. Graduates will have the basic knowledge, skills and values related to health and wellness, safety, professional practice and community living values necessary to work in community-based organizations with adults with disabilities.

Opportunities for employment exist throughout the province and graduates receive credit for two courses towards the 10-month Community Support and Education Assistant Certificate.

This Certificate will be of interest to current and potential employees of community agencies and to graduates of Camosun's Human Services and Continuing Care Certificate and Diploma programs.

**Length:** 10 - 12 weeks (140 hours)

**Location:** Lansdowne Campus

**Starting:** Spring

**Program Code(s):** CSWF

**Admission Requirement(s):**

*There are no admission requirements for this program.*

**Program Completion Requirement(s):**

- Students must achieve a letter grade in of "C" in each program course to graduate from the program with a Certificate in Community Support Worker Foundations.

#### Courses

CSEA 155	Introduction to Community Living	1.0
CSEA 120	Health and Wellness	4.0
CSEA 180	Professional Practice	2.0

Please call Continuing Education at 250-370-4780 or email [cectinfo@camosun.bc.ca](mailto:cectinfo@camosun.bc.ca) for a complete information package.

## Medical Laboratory Assistant

Medical Laboratory Assistants perform a vital role in the medical laboratory team in either a hospital or private laboratory. Students learn how to collect blood and other specimens for analysis, how to perform electrocardiograms (ECG's) and a variety of basic laboratory procedures.

The program meets the criteria set by the BC Society of Laboratory Science (BCSLS).

The program is delivered part-time, two evenings per week and approximately every second Saturday from September to May each year. Students will have the opportunity to practice acquired skills in an arranged full-time, daytime, practicum within both a private laboratory and hospital laboratory setting.

**Length:** Nine months  
Approx. 500 hours long

**Location:** Lansdowne Campus

**Starting:** September

**Program Code(s):** MEDLAB

**Admission Requirement(s):**

- Submit proof of Grade 12 graduation or equivalent;
- Submit proof of a letter grade of "C" or higher in English 12 or assessment;
- Submit proof of a letter grade of "C" or higher in Math 10 or assessment;

#### AND

- Submit proof of a letter grade of "C+" or higher in Camosun College's Medical Terminology course, or another Medical Terminology course with a minimum of 60 hours;

#### OR

- Submit proof of a letter grade of "C" or higher in a Human Biology course (e.g. Biology 12);

#### OR

- Submit proof of a minimum of six months paid or volunteer work in a health care field (e.g. RN, LPN);

#### AND

- Submit proof of keyboarding to a minimum of 40 words per minute net\* within the last six months prior to application. Test must be from a recognized organization and show gross words, timing, errors etc.

*\*The College deducts two points per error if gross words plus errors are submitted.*

**Program Participation Requirement(s):**

- Students are required to submit by the first day of classes a current criminal record check, obtained not more than four months prior to the start of the program. Community organizations and facilities require students to complete criminal record checks before they begin practicum placements. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record that is acceptable to an agency at the time of placement may not be accepted in the practicum experience. This may result in the inability to complete the program.

**Program Completion Requirement(s):**

- Successful completion of all courses with a minimum of "C+" (65%) in MEDL 401V, 402V, 403V, 405V, 406V, 407V, 408V, and "COM" in 409V and 410V are required to obtain the Certificate in Medical Laboratory Assistant.

**Note:**

*Hepatitis B and the flu vaccine are highly recommended and are available at local health clinics or through a physician.*

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## Pharmacy Technician

A Pharmacy Technician assists and supports the Pharmacist in providing health care and medications to patients in a hospital setting or community pharmacy setting. This is an exciting and growing field and very rewarding to those who enjoy performing precise work; are able to work competently without constant supervision; can complete repetitive tasks accurately; have good manual dexterity; and enjoy being a member of a productive, disciplined team.

The emphasis in this program is on preparation for employment in a hospital. Specialized duties in hospital pharmacies include preparing sterile intravenous medications and nutritional solutions, maintaining nursing station medications, operating computerized dispensing and/or robotic machinery. Students also learn to stock and inventory prescriptions and over-the-counter medication, maintain written or computerized patient medication records, accurately perform pharmaceutical calculations, prepare prescription labels and more.

The Pharmacy Technician program is offered on a part-time basis from January to September, finishing with a full-time, daytime five-week practicum in October and November. The practicum includes two weeks full-time in a community pharmacy, three weeks full-time in a hospital pharmacy, and an integration seminar. Practicum sites are arranged by Camosun College.

**Length:** 11 months

**Location:** Lansdowne Campus

**Starting:** Winter

**Program Code(s):** PHARMACY

**Admission Requirement(s):**

- Submit proof of completed Grade 12 graduation or equivalent;
- Submit proof of a letter grade of "C+" or higher in English 12 or assessment;
- Submit proof of a letter grade of "C" or higher in Math 11 (Principles) or assessment; and,
- Submit proof of a letter grade of "C" or higher in Biology 11;

**OR**

- Submit proof of a letter grade of "C" or higher in Chemistry 11;

**AND**

- Submit proof of keyboarding to a minimum of 40 net words\* per minute within six months prior to application. Test must be from a recognized organization and show gross words, timing, errors etc. \*The College deducts two points per error if gross words plus errors are submitted.

**Program Participation Requirement(s):**

- Students are required to submit by the first day of classes a current criminal record check, obtained not more than one and one half months prior to the start of the program. Community organizations and facilities require students to complete criminal record checks before they begin practicum placements. Students are responsible for completing this process and for any associated costs. Any student who has not provided a criminal record that is acceptable to an agency at the time of placement may not be accepted in the practicum experience. This may result in the inability to complete the program.

**Program Completion Requirement(s):**

- Successful completion of all courses with a minimum of "C+" (65%) in PHAR 701V, 703V, 705V, 706V, 708V, 709V, 710V, 712V; a minimum of "B+" (80%) in PHAR 702V and 704V; and a "COM" in PHAR 711V and 713V are required to obtain the Certificate in Pharmacy Technician.

# School of Health & Human Services Faculty Listing

## Continuing Care

Chair: Sharon Dixon  
Phone: 250-370-3240

Davis, Bev, RN, BN, CACE  
Dixon, Sharon, LPN, RN, BSN  
Hall, Carly, RN, BSN  
King, Linda, RN, BScN  
Kitchen, Bunny, RN, BScN, MSc  
Robb, Leanne, RN, BSN

## Certified Dental Assistant

Chair: Shirley Bassett  
Phone: 250-370-3190

Bassett, Shirley, Dip. D.H., BScD  
Reagan, Janet, C.D.A., Dip. Adult Ed., BEd,  
MEd  
Sims, Trina, C.D.A., Dip. Adult Ed.

## Dental Hygiene

Chair: Shirley Bassett  
Phone: 250-370-3190

Barker, Ada, A.A.Sc, A.A.Sc(DH), BSc, MA  
Bassett, Shirley, Dip. D.H., BScD (Dental  
Hygiene)  
Bassett, William, BSc, D.D.S.  
Blank, Bonnie, BSc D.H., MA  
Gallagher, Dianne, C.D.A., Dip. D.H.,  
B.G.S., PGD Ed Admin, MEd  
Jackson, Bev, Dip. D.H., BScD (Dental  
Hygiene), MEd  
Morch, Elizabeth, Dip. D.H., A.B.DDE  
Schaefer, Melissa, S.D.T., Dip. D.H., MEd  
Viccko, Lynne, C.D.A., S.D.T., Dip. D.H.,  
BEd, MA

## Human Services

Chair: Anita Ferriss  
Phone: 250-370-3208

Fast, Robin, RSW  
Ferriss, Anita, MA  
Leone, Linda, BA, ECE Cert., MA  
MacAulay, Karin, ECE, BEd, MEd  
McAlister, Martha, BSW, MEd  
McCrodan, Patty, P.T., BSc, MA  
Meunter, Mary Ellen, ECE Cert., MA  
Mitchell, Sandee, BSW  
O'Dowd, Colleen, BA, ECCE Cert.  
Odynski, Patti, BA, MA  
Ross, Kristin, MA  
Wells, Robert, BFA, Sp. Ed. Dip., MA

## Nursing

Chair: Carol Scobie  
Phone: 250-370-3259

Associate Chair: Elizabeth Hulbert  
Phone: 250-370-3277

Ashwood-Smith, Hannah, RN, DCH, MPH  
Belliveau, Dianne, RN, BSN, MEd  
Biasio, Heather, RN, BSN  
Birnie, Virginia, RN, BSN, M.N.  
Bishop, Stephen, RN, BSN, M.N.  
Chisamore, Molly, RN, BScN, MEd  
Christensen, Kirsten, RN, BN, MSc, Cert. DE  
Cohen, Jan, RN, BSN, MEd  
Curtin, Anna, RN, BSN, MEd  
Douglas, Joan, RN, BSN, MEd  
Duncan, Sharon, RN, BSN  
Dunkley, Tina, RN, BScN  
Fiore, Pasquale, RN, BSN, MSc Health Adm.  
Foster, Patty, RN, BScN, MN(c)  
Gibbs, Renate, RN, BSN, MA  
Greene, Eileen, RN, BSN, MEd  
Hsieh, Nan, RN, BScN, MA  
Huffman, Shauna, RN, BScN  
Hughes, Margo, RN, BSN, MEd  
Hulbert, Elizabeth, RN, BScN, MSc.A.  
Jantzen, Darlaine, RN, MEd  
Jenkins, Sandra, RN, BSN, MEd  
Lalonde, Shona, RGN, BScN  
Leweke, Paula, RN, BSN, MEd  
Lewis, Pat, RN, BSN, MEd  
Lindsay, Maureen, RN, BScN, MAC, CCN(c)  
Manchester-Duval, Phyllis, RN, BScN, MEd  
Mavretic, Mary, RN, BSN, MSN  
McIntosh, Ann, RN, BScN  
McLeod, Lynda, RN, BSN, MA  
Murphy-Dyson, Maureen, RN, BSN, MEd  
Parke, Belinda, RN, BSN, MSN, GNC(c),  
PhD (Cand.)  
Parnell-Parmley, June, RN, BScN, MSN  
Perry, Dianne, RN, BSN, MEd  
Pettrak, Heidi, RN, BSN  
Plummer, Marilyn, RN, BSN, MSc  
Sacilotto, Laura, RN, BTN, MN(c)  
Scobie, Carol, RN, BScN, MN  
Smith, Cathy, RN, Lab Supervisor  
Stevenson, Katherine, RN, BSN, MSN, PhD(c)  
Stewart, Sandy, RN, BSN, MA  
Szabo, Joanna, RN, BN, MN  
Thompson, Charlotte, RN, BSN, MSN, MA  
Tschanz, Coby, RN, BN, MN



# School of Trades and Technology

## Administration

Email: [tradesinfo@camosun.bc.ca](mailto:tradesinfo@camosun.bc.ca)  
Email: [techinfo@camosun.bc.ca](mailto:techinfo@camosun.bc.ca)

Phone: 250-370-3822  
Fax: 250-370-3898

Dean: Mr. Thomas (Tom) Roemer, BSc, MSc

Acting Associate Dean:  
Ward Cartier, Dipl Tech,  
BSc, MASC

Assistant to the Dean: Nannette Plant

Continuing Education & Contract Training  
Program Coordinator: Ybo Plante  
Phone: 250-370-4563  
Fax: 250-370-4104

## School Statement

The School of Trades and Technology is committed to the provision of education and training which builds on students' previous experiences and leads to progressive and satisfying careers as trades persons, technicians or technologists. The School features a curriculum system which promotes accessibility and provides clearly defined pathways from pre-college level to third year university program eligibility. Included in the access system are pre-employment and entry level trades (Foundation) programs, as well as technical and engineering bridge programs. Students enter a program in the career field of their choice at a level appropriate to their background. They may leave after graduating from any component of the system and return for further education when appropriate. The Trades programs prepare students for provincial and national certification. All engineering technology programs have received National Accreditation through the Canadian Technology Accreditation Board.

## Awards

The school offers an extensive array of awards with support from the community and local industry. Award recipients are recognized at a ceremony each spring.

## Program Information Sessions

To attend a free information session regarding Trades or Technology programs call **250-370-3810** for Trades programs and **250-370-4409** for Technology programs. Program information session schedules are also posted on the College website.

## Standards of Academic Progress

The School of Trades and Technology fosters the environment, which enables students to actively participate in learning to meet their career goals. Successful outcomes are in part, a result of informed choices made by students about the program content, expectation, laddering and transferability within the College and to other institutions and also career opportunities. The School, in conjunction with the College's Student Support services, is responsible for providing advising, career counselling and program orientations in a timely manner.

The School of Trades and Technology monitors the performance of all registered students. Working within the principles and guidelines of Camosun College, unless otherwise specified by the department, after receiving an unsatisfactory grade, the student is permitted to repeat the course only once.

The Camosun College *Academic Progress Policy* applies to all students. For information on the *Academic Progress Policy*, please refer to [camosun.bc.ca/policies/Education-Academic/](http://camosun.bc.ca/policies/Education-Academic/).

## Student Responsibilities

The student is ultimately responsible for his/her learning and meeting the requirements for successful completion of the course and/or program. All students are encouraged to communicate issues concerning the course and program with their instructor and Chair/Program Leader, respectively. The School encourages full participation and active learning by attending all scheduled classes.

## All Programs

A student who cannot complete the program without exceeding one of the above guidelines is required to withdraw from the program and is referred to the appropriate College support services. The student may then register in other College programs provided that the appropriate prerequisites are satisfied. When required to withdraw from the program, the student becomes eligible for re-entry to the program after two program intake cycles.

## Trades Related Programs

A minimum grade of "B-" (70%) mark overall is required to pass the technical training portion of an apprenticeship program. Students with a failing grade will be given one opportunity to repeat a program. A minimum of 70% average is required for pre-employment and most Foundation (formerly ELT) programs. The competency-based programs in Plumbing, Electrical and Automotive require an 80% ("B+" grade) to pass each module.

All programs have a mandatory attendance requirement. A student who misses three days in an apprenticeship class will be required to withdraw from the course. In exceptional cases, the Chair may recommend an exemption to the policy. The final decision on withdrawal from a program will rest with the Dean.

## Technology Related Programs

Students who fail to achieve a "C" in a program course will not be allowed to register to re-take that course ahead of students taking it for the first time. If a student receives a "D" in a required course prerequisite or an "F" in any required course, the student may repeat the course only once.

## Engineering Bridge Programs

The Engineering Bridge programs including Civil, Mechanical and Mining Bridge to the University of British Columbia and Electrical, Computer, Mechanical and Software Bridge to the University of Victoria are developed in partnership with the respective university. Students enrolling in these programs are also enrolling with the university. Overload seats may be offered which are not attached to any sponsoring university.

Please refer to the Engineering Bridge website for details: [engbridge.camosun.bc.ca](http://engbridge.camosun.bc.ca). As such, these programs are not covered by the College's policies on admission, academic progress and promotion. Students must take the full program of studies and are not generally permitted to take these programs on a part-time basis for direct university admission. However, part-time study may be considered on a case by case basis. Normally, a student must complete all courses and submit proof of a letter grade of "C" or higher to continue their studies at the university. Students are encouraged to contact the office of the Dean of the School of Trades and Technology for detailed information, 250-370-4404.

## Continuing Education

The School of Trades and Technology offers entry-level and upgrading training to members of the public and through contract training with organizations and industry. Program areas include:

- Building Services/Custodial
- Construction Trades
- Computer and Network Technologies
- Electrical
- Food Service and Kitchen Industry
- Horticulture
- Manufacturing
- Marine Safety
- Mechanical Trades
- Occupational Safety Training
- Pipe Trades
- Welding
- Woodworking

For information on Continuing Education programs or to explore training for your organization or company, please contact the Trades and Technology Continuing Education office at 250-370-4563 or email [ttce@camosun.bc.ca](mailto:ttce@camosun.bc.ca).

# Trades & Technology Programs and Credentials

## TECHNICIAN & TRADES

### Industry Training Authority (ITA) Foundation Programs

*formerly Entry-Level Trades Training, ELT)*

#### Automotive Mechanical Repair Foundation

- *Certificate in Automotive Mechanical Repair Foundation*

#### Carpentry Foundation

- *Certificate in Carpentry Foundation*

#### Residential Construction Framing Technician Foundation

- *Certificate in Residential Construction Framing Technician Foundation*

#### Electrical Foundation

- *Certificate in Electrical Foundation*

#### Heavy Duty/Commercial Transport Mechanic Foundation

- *Certificate in Heavy Duty Mechanic Foundation*
- *Certificate in Commercial Transport Mechanic Foundation*

#### Plumbing & Pipe Trades Foundation

- *Certificate in Plumbing and Pipe Trades Foundation*

#### Sheet Metal Technician Foundation

- *Certificate in Sheet Metal Foundation*
- *Certificate in Aircraft Structural Technician Foundation*

## Pre-Employment Programs

### Culinary Arts Foundation

- *Certificate in Culinary Arts Foundation, Level 1*
- *Certificate in Culinary Arts Foundation, Level 2*
- *Certificate in Culinary Arts Foundation, Level 3*

### Fine Furniture - Joinery

- *Certificate in Fine Furniture*
- *Certificate in Joinery Foundation*

### Horticulture Technician

- *Certificate in Horticulture Technician*

### Welding

- *Certificate in Welding, Level C Foundation*
- *Certificate in Welding, Level B*
- *Certificate in Welding, Level A*
- *Certificate in Welder Fitter Module*

## Trades Upgrading Programs

- Nautical Training
- Welding Upgrading
- Welding Testing

### Apprenticeship Training

- Automotive Service Technician\*\*
- Carpenter\*\*
- Cook Training\*\*
- Domestic/Commercial Gas Fitter\*
- Electrician\*\*
- Plumber\*\*
- Sheet Metal Worker\*\*
- Sprinkler Fitter\*\*
- Steam/Pipefitter\*\*
- Welder\*\*

*All programs receive the BC Certificate of Apprenticeship.*

*All programs upon completion of the final level receive a Certificate in Apprenticeship Technical Training.*

*\*These programs receive the BC Certificate of Qualification.*

*\*\*These programs receive the BC Certificate of Qualification with the Interprovincial "Red Seal" Endorsement.*

## TECHNOLOGY PROGRAMS

## Computer Systems Programs

### Computer Systems Technology Access

- *Certificate in Computer Systems Technology Access*

### Computer Systems Technician

- *Certificate in Computer Systems Technician*
- *Certificate in Computer Systems Technician, Internship Designation*

### Computer Systems Technology

- *Diploma in Computer Systems Technology*
- *Diploma in Computer Systems Technology, Co-operative Education Designation*
- *Diploma in Computer Systems Technology, Internship Designation*

### Software Engineering Bridge

- *Advanced Diploma in Software Engineering Bridge*

## Integrated Civil Engineering Programs

### Civil Engineering Technology Access

- *Certificate in Civil Engineering Technology Access*

### First Nations Civil Engineering Technology Access

- *Certificate in First Nations Civil Engineering Technology Access*

### Civil Engineering Technology

- *Diploma in Civil Engineering Technology*
- *Diploma in Civil Engineering Technology, Co-operative Education Designation*
- *Diploma in Civil Engineering Technology, Internship Designation*

### Civil Engineering Bridge

- *Advanced Diploma in Civil Engineering Bridge*

### Mining Engineering Bridge

- *Advanced Diploma in Mining Engineering Bridge*

## **Integrated Electronics Engineering Programs**

### **Electronics and Computer Engineering Technology Access**

- *Certificate in Electronics and Computer Engineering Technology Access*

### **Network and Electronics Technician**

- *Certificate in Network and Electronics Technician*
- *Certificate in Network and Electronics Technician, Internship Designation*

### **Computer Engineering Technology**

- *Diploma in Computer Engineering Technology*
- *Diploma in Computer Engineering Technology, Co-operative Education Designation*
- *Diploma in Computer Engineering Technology, Internship Designation*

### **Electronics Engineering Technology**

- *Diploma in Electronics Engineering Technology*
- *Diploma in Electronics Engineering Technology, Co-operative Education Designation*
- *Diploma in Electronics Engineering Technology, Internship Designation*

### **Computer Engineering Bridge**

- *Advanced Diploma in Computer Engineering Bridge*

### **Electrical Engineering Bridge**

- *Advanced Diploma in Electrical Engineering Bridge*

## **Integrated Mechanical Engineering Programs**

### **Engineering Graphics Technician**

- *Certificate in Engineering Graphics Technician*

### **Manufacturing Technician**

- *Certificate in Manufacturing Technician*

### **Mechanical Engineering Technology Access**

- *Certificate in Mechanical Engineering Technology Access*

### **Mechanical Engineering Technology**

- *Diploma in Mechanical Engineering Technology*
- *Diploma in Mechanical Engineering Technology, Co-operative Education Designation*
- *Diploma in Mechanical Engineering Technology, Internship Designation*

### **Mechanical Engineering Bridge**

- *Advanced Diploma in Mechanical Engineering Bridge*

## **Continuing Education**

### **AutoCAD Graphics, Computer-aided Design**

- *Certificate in AutoCAD Graphics, Computer-aided Design*



## Technician & Trades Programs

All admission requirements for entry into Trades programs are as stated in this calendar, but students should be aware that many employers require completion of grade 12 for entry to employment.

Applicants who do not have the necessary admission requirements will need to write assessment or competency tests.

The Worker's Compensation Board (WCB) limits its coverage to students who are injured during the practicum component of their college programs only. WCB will no longer provide accident insurance for students who are injured while participating in classroom/lab/shop instruction. Students are advised to check with their program Chair to ascertain if their practicum is covered by WCB. The only exception will be apprentices who will still be fully covered by WCB while participating in classroom/lab/shop instruction.

Because MSP may only pay part of the medical costs incurred for student accidents which occur during classroom/lab/shop instruction, Camosun College has purchased, as part of every student's tuition fees, private accident insurance which will compensate for the lack of WCB coverage.

CSA approved safety footwear must be worn in most program shops. The exception to this rule is Electrical, Cook Training, Nautical and Horticulture (depending on the activity).

## Industry Training Authority (ITA) Foundation Programs (formerly ELT)

The intent of this collection of programs is to provide skills and knowledge necessary for initial entry into specified occupations and trades. Having identified an appropriate specialty (e.g. Plumbing and Pipe Trades) the student enters the first of two competency based learning levels and progresses through to complete the following levels:

- Common Core/Occupational Core\*
- Specialty Core\*

*\*This is not applicable to all Foundation programs (e.g. Carpentry, Sheet Metal Technician and Heavy Duty/Commercial Transport)*

Graduates of the Foundation program obtain training consistent with provincial standards for those occupational cores and specialties completed but will not acquire the skills and knowledge necessary to become fully qualified. Credit for completing these courses may be applied to apprenticeships affiliated with these specialties.

### Notes:

1. *Students should be in good physical health and have good hand-eye coordination and manual dexterity.*
2. *Prospective students should call 250-370-3810 for information on attending a free Information Session.*
3. *Some employers may require additional high school level courses (e.g. English 12, Math 12, Physics 11).*

For more information, please see: [itabc.ca/Apprentices-foundationprograms.php](http://itabc.ca/Apprentices-foundationprograms.php).

## Automotive Mechanical Repair

*This program is under review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

This 25-week program is designed to prepare the student for entry into the Automotive Mechanical Repair trade, and provides possible accreditation towards first year apprenticeship training. The main focus is on the first year apprenticeship requirements but basic internal combustion engine theory and systems are also addressed.

**Length:** 25 weeks

**Location:** Interurban Campus

**Starting:** September and March

**Program Code(s):** AUTOMF

### Admission Requirement(s):

- Submit proof of a letter grade of "C" or higher in English 11 or ENGL 058 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Math 11 or Applications of Math 11 or MATH 038 or assessment;

### OR

- Successful completion of the Trades Assessment Test.

### Program Participation Requirement(s):

- Students must obtain 80% to pass each module.

### Program Completion Requirement(s):

- Students must obtain 80% in each module to obtain a Certificate in Automotive Mechanical Repair Foundation.

### Upon completion, students will be able to:

- Solve mathematical problems;
- Use safe and acceptable work practices;
- Locate technical information;
- Describe general shop administration and practices;
- Identify basic hand tools;
- Use power tools;
- Maintain metal cutting tools;

- Identify and use measuring tools;
- Use fasteners threading and thread repair tools;
- Use pipe, tubing, hose and belts;
- Use shop equipment;
- Test and service electrical circuits;
- Test and service batteries;
- Oxy-fuel, weld and braze;
- Service wheels and tires;
- Service hubs and anti-friction bearings;
- Describe frames and frame service;
- Service front and rear suspension systems;
- Test and service manual and power steering systems;
- Test and service steering linkage;
- Perform wheel alignments;
- Describe the operation of brake systems;
- Test and service drum and disc brake systems;
- Service power brake systems;
- Describe fluids and lubricants;
- Perform routine maintenance procedures;
- Describe the basic diagnostic process; and,
- Install and adjust body components.

A key part of the program is two weeks work experience in which the student has the opportunity to experience the real world of the automotive repair trade.

## Carpentry

*This program is under review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

This specialty is a full-time program comprising two, three-month courses. Students can enter the program at the beginning of either course.

The object of the program is to prepare the student for a career in the construction industry by developing skills equivalent to that of a first year apprentice. In order to attain this objective, the program includes a large amount of hands-on practical experience. As much as possible, the practical projects will be done on site, either at the college or in co-operation with local industry.

The students will be exposed to the same conditions as one would expect to encounter on the job and must be prepared to work outdoors regardless of weather. It is also possible there will be times when students may have to work longer than normal college hours depending on the project. Students should be in good physical condition and have good manual dexterity and hand-eye coordination.

**Length:** 24 weeks

**Location:** Interurban Campus

**Starting:** January, April, July & October

**Program Code(s):** CARPF

**Admission Requirement(s):**

- Submit proof of a letter grade of “C” or higher in English 11 or ENGL 058 or assessment; and,
- Submit proof of a letter grade of “C” or higher in Math 11 or Applications of Math 11 or MATH 038 or assessment;

**OR**

- Successful completion of the Trades Assessment Test.

**Program Completion Requirement(s):**

- A minimum grade of (70%) mark overall is required to obtain a Certificate in Carpentry Foundation.

**Upon completion, students will be able to:**

- Describe the carpentry trade; and,
- Practice good work habits.

**Use Safe Work Practices**

- Describe shop and site safety practices;
- Describe personal safety practices;
- Identify precautions when working with hazardous materials;
- Describe general safety rules for using hand tools;
- Use basic body mechanics when lifting or moving objects; and,
- Extinguish small fires.

**Interpret Drawings and Specifications**

- Read residential drawings;
- Sketch and draw simple details;
- Interpret specific information from the BC Building Code;
- Estimate material quantities and identify construction details.

**Identify Materials**

- Describe wood characteristics;
- Select framing and finishing lumber;
- Select panel products;
- Select fasteners, adhesives and caulking compounds; and,
- Select finish and framing hardware.

**Use Hand Tools**

- Describe measuring and layout tools;
- Use and maintain cutting tools;
- Use and maintain edge-cutting tools;
- Use and maintain drilling and boring tools;
- Describe the use and maintenance of fastening tools;
- Describe the use and maintenance of miscellaneous tools; and,

- Use hand tools to construct a wood project.

**Use Portable Power Tools**

- Use and maintain portable power tools;
- Use and maintain power-actuated tools; and,
- Use and maintain chain saws.

**Use Shop Equipment**

- Use and maintain a table saw;
- Use and maintain a radial arm saw; and,
- Use and maintain miscellaneous shop equipment.

**Use Survey Instruments**

- Use optical levels.

**Use Site Layout**

- Layout building locations;
- Use Concrete Formwork; and,
- Build footings and wall forms.

**Frame Residential Housing**

- Describe types of wood frame construction;
- Build foundations and floors;
- Build walls and partitions;
- Build gable roofs with ceiling joists;
- Build straight stairs; and,
- Build hip roofs.

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## Residential Construction Framing Technician

This program is designed to provide students with the knowledge and skills necessary to enter the workforce constructing wood framed houses from the concrete footings through to the completion of the roof sheathing. Students will be exposed to the same conditions as one would expect to encounter on the job and must be prepared to work outdoors regardless of weather.

**Length:** 24 weeks

**Location:** Interurban Campus

**Starting:** September, February

**Program Code(s):** RCFTECNF

**Admission Requirement(s):**

- Submit proof of a letter grade of “C” or higher in English 11 or ENGL 058 or assessment; and,
- Submit proof of a letter grade of “C” or higher in Math 11 or Applications of Math 11 or MATH 038 or assessment;

**OR**

- Successful completion of the Trades Assessment Test.

**Program Participation Requirement(s):**

- Students should be in good physical health and have good hand-eye coordination and manual dexterity.

**Program Completion Requirement(s):**

- A minimum of 70% in CARP 152 is required to obtain a “COM” grade (Competency based) to obtain a Certificate in Residential Construction Framing.
- A minimum of 85% in CARP 152 is required to obtain a Certificate in Residential Construction Framing “DIST” grade (Distinction).

**Course**

CARP 152 Res Construction Framing

**Upon completion students will be able to:**

- Evaluate residential construction framing careers;
- Complete residential career access skills;
- Safely operate residential construction equipment;
- Correctly read drawings, specifications and layout;
- Demonstrate skills in residential forming;
- Demonstrate skills in residential roofing;
- Demonstrate skills in constructing residential stairs;
- Install residential windows and doors;
- Demonstrate skills in renovating residential buildings; and,
- Understand residential construction building science.

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## Electrical

*This program is under review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

The Electrical Foundation program is a competency based, self-paced program in which students are able to learn at a comfortable pace. New students are admitted throughout the year.

The knowledge, skills and attitudes that will enable students to become a valuable and safe apprentice have been developed with the assistance and support of the electrical industry. The curriculum is organized into competencies under the major categories of Common Core, Occupational Core and Electrical Specialty.

To complete each competency, students read information contained in learning guides, practice skills in a lab or shop environment, receive one-on-one instructor assistance as needed, then are evaluated with a written test, and for some competencies complete a project or demonstration to program standards.

**Length:** 25 weeks

**Location:** Interurban Campus

**Starting:** Monthly (as space permits)

**Program Code(s):** ELECTRIF

**Admission Requirement(s):**

- Submit proof of a letter grade of “C” or higher in English 12 or TPC 12 or ENGL 092 and ENGL 094 or assessment; and,
- Submit proof of a letter grade of “C” or higher in Math 11 or Applications of Math 11 or MATH 057 or assessment.

**Program Participation Requirement(s):**

- Students must obtain 80% to pass each module.

**Program Completion Requirement(s):**

- Students must obtain 80% in each module to obtain a Certificate in Electrical Foundation.

**Upon completion students will be able to:**

- Safely and effectively utilize meters, tools and equipment prevalent in the electrical trade;
- Install, troubleshoot and maintain electrical conductors, components and equipment in accordance with established standards, practices and codes;
- Calculate electrical circuit quantities;
- Use a logical thinking process for problem-solving and decision making;
- Take responsibility for decisions and action;
- Communicate clearly and appropriately in written and spoken English and visual form;
- Interact with others within groups or teams in ways that contribute to the effective working relationships and achievements of goals; and,
- Creatively adapt to new challenges and technologies by applying and/or updating knowledge, skills and attitudes.

### Level 1 Common Core

- Describe effective learning techniques;
- Describe safe work practices;
- Solve mathematical problems;
- Apply trade science concepts;
- Process technical information;
- Use hand tools and measuring tools;
- Use power tools;
- Lift loads;
- Erect ladders and scaffolds;
- Assemble basic electrical circuits;
- Use common fastenings and fittings; and,
- Describe industrial organizations.

### Level 2 Occupational Core

- Describe safe work practices for the electrical trade;
- Describe the electrical trade;
- Interpret electrical schematics and diagrams;
- Apply the principles of electromagnetism;
- Apply electrical energy and power concepts;
- Use basic electrical measuring instruments;
- Analyze series, parallel and combination circuits;
- Select conductors for specific applications;
- Use electrical hand tools;
- Install selected circuit devices; and,
- Connect AC single phase motors and controls.

### Level 3 Electrical Specialty

- Apply safe and acceptable work habits;
- Apply the Canadian Electrical Code;
- Use specialized hand tools;
- Use specialized power tools;
- Identify cables, fixtures and fittings;
- Install cables, fixtures and fittings;
- Describe DC principles of electricity;
- Analyze three wire circuits;
- Connect and operate single phase transformers;
- Connect and operate AC motor controls;
- Connect and operate lighting circuits; and,
- Industrial power electronics.

## Heavy Duty/Commercial Transport Mechanic

*This program is under review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

Camosun College’s Heavy Duty/Commercial Transport Mechanic Foundations program provides students with skills and theory necessary for initial entry into the Heavy Duty Mechanic trade, or the Commercial Transport trade. Graduates will receive two certificates: one in Heavy Duty and one in Commercial Transport.

This program trains students to become proficient in the service and maintenance of on-highway commercial vehicles such as trucks, buses or fleet vehicles. Special emphasis is placed on electrical systems, hydraulic systems, air and hydraulic brakes, power trains and engine systems. The Heavy Duty section covers off-highway equipment such as excavators, dozers and loaders.

**Length:** 10 Months (40 weeks)

**Location:** Interurban Campus

**Starting:** September

**Program Code(s):** HDMECHF

**Specialization Code(s):**

HEAVY Heavy Duty

COMTR Commercial Transport

**Admission Requirement(s):**

- Submit proof of a letter grade of “C” or higher in English 11 or ENGL 058 or assessment; and,
- Submit documented proof of a letter grade of “C” or higher in Math 11 or Applications of Math 11 or MATH 038 or assessment;

**OR**

- Successful completion of the Trades Assessment Test.

**Program Completion Requirement(s):**

- A minimum grade of (70%) mark overall is required to obtain a Certificate in Heavy Duty Mechanic Foundation and a Certificate in Commercial Transport Mechanic Foundation.

**Upon completion students will be able to:**

### Orientation (7 weeks)

- Use safe and acceptable work practices;
- Use basic shop tools;
- Use forklifts, jacks, cranes and blocking;
- Identify and use pipe, tubing, hoses and fittings;
- Identify and use bolts, nuts, screws and helicoils;
- Identify bearings and seals;
- Perform fluid and lubricant services; and,
- Perform basic welding repairs with gas welding, arc welding and wire feed welding equipment.

### Trucks and Buses (12 weeks)

- Service clutches and torque converters;
- Service manual transmission including twin countershafts;
- Service automatic transmissions and powershifts;
- Service drive lines;
- Service differentials (all styles);
- Service hydraulic brakes;
- Service air brakes (qualify for the practical portion of your air ticket);
- Service wheels and tires;
- Service rear suspension;
- Service steering;
- Service 5th wheels; and,
- Service air controls and starters.

## Track and Rubber Tired Machines (10 weeks)

- Service hydraulics;
- Service wheel machine final drives;
- Service undercarriages;
- Service steering clutches and brakes; and,
- Service winches.

## Electrical (4 weeks)

- Identify circuits and systems;
- Service batteries;
- Service starters; and,
- Service alternators.

## Engine Support Systems (4 weeks)

- Service fuel, oil, water, exhaust and air systems; and,
- Perform engine tune up procedures.

## Work Experience (3 weeks)

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## Plumbing and Pipe Trades

*This program is under review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

The Plumbing and Pipe Trades Foundation program provides students with the skills and theory necessary to enter the following designated pipe trades at a starting or initial entry level:

- Plumbing
- Pipefitting/Steamfitting
- Sprinkler Fitting
- Gas Fitting

The program prepares the graduate for work in the construction industry. The program will also benefit those students seeking employment with employers in other piping trade related fields such as, the irrigation industry, municipal services, solar systems installation, or plumbing wholesale suppliers.

The Plumbing/Pipe Trades Foundation program is a competency-based program supplemented with a flexible lecture schedule. The self-paced format allows students to learn at their own speed.

A student that successfully completes the program and is able to obtain an apprenticeship may be eligible for credits for the first year schooling of an apprentice. On completion of the program, students may enter various plumbing related jobs or seek apprenticeships in any of the designated compulsory pipe trades listed previously. The main focus is on the first year apprentice competencies that are common to all of the piping trades. Projects done are specialized to each of the Piping Trades listed.

**Length:** Self-paced, generally about six months (25 weeks)

**Location:** Interurban Campus

**Starting:** Bi-monthly

**Program Code(s):** PLUMF

**Admission Requirement(s):**

- Submit proof of a letter grade of “C” or higher in English 11 or ENGL 058 or assessment; and,
- Submit proof of a letter grade of “C” or higher in Math 11 or Applications of Math 11 or MATH 038 or assessment;

**OR**

- Successful completion of Trades Assessment Test.

**Program Participation Requirement(s):**

- Students should be in good physical health and have good hand-eye coordination and manual dexterity; and,
- Students must obtain 80% to pass each module.

**Program Completion Requirement(s):**

- Students must obtain 80% in each module to obtain a Certificate in Plumbing and Pipe Trades Foundation.

**Upon completion students will be able to:**

### Level 1 Common Core

- Use safe work practices;
- Solve mathematical problems;
- Apply science concepts;
- Sketch and read drawings;
- Process technical information;
- Use basic measuring, layout and hand tools;
- Use power tools;
- Lift loads;
- Erect ladders and scaffolds;
- Oxy-acetylene cut and weld;
- Assemble and test electrical circuits;
- Use fastenings and fittings;
- Prepare for employment; and
- Develop employability skills.

### Level 2 Occupational Core

- Use safe work practices;
- Describe the piping trades;
- Read and interpret drawings and specifications;
- Solve related mathematical problems;
- Use piping hand tools;
- Use specialized power tools;
- Use piping shop equipment;
- Oxy-acetylene weld; and
- Construct piping projects.

## Level 3 Plumbing and Pipe Trades Specialty

- Apply safe and acceptable work habits;
- Solve related science problems;
- Select common plumbing materials;
- Install valves, fittings, hangers, support and sleeving;
- Install and test hot water (hydronic) heating systems;
- Install and test a drainage, waste and venting system;
- Install and test a potable water supply system;
- Install standard plumbing fixtures; and
- Maintain plumbing systems and components.

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## Sheet Metal Technician

*This program is under review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

This 25-week program will provide students with an opportunity to earn a certificate in Sheet Metal Foundation and Aircraft Structural Technician Foundation. The first block (approx. eight weeks) equipment and processes are common to all sheet metal trades. The second block (approx. nine weeks) focuses on skills and processes specific to the construction and manufacturing industries. The final block (approx. eight weeks) focuses on skills and processes used in precision sheet metal manufacturing and aircraft sheet metal manufacturing.

**Length:** 25 weeks

**Location:** Interurban Campus

**Starting:** September

**Program Code(s):** SHTECNF

**Specialization Code(s):**

AIRCR Aircraft Structural

SHEET Sheet Metal

**Admission Requirement(s):**

- Submit proof of a letter grade of “C” or higher in English 11 or ENGL 058 or assessment; and,
- Submit proof of a letter grade of “C” or higher in Math 11 or Applications of Math 11 or MATH 038 or assessment;

**OR**

- Successful completion of the Trades Assessment Test.

**Program Participation Requirement(s):**

- Students should be in good physical health and have good hand-eye coordination and manual dexterity.



#### Program Completion Requirement(s):

- A minimum grade of (70%) mark overall is required to obtain a Certificate in Sheet Metal Foundation and a Certificate in Aircraft Structural Technician Foundation.

Upon completion student will be able to:

#### Common Core (8 weeks)

- Describe the Sheet Metal trade;
- Use safe and acceptable work practices;
- Select and identify sheet metals;
- Use mathematics for sheet metal fabrication;
- Use measuring, layout and hand tools;
- Perform basic drafting and procedures;
- Read basic orthographic drawings;
- Use standard sheet metal shop equipment; and
- Construct metal projects and install fasteners.

#### Sheet Metal Specialty (9 weeks)

- Form seams and edges;
- Solder sheet metal;
- Use layout and pattern development procedures;
- Perform basic architectural sheet metal procedures;
- Use shop work procedures;
- Perform field installation procedures; and
- Perform basic welds on sheet metal using gas, arc and wire welding equipment.

#### Aircraft Structural Specialty (8 weeks)

- Use safe and acceptable work practices;
- Use basic tools and equipment of the aircraft sheet metal manufacturing industry;
- Read technical drawings and process technical information;
- Apply mathematics and physics principles;
- Manufacture parts;
- Perform sheet metal fabrication and assembly;
- Describe corrosion control procedures;
- Describe sealing and sealants; and
- Describe and use specialized fasteners and processes of the aircraft sheet metal manufacturing industry.

## Pre-Employment Programs

Camosun College offers the following full-time programs which are designed to prepare students for employment in their chosen field.

### Culinary Arts Foundation

The objective of this program is to make the successful graduate employable in the food service industry by teaching the fundamentals of food preparation in all stations of a modern industrial kitchen. Sanitation, personal hygiene, portion control, waste prevention and the importance of serving nutritionally balanced meals as well as having a positive attitude toward employer and fellow workers are stressed throughout the program.

**Length:** 15 weeks per level

**Location:** Interurban Campus

#### Starting:

Level 1: September, January, April

Level 2: September, January, April

Level 3: September, January

#### Program Code(s):

CULINAF1 Level 1

CULINAF2 Level 2

CULINAF3 Level 3

The program is divided into three training levels each of 15 weeks duration.

#### Admission Requirement(s):

- Candidates must submit proof of at least three (3) months of work experience related to the food service industry, together with a letter of reference from their employer;

#### AND

- Submit proof of a letter grade of "C" or higher in English 10 or ENGL 057 or assessment;
- Submit proof of a letter grade of "C" or higher in Math 10\* or MATH 037 or assessment; (*\*must be academic*);

#### OR

- Completed GED with a minimum average standard score of 500 and a minimum standard score of 500 for both Math and English;

#### AND

- Food Safe Level 1.

#### Level 2:

- Successful completion of Level 1 or assessment by the Chair of Culinary Arts\*.

#### Level 3:

- Successful completion of Level 2 or assessment by the Chair of Culinary Arts\*; and,
- Submission of a College Medical Form at the time of paying fees. (**Note:** *If training is interrupted for more than three years, a second health certificate is required.*)

*\*Students should prepare a detailed resume and collect references before making an appointment with the Chair.*

#### Program Participation Requirement(s):

- Students are required to have a medical exam confirming good general health; and,
- Student must attend an orientation scheduled by Camosun College.

#### Level 1

Teaches the basic cooking skills and prepares the student for employment in hotels, bistros and family restaurants. After successful completion the student may also choose to enrol for further training in the next level. Monday - Friday, 7:30 am - 2:30 pm.

#### Level 2

Level 2 introduces the student to more advanced skills in food preparation. Graduates may obtain employment/apprenticeship in restaurants, institutional kitchens such as cafeterias in hospitals or camps, flight kitchens, cruise ships and many other food service related areas in the hospitality industry. They may also choose to enrol in the next training level. Monday - Friday, 7:30 am - 2:30 pm.

#### Level 3

Level 3 gives the student experience in the following areas: cooking a la carte for fine dining from all the stations in a modern kitchen; planning and costing menus, preparing elaborate buffets, participating in catering for large functions and elements of basic kitchen management. Tuesday - Friday, 2 pm - 10 pm.

### Fine Furniture - Joinery

Graduates of this program will have knowledge and skills necessary for initial entry into the cabinet making and millwork trades, as well as the furniture design, construction and finishing/refinishing industries.

Students can pursue a full Apprenticeship in Joinery through the Industry Training Authority (ITA) after completion of the first 32 weeks. Students who complete the whole program will be eligible to receive both a Certificate in Joinery Foundation, and a Certificate in Fine Furniture.

Classroom work and practical shop projects emphasize the skills required for success in a small scale shop or self-employment situation.

**Length:** 10 months

**Location:** Interurban Campus

**Starting:** September

**Program Code(s):** FFURN

**Admission Requirement(s):**

- Successful completion of an assessment test\* in applied mathematics, English and 3-D visualization;

**AND**

- Submission of a portfolio (samples, slides or photographs of craft work indicating design and hand skills).

\*To schedule an assessment, contact the Assessment Centre at 250-370-3597.

**Courses**

- FURN 152 Fine Furniture 1
- FURN 154 Fine Furniture 2
- FURN 156 Fine Furniture 3

**September to December**

In the first sixteen-week term, through a series of theoretical lectures and demonstrations and shop-based practical projects, students will develop basic skills and acquire practical competency with hand and power tools used in the furniture trade, with an emphasis on safety. In addition, students will learn about wood products and materials, basic joinery, fastening methods, selection and use of adhesives and abrasive materials. Students will also be introduced to commercial practices and the processes of design.

**January to April**

In the second sixteen-week term students develop skills with more advanced techniques including veneering, laminating, lathe turning, carving, and shaping curves. Students will progress through more advanced joinery techniques, as well as finishing topcoat materials and application techniques, and the use of non-wood products in furniture making. Students will also expand their knowledge of commercial practices, design principles and receive more information on furniture history.

**May & June**

In the final eight-week term, students refine their presentation techniques and become more adept at the commercial practices inherent in the furniture trade. Students also learn basic techniques of upholstery, furniture restoration and repair. As a final project, students design and construct a piece of furniture, which is evaluated by a panel of experts and included in a public exhibition.

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## Horticulture Technician

This program is designed to provide students with a wide range of employment opportunities in the horticulture industry in areas such as landscaping, landscape maintenance, parks, golf courses, retail garden outlets, ground crops industry, greenhouses, silvaculture, nurseries, wholesale warehousing, transportation, etc.

The first part of the program, offered as the Basic Grounds Maintenance Course, is designed to provide basic skills and knowledge related to practical gardening in the nursery industry.

The second part of the program is designed to provide advanced skills and knowledge in botany, nursery, green house management, and landscape design, and leads to a Horticulture Technician Certificate.

The Horticulture Technician Certificate includes Licensing Certification in Pesticide Applicator (BC), Pesticide Dispenser (BC) and Occupational First Aid, and is considered for credit merit to several related horticulture technology programs offered at other British Columbia colleges.

**Length:** 10 months

**Location:** Royal Roads University

**Starting:** July

**Program Code(s):** HORTTECN

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 10 or ENGL 058 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Math 10 or MATH 038 or assessment;

**OR**

- Successful completion of the Trades Assessment Test; **AND**
- Submission of a portfolio as follows:
  - Submit a short letter expressing your reasons for applying and goals for the course;
  - Present a booklet containing six photographs of a small garden scene, larger landscape, plants, horticultural workplace and/or any other creative setting which interests you, with written captions explaining choice of photo; and, (mounted prints, no more than two per page);
  - Complete a survey sheet, provided by the College (or consult the website at [camosun.ca/schools/tradesntech/horticulture](http://camosun.ca/schools/tradesntech/horticulture)).

**Program Completion Requirement(s):**

- Students must successfully complete all Academic Term 1 courses with a "C" grade or higher in order to progress to Academic Term 2.

- Two work experience components are included. Students employed in horticulture at program's end may request to have their work experience credited for the final work experience component.

**Note:** *Students must be physically fit, be able to perform routine gardening duties and be prepared to work outdoors in all weather conditions. Students are advised to consult the Horticulture Department if there are any concerns.*

**Academic Term 1 (July to November)**

- HORT 103 Introduction to Horticulture
- HORT 104 Plant Identification 1
- HORT 105 Botany for Horticulture
- HORT 106 Soils and Growing Media
- HORT 107 Landscape Design & Maintenance 1
- HORT 108 Pests and Pesticide Applicators
- HORT 109 Plant Propagation
- HORT 110 Turf Grass Maintenance
- HORT 140 Work Experience 1

**Academic Term 2 (December to April)**

- HORT 120 Nursery Management
- HORT 121 Diseases and Dispensers
- HORT 122 Greenhouses and Environments
- HORT 123 Equipment Maintenance
- HORT 124 Plant Identification 2
- HORT 125 Retail Garden Centres
- HORT 126 Irrigation & Drainage
- HORT 127 Landscape Design & Maintenance 2
- HORT 128 Arboriculture
- HORT 129 Plant Propagation 2
- HORT 130 Interior Plants
- HORT 131 Business Practices in Horticulture
- HORT 132 Horticulture Therapy
- HORT 141 Work Experience 2

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## Apprenticeship Training

### Apprenticeship

Apprenticeship is a type of learning or internship for a trade that consists of on-the-job-training combined with in-school post-secondary education/training. An apprentice spends 80 to 90% learning on the job and up to 10 to 20% of their time learning in the classroom. Apprenticeship is a two-way agreement between the Employer and the Employee to provide appropriate opportunities to learn the trade of their choice. The Industry Training Centre (1-800-660-6011) will register all agreements, provide Trade Worker Identification numbers \*(TWID)/Registration number, Apprenticeship Identification numbers and provide general information and schedule challenge\* and certificate examinations.

The apprentice is responsible for self-registration of technical training needed throughout the apprenticeship and to notify their employer of apprenticeship class enrolment.

In terms of educational requirements, it is recommended that all students planning to become an apprentice in a skilled trade complete a Grade 12 education that includes appropriate English and Math courses. However, in some trades a Grade 10 education is still an acceptable min-

imum standard. Potential apprentices in some trades may be required to write an entrance examination. Individual employers may also have their own requirements in terms of education.

A very common route that is used to obtain an apprenticeship within a specific trade has a person taking an entry-level (Foundation) trades training program at a College. This program will give the individual the skills and knowledge required to begin work in an industry at an entry-level position. This employment could lead to an apprenticeship with all its advantages including earning wages while learning a trade. Although Foundation Training may not be compulsory, joint training committees and many employers recognize it as a prerequisite to employment and/or apprenticeship.

See Industry Training Authority's website for application forms and additional information at [itabc.ca](http://itabc.ca).

For most trades, the apprentice must complete up to four years of training. Each year consists of an average of 1800 hours of service including the time spent in technical training classes. Formal class time is four to ten weeks in each year, depending on the chosen trade. This training is usually done in a technical training school such as Camosun College.

When all the conditions of the apprenticeship agreement have been fulfilled, apprentices are issued a "Certificate of Apprenticeship" by the Industry Training Authority. In addition to the Industrial Trades Authority's (ITA) certification, students will be eligible to receive a Certificate from Camosun College to recognize the completion of the final level of technical (classroom) training in a specific trade discipline. Students must complete their final level of training with Camosun College to receive the certificate. The Certificate will recognize skills in communication, document interpretation, critical-thinking, problem-solving, numeracy, information retrieval & evaluation, group processes, safe work practices, tool use, etc. Apprentices may be required to write the BC Certificate of Qualification exam or the Inter-Provincial Examination (Red Seal) before being issued their Certificate of Qualification.

**\*Note:** To obtain a Trade Work Identification number (TWID)/Registration number or information on challenging a particular level please contact the Industry Training Centre at 1-866-660-6011.

The following apprenticeship technical training classes are scheduled at Camosun College:

**Length:**

Automotive Service Technician	6 weeks
Carpenter	6 weeks
Cook Training	4 weeks
Domestic/Commercial Gas Fitter	6 weeks
Electrician	10 weeks
Plumber	6 to 8 weeks
Sheet Metal Worker	6 weeks
Sprinkler Fitter	6 weeks
Steam/Pipefitter	6 to 8 weeks
Welder	6 weeks

**Location:** Interurban Campus

**Program Code(s):** APPRENTICE

**Specialization Code(s):**

APPRAMEC	Automotive Service Technician
APPRCARP	Carpenter
APPRCOOK	Professional Cook
APPRELEC	Electrician
APPRGASF	Domestic/Commercial Gasfitter
APPRPLMB	Plumber
APPRSMTL	Sheet Metal Worker
APPRSPRI	Sprinkler Fitter
APPRSTMP	Steam/Pipefitter
APPRWELD	Welder

## Trades Upgrading

### Nautical Training

The Nautical Training Upgrading program is primarily designed to prepare eligible students for examinations leading to a Certificate of Competency as Master or Mate, issued by Transport Canada Marine Safety. In addition, the department has received Transport Canada's approval to deliver and evaluate candidates for various courses. As this is primarily an upgrading program, applicants will already have had exposure to the commercial marine industry and are seeking advancement in that marine career. To determine eligibility to write examinations, including sea-time and medical examination requirements, candidates must contact the Examiner of Masters and Mates at Transport Canada Marine Safety. Offices are located in Vancouver, Prince Rupert, Nanaimo and Victoria (see the blue pages of the phone book).

The Nautical department at Camosun College offers up-to-date courses to fulfill the syllabus requirements for the following certificates of competency:

- Watchkeeping Mate (Restricted and Ship)
- Master 350 Ton
- Master, Local and Intermediate Trade
- Mate, Local and Intermediate Trade
- Master Limited
- Fishing Master (FM4, FM3)

Students register for a complete program or specific modules within a program, lengths of courses varying within the program. Complete details, schedules and course descriptions can be accessed through the Camosun College website. In addition, ROMC, Ship Security Officer, MED A1/A2/A3, Bridge Resource Management and S.E.N. Limited courses are offered through the Continuing Education department. For more information contact **250-370-4563**.

**Length:** Varies according to program

**Location:** Interurban Campus

**Starting:** Varies

**Program Code(s):** NAUTICAL

**Admission Requirement(s):**

- Assessment by Transport Canada, Marine Safety Examiner of Masters and Mates.

See website or call **250-370-4016** for details.

## Welding C

This is a modular program designed to prepare the graduate for employment as a welder. Upon successful completion, the graduates will receive a Welder's Log Book issued by the College. Subjects covered include Introduction and Safety; Oxy-Fuel Gas Cutting; Oxy-Fuel Gas Welding and Brazing; Shielded Metal Arc Welding I; Arc Air Gouging; Gas Metal Arc Welding; Flux Cored Arc Welding; Materials Handling; Blue Print Reading I; Welding Metallurgy. Graduates will be able to progress into Welding B after meeting employment requirements and obtaining Level C Registered Welder Qualification.

**Length:** Self-paced training, generally about seven months

**Location:** Interurban Campus

**Starting:** Monthly (as space permits)

**Program Code(s):** WELDCF

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 10 or ENGL 058; and,
- Submit proof of a letter grade of "C" or higher in Math 10 or MATH 038 or assessment;

**OR**

- Successful completion of the Trades Assessment Test.

**Program Participation Requirement(s):**

- Students should be in good physical health and have good hand-eye coordination and manual dexterity.

**Modules**

P1	Introduction/Program Orientation
P2	Oxy-Fuel Gas Cutting
P3	Gas Welding & Braze Welding
P4	Shielded Metal Arc 1
P5	Carbon Arc Gouging
P6	Gas Metal Arc/Flux Core Arc
RK1	Material Handling
RK2	Blueprint Reading 1
RK3	Welding Metallurgy
RK2B	Math Supplement

Satisfactory completion of all modules is required to obtain a Camosun College certificate, and module entries in the Welder's Log Book.

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**Welding B**

This modular program is designed for graduates of the Welding C program who require advanced training to obtain the registered Welding B qualification.

**Length:** Self-paced training generally about four months

**Location:** Interurban Campus

**Starting:** Monthly (as space permits)

**Program Code(s):** WELDB

**Admission Requirement(s):**

- Successful completion of Welding C program; and,
- Registered "C" Level Stamp in Log Book.

**Modules**

P7	Shielded Metal ARC 2
P8	Gas Metal Arc 2
P9	Flux Core Arc 2
P10	Gas Tungsten Arc 1
RK4	Quality Control/Inspection
RK5	Code Standards/ Specifications
RK6	Blueprint Reading 2
RK7	Welding Metallurgy 2

Satisfactory completion of all modules and recommendation by instructor is required to obtain a B College certificate, and module entries in the Welder's Log Book.

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**Welding A**

This modular program is designed for graduates of the Welding B program who require advanced training to obtain the registered Welding A qualification.

**Length:** Self-paced training generally about two months

**Location:** Interurban Campus

**Starting:** Monthly (as space permits)

**Program Code(s):** WELDA

**Admission Requirement(s):**

- Successful completion of Welding B program; and,
- Registered B Level Stamp in Log Book.

**Modules**

P11	Shielded Metal Arc 3
P12	Gas Tungsten Arc 2
RK8	Welding Metallurgy 3
RK9	Blueprint Reading 3

Satisfactory completion of all modules and recommendation by instructor is required to obtain an A College certificate, and module entries in the Welder's Log Book.

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**Welder Fitter**

This program will provide students with the necessary skills and knowledge to layout and fit structural steel, pipe, plate and sheet fabrication while working from blueprints or shop drawings.

**Length:** 12 weeks

**Location:** Interurban Campus

**Starting:** Varies

**Program Code(s):** WELDFITTER

**Admission Requirement(s):**

- Successful completion of Welding C or assessment by the Welding Program Leader or Welding instructor.

**Modules**

WF-A	Safe Work Practices
WF-B	Using Trades Math
WF-C	Blueprint Reading
WF-D	Materials Handling
WF-E	Metal Working Equipment
WF-F	Project layout

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**Welding Upgrading**

This program is designed for welders who require practice in a specific welding procedure that leads to a weld test and certification under a CWB or ASME code.

**Length:** Varies. In consultation with the instructor

**Location:** Interurban Campus

**Starting:** Daily (as space permits)

**Program Code(s):** WELDUPGRADE

**Admission Requirement(s):**

- Assessment by Welding Program Leader or Welding instructor.

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**Welding Testing**

Camosun College's Welding department is a licensed testing agency for the Boiler and Pressure Vessel Safety Branch and the Canadian Welding Bureau, providing testing and certification to these and other codes and procedures.

**Length:** Varies. In consultation with the instructor

**Location:** Interurban Campus

**Starting:** Daily (as space permits)

**Program Code(s):** WELDUPGRADE

**Specialization Code(s):**

ADV            Advanced

TEST            Testing

**Admission Requirement(s):**

- Assessment by Welding Program Leader or Welding instructor.



# Technology Programs

## Computer Systems Technology Access

This program prepares students for the Computer Systems Technician/Technology (CST) program, by providing introductory skills in the use of computers and upgrading in mathematics and English to the level needed for CST program entrance. No background or experience with computers is needed for this program. Upon completion of the program the student will have acquired:

- entrance requirements to the Computer Systems Technology program;
- skills in computers to acquire information from the Internet, write simple programs and use a spreadsheet for elementary calculations;
- an understanding of the purpose, objectives and value of Computer Systems Technology; and,
- a certificate in Computer Systems Technology Access.

**Length:** Three months

**Location:** Interurban Campus

**Starting:** Quarter 2

**Program Code(s):** COMPACC

**Admission Requirement(s):**

- Submit proof of a letter grade of “C” or higher in English 10 or ENGL 050 or assessment; and,
- Submit proof of a letter grade of “B” or higher in Math 10 or MATH 053 or assessment.

**Program Completion Requirement(s):**

- Students must complete all program courses and achieve an overall GPA of at least 2.0 in order to qualify for the Certificate in Computer Systems Technology Access.
- Students must achieve a “B” or higher in MATH 172, a Pass in LRNS 102, and a “C” or higher in all other courses to obtain a certificate and for entry to the Computer Systems programs.

Academic Term 1 (Quarter 2)		Credits
COMP 140	Human Computer Interaction	2.0
COMP 162	Intro to Computers and the Web	3.0
ENGL 130	English for Careers	3.0
LRNS 102	Learning and Problem Solving Skills	1.0
MATH 172	Basic Technical Math 1	4.0
<b>Total Credits</b>		<b>13.0</b>

## Computer Systems Technology

### Computer Systems Technician Certificate

The Computer Systems Technician program is a nine-month certificate program that is the first year of, and ladders to, the Computer Systems Technology Diploma second year.

A Computer Systems Technician graduate will work as an entry-level employee in the computer systems and information technology fields. A computer systems worker will find employment in help desks, sales, technical support, repair, simple web work and small office administration. An information technology worker will find employment in web programming for database-driven dynamic websites as a programmer with skills in Java, JSP, PHP, Oracle, MySql and other technologies.

Internship is an optional component of this program. An Internship designation requires at least one (1) work term be completed satisfactorily. Co-op is **not** part of the Certificate in Computer Systems Technician

### Computer Systems Technology Diploma

A Computer Systems Technologist is a professional in the field of computing. Graduates of the Computer Systems Technology program will have the ability to provide a computer solution to a problem. The principles taught include problem definition, analysis, design, selection and implementation, decision-making and continued maintenance, diagnosis and improvement of the resulting hardware and software solution. The Computer Systems Technologist will be self-sufficient in a small system environment and be effective in a larger enterprise.

Although certain software and hardware is used to illustrate or allow practice with concepts being taught, it is not the intention of the program to train the students in specific products. Rather, the objective is that the graduate will easily be able to apply her or his knowledge to any environment, using whatever technology, package, language or computer system is appropriate.

There are many varied employment opportunities for graduates, many situations requiring a skilled person to enable an employer to get the best from a computer system. Organizations such as government agencies, wholesale or retail sales of goods or services, administrative offices, scientific or engineering enterprises, forestry companies and most others have or will have need for the skills of computing professionals.

Over the length of the program, courses are offered to provide the fundamental principles and skills for the technologist. The applied computing project, done in the final term, combines the principles and techniques of the program to produce a finished product.

Co-operative Education or Internship are optional components of this program. To obtain a Co-operative Education designation, students combine classroom study with three (3) terms of Co-op work experience. An Internship designation requires at least one (1) work term be completed satisfactorily. Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities. Part-time students may be eligible for Co-op or Internship, but must apply in their first year.

Students may graduate from this program without a Co-operative Education designation but must recognize that course offerings are normally available only when Co-op students are on campus. Such students may take courses in any order, subject to the stated pre- and corequisites of the courses and the overall program requirements.

**Length:**

Technician Certificate: nine month  
Internship: 12 months

Technology Diploma:

Full-time: One year, nine months  
Full-time Co-op: Two years, three months  
Full-time Internship: Two years

**Location:** Interurban Campus

**Starting:** Quarter 1

**Program Code(s):**

CST1 First Year (certificate)

CST2 Second Year (diploma)

**Admission Requirement(s):**

- Submit proof of a letter grade of “C” or higher in English 12 or TPC 12 or ENGL 130 or assessment; and,
- Submit proof of a letter grade of “B” or higher in Principles in Math 11 or Applications of Math 12 or MATH 172 or a letter grade of “C+” or higher in Principles of Math 12 or assessment.

**Eligibility for Co-op Work Experience:**

- Internship option, students must complete all first year courses (Q1, Q2, Q3) including COOP 100, obtain a GPA of 3.0, and be fully enrolled in the term preceding the work term.
- To maintain eligibility for the subsequent work terms, students must maintain a GPA of 3.0 and complete the prior work terms successfully.

### Eligibility for Internship Work Experience:

- To be eligible to participate in the Internship option, students must complete all first year courses (Q1, Q2, Q3) including COOP 100, obtain a GPA of 3.0, and be fully enrolled in the term preceding the work term.

### Program Completion Requirement(s):

- To qualify for the Certificate in Computer Systems Technician, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Certificate in Computer Systems Technician, Internship Designation, one (1) work term must be completed satisfactorily.
- To qualify for the Diploma in Computer Systems Technology, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Diploma in Computer Systems Technology, Co-operative Education Designation, three (3) Co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Computer Systems Technology, Internship Designation, one (1) work term must be completed satisfactorily.

### Schedule: Co-op/Internship Option 1

Yr	Q1	Q2	Q3	Q4
1	Academic Term 1	Academic Term 2	Academic Term 3	Work Term
2	Academic Term 4	Academic Term 5	Work Term	
3	Academic Term 6 **			

\*\*Academic Term 6 begins three (3) weeks before Quarter 1 starts.

### Full-time Schedule

#### Year 1

Academic Term 1 (Quarter 1)	Credits
COMP 112 Intro to Computer Systems	3.0
COMP 140 Human Computer Interaction	2.0
COMP 176 Operating Systems	3.0
ENGL 170 Technical and Professional Communications 1	3.0
MATH 161 Math for Computing 1	4.0
<b>Total Credits</b>	<b>15.0</b>

Academic Term 2 (Quarter 2)	Credits
BUS 143 eBusiness for Technologists	3.0
COMP 132 Programming Using Java	4.0
COMP 155 Database Concepts	3.0
COMP 170 Computer/Network Operations	3.0
COMP 183 Intro to Computer Architecture	3.0
<b>Total Credits</b>	<b>16.0</b>

Academic Term 3 (Quarter 3)	Credits
COMP 139 Applied Computer Programming	4.0
COMP 157 Windows-based Applications	3.0
COMP 173 Computer Network Programming	3.0
COMP 199 Year One Project	3.0
COMP 235 Software Engineering	3.0
<b>Total Credits</b>	<b>16.0</b>

#### Year 2

Academic Term 4 (Quarter 1)	Credits
COMP 288 Embedded Systems Applications	3.0
COMP 230 Systems Analysis and Design	3.0
COMP 241 .NET Web Applications	3.0
COMP 270 Computer Operations	3.0
COMP 272 Intro to Data Communications	3.0
COMP 297 Computing Project Preparation	0.5
<b>Total Credits</b>	<b>15.5</b>

Academic Term 5 (Quarter 2)	Credits
COMP 240 Developing Web Services	3.0
COMP 249 Database Administration	3.0
COMP 259 Advanced Database Concepts	3.0
COMP 266 Database Application	3.0
COMP 298 Computing Project Analysis	3.0
<b>Total Credits</b>	<b>15.0</b>

Academic Term 6 (Quarter 1 or 3)	Credits
COMP 275 Systems Design and Security	3.0
COMP 299 Applied Computing Project Implementation	10.0
ENGL 273 Technical and Professional Communications 3	1.5
<b>Total Credits</b>	<b>14.5</b>

### Full-time Co-op/Internship Option

COOP 100 Workplace Education Prep	0.0
COMP 101 Co-operative Work Experience 1	5.0
OR	
COMP 102 Co-operative Work Experience 1	10.0
COMP 201 Co-operative Work Experience 2	10.0
OR	
COMP 202 Co-operative Work Experience 2	5.0
OR	
COMP 203 Co-operative Work Experience 3	5.0
<b>Total Credits</b>	<b>5.0 - 15.0</b>

### Software Engineering Bridge

The Software Engineering Bridge program is offered by Camosun College by special arrangement with the University of Victoria. This program provides entry to the third year of Engineering at the University of Victoria for graduates of Computer Systems Technology programs. Successful students may then continue their studies toward a Bachelor of Software Engineering degree at the University of Victoria.

The program is intended for graduates with high academic standing. Preference may be given to individuals with technologist-level work experience.

Co-operative Education work terms are transferable between institutions. For students who have completed Co-op in their diploma, please contact the University of Victoria for specific details or visit Co-operative Education for assistance.

This program is not governed by Camosun College's policies on admission and academic progress and promotion.

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 4

**Program Code(s):** SOFTBRIDGE

### Admission Requirement(s):

- A diploma in Computer Systems Technology from a nationally accredited program\* (Canadian Technologies Accreditation Board) with a minimum cumulative GPA of 5.0 on a 9.0 scale\*\*; and,
- Submit proof of a letter grade of "C" or higher in University Calculus 1 (MATH 100 or equivalent).

\*Graduates of other closely related programs may be accepted upon evaluation of the diploma program.

\*\*The considered GPA is cumulative over the entire technology program. A "B" at Camosun is a GPA of 5.0.

For further information or to receive an application package contact the Program Assistant at 250-370-4404, by email at [engbridge@camosun.bc.ca](mailto:engbridge@camosun.bc.ca), or consult [engbridge.camosun.bc.ca](http://engbridge.camosun.bc.ca).

### Bridge to UVic

To be accepted into the third year of Engineering at the University of Victoria, the bridging student must:

- Submit proof of a letter grade of "C" or higher in eight of the ten courses in the Software Engineering Bridge program;
- Obtain a minimum "C" average in all courses; and,
- Have no more than one failing grade in all the courses.

Credit for missed courses must be completed at the University of Victoria. "D" grades will not be accepted for credit.

Academic Term 1 (Quarter 4)	Credits
CHEM 150 Engineering Chemistry	4.0
ELEX 284 Signal and Systems Analysis	3.0
MATH 101 Calculus 2	4.0
MATH 251 Matrix Algebra for Engineers	3.0
MATH 254 Probability and Statistics	3.0
<b>Total Credits</b>	<b>17.0</b>

Academic Term 2 (Quarter 1)	Credits
ECON 297 Economics for Engineers	3.0
ELEX 285 Digital Signal Processing	3.0
ENGR 284 Engineering Laboratory	3.0
MATH 222 Discrete Math	3.0
MECH 210 Mechanics for Electrical Engineers 2.0	
<b>Total Credits</b>	<b>14.0</b>

# Integrated Civil Engineering Program

## Civil Engineering Technology Access

The Civil Engineering Technology Access program is designed to allow students lacking the prerequisites for the Civil Engineering Technology program to pursue the necessary upgrading courses in Math, English and Physics. Additional courses in graphics and computing will allow students to earn credits for the Civil Engineering Technology program. These courses will also help the student decide whether to pursue a career in Civil Engineering. Upon completion of the program the student will have acquired:

- entrance requirement to the Technology program;
- skills in computers related to Engineering;
- basic skills in technical drawing; and,
- a certificate in Civil Engineering Technology Access.

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 1

**Program Code(s):** CIVILACC

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 10 or ENGL 050 or assessment; and,
- Submit proof of a letter grade of "B" or higher in Math 10 or MATH 053 or assessment.

**Program Completion Requirement(s):**

- Students must achieve an overall cumulative GPA of at least 2.0 in order to qualify for the Certificate in Civil Engineering Technology Access.

Pre-Quarter Courses	Credits
ENGR 190 Orientation	0.5
<b>Total Credits</b>	<b>0.5</b>

Academic Term 1 (Quarter 1)	Credits
CIVL 121 Graphics and Computing 1	2.0
ENGL 130 English for Careers	3.0
MATH 172 Basic Technical Math 1	4.0
PHYS 150 Technical Physics 1	3.0
<b>Total Credits</b>	<b>12.0</b>

Academic Term 2 (Quarter 2)	Credits
CIVL 122 Graphics and Computing 2	4.0
LRNS 102 Learning and Problem Solving Skills	1.0
MATH 173 Basic Technical Math 2	4.0
PHYS 151 Technical Physics 2	3.0
<b>Total Credits</b>	<b>12.0</b>

## First Nations Civil Engineering Technology Access

**Note:** Applicants must be a descendant of indigenous people of North America.

Camosun College considers any student who is a descendent of the indigenous peoples of what is now called North America to be a First Nations student. This includes status and non-status Indians, Metis, Inuit and Native Americans living in Canada.

The First Nations Civil Engineering Technology Access program is designed to allow First Nations adults to acquire the necessary upgrading courses in Math, English and Physics prior to entering the Civil Engineering Technology program. Additional courses in graphics and computing will allow students to earn credits for the Civil Engineering Technology program. These courses will also help the student decide whether to pursue a career in Civil Engineering. Upon completion of the program the student will have acquired:

- entrance requirement to the Technology program;
- skills in computers related to Engineering;
- basic skills in technical drawing; and,
- a certificate in First Nations Civil Engineering Technology Access.

**Length:** Six months

**Location:** Interurban Campus, and Victoria Native Friendship Centre

**Starting:** Quarter 1

**Program Code(s):** CIVILACC

**Specialization Code(s):** FNACC

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 10 or ENGL 050 or assessment; and,
- Submit proof of a letter grade of "B" or higher in Math 10 or MATH 053 or assessment.

**Program Completion Requirement(s):**

- Students must achieve an overall cumulative GPA of at least 2.0 in order to qualify for the Certificate in Civil Engineering Technology Access.

Academic Term 1 (Quarter 1)	Credits
CIVL 121 Graphics and Computing 1	2.0
ENGL 130 English for Careers	3.0
FNCS 111 FNCS Seminar 1	1.0
MATH 172 Basic Technical Math 1	4.0
PHYS 150 Technical Physics 1	3.0
<b>Total Credits</b>	<b>13.0</b>

Academic Term 2 (Quarter 2)	Credits
CIVL 122 Graphics and Computing 2	4.0
FNCS 112 FNCS Seminar 2	1.0
LRNS 102 Learning and Problem Solving Skills	1.0
MATH 173 Basic Technical Math 2	4.0
PHYS 151 Technical Physics 2	3.0
<b>Total Credits</b>	<b>13.0</b>

## Civil Engineering Technology

The Civil Engineering Technologist may find employment with an Engineering Consultant, Contractor, Soils & Materials Testing Laboratory, Project Management Consultant, Municipality or Provincial Government Ministry. As part of the engineering team, the graduate technologist may be involved in all phases of a variety of projects including the design and construction of bridges, highways, airports, dams, subways, subdivisions and water and sewage treatment plants. Graduates have also found employment in surveying and with construction firms as project managers or construction supervisors and as resident inspectors for projects.

This two-year, full-time or three-year part-time nationally accredited diploma program will stress the use of microcomputers in the solution of civil engineering problems. Students are introduced to computer-aided-design and drafting techniques and computer-based design systems for urban planning, structures, highways, water and water/waste management and all aspects of project management. Surveying on state-of-the-art equipment is also included.

Co-operative Education or Internship are optional components of this program. To obtain a Co-operative Education designation, students combine classroom study with three (3) terms of Co-op work experience. An Internship designation requires at least one (1) work term be completed satisfactorily. Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities.

Graduates may apply for membership in the Applied Science Technologists and Technicians of BC (ASTTBC) and obtain certification as Engineering Technologists. Graduates of this program with a GPA of at least 5.0 may apply to the Advanced Diploma in Civil Engineering Bridge program, which bridges into the third year of university to allow graduates to pursue an accredited Bachelor of Engineering Degree.

**Length:**

- Full-time: One year, nine months
- Full-time Co-op: Two years, six months
- Full-time Internship: Two years

**Location:** Interurban Campus

**Starting:** Quarter 1



**Program Code(s):**

CIVIL1 First Year

CIVIL2 Second Year

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in TPC 12 (preferred) or English 12 or ENGL 130\* or assessment;
- Submit proof of a letter grade of "B" or higher in Principles of Math 12 or submit proof of a letter grade of "C" or higher in Calculus 12 or MATH 115 or MATH 100 or MATH 173\* or assessment; and,
- Submit proof of a letter grade of "C" or higher in Physics 11 (Physics 12 or Applied Physics 12 recommended) or PHYS 151\*.

\*These courses are part of the Civil Engineering Technology Access program and the First Nations Civil Engineering Technology Access program.

**Eligibility for Co-op Work Experience:**

- To be eligible to participate in the Co-op option, students must complete all first year courses (Q1, Q2, Q3) including COOP 100, obtain a GPA of 3.0, and be enrolled in a minimum of 8 credits in the term preceding the work term.
- To maintain eligibility for the subsequent work terms, students must maintain a GPA of 3.0 and complete the prior work terms successfully.

**Eligibility for Internship Work Experience:**

- To be eligible to participate in the Internship option, students must complete all first year courses (Q1, Q2, Q3) including COOP 100, obtain a GPA of 3.0, and be enrolled in a minimum of 8 credits in the term preceding the work term.

**Program Completion Requirement(s):**

- To qualify for the Diploma in Civil Engineering Technology, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Diploma in Civil Engineering Technology, Co-operative Education Designation, three (3) Co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Civil Engineering Technology, Internship Designation, one (1) work term must be completed satisfactorily.

**Schedule: Full-time**

Yr	Q1	Q2	Q3	Q4
1	Academic Term 1	Academic Term 2	Academic Term 3	
2	Academic Term 4	Academic Term 6	Academic Term 5	

**Full-time Co-op/Internship Option**

Yr	Q1	Q2	Q3	Q4
1	Academic Term 1	Academic Term 2	Academic Term 3	Work Term* 1
2	Academic Term 4	Work Term 2	Academic Term 5	Work Term 3
3	Work Term cont'd	Academic Term 6		

\*Upon approval, students may participate in a first work term following Academic Term 3.

**Full-time Schedule**

Pre-Quarter Courses	Credits
ENGR 190 Orientation	0.5

**Total Credits 0.5**

**Academic Term 1 (Quarter 1) Credits**

CIVL 131 Graphical Communications 1	2.0
CIVL 151 Surveying 1	3.0
CIVL 192 Statics	1.5
ENGL 170 Technical/Professional Communications 1	3.0
MATH 185 Technical Math 1	3.0
PHYS 191 Physics 1 Civil/Mechanical	3.0

**Total Credits 15.5**

**Academic Term 2 (Quarter 2) Credits**

CIVL 132 Graphical Communications 2	3.0
CIVL 152 Surveying 2	2.0
CIVL 193 Strength of Materials 1	3.0
ENGL 180 Technical & Professional Communications 2	1.5
MATH 187 Technical Math 2	3.0
PHYS 192 Physics 2 Civil/Mechanical	3.0

**Total Credits 15.5**

**Academic Term 3 (Quarter 3) Credits**

CIVL 133 Graphical Communications 3	1.5
CIVL 146 Highway Design	2.0
CIVL 153 Surveying 3	1.5
CIVL 162 Soils 1	2.0
CIVL 194 Strength of Materials 2	2.0
ENGR 177 Fluid Dynamics 1	2.0
MATH 189 Technical Math 3	3.0

**Total Credits 14.0**

**Academic Term 4 (Quarter 1) Credits**

CIVL 255 Urban Services	4.0
CIVL 264 Soils 2	3.0
CIVL 276 Hydrology	1.5
CIVL 279 Fluid Dynamics 2	2.0
CIVL 280 Environmental Engineering	1.0
CIVL 293 Structural Design 1	3.0

**Total Credits 14.5**

**Academic Term 5 (Quarter 3) Credits**

CIVL 247 Highway Design Project	2.0
CIVL 257 Urban Planning	5.0
CIVL 268 Construction Materials	3.0
CIVL 283 Sewage Treatment	2.0
CIVL 297 Structural Design 2	2.0
ENGR 253A Technical Report 1	1.5

**Total Credits 13.5**

**Academic Term 6 (Quarter 2) Credits**

CIVL 240 Managing Construction Projects	2.0
CIVL 258 Infrastructure Rehabilitation	1.5
CIVL 265 Soils 3	2.0
CIVL 282 Water Treatment	1.5
CIVL 298 Structural Design Project	4.0
ENGR 253B Technical Report 2	1.5
ENGR 278 Engineering Economics	1.0

**Total Credits 15.5**

**Full-time Co-op/Internship Option**

COOP 100 Workplace Education Prep	0.0
CIVL 101 Co-operative Work Experience 1	5.0
<b>OR</b>	
CIVL 102 Co-operative Work Experience 1	10.0
CIVL 201 Co-operative Work Experience 2	10.0
<b>OR</b>	
CIVL 202 Co-operative Work Experience 2	5.0
CIVL 203 Co-operative Work Experience 3	5.0
<b>OR</b>	
CIVL 233 Co-operative Work Experience 3	10.0

**Total Credits 5.0 - 15.0**

**Part-time Schedule**

Pre-Quarter Courses	Credits
ENGR 190 Orientation	0.5

**Total Credits 0.5**

**Academic Term 1 (Quarter 1) Credits**

CIVL 151 Surveying 1	3.0
CIVL 192 Statics	1.5
MATH 185 Technical Mathematics 1	3.0
PHYS 191 Physics 1 (Civil/Mechanical)	3.0

**Total Credits 10.5**

**Academic Term 2 (Quarter 2) Credits**

CIVL 152 Surveying 2	2.0
CIVL 193 Strength of Materials 1	3.0
MATH 187 Technical Mathematics 2	3.0
PHYS 192 Physics 2 (Civil/Mechanical)	3.0

**Total Credits 11.0**

**Academic Term 3 (Quarter 3) Credits**

CIVL 153 Surveying 3	1.5
CIVL 162 Soils 1	2.0
ENGR 176 Fluid Dynamics 1	2.0
MATH 189 Technical Mathematics 3	3.0

**Total Credits 8.5**

**Academic Term 4 (Quarter 1) Credits**

CIVL 131 Graphical Communications 1	2.0
CIVL 264 Soils 2	3.0
CIVL 279 Fluid Dynamics 2	2.0
ENGL 170 Technical/Professional Communications 1	3.0

**Total Credits 10.0**

**Academic Term 5 (Quarter 2) Credits**

CIVL 132 Graphical Communications 2	3.0
CIVL 268 Construction Materials	3.0
CIVL 283 Sewage Treatment	2.0
ENGL 180 Technical & Professional Communications 2	1.5

**Total Credits 9.5**



Academic Term 6 (Quarter 3)		Credits
CIVL 133	Graphical Communications 3	1.5
CIVL 146	Highway Design	2.0
CIVL 194	Strength of Materials 2	2.0
CIVL 240	Managing Construction Projects	2.0
CIVL 258	Infrastructure Rehabilitation	1.5
ENGR 278	Engineering Economics	1.0
<b>Total Credits</b>		<b>10.0</b>

Academic Term 7 (Quarter 1)		Credits
CIVL 255	Urban Services	4.0
CIVL 276	Hydrology	1.5
CIVL 280	Environmental Engineering	1.0
CIVL 293	Structural Design 1	3.0
<b>Total Credits</b>		<b>9.5</b>

Academic Term 8 (Quarter 2)		Credits
CIVL 247	Highway Design Project	2.0
CIVL 257	Urban Planning	5.0
CIVL 297	Structural Design 2	2.0
ENGR 253A	Technical Report 1	1.5
<b>Total Credits</b>		<b>10.5</b>

Academic Term 9 (Quarter 3)		Credits
CIVL 265	Soils 3	2.0
CIVL 282	Water Treatment	1.5
CIVL 298	Structural Design Project	4.0
ENGR 253B	Technical Report 2	1.5
<b>Total Credits</b>		<b>9.0</b>

## Civil Engineering Bridge

This program is under review. Please refer to [camosun.ca](http://camosun.ca) for current information.

The Civil Engineering Bridge program is offered by Camosun College with the full support and co-operation of the University of British Columbia. This program is intended to provide access to the third year of Civil Engineering at the University of British Columbia for graduate Civil Engineering Technologists. Successful students may then continue their studies toward a Bachelor of Applied Science degree at the University of British Columbia.

The Civil Engineering Bridge is offered in Quarter 2 and 3 (January to June) for September entry into the third year of Engineering at the University of British Columbia.

The Civil Engineering Bridge program is intended for graduates of Civil Engineering Technology programs with high academic standing.

Co-operative Education work terms are transferable between institutions. For students who have completed Co-op in their diploma, please contact the receiving institution for specific details, or see a Camosun College Co-operative Education faculty member for assistance.

This program is not governed by Camosun College's policies on admission and academic progress and promotion.

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 2

**Program Code(s):** CIVLBRIDGE

### Admission Requirement(s):

- A diploma of Technology in Civil Engineering Technology\* from a nationally accredited program (Canadian Technologies Accreditation Board) with a minimum "B" grade average\*\*; and,
- No individual course marks below 60%.

\*Graduates of other closely related programs may be accepted upon evaluation of the diploma program.

\*\*The considered GPA is cumulative over the entire technology program. A "B" at Camosun is a GPA of 5.0.

For further information or to receive an application package contact the Program Assistant at 250-370-4404, by email at [engbridge@camosun.bc.ca](mailto:engbridge@camosun.bc.ca), or visit [engbridge.camosun.bc.ca](http://engbridge.camosun.bc.ca).

### Bridge to UBC

To be accepted into the third year of Engineering at the University of British Columbia, the bridging student must:

- Submit proof of a letter grade of "C" or higher in the eleven courses in the Bridging program.

Academic Term 1 (Quarter 2)		Credits
CHEM 150A	Engineering Chemistry 1	2.0
COMP 130	Computing for Engineers	3.0
ENGR 264	Engineering Mechanics	3.0
MATH 260	Applied Multivariable Calculus	4.0
MATH 261	Applied Linear Algebra	4.0
<b>Total Credits</b>		<b>16.0</b>

Academic Term 2 (Quarter 3)		Credits
CHEM 150B	Engineering Chemistry 2	2.0
ENGR 166	Geology for Civil Engineers	3.0
ENGR 262	Analytical Methods	3.0
MATH 262	Applied Differential Equations	4.0
MATH 264	Applied Probability & Statistics	3.0
PHYS 295	Physics (Engineering Bridge)	4.0
<b>Total Credits</b>		<b>19.0</b>

## Mining Engineering Bridge

The Mining Engineering Bridge program is offered by Camosun College with the full support and co-operation of the University of British Columbia. This program is intended to provide access to the third year of Mining Engineering at the University of British Columbia for graduate Mining Technologists. Successful students may then continue their studies toward a Bachelor of Applied Science degree at the University of British Columbia.

The Mining Engineering Bridge is offered in Quarter 2 and 3 (January to June) for September entry into the third year of Mining Engineering at the University of British Columbia.

The Mining Engineering Bridge program is intended for graduates of Mining Engineering Technology programs with high academic standing.

Co-operative Education work terms are transferable between institutions. For students who have completed Co-op in their diploma, please contact the receiving institution for specific details, or see a Camosun College Co-operative Education faculty member for assistance.

This program is not governed by Camosun College's policies on admission and academic progress and promotion.

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 2

**Program Code(s):** MINEBRIDGE

### Admission Requirement(s):

- A diploma of Technology in Mining Technology\* from a nationally accredited program (Canadian Technologies Accreditation Board) with a minimum "B" grade average\*; and,
- No individual course marks below 60%.

\*Graduates of other closely related programs may be accepted upon evaluation of the diploma program.

\*\*The considered GPA is cumulative over the entire technology program. A "B" at Camosun is a GPA of 5.0.

For further information or to receive an application package contact the Program Assistant at 250-370-4404, by email at [engbridge@camosun.bc.ca](mailto:engbridge@camosun.bc.ca), or visit [engbridge.camosun.bc.ca](http://engbridge.camosun.bc.ca).

### Bridge to UBC

To be accepted into the third year of Engineering at the University of British Columbia, the bridging student must:

- Submit proof of a letter grade of "C" or higher in the eleven courses in the Bridging program.

Academic Term 1 (Quarter 2)		Credits
CHEM 150A	Engineering Chemistry 1	2.0
COMP 130	Computing for Engineers	3.0
ENGR 264	Engineering Mechanics	3.0
MATH 260	Applied Multivariable Calculus	4.0
MATH 261	Applied Linear Algebra	4.0
<b>Total Credits</b>		<b>16.0</b>

Academic Term 2 (Quarter 3)		Credits
CHEM 150B	Engineering Chemistry 2	2.0
ENGR 262	Analytical Methods	3.0
MATH 262	Applied Differential Equations	4.0
MATH 264	Applied Probability & Statistics	3.0
PHYS 291	Applied Thermodynamics	3.0
PHYS 295	Physics (Engineering Bridge)	4.0
<b>Total Credits</b>		<b>19.0</b>

# Integrated Electronics Engineering Programs

All programs are subject to the Standards of Academic Progress Policy for technology related programs.

## Electronics and Computer Engineering Technology Access

This certificate program is an integral part of the Integrated Electronics program. This program prepares the student for access to the:

- Network and Electronics Technician program; or the
- Electronics and Computer Engineering Technology program.

Along with upgrading in Math, Physics and English, students will obtain skills in computers and computer-aided design (CAD), and will obtain a better understanding of digital and analog electronics and develop skills in the use of test equipment.

Graduates not pursuing further education in the Network and Electronics Technician, Electronics Engineering Technology or Computer Engineering Technology programs, may seek employment at an entry level position in such areas as electronics assembly, schematic capture, and printed circuit board production and repair.

**Length:** Six months  
**Location:** Interurban Campus  
**Starting:** Quarter 2  
**Program Code(s):** ELECACC

### Admission Requirement(s):

- Submit proof of a letter grade of "C" or higher in English 10 or ENGL 050 or assessment; and,
- Submit proof of a letter grade of "B" or higher in Math 10 or MATH 053 or assessment.

### Program Completion Requirement(s):

- Students must complete all program courses and achieve an overall GPA of at least 2.0 in order to qualify for a Certificate in Electronics and Computer Engineering Technology Access.

### Pre-Quarter Courses Credits

ELEX 080	Electronics Orientation	0.5
<b>Total Credits</b>		<b>0.5</b>

### Academic Term 1 (Quarter 2) Credits

ELEX 126	Introduction to Electronics 1	1.5
ELEX 130	Computers/CAD for Electronics	1.5
ENGL 130	English for Careers	3.0
LRNS 102	Learning and Problem Solving Skills	1.0
MATH 172	Basic Technical Math 1	4.0
PHYS 150	Technical Physics 1	3.0
<b>Total Credits</b>		<b>14.0</b>

Academic Term 2 (Quarter 3)		Credits
ELEX 127	Introduction to Electronics 2	4.0
ENGL 170	Technical and Professional Communications 1	3.0
MATH 173	Basic Technical Math 2	4.0
PHYS 151	Technical Physics 2	3.0
<b>Total Credits</b>		<b>14.0</b>

## Network and Electronics Technician

This certificate program has a practical career-oriented approach with emphasis on installation, repair and maintenance of computers, computer networks and electronic systems.

Industry is looking to hire graduates of programs that have obtained industry or vendor certification. At Camosun College, we teach the Cisco Networking Academy® Program. Cisco is the largest manufacturer of computer network equipment in the world and the Networking Academy is recognized by industry.

This certificate program:

- provides students with a thorough background in all aspects of computers from troubleshooting hardware to maintaining and installing operating systems;
- gives students the background needed to write the "A+" certification examinations;
- covers the essentials of networking that will prepare students to write the Cisco Certified Network Associate (CCNA) examination;
- meets the competencies listed in the blueprint of the International Electronics Technician Common Core.

Internship is an optional component of this program. An Internship designation requires at least one (1) work term be completed satisfactorily.

Our program is delivered on a quarter system with 11 teaching weeks, one exam week and a one week break (except Quarter 4). Students spend about 25 hours a week in the program with half the time spent in a lab environment. Students are given access to the labs from 7:00 am to 11 pm mastering the subject matter. Our six labs contain some of the most modern instrumentation found in any North American college.

Graduates may seek employment at an entry level in the network management, computer maintenance or industrial consumer repair fields. Alternatively, they may elect to enter one of the Technician specialty programs offered at other colleges across Canada and the United States.

Graduates are prepared for employment in areas such as:

- installation and maintenance of computer networking systems;
- installation, repair and maintenance of microprocessor based equipment;
- maintenance and repair of personal computers;
- computer-aided design (CAD);
- analog and digital circuit assembly, installation, repair and maintenance;
- consumer electronics; and,
- technical sales support.

For further information, please contact the program Chair at (250) 370-4433.

**Length:** Nine months  
**Location:** Interurban Campus  
**Starting:** Quarter 1  
**Program Code(s):** NELECTECN

### Admission Requirement(s):

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or ENGL 092 or ENGL 130 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Principles of Math 11 or MATH 172 or MATH 073 or assessment;

### OR

- Successful completion of the Electronics and Computer Engineering Access portion of the Integrated Electronics program.

### Eligibility for Internship Work Experience:

- To be eligible to participate in the Internship option, students must complete all first year courses (Q1, Q2, Q3) including COOP 100, obtain a GPA of 3.0, and be fully enrolled in the term preceding the work term.

### Program Completion Requirement(s):

- To qualify for the Certificate in Network and Electronics Technician, students must complete all program courses and obtain an overall cumulative GPA of at least 2.0.
- To qualify for the Certificate in Network and Electronics Technician Internship Designation, one (1) work term must be completed satisfactorily.

### Program Completion Requirement(s):

- Students must complete all program courses and obtain an overall cumulative GPA of at least 2.0 in order to qualify for a Certificate in Network and Electronics Technician.

Pre-Quarter Courses		Credits
ELEX 080	Electronics Orientation	0.5
ELEX 122	Shop Skills for Electronics	0.5
ELEX 124	High Reliability Soldering	0.5
<b>Total Credits</b>		<b>1.5</b>

Academic Term 1 (Quarter 1)		Credits
ELEX 130	Computers/CAD for Electronics	1.5
ELEX 135	Networking 1	4.0
ELEX 141	Circuit Analysis	4.0
ELEX 164	Digital Logic	3.0
<b>Total Credits</b>		<b>12.5</b>

Academic Term 2 (Quarter 2)		Credits
ELEX 136	Networking 2	3.0
ELEX 138	Computer Repair/ Maintenance 1	3.0
ELEX 144	Semiconductor Devices 1	4.0
ENGL 170	Technical/Professional Communications 1	3.0
<b>Total Credits</b>		<b>13.0</b>

Academic Term 3 (Quarter 3)		Credits
ELEX 137	Networking 3	2.0
ELEX 139	Computer Repair/ Maintenance 2	3.0
ELEX 146	Applied Electronic Techniques	3.0
ELEX 159	Electronic Communications	3.0
ELEX 166	Microprocessor Systems	3.0
<b>Total Credits</b>		<b>14.0</b>

### Internship Option

COOP 100	Workplace Education Prep	0.0
ELEX 111	Internship	5.0
<b>Total Credits</b>		<b>12.5</b>

## Electronics Engineering Technology and Computer Engineering Technology

These two diploma programs are an integral part of the Integrated Electronics program.

These programs share a common first year curriculum. Students initially apply to the common first year program and subsequently apply to enter either Electronics Engineering or Computer Engineering Technology during the second year of the program. Entry to the Computer Engineering Technology or Electronics Engineering Technology program is subject to seat availability and the department's promotion policy.

Co-operative Education or Internship are optional components of this program. To obtain a Co-operative Education designation, students combine classroom study with three (3) terms of Co-op work experience. An Internship designation requires at least one (1) work term be completed satisfactorily. Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities.

Graduates of this program with a GPA of at least 5.0 may apply to the Engineering Bridge program which bridges to Computer Engineering or Electrical Engineering at the University of Victoria. Opportunities also exist to bridge into the final two years of engineering at Lakehead University in Thunder Bay, Ontario.

### Length:

Full-time: Two years, three months  
Full-time Co-op: Two years, six months  
Full-time Internship: Two years, three months

**Location:** Interurban Campus

**Starting:** Quarter 1

### Program Code(s):

ELEC1 First Year

ELEC2 Second Year

### Specialization Code(s):

COMP Computer Engineering

ELECT Electronics Engineering

### Admission Requirement(s):

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 (preferred) or ENGL 130 or assessment;
- Submit proof of a letter grade of "C+" or higher in Principles of Math 12 or a "C" or higher in Calculus 12 or MATH 105 or MATH 115 or MATH 173 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Physics 11 or PHYS 151 or Applied Physics 12 (recommended).

### Eligibility for Co-op Work Experience:

- To be eligible to participate in the Co-op option, students must complete all first year courses (Q1, Q2, Q3) including COOP 100, obtain a GPA of 3.0, and be fully enrolled in the term preceding the work term.
- To maintain eligibility for the subsequent work terms, students must maintain a GPA of 3.0 and complete the prior work terms successfully.

### Eligibility for Internship Work Experience:

- To be eligible to participate in the Internship option, students must complete all first year courses (Q1, Q2, Q3) including COOP 100, obtain a GPA of 3.0, and be fully enrolled in the term preceding the work term.

### Schedule: Full-time

Yr	Q1	Q2	Q3	Q4
1	Academic Term 1	Academic Term 2	Academic Term 3	
2	Academic Term 4	Academic Term 5	Academic Term 6	
3	Academic Term 7			

### Full-time Co-op/Internship Option

Yr	Q1	Q2	Q3	Q4
1	Academic Term 1	Academic Term 2	Academic Term 3	Work Term*
2	Academic Term 4	Academic Term 5	Work Term	
3	Academic Term 6	Work Term	Academic Term 7	

\*Upon approval, students may participate in a first work term following Academic Term 3.

## Full-time Schedule: Electronics and Computer Engineering

### Year 1

Pre-Quarter Courses		Credits
ELEX 080	Electronics Orientation	0.5
<b>Total Credits</b>		<b>0.5</b>

Academic Term 1 (Quarter 1)		Credits
ELEX 130	Computers/CAD for Electronics	1.5
ELEX 142	Introductory Circuit Analysis	4.0
MATH 174A	Math for Electronics 3	3.0
PHYS 154	Technical Physics 3	4.0
<b>Total Credits</b>		<b>12.5</b>

Academic Term 2 (Quarter 2)		Credits
ELEX 143	Electronic Devices 1	3.0
ELEX 151	Introduction to Networking	2.0
ELEX 161	Digital Techniques 1	3.0
ENGL 170	Technical/Professional Communications 1	3.0
MATH 174B	Math for Electronics 4	2.0
<b>Total Credits</b>		<b>13.0</b>

Academic Term 3 (Quarter 3)		Credits
ELEX 131	Engineering Applications in C	3.0
ELEX 162	Digital Techniques 2	3.0
ELEX 165	Embedded Systems 1	3.0
MATH 175	Math for Electronics 5	4.0
<b>Total Credits</b>		<b>13.0</b>

Post Quarter 3 Courses		Credits
ELEX 122	Shop Skills for Electronics	0.5
ELEX 124	High Reliability Soldering	0.5
<b>Total Credits</b>		<b>1.0</b>

## Computer Engineering Technology

The growing use of microprocessors and microcontrollers in the electronics industry has led to an increased demand for well-trained personnel. The Computer Engineering Technology option is aimed at providing industry with graduates skilled in both the hardware and software aspects of microprocessors and microcontrollers and their applications.



Graduates are prepared for employment in areas such as:

- Computer-aided design (CAD);
- Instrumentation and data acquisition;
- Microcontroller system design;
- Process control hardware and software;
- Software development and support;
- Data communications systems and local area networks;
- Graphical user interfaces;
- Real time programming; and,
- Embedded Linux.

#### Program Completion Requirement(s):

- To qualify for the Diploma in Computer Engineering Technology, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Diploma in Computer Engineering Technology, Co-operative Education Designation, three (3) Co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Computer Engineering Technology, Internship Designation, one (1) work term must be completed satisfactorily.

## Year 2

### Computer Engineering Full-time

Academic Term 4 (Quarter 1)	Credits
ELEX 231 Engineering Interfacing in C++	3.0
ELEX 240 Electronic Devices 2	4.0
ELEX 250 Communications Systems 1	3.0
ELEX 263 Embedded Systems 2	3.0
<b>Total Credits</b>	<b>13.0</b>

Academic Term 5 (Quarter 2)	Credits
ELEX 244 Electronic Devices 3	3.0
ELEX 251 Communications Systems 2	3.0
ELEX 283 Data Acquisition Systems	4.0
ELEX 284 Signal and System Analysis	3.0
<b>Total Credits</b>	<b>13.0</b>

Academic Term 6 (Quarter 3)	Credits
ELEX 230 Microprocessor Architecture	3.0
ELEX 252 Communications Systems 3	3.0
ELEX 264 Embedded Systems 3	4.0
ELEX 285 Digital Signal Processing	3.0
<b>Total Credits</b>	<b>13.0</b>

Academic Term 7 (Quarter 1)	Credits
ELEX 233 Systems Engineering	3.0
ELEX 234 Advanced Architecture	3.0
ELEX 291 Computer Engineering Project	6.0
ENGL 273 Technical & Professional Communications 3	1.5
<b>Total Credits</b>	<b>13.5</b>

### Full-time Co-op/Internship Option

COOP 100 Workplace Education Prep	0.0
ELEX 101 Co-operative Work Experience 1	5.0
<b>OR</b>	
ELEX 102 Co-operative Work Experience 1	10.0
ELEX 201 Co-operative Work Experience 2	10.0
<b>OR</b>	
ELEX 202 Co-operative Work Experience 2	5.0
ELEX 203 Co-operative Work Experience 3	5.0
<b>Total Credits</b>	<b>5.0 - 15.0</b>

## Electronics Engineering Technology

The intent of this second year option is to provide students with the fundamentals to work in a wide variety of positions associated with the electronics industry. The program emphasizes the development of analytical skills and the application of these to electronic circuits and systems. Graduates will be able to access a broad spectrum of opportunities in the electronics industry, including research and development, design, production, maintenance, and, sales and service of electronics systems.

Graduates are prepared for employment in areas such as:

- Computer-aided design (CAD);
- Analog and digital circuitry, circuit design;
- Communications systems design and installation;
- Electronic control systems;
- Design and testing of microelectronics systems;
- Technical and sales support;
- Power electronic systems; and,
- Process control hardware and software.

#### Program Completion Requirement(s):

- To qualify for the Diploma in Electronics Engineering Technology, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Diploma in Electronics Engineering Technology, Co-operative Education Designation, three (3) Co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Electronics Engineering Technology, Internship Designation, one (1) work term must be completed satisfactorily.

## Year 2

### Electronics Engineering Full-time

Academic Term 4 (Quarter 1)	Credits
ELEX 231 Engineering Interfacing in C++	3.0
ELEX 240 Electronic Devices 2	4.0
ELEX 250 Communications Systems 1	3.0
ELEX 263 Embedded Systems 2	3.0
<b>Total Credits</b>	<b>13.0</b>

Academic Term 5 (Quarter 2)	Credits
ELEX 244 Electronic Devices 3	3.0
ELEX 251 Communications Systems 2	3.0
ELEX 283 Data Acquisition Systems	4.0
ELEX 284 Signal and System Analysis	3.0
<b>Total Credits</b>	<b>13.0</b>

Academic Term 6 (Quarter 3)	Credits
ELEX 230 Microprocessor Architecture	3.0
ELEX 252 Communications Systems 3	3.0
ELEX 264 Embedded Systems 3	4.0
ELEX 285 Digital Signal Processing	3.0
<b>Total Credits</b>	<b>13.0</b>

Academic Term 7 (Quarter 1)	Credits
ELEX 241 Fundamentals of Control	3.0
ELEX 242 Power Electronics	3.0
ELEX 290 Electronics Engineering Project	6.0
ENGL 273 Technical & Professional Communications 3	1.5
<b>Total Credits</b>	<b>13.5</b>

### Full-time Co-op/Internship Option

COOP 100 Workplace Education Prep	0.0
ELEX 101 Co-operative Work Experience 1	5.0
<b>OR</b>	
ELEX 102 Co-operative Work Experience 1	10.0
ELEX 201 Co-operative Work Experience 2	10.0
<b>OR</b>	
ELEX 202 Co-operative Work Experience 2	5.0
ELEX 203 Co-operative Work Experience 3	5.0
<b>Total Credits</b>	<b>5.0 - 15.0</b>

## Computer Engineering Bridge

The Computer Engineering Bridge program is offered by Camosun College with the full support and co-operation of the University of Victoria (UVic). This program provides access to the third year of Engineering at UVic for graduate Computer Engineering Technologists.

The program is offered on the College quarter system during Quarter 4 (July through September) and Quarter 1 (September through December) permitting immediate entry into the third year of Engineering at UVic (commencing in January). The program is intended for graduates of Engineering Technology programs with high academic standing. Preference may be given to individuals with Engineering Technologist work experience.

Co-operative Education work terms are transferable between institutions. For students who have completed Co-op in their diploma, please contact the receiving institution for details regarding transfer credit, or see a Camosun College Co-operative Education faculty member for assistance.

This program is not governed by Camosun College's policies on admission and academic progress and promotion.

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 4

**Program Code(s):** COMPBRIDGE



### Admission Requirement(s):

- A Diploma in Computer Engineering Technology or Electronics Engineering Technology from a nationally accredited program\* (Canadian Technologies Accreditation Board) with a minimum cumulative GPA of 5.0 on a 9.0 scale\*\*.

\**Graduates of other, closely-related, programs may be accepted upon evaluation of the diploma program.*

\*\**The considered GPA is cumulative over the entire technology program. A "B" at Camosun is a GPA of 5.0.*

For further information or to receive an application package contact the Program Assistant at **250-370-4404**, email [engbridge@camosun.bc.ca](mailto:engbridge@camosun.bc.ca) or consult [engbridge.camosun.bc.ca](http://engbridge.camosun.bc.ca).

### Program Completion Requirement(s):

- Students must achieve a letter grade of a "C" or higher in every course in order to obtain an Advanced Diploma in Computer Engineering Bridge.

### Bridge to UVic

To be accepted into the third year of Engineering at the University of Victoria, the bridging student must:

- Submit proof of a letter grade of "C" or higher in twelve of the fourteen courses and modules in the Computer Engineering Bridge program;
- Obtain a minimum overall GPA of 2.0 for the Bridge program; and,
- Have no more than one failing grade in all the courses and modules.

Credit for missed courses must be completed at the University of Victoria. "D" grades will not be accepted for credit.

Academic Term 1 (Quarter 4)	Credits
CHEM 150 Engineering Chemistry	4.0
COMP 166 Programming 1 for Engineers	3.0
ENGR 150 Engineering Graphics	3.0
MATH 250A Intermediate Calculus 1	3.0
MATH 251 Matrix Algebra for Engineers	3.0
MATH 254 Probability and Statistics	3.0
<b>Total Credits</b>	<b>19.0</b>

Academic Term 2 (Quarter 1)	Credits
COMP 139E Data Structures and Applications	4.0
ELEX 214 Electrical Properties of Materials*	1.0
ELEX 216 Signal and Systems Analysis*	1.0
MATH 222 Discrete Math	3.0
MATH 250B Intermediate Calculus 2	3.0
MATH 252 Differential Equations	3.0
MECH 210 Mechanics for Electrical Engineers	2.0
PHYS 210 Electricity and Magnetism	4.0
<b>Total Credits</b>	<b>21.0</b>

\**ELEX 214 and ELEX 216 are presented as two modules in sequence.*

## Electrical Engineering Bridge

The Electrical Engineering Bridge program is offered by Camosun College with the full support and co-operation of the University of Victoria (UVic). This program provides access to the third year of Engineering at UVic for graduate Electronics Engineering Technologists.

The program is offered on the College quarter system during Quarter 4 (July through September) and Quarter 1 (September through December) permitting immediate entry into the third year of Engineering at UVic (commencing in January). The program is intended for graduates of Engineering Technology programs with high academic standing. Preference may be given to individuals with Engineering Technologist work experience.

Co-operative Education work terms are transferable between institutions. For students who have completed Co-op in their diploma, please contact the receiving institution for details regarding transfer credit or see a Camosun College Co-operative Education faculty member for assistance.

This program is not governed by Camosun College's policies on admission and academic progress and promotion.

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 4

**Program Code(s):** ELELBRIDGE

### Admission Requirement(s):

- A Diploma in Computer Engineering Technology or Electronics Engineering Technology from a nationally accredited program\* (Canadian Technologies Accreditation Board) with a minimum cumulative GPA of 5.0 on a 9.0 scale\*\*.

\**Graduates of other, closely-related, programs may be accepted upon evaluation of the diploma program.*

\*\**The considered GPA is cumulative over the entire technology program. A "B" at Camosun is a GPA of 5.0.*

For further information or to receive an application package contact the Program Assistant at **250-370-4404**, email [engbridge@camosun.bc.ca](mailto:engbridge@camosun.bc.ca) or consult [engbridge.camosun.bc.ca](http://engbridge.camosun.bc.ca).

### Program Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and receive a letter grade of "C" or higher in every course in order to qualify for an Advanced Diploma in Electrical Engineering Bridge.

## Bridge to UVic

To be accepted into the third year of Engineering at the University of Victoria, the bridging student must:

- Submit proof of a letter grade of "C" or higher in twelve of the fourteen courses and modules in the Electrical Engineering Bridge program;
- Obtain a minimum overall GPA of 2.0 for the Bridge program; and,
- Have no more than one failing grade in all the courses and modules.

Credit for missed courses must be completed at the University of Victoria. "D" grades will not be accepted for credit.

Academic Term 1 (Quarter 4)	Credits
CHEM 150 Engineering Chemistry	4.0
COMP 166 Programming 1 for Engineers	3.0
ENGR 150 Engineering Graphics	3.0
MATH 250A Intermediate Calculus 1	3.0
MATH 251 Matrix Algebra for Engineers	3.0
MATH 254 Probability and Statistics	3.0
<b>Total Credits</b>	<b>19.0</b>

Academic Term 2 (Quarter 1)	Credits
COMP 139E Data Structures and Applications	4.0
ELEX 214 Electrical Properties of Materials*	1.0
ELEX 216 Signal and Systems Analysis*	1.0
MATH 250B Intermediate Calculus 2	3.0
MATH 252 Differential Equations	3.0
MECH 210 Mechanics for Electrical Engineers	2.0
MECH 212 Thermodynamics for Engineers	2.0
PHYS 210 Electricity and Magnetism	4.0
<b>Total Credits</b>	<b>20.0</b>

\**ELEX 214 and ELEX 216 are presented as two modules in sequence.*

## Integrated Mechanical Engineering Program

### Engineering Graphics Technician

The Engineering Graphics Technician program produces graduates that have a foundation and working knowledge of graphics software applications used within engineering and architectural design.

The program includes a special emphasis in 2D and 3D computer-aided design (CAD) and drafting, as well as design visualization, which includes still image rendering and engineering animation. The students are exposed to design and documentation standards used within several industry sectors, and provided with an introduction to typical engineering office software.

Technology-based firms and organizations require employees with expertise in technical information communication and graphics. Graduates who have gained these skills will be qualified to seek opportunities in a wide variety of industries, including but not limited to: engineering offices,

architectural offices and high technology companies that require the use of technical publishing, 2D and 3D drafting and 3D visualization skills.

The Engineering Graphics Technician program consists of two 12-week terms that span a six-month period. When taken with the Mechanical Engineering Access programs, a graduate may return to complete the Mechanical Engineering Technology program.

It is highly recommended that applicants have previous computer experience.

**Length:** Seven months

**Location:** Interurban Campus

**Starting:** Quarter 2

**Program Code(s):** ENGRGRTECN

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 (preferred) or ENGL 130 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Math 11 or MATH 073 or MATH 172 or assessment.

**Program Completion Requirement(s):**

- Students must complete all program courses and achieve an overall GPA of at least 2.0 in order to qualify for a Certificate in Engineering Graphics Technician.

<b>Pre-Quarter Courses</b>		<b>Credits</b>
ENGR 190	Orientation	0.5
MECH 161A	Manufacturing Processes	0.5
<b>Total Credits</b>		<b>1.0</b>

<b>Academic Term 1 (Quarter 2)</b>		<b>Credits</b>
ENGL 170	Technical/Professional Communications 1	3.0
ENGR 151M	Engineering Drawing 1/2D CAD	3.0
ENGR 152	Technical Publishing Applications	3.0
ENGR 158	Applications in Computing	2.0
ENGR 178	Commercial Practices 1	3.0
<b>Total Credits</b>		<b>14.0</b>

<b>Academic Term 2 (Quarter 3)</b>		<b>Credits</b>
ENGR 154	Design Visualization	3.0
ENGR 188	Commercial Practices 2	3.0
ENGR 189	CAD Projects	5.0
ENGR 198	Technical Specifications	3.0
MECH 153	Mechanical Components & 3D CAD	4.0
<b>Total Credits</b>		<b>18.0</b>

<b>Academic Term 3 (Quarter 4)</b>		<b>Credits</b>
ENGR 199	Engineering Graphics Practicum	1.5
<b>Total Credits</b>		<b>1.5</b>

## Manufacturing Technician

This nine-month program is intended to allow high school graduates to acquire the skills to gain employment in manufacturing organizations involved in a variety of sectors.

Graduates will fill the emerging skill shortage needs in the manufacturing industry areas such as plant operations, scheduling, inventory control, materials management, quality assurance, CNC (Computerized Numerical Control) machine tool operations and programming.

The program will receive, with appropriate prior learning credits, high school students and graduates and also mature workers currently working in industry. Graduates of the program may continue on to a variety of other training opportunities including apprenticeship as a machinist or entry to a program in manufacturing technology (provided admission requirements are met). Graduates, with industry experience, will be able to register as Certified Technicians with the Applied Science Technologists and Technicians of British Columbia (ASTTBC).

**Length:** Nine months

**Location:** Interurban Campus

**Starting:** Quarter 1

**Program Code(s):** MANUTECN

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 (preferred) or ENGL 130 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Math 11 or MATH 073 or MATH 172 or assessment.

**Program Completion Requirement(s):**

- Students must complete all program courses and achieve an overall GPA of at least 2.0 in order to qualify for a Certificate in Manufacturing Technician.

<b>Pre-Quarter Courses</b>		<b>Credits</b>
ENGR 190	Orientation	0.5
MECH 161A	Manufacturing Processes 1	0.5
<b>Total Credits</b>		<b>1.0</b>

<b>Academic Term 1 (Quarter 1)</b>		<b>Credits</b>
ENGR 151M	Engineering Drawing 1/2D CAD	3.0
WELD 162	Introduction to Welding	4.0
MECH 163	Machine Shop Practice	5.0
<b>Total Credits</b>		<b>12.0</b>

<b>Academic Term 2 (Quarter 2)</b>		<b>Credits</b>
ENGL 170	Communications	3.0
MECH 131	Manufacturing Management	4.0
MECH 132	Computer Numerical Control	4.0
MECH 134	Applied Mechanics	2.0
<b>Total Credits</b>		<b>13.0</b>

<b>Academic Term 3 (Quarter 3)</b>		<b>Credits</b>
MECH 141	CNC & Automation	2.0
MECH 142	Jigs, Fixtures and Tools	2.0
MECH 143	Manufacturing Project	4.0
MECH 144	Fluid Power	2.0
MECH 187	Quality Assurance	2.0
MECH 299	Engineering and Society	1.0
<b>Total Credits</b>		<b>13.0</b>

## Mechanical Engineering Technology Access

This program assists students in completing the admission requirements to Camosun's Mechanical Engineering Technology Diploma and the Engineering Graphics and Manufacturing Technician certificates. While upgrading in Math, Physics and English students will gain up-to-date skills applicable to the mechanical systems and architectural design:

- Computer-aided-design (CAD) using the AutoCAD system;
- Introduction to the use of a computer as a tool for problem-solving using up-to-date commercial software including 3D and design visualization;
- Design skills in engineering drawing preparation as related to CAD projects.

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 1

**Program Code(s):** MECHACC

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 10 or ENGL 050 or assessment; and,
- Submit proof of a letter grade of "B" or higher in Math 10 or MATH 053 or assessment.

**Program Completion Requirement(s):**

- Students must complete all program courses and achieve an overall GPA of at least 2.0 in order to qualify for the Certificate in Mechanical Engineering Technology Access.

<b>Pre-Quarter Course</b>		<b>Credits</b>
ENGR 190	Orientation	0.5
<b>Total Credits</b>		<b>0.5</b>

<b>Academic Term 1 (Quarter 1)</b>		<b>Credits</b>
ENGR 151M	Engineering Drawing 1/2D CAD	3.0
ENGR 158	Applications in Computing	2.0
MATH 172	Basic Technical Math 1	4.0
MECH 161A	Manufacturing Processes 1	0.5
PHYS 150	Technical Physics 1	3.0
<b>Total Credits</b>		<b>12.5</b>

<b>Academic Term 2 (Quarter 2)</b>		<b>Credits</b>
ENGL 130	English for Careers	3.0
LRNS 102	Learning and Problem Solving Skills	1.0
MATH 173	Basic Technical Math 2	5.0
MECH 153	Mechanical Components & 3D CAD	4.0
PHYS 151	Technical Physics 2	3.0
<b>Total Credits</b>		<b>16.0</b>

## Mechanical Engineering Technology

This program is nationally accredited and is designed to produce graduates with a broad knowledge in sciences and engineering with applications to the design, development, manufacture, marketing, operation and maintenance of machines and mechanical devices. It differs significantly from traditional Mechanical Engineering in that relevant up-to-date skills are addressed, with a special emphasis on the application of CAD/CAM (Computer-Aided-Design/Computer-Aided-Manufacturing) technology, such as the microcomputer-based AutoCAD system. Students will also be introduced to robots and automation. Owing to the fact that many companies are automating using computerized systems, the graduates of this program are in high demand.

Graduates may be employed in a variety of industrial organizations involved in manufacturing, transportation, mining, communications, paper, construction and also consulting engineering. They may be involved in product design, technical sales, specifications preparation and cost estimates, testing, evaluating and research and development. Some mechanical technologists will find employment in specialized fields such as design drafting training, materials testing, automation and packaging, instrumentation design and implementation of CAD/CAM equipment in engineering departments.

The program is based upon a CAD/CAM facility including CNC machine tools which were provided by a grant from the Federal Skills Growth Fund.

It is highly recommended that applicants have experience with windows based computers.

Co-operative Education or Internship are optional components of this program. To obtain a Co-operative Education designation, students combine classroom study with three (3) terms of Co-op work experience. An Internship designation requires at least one (1) work term be completed satisfactorily. Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities.

Graduates of this program with a cumulative GPA of at least 5.0 ("B") may apply for entrance to the Advanced Diploma in Mechanical Engineering Bridge program which bridges to Mechanical Engineering at the University of Victoria.

### Length:

- Full-time: Two years
- Full-time Co-op: Two years, six months
- Full-time Internship: Two years

**Location:** Interurban Campus

**Starting:** Quarter 1

### Program Code(s):

MECHENG1 First Year

MECHENG2 Second Year

### Admission Requirement(s):

- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 (preferred) or ENGL 130\* or assessment;
- Submit proof of a letter grade of "B" or higher in Principles of Math 12 or submit proof of a letter grade of "C" or higher in Calculus 12 or MATH 100 or MATH 105 or MATH 115 or MATH 173 or assessment; and,
- Submit proof of a letter grade of "C" or higher in Physics 11 or PHYS 151\* (Physics 12 or Applied Physics 12 recommended).

\*These courses are part of the Mechanical Engineering Technology Access program.

### Eligibility for Co-op Work Experience:

- To be eligible to participate in the Co-op option, students must complete all first year courses (Q1, Q2, Q3) including COOP 100, obtain a GPA of 3.0, and be fully enrolled in the term preceding the work term.
- To maintain eligibility for the subsequent work terms, students must maintain a GPA of 3.0 and complete the prior work terms successfully.

### Eligibility for Internship Work Experience:

- To be eligible to participate in the Internship option, students must complete all first year courses (Q1, Q2, Q3) including COOP 100, obtain a GPA of 3.0, and be fully enrolled in the term preceding the work term.

### Program Completion Requirement(s):

- To qualify for the Diploma in Mechanical Engineering Technology, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Diploma in Mechanical Engineering Technology, Co-operative Education Designation, three (3) Co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Mechanical Engineering Technology, Internship Designation, one (1) work term must be completed satisfactorily.

## Co-op/Internship Option (3 month, 9 month or 12 month)

Yr	Q1	Q2	Q3	Q4
1	Academic Term 1	Academic Term 2	Academic Term 3	Work Term 1*
2	Academic Term 4	Academic Term 5	Work Term 1 or 2	Academic Term 6
3	Work Term 2 or 3		Academic Term 7	

\*Upon approval, students may participate in a first work term following Academic Term 3.

### Schedule: Full-time

Yr	Q1	Q2	Q3	Q4
1	Academic Term 1	Academic Term 2	Academic Term 3	
2	Academic Term 4	Academic Term 5	Academic Term 6*	Academic Term 7*

\*Students may complete this program in 24 months by completing Academic Term 7 instead of a Work Term in second year, Quarter 3.

Pre-Quarter Courses		Credits
ENGR 190	Orientation	0.5
MECH 161A	Manufacturing Processes 1	0.5
<b>Total Credits</b>		<b>1.0</b>
Academic Term 1 (Quarter 1)		Credits
ENGL 170	Technical/Professional Communications 1	3.0
ENGR 151M	Engineering Drawing 1/2D CAD	3.0
MATH 185	Technical Math 1	3.0
MECH 161B	Manufacturing Processes 2	3.0
PHYS 191	Physics 1 (Civil/Mechanical)	3.0
<b>Total Credits</b>		<b>15.0</b>
Academic Term 2 (Quarter 2)		Credits
CHEM 160	Chemistry and Materials	3.0
MECH 153	Mechanical Components & 3D CAD	4.0
MECH 159	Mechanical Control Programming	2.0
MECH 173	Statics and Strength of Materials	5.0
PHYS 192	Physics 2 (Civil and Mechanical)	3.0
<b>Total Credits</b>		<b>17.0</b>
Academic Term 3 (Quarter 3)		Credits
ELEX 247	Electronics for Mechanical 1	3.0
ENGR 177	Fluid Dynamics 1	2.0
MATH 187	Technical Math 2	3.0
MECH 175	Dynamics	2.0
MECH 183	Computer-Aided-Manufacturing/CAM	3.0
<b>Total Credits</b>		<b>13.0</b>
Academic Term 4 (Quarter 1)		Credits
ELEX 248	Electronics for Mechanical 2	2.0
MATH 189	Technical Math 3	3.0
MECH 255	Mechanics of Machines	3.0
MECH 261	Thermodynamics 1	2.0
MECH 286	Introduction to Control Systems	3.0
<b>Total Credits</b>		<b>13.0</b>



Academic Term 5 (Quarter 2)	Credits
MECH 187 Quality Assurance	2.0
MECH 252 Pneumatics and Hydraulics	3.0
MECH 257 Mechanics of Vibrations	3.0
MECH 271 Strength of Materials 2	3.0
MECH 275 Environmental Engineering	2.0
<b>Total Credits</b>	<b>13.0</b>

Academic Term 6 (Quarter 4)	Credits
ENGL 273 Technical and Professional Communications 3	1.5
MECH 284 Robotics & Automation	3.0
MECH 295 Project Planning and Design	9.0
<b>Total Credits</b>	<b>13.5</b>

Academic Term 7 (Quarter 3)	Credits
MECH 262 Thermodynamics 2	4.0
MECH 266 Machine Design	4.0
MECH 273 Advanced Strength of Materials	3.0
MECH 277 Fluid Dynamics 2	2.0
MECH 299 Engineering and Society	1.0
<b>Total Credits</b>	<b>14.0</b>

### Full-time Co-op/Internship Option

COOP 100 Workplace Education Prep	0.0
MECH 101 Co-operative Work Experience 1	5.0
<b>OR</b>	
MECH 102 Co-operative Work Experience 1	10.0
MECH 201 Co-operative Work Experience 2	10.0
<b>OR</b>	
MECH 202 Co-operative Work Experience 2	5.0
MECH 233 Co-operative Work Experience 3	5.0
<b>Total Credits</b>	<b>5.0 - 15.0</b>

## Mechanical Engineering Bridge

The Mechanical Engineering Bridge program is offered by Camosun College with the full support and co-operation of the University of Victoria (UVic). This program provides access to the third year of Engineering for graduate Mechanical Engineering Technologists. Successful students may then continue their studies toward a Bachelor of Engineering degree at UVic or at the University of British Columbia (UBC).

The program is offered on the College quarter system during Quarter 4 (July through September) and Quarter 1 (October through December), permitting immediate entry into the third year of Engineering at UVic or UBC (commencing in January). The program is intended for graduates of Engineering Technology programs with high academic standing. Preference may be given to individuals with Engineering Technologist work experience.

Co-operative Education work terms are transferable between institutions. For students who have completed Co-op in their diploma, please contact the receiving institution for details regarding transfer credit, or see a Camosun College Co-operative Education faculty member for assistance.

This program is not governed by Camosun College's policies on admission and academic progress and promotion.

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 4

**Program Code(s):** MECHBRIDGE

**Admission Requirement(s):**

- A Diploma in Mechanical Engineering Technology from a nationally accredited program\* (Canadian Technologies Accreditation Board) with a minimum cumulative GPA of 5.0 on a 9.0 scale\*\*.

\*Graduates of other closely related programs may be accepted upon evaluation of the diploma program.

\*\*The considered GPA is cumulative over the entire technology program. A "B" at Camosun is a GPA of 5.0.

For further information or to receive an application package, contact the Program Assistant at 250-370-4404, email [engbridge@camosun.bc.ca](mailto:engbridge@camosun.bc.ca), or refer to [engbridge.camosun.bc.ca](http://engbridge.camosun.bc.ca).

**Program Completion Requirement(s):**

- Students must achieve a letter grade of a "C" or higher in all program courses in order to qualify for an Advanced Diploma in Mechanical Engineering Bridge.

### Bridge to UVic

To be accepted into the third year of Mechanical Engineering at the University of Victoria, the bridging student must:

- Submit proof of a letter grade of "C" or higher in ten of the twelve courses in the Mechanical Engineering Bridge program;
- Obtain a minimum of a "C" average in all courses; and,
- Have no more than one failing grade in all the courses.

Credit for missed courses must be completed at the University of Victoria. "D" grades will not be accepted for credit.

### Bridge to UBC

To be accepted into the third year of Mechanical Engineering at the University of British Columbia, the bridging student must:

- Submit proof of a letter grade of "C" or higher in all courses in the Mechanical Engineering Bridge program.

Academic Term 1 (Quarter 4)	Credits
CHEM 150 Engineering Chemistry	4.0
COMP 166 Programming 1 for Engineers	3.0
ENGR 150 Engineering Graphics	3.0
MATH 250A Intermediate Calculus 1	3.0
MATH 251 Matrix Algebra for Engineers	3.0
MATH 254 Probability and Statistics	3.0
<b>Total Credits</b>	<b>19.0</b>

Academic Term 2 (Quarter 1)	Credits
COMP 139E Data Structures & Applications	4.0
ELEX 250E Linear Circuits 1	4.0
ENGR 290 Materials and Thermodynamics	2.0
MATH 250B Intermediate Calculus 2	3.0
MATH 252 Differential Equations	3.0
PHYS 210 Electricity and Magnetism	4.0
<b>Total Credits</b>	<b>20.0</b>

## Continuing Education

### AutoCAD Graphics

The AutoCAD Graphics program develops practical, hands-on skills in the use and application of AutoCAD as a computer-aided design tool. The program's modular format is designed for the adult part-time learner and consists of three core courses enhanced by electives. Courses are offered during evenings and Saturdays and as a Summer Institute.

The AutoCAD Completion Project is self-paced and requires permission of the Program Coordinator for registration. Please call 250-370-4563 or email [ttce@camosun.bc.ca](mailto:ttce@camosun.bc.ca) for an information package.

A Camosun College Certificate in AutoCAD Graphics will be awarded to students that successfully complete the following core courses and at least one elective.

**Length:** 180 hours

**Location:** Interurban Campus

**Starting:**

Level I and Level II courses are offered in Fall, Winter and Spring/Summer semesters. Elective courses are offered at least once a year.

**Program Code(s):** AUTOCAD

**Admission Requirement(s):**

**Level 1:**

- Windows File Management Skills or TTCD 537V or BSCM 504V; and,
- Basic manual drafting skills or TTCD 636V.

**Level 2:**

- AutoCAD Level 1 (TTCD 512V)

**Required Courses:**

AutoCAD Level I (TTCD 512V)	36 hours
AutoCAD Level II (TTCD 542V)	30 hours
AutoCAD Completion Project (TTCD 545V)	self-directed, 60 – 90 hours
<b>And one (1) of:</b>	
AutoCAD 3D (TTCD 548V)	36 hours
AutoDesk Inventor (TTCD 645V)	24 hours
Mechanical Desktop (TTCD 640V)	24 hours



# School of Trades & Technology Faculty Listing

## Architectural Trades

Chair: Cam Russell  
Phone: 250-370-3803  
Fax: 250-370-4429

Guenter, Ken, BA, MEd, CA, TQ, IP  
Murray, Geoff, BA (Hons.), CA, TQ, IP  
Newburg, Grant, CA, TQ, IP, Dip. Ind. Ed  
Newton, Tom, BSc, Dip. Ed, CA, TQ, IP  
Russell, Cam, BEd, TQ, IP  
Smith, Derek, BEd, CA, TQ, IP  
Snobelen, Clyde, ID, Horticultural Diploma,  
Hort. Cert.  
Swanwick, Mark, CA, TQ, IP, ID  
Toronitz, Dale, BSc, Dip. Ed, Arboriculture  
Cert.  
van Akker, Albert, CA, TQ, IP

## Civil Engineering Technology

Chair: Peter Burrage  
Phone: 250-370-4443  
Fax: 250-370-4525

Bai, Bao-Qin, BSc, MSc, PhD, ID, PEng  
Broom, Zoë, BASc, MA, PEng  
Burrage, Peter, BASc, MEd, ID, PEng  
Fell, Peter, Dip. Tech., BEng, PEng  
Gibbs, Ross, Dip. Tech., BEng, BSc  
(Computer Science), BSc (Math), PEng  
Vliet, Larry, Dip. Tech.

## Computer Science

Chair: Saryta Schaerer  
Phone: 250-370-4451  
Fax: 250-370-4702

Ayers, Tim, BComm, BSc  
Baril, Suzanne  
Barker, Deryk, BEd (Hons.), MSc, Cert. Ed.  
Downarowicz, Jadwiga, BSc, Cert. Ed.  
Hadian, Shohreh, BSc, MSc, PID  
Hartman, Ken, BSc  
Hilman, Donald, Dip. Tech., BSc  
Lang, Stephen, BSc  
Leahy, Robert, BA, MSc  
Pfeifer, Darrell, BSc  
Reimer, Deid, BSc, PEng,  
Schaerer, Saryta, BA, BSc, MSc  
Shpak, Dale, BSc, MEng., PhD  
Stuart, Gordon, BSc (Hons.), MSc, PhD, ISP  
Thorndyke, Rob, BSc, MSc  
Weston, Marla, BSc (Hons.), PhD  
Wilkinson, Gordon, BASc, MEng, PEng, CLS  
(Geodesy)

## Culinary Arts

Chair: Erik Andersen  
Phone: 250-370-3779  
Fax: 250-370-3859

Andersen, Erik, ID, IP, CCC, TQ, CA  
Dober, Clemens, CA, Butcher/Meat Cutter  
Hood, Greg, ID, TQ, CCC  
Noussitou, Gilbert, CCC, CA, ID, IP  
Seed, Terrence, CCC, IP, CA

## Electrical

Chair: Ken Holland  
Phone: 250-370-3772  
Fax: 250-370-3875

Crowther, Doug, IP, CA, ID  
Holland, Ken, IP, CA, TQ, MC, ID  
Iverson, Steve, ID, IP, CA  
Krawchuk, Jay, IP, MC, CA, TQ  
Megenbir, Ron, IP, TQ, CB  
Stuart, Al, IP, CA, TQ, ID  
Warrender, Ian, IP, CA, TQ, ED, AscT, BGS

## Electronics & Computer Engineering Technology

Chair: Alan Duncan  
Phone: 250-370-4433  
Fax: 250-370-4424

Bouallouche, Amar, BSc, MSc, PhD, ID  
Browning, Ian, BEng, MSc, MRes  
Cameron, Ian, Dip. Tech., MA, ID  
Cumiskey, Jason, Dip. Tech., BSc  
Curtis, Trevor, Dip. Tech., MA, ID  
Duncan, Alan, BSc (Eng), ID  
Dundas, Mel, Dip. Tech., ID  
Edley, Chris, CD, Dip. Tech., BEng.  
Gruno, Paul, Dip. Tech., ID  
Mayes, Wayne, Dip. Tech., ID  
Pimlott, Godfried, BSc, BEng  
Van de Vegte, Joyce, BASc, MASc,  
BC Teacher's Cert.  
Van Oort, James, Dip. Tech., BEng  
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Heerah, Imtehaze, BEng (Hons.), MASc  
Lyle, Ross, Dip. Tech., BEng, PEng  
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Welder Certificate  
Bonin, Lou, ID, TQ, IP, Registered "A"  
Welder Certificate  
Dishkin, Norm, IP, TQ  
Fischer, Ray, ID, IP, TQ

Gordon, John, TQ, IP  
Howard, Ron, Registered "A", Welder  
Certificate  
Lidstone, Rod, TQ, ID  
MacDonald, Ken, IP, TQ  
Macmurchie, Joe, IP, CA, TQ  
McPherson, Jamie, IP, TQ  
Ooiveaar, Andre, IP, CA, TQ  
Stratford, Jim, ID, IP, Registered "A" Level  
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## Nautical

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## Qualification Key:

AScT	Applied Science Technologist
ATVD	Advanced Television Engineering Diploma
BA	Bachelor of Arts
BASc	Bachelor of Applied Science
BEd	Bachelor of Education
BEng	Bachelor of Engineering
BGS	Bachelor of General Science
BSc	Bachelor of Science
BSME	Bachelor of Science Mechanical Engineering
CA	Certificate of Apprenticeship
CCC	Certified Canadian Chef
CCE	Certified Cost Engineer
CD	Canadian Forces Decoration
CLS	Canada Land Surveyor
CWI	Certified Welding Inspector
Dip. Ed.	Diploma in Education
Dip. Tech.	Diploma of Technology
DPSM	Diploma in Public Sector Management
FMS	Fellow Member of Management Services
FNI	Fellow of the National Institute
ID	Instructor's Diploma
IP	Inter Provincial
ISP	Information Systems Professional (CIPS)
MA	Masters Degree
MASc	Masters of Applied Science
MEd	Masters of Education
MC	Master Certificate
MM	Master Mariner
MNI	Member of the Nautical Institute
MSc	Masters of Science
PEng	Professional Engineer
PhD	Doctoral Degree
TQ	Trades Qualification
VIC	Vocational Instructors Certificate

# Course Descriptions

## Course Description Format

Course descriptions in this calendar use a common format which includes:

### Course Abbreviation and Number

This is the abbreviation and course number which identify the course and which will appear on timetables, on course registration forms and on transcripts.

### Credit Values

Credit values are based upon a formula of hours per week (spent in and out of class) multiplied by the length of the term.

### Offered

The semester, term or quarter for which the course is planned\* to be offered is identified as:

- F Fall (September to December)
- W Winter (January to April)
- P Spring (May to June)
- PS Spring & Summer (May to August)
- S Summer (July to August)
- Q1 Quarter 1 (October to December)
- Q2 Quarter 2 (January to March)
- Q3 Quarter 3 (April to June)
- Q4 Quarter 4 (July to September)
- M indicates a monthly intake.

\*Students must confirm whether a course is offered by referring to posted and published semester, term and quarter timetables.

### Hours Per Week

The in-class workload is the expected hours of scheduled class-time per week and is identified by a four number code in parentheses at the beginning of each course description with:

- the first number in the parentheses indicating lecture hours per week;
- the second number indicating lab hours per week;
- the third number indicating seminar hours per week; and,
- the fourth number indicating practical work hours per week (practicum, clinical placement, Co-operative/ non-Co-operative Education or Internship work terms).

*Note: When a class is offered over different lengths\* (e.g. offered in the 14-week Fall semester and in a seven-week term), the hours per week refer to the first delivery format.*

*Classes offered on two-month term or three-month Quarter systems have proportionately more hours per week in class.*

## Course Descriptions

The description of the course provides a general overview of the course. More detailed information (in the form of a detailed course outline) will be provided by the instructor when classes start.

### Transfer Status

A (T) at the end of the course description indicates that the course carries credit to at least one of the four largest BC universities, but does not include the University-Colleges at this time. Refer to the Transfer Guide on the BC Council on Admissions and Transfer website at [bctransferguide.ca](http://bctransferguide.ca). Courses that are noted as (T-pending) are in the process of being articulated.

### Prerequisites

A requirement that must be met before entry into the course. Course prerequisites require a minimum grade of 'C' or 'S' unless otherwise noted.

### Corequisites

A course that must be taken at the same time (concurrently), as the stated course. Withdrawal from a corequisite course will automatically result in withdrawal from the courses requiring that corequisite.

### Pre or Corequisite

A course that must be taken either at the same time (concurrently), or before, a stated course.

## Assessment

Refers to the results of assessment testing and/or evaluation of transfer credit or equivalency (see chart of Secondary School Prerequisites following) from another institution which results in an equivalency of the prerequisite.

### Language Placement Tests

Camosun may accept Language Proficiency Index (LPI) or International English Testing System (IELTS) scores in place of the English assessment test. Call 250-370-3597 for information.

### Departmental Assessment

Refers to an assessment by the department offering the course. Students should have relevant course work and/or experience to be assessed.

## Restricted Courses

Some courses are restricted to students in career programs and will be noted as such on published timetables.

## Secondary School Prerequisites - High School Equivalency

Where a college course has a high school prerequisite, there may also be a Camosun course that can be used as an alternative prerequisite. For example, the prerequisite for CHEM 110 is Chemistry 11 and the students can use CHEM 060 to satisfy this requirement.

The following list shows the Camosun courses that can be used in lieu of high school courses for prerequisite purposes.

High School Course	Camosun Course(s)
Biology 11	BIOL 060 or BIOL 102
Biology 12	BIOL 080 or BIOL 100
Chemistry 11	CHEM 060
Chemistry 12	CHEM 110
English 10	ENGL 050
English 12*	ENGL 092 and ENGL 094 or ELD 092 and ELD 094 or ELD 097
TPC 12	ENGL 140
Math 10	MATH 052 and MATH 053
Math 11**	MATH 072 and MATH 073
Math 12***	MATH 092 and MATH 093 or MATH 105 or MATH 115
Physics 11****	PHYS 060
Physics 12	PHYS 104 and PHYS 105

\*Where a "C+" is required in an English 12 prerequisite, a "C" will be accepted in the Camosun equivalent.

\*\*The Math 11 prerequisite for Business courses (e.g. BUS, ECON, FIN etc.) may be satisfied with a "C" in Math 11 or Applications of Math 12 or a "C+" grade in MATH 072.

\*\*\*Math prerequisites assume the academic version of the course (unless otherwise noted). Currently, Principles of Math 11 and Principles of Math 12 are the academic versions being delivered in BC secondary schools.

\*\*\*\*Technology programs do not accept PHYS 150 as a Physics 11 equivalent for admission.

## Applied Academic Prerequisites

Technical and Professional Communications (TPC) 12 may be used as prerequisite to any course requiring English 12.

Applications of Physics 11 and Applications of Physics 12 may be used as prerequisite to any course requiring Physics 11. In all other cases where Applied Academic courses can be used as prerequisite to courses and programs, they are noted specifically in this calendar.

## Course Abbreviations:

ABT	Applied Business Technology
ACCT	Accounting
ANTH	Anthropology
ART	Art
ASE	Adult Special Education
ASIA	Asia-Pacific Studies
ASTR	Astronomy
BEST	Better Employment Strategies and Techniques
BIOL	Biology
BUS	Business
CARP	Carpentry
CDA	Certified Dental Assistant
CFCS	Community, Family and Child Studies
CHEM	Chemistry
CHIN	Chinese
CIVL	Civil Engineering
CMHW	Community Mental Health Worker
COMM	Communications
COMP	Computer Science
COOP	Co-operative Education
CRIM	Criminal Justice
CSEA	Community Support and Education Assistant
DHYG	Dental Hygiene
ECCE	Early Childhood Care and Education
ECON	Economics
ELD*	English Language Development
ELEX	Electronics
ENGL	English
ENGR	Engineering
ENVR	Environmental Technology
EXW	Exercise and Wellness
FIN	Finance
FNCS	First Nations Community Studies
FNHE	First Nations Health and Education
FNS	First Nations Studies
FREN	French
FSW	First Nations Family Support Worker
FURN	Fine Furniture - Joinery
GEOG	Geography
GEOS	Geoscience
GOLF	Golf

HHS	Health and Human Services
HIST	History
HLTH	Health
HMGT	Hospitality Management
HORT	Horticulture
HSRC	Home Support/Resident Care Attendant
IESA	International Ed Study Abroad
IMHA	Interprofessional Mental Health and Addictions
INST	Indigenous Studies
JAPN	Japanese
JAZZ	Jazz Studies
KORE	Korean
LGL	Legal
LRNS	Learning Skills
MARK	Marketing
MATH	Math
MECH	Mechanical Engineering
MUS	Music
MUSF	Music Foundations
NURS	Nursing
PADM	Public Administration
PHIL	Philosophy
PHYS	Physics
PNUR	Practical Nursing
PSC	Political Science
PSYC	Psychology
REL	Religion
SCI	Science
SOC	Sociology
SOCW	Social Work
SPEX	Sport and Exercise
SPMA	Sport Management
SSRM	Social Science Research Methods
TMGT	Tourism Management
WELD	Welding

### \*English Language Development

A program review has resulted in English as a Second Language (ESL) to be renamed English Language Development (ELD). Courses at the pre-college level have been renamed and renumbered. All former ESL courses have been renamed as ELD courses.

## Applied Business Technology

### ABT 101 Co-operative Work Experience 1

► (6 credits) PS (0,0,0,35)

This course provides an opportunity for students to apply and extend academic knowledge and practical skills while employed with qualified Co-op employers. This full-time work term is facilitated and monitored by the College.

**Prerequisite(s):** Successful completion of COOP 100 plus completion of 10 out of 12 Office Administration Certificate courses.

### ABT 110 Office Admin Keyboarding

► (2 credits) F,W,PS (0,3,0,0)

This course introduces non-keyboarding students and more experienced students to the fundamentals of correct keyboarding technique. They will learn through directed drills and timings, which teach them to refine their keyboarding techniques, to improve speed and accuracy. On completion, students will keyboard at a speed of 45 words per minute with 5 or fewer errors.

**Prerequisite(s):** English 12 or TPC 12 or ENGL 092 or assessment.

### ABT 112 Medical Office Keyboarding

► (2 credits) F,W (0,3,0,0)

Through directed drills and timings, students will refine their keyboarding techniques to improve speed and accuracy. On completion students will keyboard at a minimum of 50 wpm with 5 or fewer errors.

**Prerequisite(s):** Assessment of a keyboarding speed of 30 wpm with 5 or fewer errors in a 5-minute timing using conventional keyboarding technique.

### ABT 117 Interpersonal Success Tools

► (2 credits) F (3,0,0,0)

This course is designed to increase human relations and communication competencies for career, personal and student success. It will also provide work search skills and interviewing strategies.

**Prerequisite(s):** English 12 or TPC 12 or ENGL 092 or ELD 092 or assessment.

### ABT 118 Office Procedures

► (2 credits) F (4,0,0,0)

This course introduces students to the modern, automated office and covers typical procedures performed by an administrative assistant such as coordinating meetings and appointments, managing telephone conversations, handling visitors, coordinating travel arrangements, distributing written documents, operating a variety of office equipment and preparing agendas and minutes.

**Prerequisite(s):** English 12 or TPC 12 or ENGL 092 or ELD 092 or assessment, and Math 10 or Applications of Math 11 or a "C+" in MATH 034 or assessment, and ABT 117.

**Corequisites:** ABT 161, ABT 165, ABT 178.

### ABT 122 Medical Office Procedures 1

► (2 credits) F (4,0,0,0)

This course concentrates on the administrative duties of the Medical Office Assistant in the modern health care office and familiarizes the student with the use of standard office equipment and records storage systems. Teamwork and interpersonal communication skills will be used to achieve goals.

**Prerequisite(s):** English 12 or TPC 12 or ELD 092 or ENGL 092 or assessment.

### ABT 123 Medical Office Procedures 2

► (3 credits) W (4,0,0,0)

Following ABT 122, this course introduces the student to the clinical duties of a Medical Office Assistant, expands the student's written communication skills to create grammatically correct business letters and assists the student to plan and direct a successful job search.

**Prerequisite(s):** ABT 122.

### ABT 124 Health Office Financial Skills

► (3 credits) F (4,0,0,0)

This course introduces the student to handling business monetary tasks in a health care office. Double entry bookkeeping, medical billing fundamentals and financial transactions in a health care office will be demonstrated and practiced.

**Prerequisite(s):** English 12 or TPC 12 or ELD 092 or ENGL 092 or assessment.

### ABT 125 Medical Office Communications

► (3 credits) W (4,0,0,0)

This course focuses on written and oral communication skills. Grammar, punctuation, and sentence structure will be reviewed and interpersonal communication skills will be expanded and practiced.

**Prerequisite(s):** ABT 122.

### ABT 126 Dental Office Communication

► (2 credits) PS (3,0,0,0)

This course is designed to increase human relations and communication competencies for career and personal success. It will also provide the student with professional communication skills to enable successful job seeking and job keeping.

**Prerequisite(s):** ABT 132.

### ABT 128 Medical Terminology 1

► (3 credits) F (4,0,0,0)

The course is designed to provide the student with an understanding of medical terminology through the development of the necessary language skills to define, pronounce and correctly spell medical terms and includes related physiology, anatomy and pharmacological terminology.

**Prerequisite(s):** English 12 or TPC 12 or ELD 092 or ENGL 092 or assessment.

### ABT 129 Medical Terminology 2

► (3 credits) W (4,0,0,0)

This course is designed to expand and enhance the students' knowledge of medical terminology following ABT 128. The course includes human anatomical terms, related physiology, pathology and pharmacology.

**Prerequisite(s):** ABT 128.

### ABT 131 Medical Office Transcription

► (2 credits) W (4,0,0,0)

This course will familiarize the student with transcribing from oral dictation; medical document formats using correct grammar and punctuation. It will extend the student's vocabulary to terms used in producing basic documentation for a health care office. Students automate document production by using word processing skills.

**Prerequisite(s):** ABT 128, ABT 160.

**Pre or Corequisite(s):** ABT 129 or successful completion of a 50-hour medical terminology course within the last five years or assessment.

### ABT 132 Dental Office Procedures 1

► (2 credits) W (4,0,0,0)

This course is an introduction to the dental office and concentrates on the administrative duties of a dental receptionist. The student will use standard office equipment and manage client records and client charts. Teamwork and interpersonal communication skills will be developed to work as part of a team.

**Prerequisite(s):** English 12 or TPC 12 or ELD 092 or ENGL 092 or assessment.

### ABT 133 Dental Office Procedures 2

► (4 credits) PS (4,0,0,6)

Following ABT 132, Dental Office Procedures 1, this course expands the student's knowledge and abilities of dental office practices, including: effective appointment management; tracking predeterminations; dual insurance; and lab cases. Also included is a discussion of preventive, restorative, and cosmetic dentistry. This course includes hands-on experience in a dental facility.

**Prerequisite(s):** ABT 132.



**ABT 134 Computerized Dental Billing**

▶ (3 credits) W, PS (4,0,0,0)

This course is designed to introduce the student to automated dental billing software and procedures for the province of British Columbia.

**Prerequisite(s):** ABT 132, ABT 136, ABT 138, or permission of the instructor.

**ABT 135 Computerized Medical Billing**

▶ (2 credits) W (0,4,0,0)

This course is designed to introduce the student to automated medical billing software procedures for the province of British Columbia.

**Prerequisite(s):** ABT 122, ABT 124 or permission of the instructor.

**ABT 136 Clinical Foundations 1**

▶ (3 credits) W (4,0,0,0)

This course introduces the student to the clinical information required to function effectively as a dental receptionist. It includes dental terminology, tooth identification systems, anatomy, cavity classifications, dental procedures, and charting and interpretation of a treatment plan.

**Prerequisite(s):** English 12 or TPC 12 or ELD 092 or ENGL 092 or assessment.

**ABT 137 Clinical Foundations 2**

▶ (2 credits) PS (4,0,0,0)

Following ABT 136, this course expands the student's clinical knowledge and skills required to work as a dental receptionist. It includes infection control, standard precautions and safety procedures, handling medical emergencies and working with clients who have special needs.

**Prerequisite(s):** ABT 136.

**ABT 138 Dental Office Financial Skills**

▶ (3 credits) W (4,0,0,0)

This course introduces the student to handling business monetary tasks in a dental practice. Double entry bookkeeping, dental billing fundamentals and financial transactions in a dental practice will be demonstrated and practiced.

**Prerequisite(s):** English 12 or TPC 12 or ELD 092 or ENGL 092 or assessment.

**ABT 139 Practicum (Medical Office)**

▶ (3 credits) P (0,0,0,35 for 3 weeks)

This practicum is designed to provide the student with the opportunity to observe and experience an office setting within the health care field. The student will be given the opportunity to practice the skills taught in the Medical Office Assistant program.

**Prerequisite(s):** Successful completion of the Medical Office Assistant program with a "C+" average within the last 12 months.

**ABT 160 Word Processing 1**

▶ (3 credits) F, W (0,4,0,0)

An introductory word processing course emphasizing the creation of business documents including letters, memos, tables, reports, minutes and agendas. Appropriate word processing concepts will be included to ensure that the documents are created efficiently using MS Word.

**Prerequisite(s):** English 12 or TPC 12 or ENGL 092 or ELD 092 or assessment.

**ABT 161 Word Processing 2**

▶ (3 credits) F, W (0,4,0,0)

Following ABT 160, this course emphasizes the design and creation of complex documents. Also included are features that support the creation, production and management of long documents, as well as the automation of routine document processing tasks.

**Prerequisite(s):** ABT 160 and (ABT 170 or BUS 140).

**ABT 164 Business Communications 1**

▶ (3 credits) F, W, PS (4,0,0,0)

This course will review grammar, punctuation and sentence structure principles to enable the student to convey information clearly and concisely in written communication. The student will use word processing software to create various routine business documents.

**Prerequisite(s):** English 12 or TPC 12 or ENGL 092 or assessment.

**ABT 165 Business Communications 2**

▶ (3 credits) W (4,0,0,0)

Students create advanced business documents and develop oral presentation skills for the business environment. Document creation, editing and machine transcription equip students to write and prepare documents on behalf of their supervisors. Individual writing and oral presentations are stressed, with frequent practice and detailed instructor feedback.

**Prerequisite(s):** ABT 164.

**ABT 167 Records Management**

▶ (3 credits) W, P or S (3,0,0,0)

In this course students will learn records management procedures, classification, ways to control information, appropriate technologies and legislation affecting record keeping practices for business and government records.

**Prerequisite(s):** English 12 or TPC 12 or ENGL 092 or assessment.

**ABT 170 Information Technology**

▶ (3 credits) F (4,0,0,0)

This course provides students with a basic foundation in hardware components and operating system features such as file and disk management, desktop and utilities, and networking features. It also introduces email, the Internet, Internet protocols, and searching the Internet. Creating effective business presentations using presentation graphics software is also introduced.

**Prerequisite(s):** English 12 or TPC 12 or ELD 092 or ENGL 092 or assessment.

**ABT 171 Office Computer Essentials**

▶ (3 credits) F, W (4,0,0,0)

This course provides students with a foundation in computer skills. Hardware components, operating system features, home/small office networking features, plus an introduction to spreadsheet, database and presentation software will be included. Students will be introduced to email, the Internet, Internet protocols, and using the Internet as a search tool.

**Prerequisite(s):** English 12 or TPC 12 or ENGL 092 or ELD 092 or assessment.

**Pre or Corequisite(s):** ABT 160.

**ABT 172 MS Office Suite Fundamentals**

▶ (3 credits) F, W (4,0,0,0)

This course offers an introduction to the current version of the MicroSoft Office Suite including Word, Excel, Access, Powerpoint and Outlook.

**Prerequisite(s):** "B" in English 11 or ENGL 050 or assessment.

**ABT 178 Excel & Access Intermediate**

▶ (3 credits) W (0,4,0,0)

This course will familiarize students with MS Access and MS Excel software. Upon completion, learners will be able to manage, analyze and graphically represent numerical information for financial, accounting and statistical applications using MS Excel, and enter and maintain records, selectively retrieve information and prepare forms and reports using MS Access.

**Prerequisite(s):** ABT 170 or BUS 140.

**ABT 184 Accounting Basics**

▶ (3 credits) W (4,0,0,0)

This course introduces students to basic accounting concepts and principles. It is concerned with the methodology and logic of recording transactions throughout the accounting cycle for service and merchandising businesses.

**Prerequisite(s):** English 12 or TPC 12 or ENGL 092 or assessment, and Math 10 or Applications of Math 11 or "C+" in MATH 034 or assessment.

**ABT 203 Co-operative Work Experience 2**

▶ (6 credits) as required TBA (0,0,0,35)

This course provides an opportunity for students to apply and extend academic knowledge and practical skills while employed with qualified Co-op employers. This full-time work term is facilitated and monitored by the College.

**Prerequisite(s):** ABT 101. Registration for ABT 203 is accepted only with the written approval of Co-op department.

**ABT 274 Spreadsheets – MS Excel**

▶ (3 credits) W (0,3,0,0)

This course will familiarize students with Excel software. They will learn to manage, analyze and graphically represent numerical information for financial, accounting and statistical applications.

**Prerequisite(s):** English 12 or TPC 12 or ENGL 092 or assessment and ABT 172 or BUS 140 or equivalent as assessed by the Chair.

**ABT 281 Accounting Software Tools**

▶ (3 credits) PS (0,4,0,0)

The course introduces the student to Simply Accounting and QuickBooks Pro software, including: journal entry; posting to general, accounts receivable and accounts payable ledgers; financial statements; job costs; payroll; and creation of data files.

**Prerequisite(s):** (ABT 184 or ACCT 110) and (ABT 172 or BUS 140).

**ABT 294 Website Design and Maintenance**

▶ (3 credits) W (0,4,0,0)

This course is designed to introduce students to the design, creation, publication, maintenance and management of a website. This course focuses on design principles using current website design and graphics software.

**Prerequisite(s):** English 12 or TPC 12 or ENGL 092 or ELD 092 or assessment and ABT 172 or BUS 140 or equivalent.

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**Accounting**

**Note:** *Students may not receive credit for more than one of ACCT 110 or ACCT 130.*

**ACCT 110 Financial Accounting 1**

▶ (3 credits) F,W,P (4,0,0,0)

Students will complete all the steps of the accounting cycle culminating in the preparation and analysis of financial statements for sole proprietorships and corporations. Topics include: accounting principles, cash, receivables, inventory, capital assets, current liabilities and share holders' equity. Completion of a manual bookkeeping practice set. (T)

**Prerequisite(s):** "C" in English 12 or TPC 12 or assessment, and a "C" in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment.

**ACCT 111 Financial Accounting 2**

▶ (3 credits) F,W,S (4,0,0,0)

Preparation of cash flow statements and analysis of financial statements for sole proprietorships, partnerships and corporations. In depth study of accounting principles, cash, receivables, inventories, capital assets, current and long term liabilities and investments and shareholders' equity. Completion of a computerized bookkeeping practice set. (T)

**Prerequisite(s):** ACCT 110.

**ACCT 130 Hospitality Accounting**

▶ (3 credits) W (4,0,0,0)

With specific reference to the hospitality industry, this course is concerned with recording transactions, maintaining books of account, and preparation and analysis of financial statements. Introduction to accounting and internal control of cash, fixed assets, payroll and departmental accounting.

**Prerequisite(s):** English 12 or assessment and a "C" in Math 11 or Applications of Math 12 or "C+" in MATH 072 or assessment.

**ACCT 140 Managerial Accounting**

▶ (3 credits) F,W (4,0,0,0)

This course is beyond the introductory level and intended primarily for non-accounting disciplines. It is devoted to managerial analysis and decision-making, special purpose reports for management, variable costing and the contribution approach, and budgeting. **Note:** *Not for accounting majors. Students will receive credit for only one of ACCT 140 or ACCT 220.* (T)

**Prerequisite(s):** ACCT 110.

**ACCT 204 Revenue Administration 1**

▶ (3 credits) W (3,0,0,0)

This course introduces students to the nature and purpose of taxation in Canada, and the responsibilities of each level of government. It focuses on the diversity of provincial taxation exploring the role of legislation and policy, differences and similarities in the administration of various programs, and linkages with key partners.

*Open to PROVREV and second year Business students only.*

**Prerequisite(s):** "C" in English 12 or TPC 12 or assessment, and a "C" in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment.

**ACCT 205 Revenue Administration 2**

▶ (3 credits) F (3,0,0,0)

This course will explore the major activities performed by the Ministry of Provincial Revenue to enforce and maximize voluntary compliance with provincial tax and revenue programs. It will focus on the diversity of authority, processes, partners, methods and procedures involved in administering a broad range of provincial revenue programs.

*Open to PROVREV and second year Business students only.*

**Prerequisite(s):** ACCT 204.

**ACCT 206 Revenue Administration Law - BC**

▶ (3 credits) W (3,0,0,0)

This course introduces students to legal issues of revenue administration (taxation) in BC, including topical legal principles and current legal issues based on those principles. Topics covered include: introduction to law, relevant legislation and its interpretation, legal case analysis, current administration/investigation/communications/appeals issues and preventative strategies.

**Prerequisite(s):** ACCT 204 or LGL 114 or BUS 120.

**ACCT 210 Financial Accounting 3**

▶ (3 credits) F,W (4,0,0,0)

Students apply accounting principles and concepts of financial accounting to business situations. Topics include: financial statement presentation including note disclosure, revenue and expense recognition; accounting for cash, receivables, inventories, current liabilities, capital assets and investments. Cash Flow Statements are also examined in detail. (T)

**Prerequisite(s):** ACCT 111.

**ACCT 211 Financial Accounting 4**

► (3 credits) W,P (4,0,0,0)

A continuation of ACCT 210, the course covers the accounting of liabilities, shareholder's equity, financial instruments, income taxes, leases, pensions, earnings per share and accounting changes. Students further develop their professional skills in preparing and analyzing financial statements. (T)

Prerequisite(s): ACCT 210.

**ACCT 220 Management Cost Accounting 1**

► (3 credits) F,W (4,0,0,0)

The initial course in the management cost accounting course trilogy. In depth study of the following topics: the vocabulary and fundamental purposes of cost accounting, cost-volume-profit analysis, job costing, cost behaviour, activity based costing, budgeting, decision making, pricing decisions, strategic profitability analysis, transfer pricing, and performance measurement and appraisal. (T)

Prerequisite(s): ACCT 111.

**ACCT 230 Hotel Managerial Accounting**

► (3 credits) F,Q1 (4,0,0,0)

Develops the ways accounting helps management to make decisions in the hospitality industry. Topics include: analysis of financial statements, the "Bottom Up" approach to pricing, break-even analysis, budgets and C.V.P. decision-making and introduction to cash management. Students may substitute ACCT 140 for ACCT 230, but will not receive credit for both.

Prerequisite(s): ACCT 111 or ACCT 130.

**ACCT 240 Taxation for Financial Planning**

► (3 credits) F (3,0,0,0)

This course provides an introduction to personal income tax and tax planning. Topics covered include sources of income, deductions, tax credits, dividends, capital gains, retirement planning, estates and trusts, business income and capital cost allowance.

Prerequisite(s): ACCT 110.

**ACCT 310 Financial Accounting 5**

► (3 credits) W,P, or S (4,0,0,0)

This course studies business combinations, joint ventures, foreign currency transactions and operations, partnerships and for not-for-profit and public sector accounting. (T)

Prerequisite(s): ACCT 210.

**ACCT 320 Management Cost Accounting 2**

► (3 credits) F,W (4,0,0,0)

Part two of the three-semester inquiry into Management Cost Accounting. In depth study of the following topics: standard costing including flexible budgets and variance analysis, cost allocation, job order costing, variable and absorption costing, joint product and by product costing, process costing including spoilage, and inventory management models such as EOQ, JIT and MRP. (T)

Prerequisite(s): ACCT 220.

**ACCT 380 Auditing 1**

► (3 credits) F,W (4,0,0,0)

This course introduces auditing principles and methods. Topics include: types of audits and engagements; the ethical/legal environment; planning an audit; assessing internal controls; audit techniques; and audit reports. Using auditing software, students will prepare an audit plan and audit a section of a company. (T)

Prerequisite(s): ACCT 210.

**ACCT 400 Accounting Theory**

► (3 credits) F (4,0,0,0)

This advanced course in financial accounting develops an in-depth understanding of the theory that underlies financial reporting in Canada and applies this knowledge to current accounting issues. Cases will be used extensively as well as current literature to develop the judgment and analytical skills necessary for a professional accountant.

Prerequisite(s): ACCT 210, ACCT 211.

**ACCT 420 Management Cost Accounting 3**

► (3 credits) W (4,0,0,0)

This course builds on ACCT 220 and 320, providing an in-depth evaluation of cost/volume/profit and contribution margin analysis, performance evaluation, linear programming, decentralization, operation and quality management, strategic planning, transfer pricing and relevant costs. It helps prepare students to write professional accounting, case-based comprehensive exams, in particular the CMA National Entrance Exam.

Prerequisite(s): ACCT 320.

**ACCT 470 Income Tax 1**

► (3 credits) F,W (4,0,0,0)

An introductory course in Canadian Personal Income Tax covering: the calculation of Division B income, Division C income and taxes payable for individuals and corporations. Upon completion of this course, you should be able to apply your knowledge as an employee in accounting firms involved in income tax preparation as well as understand taxation as it applies to individual tax planning. (T)

Prerequisite(s): ACCT 111.

**ACCT 471 Income Tax 2**

► (3 credits) W,P (4,0,0,0)

An introductory course in Canadian Corporate Income Tax covering computation of taxable income and tax integration for business and investment income, planning the use of corporate distributions and transfer of property to a corporation. Includes a computer software tax component. *Students considering a CMA or CGA designation will require this course.*

Prerequisite(s): ACCT 470.

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**Anthropology****ANTH 104 Introduction to Anthropology**

► (3 credits) F,W (3,0,0,0)

The course introduces the four major sub-fields of anthropology: archaeology, physical, cultural and linguistics. It surveys human evolution, archaeological evidence for cultural reconstruction, societies at different levels of socio-cultural complexity, and language in cultural context. *(Not open to students with credit in ANTH 100 or ANTH 102.)* (T)

Prerequisite(s): "C+" in English 12 or assessment.

**ANTH 110 Anthropology of Women**

► (3 credits) F,W (3,0,0,0)

A comparative examination of the social, economic and political position of women in traditional, developing and industrial societies including Canada. Emphasis will be given to cultural assumptions about women and to theories of gender relations and gender stratification. (T)

Prerequisite(s): "C+" in English 12 or assessment.

**ANTH 140 Prehistory of Pacific Cultures**

▶ (3 credits) F (3,0,0,0)

A survey of significant archaeological sites and their contributions to the writing of prehistory in the Circum-Pacific area from the Bering Strait to the South Pacific, linking Old World and New World. Course themes will include: early maritime adaptations, the emergence of archaic civilizations, peopling of the Pacific Rim and evaluation of archaeological evidence. (T)

**Prerequisite(s):** “C+” in English 12 or assessment.

**ANTH 216 Anthropology of Development**

▶ (3 credits) W (3,0,0,0)

This course introduces development and its consequences on colonial and post-colonial societies. It examines the roots of global poverty and assesses the impact of development on health, nutrition, housing, the family, gender relations, work and human rights. Alternatives to traditional development models will be explored. (T)

**Prerequisite(s):** ENGL 150 and any first-year ANTH or SOC.

**ANTH 220 Cultural & Social Anthropology**

▶ (3 credits) F,W (3,0,0,0)

An introduction to the analysis of socio-cultural systems. The course examines economic, social and political organization, gender, religion, symbolic systems and culture change in a variety of world cultures. (T)

**Prerequisite(s):** ENGL 150 and any first-year ANTH.

**ANTH 230 Linguistic Anthropology**

▶ (3 credits) F (2,2,0,0)

This introductory course focuses on cultural and social contexts of language and linguistics for ethnographic analysis. We study the evolution and structure of language, linguistic diversity, unwritten languages, gender markers, language acquisition and non-verbal communication and apply these ideas to our ways of speaking. (T)

**Prerequisite(s):** ENGL 150 and any first-year ANTH.

**ANTH 240 Archaeological Method & Theory**

▶ (3 credits) W (2,2,0,0)

An introduction to archaeological method and theory, this course examines the nature of archaeological evidence and its recovery and analysis for the purposes of cultural reconstruction and explanation of human behaviour. (T)

**Prerequisite(s):** ENGL 150 and any first-year ANTH.

**ANTH 250 Forensic Anthropology**

▶ (3 credits) W (2,2,0,0)

An introduction to the forensic application of physical anthropological and archaeological knowledge and techniques to recovery and identification of human remains. Forensic Anthropology will cover physical anthropological and archaeological research methods, skeletal development and anatomical identification. (T)

**Prerequisite(s):** ENGL 150.

**ANTH 260 Physical Anthropology**

▶ (3 credits) F (2,2,0,0)

This course explores human evolution and modern human variation. Topics include: the study of non-human primates, investigation of the human fossil record, human skeletal variation, population genetics, growth and development, health and disease. (T)

**Prerequisite(s):** Any first-year ANTH or BIOL 124 or BIOL 150.

**ANTH 270 Culture, Health and Illness**

▶ (3 credits) F (2,0,1,0)

An introduction to medical anthropology, this course includes the study of health and illness from a cross-cultural perspective. Drawing on ethnographic materials from Western and non-Western societies, the course explores how health and illness are interpreted and mediated through culture. (T-Pending)

**Prerequisite(s):** Any first-year ANTH, SOC, NURS or HLTH course, and ENGL 150.

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**Art and Art History**

*Note: Many ART courses are restricted to students in the Visual Arts program. Classes open to non-program students include ART 100, ART 101, ART 128, ART 150, ART 170, ART 175, ART 180, ART 190, ART 228.*

**ART 100 Introductory Studio 1**

▶ (3 credits) F (4,0,0,0)

This course is an introduction to studio experience utilizing a wide variety of media, processes, theories and philosophies. It can be used as preparation for future visual arts studies, as a university transfer elective, or as an experience to increase visual awareness and art appreciation. (T)

**Prerequisite(s):** English 12 or assessment, or, admission to the Studio Art Access (ESL) program.

**ART 101 Introductory Studio 2**

▶ (3 credits) W (4,0,0,0)

This is a continuation of ART 100 with a broadening of approaches to the tools and processes explored in that course. Emphasis on a structured and experimental attitude to studio work in a verbally interactive environment will be maintained. (T)

**Prerequisite(s):** ART 100 or ART 106.

**ART 106 Indigenous Studio Arts**

▶ (3 credits) W (4,0,0,0)

This course is an introduction to indigenous approaches to studio arts. It offers practical experience utilizing specific indigenous artistic techniques, and a variety of media, processes, and theories. Use it as preparation for visual arts studies, a university transfer elective, or an experience to increase visual literacy/appreciation of indigenous arts.

**Prerequisite(s):** English 12 or assessment.

**ART 118 Graphic Design Basics**

▶ (3 credits) F (4,1,0,0)

This course is an introduction to Graphic Design. Students will explore graphic concepts through experimentation with various media. Projects will emphasize the use of text in a visual manner. **Note:** *This course does not lead to transfer credit.*

**Prerequisite(s):** ELD 050 or IELTS 5.5 or TOEFL 527, TOEFL 197 or TOEFL 71, or Canadian Language Benchmark 7, or ENGL 050 or assessment.

**ART 119 Mixed Media and Animation**

▶ (3 credits) W (4,1,0,0)

This course is an introduction to studio art leading to animation. Students will explore studio practices (e.g. drawing, painting, collage, 3D constructions) that will be applied to an animation project. Language and text is emphasized both in projects and resource material. **Note:** *This course does not lead to transfer credit.*

**Prerequisite(s):** ELD 050 or IELTS 5.5 or TOEFL 527, TOEFL 197 or TOEFL 71, or Canadian Language Benchmark 7, or ENGL 050 or assessment.

**ART 120 Visual Foundations 2D Design**

▶ (3 credits) F (4,1,0,0)

An intensive investigation into the variety of media and processes available for 2D image making. The student will develop the skills required to solve visual problems and display the control necessary to manipulate the appropriate materials, processes and concepts. (T)

*Open to VISART1 students only.*



### **ART 122 Drawing and Painting 1**

► (3 credits) F (4,1,0,0)

A basic course that emphasizes experimentation, control and understanding of the applications and qualities of the drawing and painting media. The course will include a comparison and evaluation of representational and non-representational approaches to image making with the major emphasis on drawing. (T)

*Open to VISART1 students only.*

### **ART 123 Drawing and Painting 2**

► (3 credits) W (4,1,0,0)

A continuation of the skills and perceptual growth illustrated in ART 122 with additional attention devoted to gathering and selecting information and working over an extended period of time. The major emphasis changes to painting (from drawing in ART 122). (T)

**Prerequisite(s):** Completion of all first semester Visual Arts program courses.

### **ART 124 Printmaking**

► (3 credits) W (4,1,0,0)

A basic course that provides an exploration of printmaking processes for creative image making. The student will investigate calligraphy, intaglio, dry point, block printing and silkscreen media, and to identify the characteristics particular to print imagery. (T)

**Prerequisite(s):** Completion of all first semester Visual Arts program courses.

### **ART 128 Graphic Design Foundations**

► (3 credits) F,W (4,1,0,0)

An intensive introduction to the basic elements and principles of design that are the foundation of the art and design disciplines. Students will explore contrast, repetition, direction, variation, image development, formal relationships, visual expression, colour, symbol development, etc. through projects that emphasize clarity, graphic precision and visual communication. (T)

**Prerequisite(s):** English 12 or assessment.

### **ART 140 Visual Foundations 3D Design**

► (3 credits) F (4,1,0,0)

An exploration of the media and processes available for 3D image creation. The student will develop the ability to solve visual problems and acquire the control necessary for the manipulation of clay, wood, plaster, metals, card, plastics, etc. for the appropriate design statement. (T)

*Open to VISART1 students only.*

### **ART 142 Sculpture**

► (3 credits) W (4,1,0,0)

A continuation and extension of the explorations initiated in Visual Foundations 3D Design with increased attention paid to light, volume and space, and the more sensitive analysis of these elements and their meanings in both natural and constructed forms. (T)

**Prerequisite(s):** Completion of all first semester Visual Arts program courses.

### **ART 144 Pottery**

► (3 credits) W (4,1,0,0)

A continuation and extension of the clay explorations in Visual Foundations 3D. Students will investigate the malleable qualities of clay, design tools and equipment, blend and make clays, create glazes, build kilns, conduct raku and primitive firings, explore natural elements, hand build ware and throw on the wheel. (T)

**Prerequisite(s):** Completion of all first semester Visual Arts program courses.

### **ART 150 Cultural Uses of Photography**

► (3 credits) F or W (3,0,0,0)

To foster a critical awareness of the power and consequences photographs have in our visual-based culture, this course investigates specific applications of the photographic medium in history and contemporary society in relation to social, political, economic and scientific factors. *Previous study in art history is an asset.* (T)

**Prerequisite(s):** English 12 or assessment.

### **ART 160 Intermedia**

► (3 credits) W (4,1,0,0)

This course explores new genre as an active and sensitive means for human expression. The class will investigate the interrelations as sound, light, motion and image and produce group and individual new genre performances and videos that recognize the uses and abuses of contemporary media in our culture. (T)

**Prerequisite(s):** Completion of all first semester Visual Arts program courses.

### **ART 170 Western Art History to 1750**

► (3 credits) W (3,0,0,0)

This course covers Western Art from prehistory to 1750, focusing on the visual art and architecture from select periods and countries. Cultural production will be studied in relation to the social, political and religious contexts, the roles and purposes of art, patronage and technical developments. (T)

**Prerequisite(s):** English 12 or assessment.

### **ART 175 Design History**

► (3 credits) F,W (3,0,0,0)

A survey of the history of western design and material culture from the industrial revolution to the present, including the development of architecture, interiors, functional and decorative objects, furniture design, product design, graphic design and art. Key movements, figures and works will be examined in relevant historical and cultural contexts. (T)

**Prerequisite(s):** English 12 or assessment.

### **ART 180 Modern Art History**

► (3 credits) F,W (3,0,0,0)

A study of the key art movements, artists and figures in the growth of modern art in the West beginning c. 1750. Students will learn the relationship between art and social change, become familiar with various new media, approaches and art theories. (T)

**Prerequisite(s):** English 12 or assessment.

### **ART 190 History of Film**

► (3 credits) W (3,1,0,0)

The study of film in a historical, socio-cultural context with emphasis on research and analysis methods. Particular styles, conventions, movements, genres and film artists are selected for close study. (T)

**Prerequisite(s):** English 12 or assessment.

### **ART 220 Studio Concentration 2D - 1**

► (3 credits) W (4,1,0,0)

Students will develop a designated theme and submit personal choices of working procedures, techniques and materials within the framework of 2D (painting and drawing) studio activity. Individual and group critiques of the imagery produced will occur regularly. (T)

**Prerequisite(s):** Completion of all third semester Visual Arts program courses.

### **ART 221 Studio Concentration 2D - 2**

► (3 credits) W (4,1,0,0)

An in-depth program of self-directed research and imagery proposed by the student as a response to previous 2D (printmaking) studio experience. The student will have the opportunity to illustrate personal creative directions and will follow a critique program with fellow students and instructor. (T)

**Prerequisite(s):** Completion of all third semester Visual Arts program courses.

**ART 228 Graphic Design 2**

▶ (3 credits) W or P (4,1,0,0)

This course is an intensive introductory survey in graphic design, focusing on practical, visual problem-solving as applied to print and other media. Emphasis will be on typography and effective visual communication. This course is a supplementary credit to the Visual Arts program. (T)

**Prerequisite(s):** ART 128 or departmental assessment of a graphic design portfolio together with English 12 or assessment.

**ART 240 Studio Concentration 3D - 1**

▶ (3 credits) F (4,1,0,0)

Students will develop a designated theme and submit personal choices of working procedures, techniques, materials within the framework of 3D (pottery) studio activity. Individual and group critiques of the imagery produced will occur regularly. (T)

**Prerequisite(s):** Completion of all first year Visual Arts program courses.

**ART 241 Studio Concentration 3D - 2**

▶ (3 credits) F (4,1,0,0)

An in-depth program of self-directed research and imagery proposed by the student as a response to previous 3D (sculpture) studio experience. The student will have the opportunity to illustrate personal creative directions and will follow a critique program with fellow students and instructor. (T)

**Prerequisite(s):** Completion of all first year Visual Arts program courses.

**ART 264 Creative Photography 1**

▶ (3 credits) F (4,1,0,0)

An introductory exploration of photography as an innovative medium for creative expression combined with learning the technical aspects of SLR cameras and darkroom processes. Emphasis is on black and white photography. Students are introduced to historic and contemporary photographers. (T)

**Prerequisite(s):** Completion of all first year Visual Arts program courses.

**ART 265 Creative Photography 2**

▶ (3 credits) W (4,1,0,0)

A continuation of the content of ART 264. Students are introduced to other types of cameras and equipment, and learn new and advanced creative techniques and processes including digital photography. Students are able to place their creative work in context to historical and contemporary photography. (T)

**Prerequisite(s):** Completion of all third semester Visual Arts program courses.

**ART 266 Filmmaking and Animation 1**

▶ (3 credits) F (4,1,0,0)

An exploration and expansion of the media, processes and concepts investigated in the first year multi media courses with an increased emphasis on film as an art form. Video is the format used. (T)

**Prerequisite(s):** Completion of all first year Visual Arts program courses.

**ART 267 Filmmaking and Animation 2**

▶ (3 credits) W (4,1,0,0)

A continuation of the processes and concepts dealt with in ART 266 with increased emphasis on the combined development of technical, conceptual and production skills required in resolving an idea from source to completion. (T)

**Prerequisite(s):** Completion of all third semester Visual Arts program courses.

**ART 280 Contemporary Art Critique 1**

▶ (3 credits) F (4,1,0,0)

A semester of weekly seminars presented by individual students and visiting artists on selected topics of interest. Students can expect to take a position regarding their artwork or philosophy and articulate their concerns to their peer group, instructors and guests. (T)

**Prerequisite(s):** Completion of all first-year Visual Arts program courses.

**ART 281 Contemporary Art Critique 2**

▶ (3 credits) W (4,1,0,0)

A continuation of ART 280 with additional emphasis on portfolio preparation with appropriate visual and verbal documentation and resume preparation with letters of application, project proposals, etc. (T)

**Prerequisite(s):** Completion of all third semester Visual Arts program courses.

**ART 290 Independent Studies**

▶ (1 to 4 credits) F, W, P, S (Variable)

The content, approach, methodology, evaluation, etc. will be determined by the student and instructor. For the first course the student will enrol in ART 290 and for additional courses, ART 292, ART 294, etc. Credit will be established by the Department Chair and the Dean. (T)

**Prerequisite(s):** Two years post-secondary study in Art or 2nd year standing in the area of specialization. (Interested students must contact the Chair of Visual Arts for application instructions).

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**Adult Special Education**

**Note:** ASE courses are open to students in the ASE programs only.

**ASE 021 Essential Employment Skills**

▶ F, W (2,0,0,0)

Students will be introduced to the habits and behaviours expected of an employee in the workplace. Topics covered include: time management skills, workplace communication, the importance of showing initiative and strategies for dealing with common workplace problems.

**ASE 022 Effective Job Search Skills**

▶ F, W (2,0,0,0)

This course will enable students to undertake an effective job search. Course work will include telephone and interview skills accessing the hidden job market, job search techniques, asking effective questions and resume preparation.

**ASE 023 Work Experience Level 1A**

▶ F, W (4,0,0,0)

This course provides an opportunity to learn about entry-level employment through hands-on experience and practice. Student performance will be evaluated through attendance, participation, individual and group work, in simulated work environments and by completing self-assessments.

**Prerequisite(s):** Instructor permission required.

**ASE 024 Work Experience Level 1B**

▶ F, W (2,0,0,0)

This work experience placement provides students with an opportunity to gain entry-level, hands-on experience and practice and develop skills learned onsite and in classes. Student performance is evaluated both by the employer and a student work experience self-assessment. A criminal record check may be required by placement employers.

**Prerequisite(s):** ASE 023

**ASE 025 Work Experience Level 1**

▶ F, W (0,0,0,6)

The Level 1 work experience placement will provide students with an opportunity to gain entry-level hands-on experience and practice and develop skills learned on site and in classes. Student performance will be evaluated by his/her employer as well as the student will complete a work experience self-assessment.

**Prerequisite(s):** Instructor permission required. A Criminal Record Check may also be required.

### **ASE 026 Certification**

► F,W (3,0,4,0)

This course will offer students the opportunity to obtain certificates that will enhance their employability. Using community resources, certificates will be offered in the areas of First Aid, CPR, Super Host and (modified) WHMIS and Foodsafe.

### **ASE 030 Food and Customer Service**

► F,W (3,5,0,0)

This course provides students the opportunity to develop entry-level employment options for the food service and customer service industries. They will learn and practice food service skills in cold food preparation, garnishing, receiving and storing, bussing, dishwashing and serving. Other Topics include: customer relations, retail sales and cash register operations.

### **ASE 031 Applied Numeracy**

► F,W (2,2,0,0)

Through classroom and community learning activities, students will gain confidence in using numeracy skills needed for the work place and in daily life. The ability to read and write numbers up to 50 and to utilize basic arithmetic skills to workplace situations would be an asset.

### **ASE 032 Customer Service Training**

► F,W (3,5,0,0)

This course provides practical knowledge and training necessary for entry-level positions in the retail industry. The focus is on the study and practice of skills in customer relations, basic office equipment, cash register operations, and materials handling. The course promotes teamwork, customer service, and communication as effective workplace tools.

### **ASE 035 Gardening and Customer Service**

► F,W (3,5,0,0)

This course provides students the opportunity to develop entry level employment options for the horticulture and retail industries. The focus is on the study and practice of skills in gardening, customer relations, retail sales and cash register operations. Topics are presented in the classroom, on visitations and through hands-on experience.

**Prerequisite(s):** Instructor permission required.

### **ASE 036 Work Experience Level 2**

► F,W (0,0,0,10)

The Level 2 work experience placement will provide students with another, more intensive opportunity to gain entry-level hands-on experience and practice and develop skills learned on site and in classes. Student performance will be evaluated by his/her employer as well as the student will complete a work experience self-assessment.

**Prerequisite(s):** ASE 025 and Instructor permission required.

### **ASE 037 Applied Literacy**

► F,W (2,2,0,0)

This course is for learning to read and write for practical purposes. Students will apply their learning in a variety of work and life situations by finding and using information found on the work site, in the community and at home.

### **ASE 038 Directed Studies in Employment**

► F,W (0,2,4,0)

This course is designed to offer individualized learning for students enrolled in the Employment Training Level 2 certificate program. In this course, students establish specific, individualized learning objectives that, once completed, enable them to achieve their learning goals and maximize their employment potential.

**Prerequisite(s):** Certificate in Employment Training Level 1 or permission of the instructor.

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## **Asia-Pacific Studies**

### **ASIA 110 Traditional Asia-Pacific**

► (3 credits) F or W (3,0,0,0)

This course is an introduction to the broad currents of social, cultural, political and economic change in the Asia-Pacific region before the modern period. The focus is on the interaction among the different Asia-Pacific civilizations and their changing values, beliefs, social systems, literature, art, governance and economic exchanges. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **ASIA 111 Contemporary Asia-Pacific**

► (3 credits) F or W (3,0,0,0)

This course is an introduction to the development of the Asia-Pacific region in the modern period. It will trace the social, cultural, economic and political developments in the region including East Asia, Southeast Asia and Oceania. Special emphasis is on understanding the issues of globalization, industrialization, nationalism, class, gender, cultural identity, art and literature. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **ASIA 210 Traditional Southeast Asia**

► (3 credits) F (3,0,0,0)

This course examines traditional Southeast Asian cultural diversity and culture change from pre-historic times to the end of the Western colonial period. The social, economic and political impact of both Asian and Western cultures on Southeast Asia are analyzed. (T)

**Prerequisite(s):** ENGL 150.

### **ASIA 211 Contemporary Southeast Asia**

► (3 credits) W (3,0,0,0)

This course presents a study of contemporary Southeast Asia and transformation of the region since 1945. The course examines varied paths to independence, economic development and socio-political stability in the countries of the region. Attention is given to the development of ASEAN as a mechanism for intra-regional co-operation. (T)

**Prerequisite(s):** ENGL 150.

### **ASIA 212 Asia-Pacific Theory & Analysis**

► (3 credits) W (3,0,0,0)

This course introduces students to ways in which the West looked at the Asia-Pacific region from the age of European Colonialism to the contemporary world of globalization. In exploring this topic, students are presented with a range of theoretical issues dealing with power, ethnicity, gender, class, economic development and environmentalism. (T)

**Prerequisite(s):** ENGL 150.

### **ASIA 216 Women in Asia**

► (3 credits) F,W (3,0,0,0)

This course provides a comparative introduction to the study of gender relations in Asia. It looks at how the lives of Asian women have been constructed by various domestic and international forces: gender, race, sexuality, colonialism/imperialism, neo-colonialism. (T)

**Prerequisite(s):** ENGL 150.

### **ASIA 220 Contemporary Japan**

► (3 credits) F or W (3,0,0,0)

An introduction to contemporary Japanese society using social, economic and political history, and emphasizing the political economy of modern Japan. It includes the adaptation of Western liberal, democratic, political structures; the impact of social change; the generation of the "economic miracle" post-WWII; and the evolving role of Japan internationally. (T)

**Prerequisite(s):** ENGL 150.

### **ASIA 222 Contemporary China**

► (3 credits) F (3,0,0,0)

An introduction to contemporary China through a multidisciplinary analysis of Chinese society. Drawing upon political economy, the course focuses on issues of development and underdevelopment, class and ideology and China's relationship to the West, to understand from an historical perspective the changes that modern China has undergone. (T)

**Prerequisite(s):** ENGL 150.

**ASIA 230 Canada and Asia-Pacific**

▶ (3 credits) F or W (3,0,0,0)

A multidisciplinary study of Canada's external relations with the countries of the Asia-Pacific region. Drawing upon political economy, the course will focus on Canada's role in Asia and the Pacific, and will address the challenges to Canada of the changes underway in the region. (T)

Prerequisite(s): ENGL 150.

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**Astronomy****ASTR 101 Astronomy: Night Sky & Planets**

▶ (4 credits) F (4,2,0,0)

An introduction to Astronomy covering constellations, solar and planetary motions, lunar phases and eclipses, cosmological models, starlight and spectroscopy, telescopes, planets, and the origin and evolution of the solar system. (T)

Prerequisite(s): English 11.

**ASTR 102 Astronomy: Stars and Galaxies**

▶ (4 credits) W (4,2,0,0)

This course looks at current ideas related to the Sun, single and binary stars, star clusters, stellar evolution, interstellar matter, galaxies, relativity and cosmology. (T)

Prerequisite(s): English 11.

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**Better Employment Strategies and Techniques (BEST)**

*Note: BEST courses are open to students in the BEST program only.*

**BEST 041 Career Exploration**

▶ F,W,P (3,2,0,0) 8 weeks

In order to find fulfilling and meaningful work, students will assess their current skills, abilities and interests by working with several career assessment tools.

**BEST 042 Labour Market Trends**

▶ F,W,P (3,2,0,0) 8 weeks

In order to succeed in today's workplace, students will research and analyze current workplace trends.

**BEST 043 Essential Employability Skills**

▶ F,W,P (3,2,0,0) 8 weeks

Mastery of skills such as leadership, teamwork, communication and creative problem-solving will ensure success in coping with life challenges and decisions. The Essential Employability Skills are the skills valued in today's workplace.

**BEST 044 Life Long Learning/Academics**

▶ F,W,P (3,2,0,0) 8 weeks

In a world that is constantly changing, the most important skill to acquire is learning how to learn. Students will explore ways to manage change and accept responsibility for shaping a new way of life.

**BEST 045 Work Search Strategies**

▶ F,W,P (3,2,0,0) 8 weeks

To complement planning and training for a possible career/work goal, students will develop skills to secure work in their chosen career or occupation.

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**Biology**

*Note: Math is recommended as preparation to BIOL 060, BIOL 080, BIOL 100 and BIOL 102.*

**BIOL 060 Introduction to Biology**

▶ (4 credits) F,W (3,3,0,0)

An introduction to the study of the methods and principles of biology. The diversity and ecology of microbial, plant and animal life are explored.

Prerequisite(s): English 10 or assessment.

**BIOL 080 Inquiry into Life**

▶ (4 credits) P,S,F,W (3,1.5 weekly,0,0)

This course is intended for the student interested in learning about the structure and function of the human body. The major areas of study are cell biology and human anatomy and physiology. This course provides Grade 12 biology equivalency.

Prerequisite(s): English 10 or assessment.

**BIOL 100 Non-Majors Biology 1**

▶ (4 credits) F,W (3,1.5,0,0)

Fundamentals of Biology in the context of contemporary issues. Topics include: basic principles of biochemistry and cell biology, genetics and nutrition, animal structure and function. (T)

Prerequisite(s): English 12 or assessment.

**BIOL 102 Non-Majors Biology 2**

▶ (4 credits) F,W (3,3,0,0)

An introduction to biological diversity, evolution, ecology, scientific knowledge and the biodiversity crises. Includes a survey of the major taxonomic groups of living organisms, the evidence for evolution, natural selection, the nature of scientific knowledge, and the impact of humans on the ecology of populations, communities and ecosystems. (T)

Prerequisite(s): English 12 or assessment.

**BIOL 104 Infectious Disease**

▶ (3 credits) F,W (2,2,0,0)

This introductory course focuses on the microbial agents of infectious disease and their mechanisms of pathogenesis. Topics include: growth and reproduction, process of infection, host responses, laboratory identification, treatment and control. (T)

Prerequisite(s): English 12 or assessment, Biology 12, Chemistry 11.

**BIOL 124 Evolution and Diversity**

▶ (4 credits) F,W (3,3,0,0)

This course consists of studies in the general areas of evolution and organism diversity. Topics include: natural selection, the genetic basis of evolution, speciation and evolutionary change and the adaptive radiation of organisms. (T)

Prerequisite(s): English 12 or assessment and "C+" in Biology 12.

**BIOL 126 Physiological Basis of Life**

▶ (4 credits) F,W (3,3,0,0)

The structure and functions of macromolecules, storage of information and replication of DNA as well as the role of DNA in protein synthesis and inheritance are described and related to the functions of whole organisms. Transport mechanisms, basic metabolism and hormonal and nervous regulation of function are explored with examples. (T)

Prerequisite(s): English 12 or assessment and "C+" in Biology 12.

**BIOL 141 Anatomy for Sport Education**

▶ (3 credits) F (2,1,0,0)

This course provides an introduction to structural and functional relationships within the 11 systems of the human body. Emphasis is on major systems and organs related to sport performance and health. Anatomical and physiological terminology is stressed, especially where relevant to exercise and health. (T)

Prerequisite(s): "C+" in English 12.

**BIOL 141A Anatomy Lab for Sport**

▶ (1 credit) F (0,3,0,0)

This course introduces structural and functional relationships within the 11 systems of the human body. Identification of gross and microscopic anatomical structures in slides, models, dissections and specimens is emphasized. Students visualize and interpret 3D relationships of human anatomy. Anatomical terminology is stressed, with relevance to exercise and health.

Prerequisite(s): "C+" in English 12; Biology 11 or Chemistry 11 or Physics 11, and Math 11.

Corequisite(s): BIOL 141.



**BIOL 142 Physiology for Sport Education**

► (3 credits) W (2,1,0,0)

This course provides an overview of functional relationships within the human body. Physiological processes are studied at both the cellular and organ system level, especially homeostasis as it relates to exercise, health and disease.

**Prerequisite(s):** BIOL 141.

**BIOL 142A Physiology Lab for Sport Ed**

► (1 credit) W (0,3,0,0)

Physiological processes are studied in at the chemical, cellular and organ system level. Laboratory skills focus on data collection, presentation and analysis using the scientific method. Students will apply critical thinking in the context of physiological homeostasis, particularly as it relates to exercise and health.

**Prerequisite(s):** BIOL 141, BIOL 141A.

**Corequisite(s):** BIOL 142.

**BIOL 150 Human Anatomy**

► (4 credits) F, W (3,3,0,0)

This course provides an introduction to structural and functional relationships within the eleven systems of the human body. A lab and lecture based format, combining slides, models, photographs, diagrams and organ dissections is used to study both gross and microscopic human anatomy. Anatomical and physiological terminology is stressed. (T)

**Prerequisite(s):** English 12 or assessment and Biology 12.

**BIOL 151 Human Physiology**

► (4 credits) W (3,3,0,0)

This course is the companion to BIOL 150. It provides an overview of functional relationships within the human body. Physiological processes are studied at both the cellular and organ system level, with an emphasis on the maintenance of homeostasis. Laboratory exercises illustrate basic physiological principles (T)

**Prerequisite(s):** BIOL 150 and Chemistry 11.

**BIOL 152 Anatomy and Physiology 1**

► (4 credits) W (3,3,0,0)

The first half of a two-semester course on human anatomy and physiology with applications to nursing practice. This course includes anatomy and physiology of cells, tissues and selected organ systems. Integrated themes include physical assessment, diagnostic testing, pharmacology, chronicity, nutrition and development.

**Prerequisite(s):** English 12, Chemistry 11 and Biology 12.

**BIOL 153 Anatomy and Physiology 2**

► (4 credits) W (3,3,0,0)

This course is a continuation of BIOL 152 on human anatomy and physiology with applications to clinical nursing practice. Topics include: the remaining organ systems and microbiology and infection control. Integrated themes include physical assessment, diagnostic testing, pharmacology, chronicity, nutrition and development.

**Prerequisite(s):** BIOL 152.

**BIOL 160 Microbiology for Dental Hygiene**

► (2 credits) F (1,2,0,0)

This course introduces dental hygiene students to microbiology. Topics include: an introduction to microscopy, prokaryotic cell structure and function, bacterial nutrition, microbial metabolism, control of microbial growth, oral microflora and animal viruses.

**Prerequisite(s):** BIOL 151.

**BIOL 202 Microbiology 1**

► (4 credits) F (3,3,0,0)

An introduction to the principles and techniques of microbiology. Topics include: prokaryotic cell structure and physiology, nutrition, metabolic diversity, growth and control of micro-organisms and virology. (T)

**Prerequisite(s):** BIOL 126.

**BIOL 203 Microbiology 2**

► (4 credits) F (3,3,0,0)

This course is a continuation of BIOL 202. Topics include: molecular biology, microbial genetics, recombinant DNA technology, genomics, innate and adaptive immunity, pathogenesis of infectious diseases and epidemiology. (T)

**Prerequisite(s):** BIOL 202.

**BIOL 228 Ecology**

► (4 credits) W (3,3,0,0)

An introduction to the factors controlling the distribution and abundance of organisms. Topics include: physiological ecology, population dynamics, competition, predation, herbivory, mutualism, conservation biology, community structure and function, succession, nutrient cycles and biogeoclimatic zones. (T)

**Prerequisite(s):** BIOL 124.

**BIOL 230 Cell Biology**

► (4 credits) F, W (3,3,0,0)

An introduction to the study of structure and function of eukaryotic cells. Topics include: macromolecules, membrane structure and transport, the nucleus and gene expression, the endomembrane system and vesicular transport, secretion, endocytosis, the cytoskeleton, the cell cycle and regulation, signal transduction pathways, extra cellular matrices and cell junctions. (T)

**Prerequisite(s):** BIOL 126.

**BIOL 232 Principles of Genetics**

► (4 credits) W (3,3,0,0)

The cellular and molecular basis of the transmission of hereditary characteristics. Topics include: Mendelian inheritance and its cytological basis, gene action in biochemical pathways, microbial genetics, linkage and gene mapping, DNA as the genetic material, the genetic code, gene action in development and differentiation and the fundamentals of genetic engineering. (T)

**Prerequisite(s):** BIOL 230.

**Pre or Corequisite:** CHEM 255.

**BIOL 252 Pathophysiology for Nursing 1**

► (3 credits) F (3,0,0,0)

This first half of a two-semester course focuses on some basic concepts of pathology and specific disease processes together with associated nursing applications. The course is team taught and within each topic the pathophysiology content and nursing applications are integrated. Topics include: foundational concepts of pathology, and aspects of endocrine, cardiovascular, and respiratory disorders.

**Prerequisite(s):** BIOL 153 or successful completion of the Nursing Access for Practical Nurses (NAPN) program.

**BIOL 253 Pathophysiology for Nursing 2**

► (3 credits) W (3,0,0,0)

This course is a continuation of BIOL 252 focusing on pathophysiology and associated nursing applications. Topics include: aspects of neurological, genitourinary, gastrointestinal, musculoskeletal and integumentary disorders.

**Prerequisite(s):** BIOL 252.

**BIOL 260 General Pathophysiology**

► 3 credits) W (3,0,0,0)

An introduction to human pathophysiology emphasizing the pathogenesis of injury and disease processes, rather than the pathology of specific diseases, with reference to pathophysiology relative to dentistry.

**Prerequisite(s):** BIOL 151.

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## Business

### **BUS 101 Co-operative Work Experience 1**

► (6 credits) F,W,PS (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time work experience is facilitated and monitored by the College.

**Prerequisite(s):** *UNDER REVIEW*. COOP

100 plus 10 out of 11 first year courses in Business or Public Administration with a GPA of at least 3.0, and a "C" in prerequisite courses.

### **BUS 110 Introduction to Business**

► (3 credits) F (3,0,0,0)

This course provides an overall framework for understanding the components of business and concepts of business management. Topics include: business organizations and the interrelationships of the components; the functions of managers; business in relation to society; and business issues and future trends. (T)

**Prerequisite(s):** "B" in English 11 or ENGL 050 or assessment.

### **BUS 120 Business Law**

► (3 credits) F,W (4,0,0,0)

This course is an introduction to the application of law in a range of business situations. Main topics include legal implications of the Canadian constitution, law of contracts, and various statutes that apply directly to business: Sale of Goods, Principal and Agent, Negotiable Instruments, Corporations, Bankruptcy, Bailment and Contract Employment. (T)

**Prerequisite(s):** English 12 or assessment.

### **BUS 125 Hospitality Law**

► (3 credits) W (3,0,0,0)

Canadian Law applicable to the hospitality industry: sources of law; constitutional law; law of contract; statutory enactments dealing with the sale of goods, human rights, working conditions, crime, liquor and food, health and licensing; hotels and related establishments defined; hotel bookings; reception and safety of guests' property; insurance; hotel restaurant ownership.

**Prerequisite(s):** English 12 or assessment.

### **BUS 130 Business Communications**

► (3 credits) F,W,P or S (3,0,0,0)

This course will develop ability in personal and communication skills that prepare students to act effectively in a range of practical business situations. It will include skill development in business correspondence, report writing, managing meetings, public speaking and interpersonal communications in a business setting. (T)

**Prerequisite(s):** English 12 or assessment.

### **BUS 140 Business Software Applications**

► (3 credits) F,W (4,0,0,0)

This modularized course offers an introduction to the current version of Word, Excel, Access and PowerPoint. File management, the Internet and search techniques will also be introduced as well as the use of the School's computer labs including policies, networks and printing. (T)

**Prerequisite(s):** "C" in English 11; or "B" in ENGL 050; or "B" in ELD 072 and (ELD 074 or ELD 079) or assessment.

### **BUS 141 Management Information Systems**

► (3 credits) F,W,P or S (3,1,0,0)

A study of core Information Management principles required for all Business students. The development, management, control and analysis of information are surveyed. An overview of Information Technology is provided to permit effective computer and Internet use in a business setting. Common software tools are used to reinforce conceptual material. (T)

**Prerequisite(s):** BUS 140 or assessment.

### **BUS 143 eBusiness for Technologists**

► (3 credits) Q1, Q2 (2,2,0,0)

This is a survey level eBusiness course, that introduces the underlying concepts, principles and frameworks of conducting business over the world wide web. The course focuses on ebusiness models, business strategies, usability considerations, building trust on the net, privacy and security, electronic payment options, and website metrics.

*Open to CST students only.*

### **BUS 150 Introduction to Management**

► (3 credits) F,W (3,0,1,0)

This course focuses on the principles of management. Basic theoretical foundations are applied to current management issues such as strategic planning; organizing to reflect workplace needs and the need for attention to quality/service. Learners develop personal effectiveness techniques including decision-making and learning strategies, time management and conflict management skills.

**Prerequisite(s):** English 12 or assessment.

### **BUS 201 Co-operative Work Experience 2**

► (6 credits) F,W,PS (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time work experience is facilitated and monitored by the College.

**Prerequisite(s):** *UNDER REVIEW*. BUS 101, all first year courses and a minimum of 4 second year courses complete with a 3rd term GPA of at least 3.0 or ABT 101 and a Certificate in Office Administration and at least 15 credits towards the Office Management Diploma program.

### **BUS 203 Co-operative Work Experience 3**

► (6 credits) W,PS (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time work experience is facilitated and monitored by the College.

**Prerequisite(s):** *UNDER REVIEW*. Upon approval of Co-op department.

### **BUS 210 HR Management Foundations**

► (3 credits) F,W (3,0,0,0)

This course provides a survey of the functions of human resource management (HRM) and the strategic role played by HRM in organizations. Key topics include: the profession of human resource management, the legal framework, job analysis and design, recruitment selection and retention, orientation and training, performance management, compensation and rewards, effective discipline and employee rights, labour relations.

**Prerequisite(s):** English 12 or assessment.

### **BUS 211 Compensation and Benefits**

► (3 credits) W (3,0,0,0)

This course focuses on the strategic importance of the total employee compensation package including intrinsic and extrinsic rewards; base, performance and indirect compensation; benefits and pension plans. Upon completion of the course HR practitioners will be able to analyze a business enterprise and determine appropriate compensation plans that will support the business. Major topics include: job analysis, job design, base pay and incentives for individuals and groups, benefits and pension management.

**Prerequisite(s):** BUS 210.

### **BUS 212 Human Resource Development**

► (3 credits) W (3,0,0,0)

In a constantly changing work environment, organizations must effectively utilize their most critical and costly resource, their human resource. This course will focus on the importance of designing strategic training plans and development programs to insure organizational goals and objectives are met through maximizing individual performance and commitment.

**Prerequisite(s):** BUS 210.

### **BUS 213 Industrial Relations**

► (3 credits) F (3,0,0,0)

This interactive course takes a close look at labour relations through the industrial relations framework. Learners will engage in a bargaining simulation and understand the essentials of grievances, negotiations, arbitrations, contract interpretation and labour legislation in British Columbia. (T)

**Prerequisite(s):** English 12 or assessment.

### **BUS 214 Leadership Skills**

► (3 credits) F, P (3,0,0,0)

Organizations require effective leadership in order to be successful. This course examines key approaches to the study of leadership. It also provides an opportunity for students to learn about their own leadership approach and to develop and apply critical leadership skills suitable to working with individuals, with teams and throughout an organization.

**Prerequisite(s):** English 12 or assessment.

### **BUS 215 Agreement Seeking at Work**

► (3 credits) F (3,0,0,0)

This skill based course will provide the learner with threshold level skills in mediation and negotiation.

**Prerequisite(s):** English 12 or assessment.

### **BUS 216 Independent Studies**

► (1 credit) Variable (0,0,0,0)

This course is intended for students in the Human Resource Management program and is designed to allow students to complete studies not available through regular college credit courses. The content, approach, methodology and evaluation will be determined between the student and coordinator prior to the student enrolling in the course.

*Open to HRMADV students only.*

### **BUS 217 Internal Consulting**

► (3 credits) W (3,0,0,0)

This course focuses on the range of internal consulting behaviours appropriate to HR professionals. Students learn to apply consulting behaviours to help other departments solve problems, make decisions and operate as self-managed teams. Students also learn to work with the senior management team in implementing organization wide changes, such as those involving today's service quality imperative. This course may be of interest to external consultants.

**Prerequisite(s):** English 12 or assessment.

### **BUS 218 Recruitment and Selection**

► (3 credits) W (3,0,0,0)

This course provides an up-to-date review of the current issues and methodologies that are used in recruiting and selecting employees for Canadian organizations.

Utilizing best practices, learners will apply modern techniques to real world situations. Consideration is also given to employee retention strategies. (T)

**Prerequisite(s):** BUS 210.

*Open to HRMADV students only.*

### **BUS 219 Dispute Resolution Project**

► (3 credits) F, W, P, S (0,0,0,3)

As a final project, this course is intended to help students solidify and apply their dispute resolution knowledge. Learners will work with members of the dispute resolution community to pursue an area of interest in this field. Content, methodology and evaluation are determined in consultation between the student and Chair.

**Prerequisite(s):** Completion of all other components of Certificate in Dispute Resolution at Work.

### **BUS 220 Organizational Behaviour**

► (3 credits) F, Q1, W, P or S (3,0,0,0)

Students study human behaviour in organizations from an individual, group or organization-wide perspective. The effects on behaviour of factors such as stress, leadership, motivation, team-based processes, conflict, structure, quality of work life and organizational culture are examined. A substantial out-of-class team project is required. Completion of BUS 110, BUS 150 or related courses such as PSYC 154 prior to this course would be considered an asset. (T)

**Prerequisite(s):** English 12 or assessment.

### **BUS 221 Strategic Human Resources**

► (3 credits) F (0,0,0,0)

This capstone course in the Human Resource Management Advanced Diploma program (HRMADV) focuses on the strategic role of HR practitioners. This online course provides a rich environment of case analysis, audio taped guest speakers and interactive discussion. (T)

**Prerequisite(s):** Completion of 15 credits in the HRMADV program, including BUS 210.

*Open to HRMADV students only.*

### **BUS 230 Elementary Statistics**

► (3 credits) F, W, P (4,0,0,0)

A basic statistics course. The emphasis is on business applications of statistical methods. The contents of the course are: (i) How to describe data; (ii) Analysis of decisions made with uncertainty; (iii) Analysis of statistical data; (iv) Making predictions based on statistical data. **Note: Students will NOT receive credit if they have successfully completed either MATH 116, MATH 216 or MATH 218.** (T)

**Prerequisite(s):** "C" in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment.

**BUS 231 Quantitative Methods**

▶ (3 credits) W (3,0,0,0)

The focus of this course is an application of statistical techniques for business decision-making. Topics included are: simple regression, multiple regressions, exponential smoothing, non-parametric statistical procedures, analysis of variance, seasonal analysis of data and analysis of enumerative data, linear programming and inventory control models. Where possible, students will be given an opportunity to apply the techniques with the assistance of computers. (T)

**Prerequisite(s):** MATH 116 or MATH 216 or MATH 218 or BUS 230.

**BUS 232 Operations Management**

▶ (3 credits) F (3,0,0,0)

This course provides a detailed look at Operations Management and its practical application to service and manufacturing operations. Numerous cases and off-campus tours are used. Topics include: supply chain management, forecasting, location selection, allocating resources, designing work systems, capacity planning, scheduling, quality management, inventory control and transportation.

**Prerequisite(s):** BUS 120.

**BUS 241 Business Systems Analysis**

▶ (3 credits) W (2,2,0,0)

This course provides a detailed look at the systems development and implementation process. Using the popular business life cycle approach, team projects are used to develop the student's analytical, design and communication skills. The student will learn to define business problems, develop and test alternate solutions and design solutions in a team environment. (T)

**Prerequisite(s):** BUS 141.

**BUS 242 Foundations of eBusiness**

▶ (3 credits) W, Q3 (2,2,0,0)

Provides the foundation for both the practice and theory of doing business over the Internet. It is a starting point for more detailed study in subsequent courses. The Internet infrastructure is covered in detail including software, hardware, hosting options and site design. Security concepts are stressed from a Business perspective. Electronic payment systems and strategies for auctions, portals and virtual communities are discussed and evaluated.

**Prerequisite(s):** BUS 140.

**BUS 260 International Business and Trade**

▶ (3 credits) W, S (3,0,0,0)

This course is designed to provide students with a mixture of theoretical and practical knowledge relating to international business and trade. The practical aspects focus on Pacific Rim countries. The course will explore international trade theory, international finance, survey of Pacific Rim economics and political structures. (T)

**Prerequisite(s):** English 12 or assessment.

**BUS 280 Entrepreneurship**

▶ (3 credits) F, W (1,2,0,0)

This course provides an orientation to commercial innovation and the venture creation process, for students who are interested in developing new business opportunities, now or in the future. Students will gain a conceptual understanding of venture development opportunities, strategies and resources, practical skills of "entrepreneurship"; and insights into the attitudes and values that characterize successful entrepreneurial activity.

**Prerequisite(s):** English 12 or assessment.

**BUS 281 Negotiations and Contracts**

▶ (3 credits) W (4.5,0,0,0)

The first part of this course will be skill based and provide the learner with skills in mediation and negotiation. The second part of the course will provide the learner with skills in contract negotiation. Legal and liability issues related to various business industries will also be covered.

**Prerequisite(s):** BUS 150.

**BUS 290 Business Strategy Seminar**

▶ (3 credits) W, S (0,0,3,0)

Introducing strategy and using a business simulation, students will use knowledge gained in all previous courses and sharpen their decision-making skills. A small group will run a firm in a competitive environment over approximately five years (simulated time).

**Prerequisite(s):** Successful completion of all first year program courses including (ECON 102 or ECON 103) and (ACCT 140 or ACCT 220 or ACCT 230).

**Note:** *Students will not receive credit for more than one of BUS 290 & BUS 290H.*

**BUS 290H Restaurant Management Simulation**

▶ (3 credits) W, S (42 total)

Utilizing Cornell University's Restaurant Simulation Exercise, students develop decision-making skills in a competitive environment. Groups of 3-4 persons will be simulating the operation of a restaurant over a period of 2-3 years (simulated time). This interesting instructional mode pulls together ideas and theories learned in the students' previous courses.

**Prerequisite(s):** ACCT 140 or ACCT 220 or ACCT 230.

**BUS 311 Employment Law**

▶ (3 credits) F (3,0,0,0)

This course examines the legal relationship between employers and employees, as defined by common law and statute law. Topics include human rights, employment standards, workers compensation and safety, privacy, wrongful dismissal and just cause for termination. While the topics apply to both union and non-union environments, the collective bargaining relationship between unions and employers is not examined.

**Prerequisite(s):** BUS 120, BUS 210.

**BUS 315 Workplace Health and Safety**

▶ (3 credits) F (3,0,0,0)

This course introduces current legislation and standards governing workplace health and safety and explores best practices in health and safety management. The course also provides a focus on building a healthy workplace through effective wellness strategies.

**Prerequisite(s):** BUS 120, BUS 210.

**BUS 318 Recruitment and Selection**

▶ (3 credits) W, P, S (3,0,0,0)

This course provides a detailed examination of recruitment, selection and retention strategies with a strong emphasis on applied learning. Students will apply current practices for forecasting demand and supply; quantitative measurement; recruitment, selection and retention strategies.

**Prerequisite(s):** BUS 210.

**BUS 322 Leading Organizational Change**

▶ (3 credits) W (3,0,0,0)

This course examines leadership models and identifies personal leadership style. The course explores the principles of change management and leadership strategies that promote organizational change. Course methods include analysis of scholarly articles, case analysis and applied learning.

**Prerequisite(s):** BUS 214.



### **BUS 330 Advanced Communications**

► (3 credits) F (4,0,0,0)

This highly applied advanced writing/communications course will look at the effectiveness of message development and writing for organizations, including reports, presentations, brochures, advertising copy, speeches and media releases. Editing, coaching and mentoring will also be discussed.

**Prerequisite(s):** BUS 130, ENGL 250.

### **BUS 399 Work Term 1 UNDER REVIEW.**

► (3 credits) N/A (,0,0,35 over 15 weeks)

Work Term BUS 399 is a self-directed work term that provides students an opportunity to apply and expand business knowledge while employed in a paid or volunteer position.

*Open to BBA students only.*

### **BUS 400 Advanced Operations Management**

► (3 credits) F (4,0,0,0)

A study of operations management processes in service and product industries. A key focus is on the importance of operations to the overall strategy and competitiveness of the organization. Topics include: process analysis, quality management, operations and project planning, inventory control, linear programming, and supply-chain management. (T)

**Prerequisite(s):** BUS 230, PHIL 330, ENGL 250 or written approval from the Department Chair.

### **BUS 421 Strategic HR Management**

► (3 credits) F (4,0,0,0)

This course integrates business and corporate strategy with elements of strategic human resources management. It challenges the role of HR professionals to move beyond HRM foundations to strategic heights. This online course uses business case analysis, online discussion groups, and audio taped guest speakers.

**Prerequisite(s):** BUS 210, BUS 211, BUS 213, BUS 220.

### **BUS 427 Project Management**

► (3 credits) F (4,0,0,0)

This course examines how both public and private sector organizations develop, implement and monitor strategic, tactical and operational plans by using project management models. Managing the process, consultation and collaboration, and accountability mechanisms are essential elements that are included in course discussions.

**Prerequisite(s):** BUS 150 or PADM 112; and, BUS 232 or BUS 400.

### **BUS 460 International Trade & Finance**

► (3 credits) W (3,0,0,0)

This course examines theories of international trade, trade policy, economic integration, currency markets, exchange rate systems, the balance of payments, international financial institutions.

**Prerequisite(s):** ECON 103 or ECON 104, and BUS 230, PHIL 330, ENGL 250 or written approval from the Departmental Chair.

**Note:** *Students are strongly recommended to have successfully completed at least 30 courses in their BBA prior to attempting this course.*

### **BUS 480 Advanced Business Strategy**

► (3 credits) W (4,0,0,0)

BUS 480 is the capstone course for business students that integrates all functional disciplines covered in the BBA program. Through the case method, students confront problems and opportunities that mirror the challenges faced by top-level managers as they make short and long-term decisions. It is recommended that students take this course in their final year in the program.

**Prerequisite(s):** Students must have successfully completed at least 30 courses of the BBA program or received written approval from the Departmental Chair of the applicable degree major.

### **BUS 499 Work Term 2 UNDER REVIEW.**

► (3 credits) N/A (,0,0,35 over 15 weeks)

Work Term BUS 499 is a second self-directed work term that provides students an opportunity to apply and expand business knowledge while employed in a paid or volunteer position.

*Open to BBA students only.*

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## **Carpentry**

### **CARP 152 Res Construction Framing**

► F,W (15,15,0,0)

This course is designed to provide students with the knowledge and skills necessary to enter the workforce constructing wood framed houses from the concrete footings through to the completion of the roof sheathing. Students will be exposed to the same conditions as one would expect to encounter on the job and must be prepared to work outdoors regardless of weather.

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## **Certified Dental Assistant**

**Note:** *All CDA courses are only open to students in the CDA program.*

### **CDA 110 Theory 1**

► (3 credits) F (5,0,0,0)

Learners will acquire the introductory knowledge in this course that will be transferred to a wide variety of contexts/applications in Certified Dental Assistant practice. Topics include: head and neck anatomy, physiology, microbiology, pharmacology, radiology and nutrition.

**Corequisite(s):** CDA 120, CDA 140, CDA 150.

### **CDA 111 Theory 2**

► (3 credits) W (4,0,0,0)

In this course, learners will transfer the knowledge acquired in Theory 1 to a wide variety of contexts/applications in Certified Dental Assistant practice. Learners will also continue their study of pharmacology and radiology, and receive an introduction to dental specialties with a focus on disease and abnormalities.

**Prerequisite(s):** "B-" in CDA 110, CDA 120, CDA 150, and "COM" in CDA 140.

**Corequisite(s):** CDA 121, CDA 141, CDA 151.

### **CDA 120 Practice Skills 1**

► (4 credits) F (3,6,0,0)

This course focuses on the theory and practice base of selected introductory psychomotor skills that are required for the practice of the Certified Dental Assistant. Learners will study theory and skills related to the areas of prevention, assessment, operative and fundamental practice at an introductory level.

**Corequisite(s):** CDA 110, CDA 140, CDA 150.

### **CDA 121 Practice Skills 2**

► (4 credits) W (2,6,0,0)

This course builds on the material previously learned in CDA 120 and continues to focus on the theory and practice base of independent psychomotor skills required for certified dental assisting. The learner will study and practice in simulated situations.

**Prerequisite(s):** "B-" in CDA 110, CDA 120, CDA 150, and "COM" in CDA 140.

**Corequisite(s):** CDA 111, CDA 141, CDA 151.

### **CDA 140 Integrated Practice 1**

► (3 credits) F (2,4,0,0)

Learners will participate in integrative activities related to the knowledge, skills and values learned in Semester One courses. The learning activities include integration seminars, clinical practice and a one-day dental office observation.

**Corequisite(s):** CDA 110, CDA 120, CDA 150.

**CDA 141 Integrated Practice 2**

▶ (5 credits) W (1,3,0,8)

Classes will focus on the integration of knowledge, skills and values learned in Academic Term one and Academic Term two. Learners will develop personal learning goals and strategies, practice skills in Camosun's dental clinic and provide support and assistance to the dental team and clients in private dental offices.

**Prerequisite(s):** "B-" in CDA 110, CDA 120, CDA 150, and "COM" in CDA 140.

**Corequisite(s):** "B-" in CDA 111, CDA 121, CDA 151.

**CDA 142 Integrated Practice 3**

▶ (2 credits) P (0,12.5,0,0 for 2 weeks; 0,0,0,32 for 2 weeks)

CDA 142 provides opportunities to practice, integrate and consolidate the content learned in Academic Term one and Academic Term two. Learners will provide care to clients in the college dental clinic and in private dental offices.

**Prerequisite(s):** "B-" in CDA 111, CDA 121, CDA 151, and "COM" in CDA 141.

**CDA 150 Professional Issues 1**

▶ (2 credits) F (3,0,0,0)

CDA 150 outcomes relate to the professional practice of the Certified Dental Assistant in association with the client and family, the dental and interdisciplinary teams, the regulatory body and community agencies. Professional empowerment and the evolving scope of practice are emphasized. Various conceptual models are examined at an introductory level.

**Corequisite(s):** CDA 110, CDA 120, CDA 140.

**CDA 151 Professional Issues 2**

▶ (2 credits) W (3,0,0,0)

CDA 151 outcomes build on the content introduced in CDA 150 and relate to the professional practice of the Certified Dental Assistant at an advanced level. Ethical and legal aspects of certified dental assistant practice, current trends and issues in dentistry, self-advocacy and dental career development will be examined.

**Prerequisite(s):** "B-" in CDA 110, CDA 120, CDA 150, and "COM" in CDA 140.

**Corequisite(s):** CDA 111, CDA 121, CDA 141.

**Community, Family and Child Studies**

**Note:** *CFCS courses are restricted to students in the Community, Family and Child Studies and the Early Childhood Care and Education Diploma programs.*

**CFCS 110 Foundations for Practice**

▶ (3 credits) F (3,0,0,0)

This course assists students in developing a framework for practice in CFCS. Principles and concepts of social justice, human rights, diversity and inclusion are introduced. Students will explore the ways in which these principles are applied to practice with individuals, families, groups and organizations.

**CFCS 111 Professional Practice 1**

▶ (2 credits) W (2,0,0,0)

This course introduces students to the basic skills, knowledge, attitudes and values necessary for professional practice in community, family and child services. Students will develop a personal philosophy for practice, and will begin to examine the responsibilities and obligations of the CFCS professional.

**CFCS 120 Lifespan Development 1**

▶ (3 credits) F (3,0,0,0)

This course is an overview of major themes and theories of development from conception through adolescence, including physical, social, emotional, cognitive, language and spiritual development. Emphasis is on using developmental theory for assessing individual needs. Current trends and issues in research, cultural influences and variations in development will be examined.

**CFCS 121 Lifespan Development 2**

▶ (2 credits) W (2,0,0,0) 7-weeks

Building on knowledge from Lifespan Development 1, this course explores theories and perspectives of early, middle and late adulthood. Emphasis is placed on understanding the use of developmental theory for assessing individual needs. Current trends and issues in research, cultural influences and variations in development will be examined.

**Prerequisite(s):** CFCS 120.

**CFCS 140 Introduction to Community Resources and Supports**

▶ (3 credits) F (3,0,0,0)

This course introduces students to a broad range of community resources, human services and supports relevant to child, family and community studies. Students will meet with people from a variety of community organizations and will begin to develop professional relationships.

**CFCS 141 Service Learning**

▶ (3 credits) W (3,0,0,0)

Students will collaborate with communities to identify, develop and implement a service learning project that contributes to the well-being of community members. Students will begin to develop the skills and strategies necessary for effective interpersonal communication, team work and personal leadership.

**CFCS 160 Family and Community 1**

▶ (3 credits) W (3,0,0,0)

In this course, students will begin to develop a framework for understanding and working with families. Students will examine the diverse nature of family structures, relationships and dynamics. Historical, economic and social factors that shape family life and the challenges that face today's families are explored. (T)

**CFCS 210 Diversity Across the Lifespan**

▶ (3 credits) W (3,0,0,0)

In this course, students examine acquired and developmental disabilities and selected health conditions that can occur through the lifespan. Topics include: aging, mental health issues and specific disabilities. Students will be introduced to resources and support strategies that support inclusion and participation in home and community.

**CFCS 211 Professional Practice 2**

▶ (2 credits) W (2,0,0,0)

This course builds on the knowledge and skills introduced in CFCS 111, with an emphasis on personal and professional ethics and accountability. Students will further develop skills and strategies necessary for effective interpersonal communications and interdisciplinary team work. Lifelong learning and its relationship to personal and professional development is explored.

**Prerequisite(s):** CFCS 111.

**CFCS 212 Intro to Child and Youth Care**

▶ (3 credits) F (3,0,0,0)

This course presents an overview of the child and youth care field. Content includes a survey of the history of the professional and the role of the child and youth care practitioner across a broad spectrum of settings.

**Prerequisite(s):** "C+" in English 12 or TPC 12 or assessment.

**CFCS 220 Personal Leadership**

▶ (3 credits) F (3,0,0,0)

This course is an introduction to leadership theory and application as it relates to the CFCS professional. Students will learn essential leadership skills for enhancing individual, team and organizational effectiveness. Personal leadership philosophies will be explored.

### **CFCS 240 Practicum 1**

► (4 credits) F (2,0,0,10)

This course provides students with opportunities for practice, observations and interactions in a variety of community settings. Students will begin to integrate core concepts into their practice as CFCS professionals. Students will use a social justice perspective to demonstrate their developing knowledge, skills, values and beliefs as CFCS professionals.

**Prerequisite(s):** Completion of all 100-level courses.

### **CFCS 241 Practicum 2**

► (6 credits) W (2,0,0,15)

This practicum experience provides an opportunity for students to integrate and consolidate the knowledge, skills and values learned in the program.

**Prerequisite(s):** CFCS 240.

**Pre or Corequisites:** CFCS 210, CFCS 211, CFCS 220, CFCS 260, PSYC 256.

### **CFCS 260 Family and Community 2**

► (3 credits) F (3,0,0,0)

Building on the content of CFCS 160, students will explore the relationships and interactions between practitioners and families in the context of the communities in which they work and live. Emphasis will be on relationship development, respect for family uniqueness and building community partners.

**Prerequisite(s):** CFCS 160.

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## **Chemistry**

### **CHEM 060 Introduction to Chemistry**

► (4 credits) F, W, P (4,2-alt weeks,0,0)

This course introduces chemical concepts for understanding life and the environment. Topics include: atomic structure; the periodic table of elements; molecules and chemical bonding; chemical formulas and reactions; stoichiometry; gases, liquids, solutions; and organic chemistry. Non-science students will also find this course interesting.

**Prerequisite(s):** Math 10 or assessment.

### **CHEM 105 ACB Seminar 1**

► (.5 credit) F (0,0,0,5,0)

This course includes biweekly presentations by guest speakers or faculty on topics concerning the ACB program and careers. Students are required to prepare a review of a scientific report. Materials on written communication skills will be included.

*Open to ACBT students only.*

### **CHEM 106 ACB Seminar 2**

► (.5 credit) W (0,0,0,5,0)

This course involves biweekly seminars or workshops focusing on instructional application of verbal communication skills. Students will receive instruction in the preparation and delivery of scientific talks and, working in pairs, will prepare and present one ten-minute seminar on a scientific topic relevant to the Applied Chemistry and Biotechnology program.

*Open to ACBT students only.*

### **CHEM 110 General College Chemistry 1**

► (4 credits) F, W, P (3,3,0,0)

The first part of a college level package for students in the life sciences and non-science programs. The topics comprise chemical energetics, chemical equilibrium, acids and bases and oxidation/reduction chemistry. (T)

**Prerequisite(s):** Chemistry 11.

### **CHEM 112 General College Chemistry 2**

► (4 credits) W (3,3,0,0)

This course, along with CHEM 110, constitutes a first year university transfer package. Topics include: hydrocarbons, alcohols, carboxylic acids, esters, amines, amides, carbohydrates, lipids and proteins. (T)

**Prerequisite(s):** Chemistry 12.

### **CHEM 120 College Chemistry 1**

► (4 credits) F, W (3,3,0,0)

For both university and technology students, this course starts with atomic structure and periodic properties and leads to a discussion of chemical bonding, thermochemistry, molecular structure, intermolecular structure, colligative properties, intermolecular forces of attraction and their role in environmental issues. The experiments include chemical synthesis and analysis by titration and spectroscopy. (T)

**Prerequisite(s):** Chemistry 12.

### **CHEM 121 College Chemistry 2**

► (4 credits) W, P (3,3,0,0)

This course is a continuation of CHEM 120 and covers the following: chemical kinetics, acids and bases, thermodynamics, electrochemistry and provides an introduction to organic chemistry. The laboratory experiments provide practical experience in each area covered in lectures. (T)

**Prerequisite(s):** CHEM 120.

### **CHEM 150 Engineering Chemistry**

► (4 credits) Q4 (5,3,0,0)

Topics include: thermochemistry, atomic and molecular structure, chemical bonding, gases, liquids and solids, solutions and phase equilibria, equilibrium, chemical thermodynamics and electrochemistry. (T)

*Open to COMPBRIDGE, ELELBRIDGE, MECHBRIDGE and SOFTBRIDGE students only.*

### **CHEM 150A Engineering Chemistry 1**

► (2 credits) Q2 (3,1,5,0,0)

Topics include: thermochemistry, atomic and molecular structure, chemical bonding, gases, liquids and solids, solutions and phase equilibria, equilibrium, chemical thermodynamics and electrochemistry.

*Open to CIVLBRIDGE and MINEBRIDGE students.*

### **CHEM 150B Engineering Chemistry 2**

► (2 credits) Q3 (3,1,5,0,0)

A continuation of CHEM 150A.

**Prerequisite(s):** CHEM 150A.

*Open to CIVLBRIDGE and MINEBRIDGE students.*

### **CHEM 160 Chemistry and Materials**

► (3 credits) Q2 (4,2 alt weeks,0,0)

This course is an introduction to chemistry emphasizing relevant topics for mechanical engineering. Topics include: atomic and molecular structure, chemical bonding, equilibrium, thermochemistry, oxidation-reduction, electrochemistry, properties of solids, phase diagrams, organic nomenclature, polymers, engineering materials and liquids and gases.

*Open to MECHENG students only.*

### **CHEM 207 ACB Seminar 3**

► (.5 credit) F (0,0,0,5,0)

This course involves biweekly presentations by guest speakers in analytical environmental chemistry, biotechnology, biochemistry, microbiology, immunology, medicine and/or veterinary science. Students receive education in the preparation of resumes and correspondence involved in the job application process and will prepare their own professional-quality resume and job cover letter.

*Open to ACBT students only.*

### **CHEM 208 ACB Seminar 4**

► (.5 credit) W (0,0,0,5,0)

Seminars involving speakers from the College, or industry or government laboratories are held biweekly. Students will receive instruction in personal professional presentation, and are required to prepare for and attend a mock job interview.

*Open to ACBT students only.*

**CHEM 210 Introduction to Nutrition**

▶ (3 credits) W (4,0,0,0)

This course concerns fundamental aspects of nutrition in relation to optimal health. Topics include; the nature and nutritional significance of dietary proteins, lipids, (fats and oils), carbohydrates, vitamins and minerals, energy metabolism, dietary standards, food additives and the relationship of nutrition to exercise, cardiovascular disease, obesity and aging. (T)

**Prerequisite(s):** CHEM 112, Biology 11 or 12 and English 12 or assessment.

**CHEM 213 Molecular Spectroscopy**

▶ (4 credits) W (4,2,0,0)

The elementary theories and applications of IR, UV/visible, mass and NMR spectroscopy are presented in one unified course. The problems of identification, bonding and structure encountered in chemistry, biochemistry and environmental science are used as illustrations and case studies throughout. (T)

**Prerequisite(s):** CHEM 121.

**Pre or Corequisite(s):** CHEM 221 or CHEM 230.

**CHEM 214 Nutrition for Fitness**

▶ (3 credits) W (2,1,0,0)

Fundamental aspects of nutrition associated with improved fitness and health through exercise are presented. Topics include: balanced roles of proteins, carbohydrates, fats, vitamins, minerals and water; supplements; dietary intake and energy usage; dietary programs and myths; nutrition for exercise, targeting weight-loss, obesity, diabetes, osteoporosis, hypo-kinetic disorders, cardiovascular health, and aging.

**Prerequisite(s):** BIOL 141, BIOL 142, HLTH 110, SPEX 210.

**CHEM 220 Inorganic Chemistry**

▶ (4 credits) W (3,3,0,0)

This course extends concepts from CHEM 120 and 121, the main group elements and the first row transition elements. The emphasis is on chemical bonding, structure and reactivity, coordination compounds, catalysts and bioinorganic chemistry. Labs emphasize the characterization and synthesis of inorganic compounds and expose students to many techniques. (T)

**Prerequisite(s):** CHEM 121.

**CHEM 221 Physical Chemistry**

▶ (4 credits) W (3,3,0,0)

This course covers the fundamentals of physical chemistry and their application, where appropriate, to the preparation and isolation of materials. The main topics are thermodynamics, colligative properties, phase equilibria, electrochemistry and kinetics. Labs introduce students to many associated techniques, including the use of bomb calorimeters and gas chromatographs. (T)

**Prerequisite(s):** CHEM 121.

**CHEM 224 Analytical Chemistry**

▶ (4 credits) F (3,3,0,0)

This course provides an introduction to the theory and practice of chemical separation and identification. The major techniques are examined including chromatography, solvent extraction, spectroscopy and electrochemistry. The problems associated with data acquisition and the statistics of sampling are stressed throughout. (T)

**Prerequisite(s):** CHEM 121.

**Pre or Corequisite(s):** COMP 156 and (MATH 116 or MATH 216 or MATH 218).

**CHEM 230 Organic Chemistry 1**

▶ (4 credits) F,W (3,3,0,0)

This course provides a general introduction to the theory and practice of organic chemistry. Topics include: alkanes, stereochemistry, alkyl halides, substitution and elimination reactions, free radical reactions, alcohols, ethers, spectroscopy, alkanes and alkynes. The laboratory experiments are designed to expose students to a wide range of organic laboratory techniques. (T)

**Prerequisite(s):** CHEM 120 (or CHEM 112 with a "B" and permission of the Chair).

**Pre or Corequisite:** CHEM 121.

**CHEM 231 Organic Chemistry 2**

▶ (4 credits) W,P (3,3,0,0)

This course is a continuation of CHEM 230. Topics include: aromatic compounds, aldehydes and ketones, carboxylic acids and derivatives, amines, amino acids and peptides and carbohydrates. The laboratory experiments are mainly directed towards the syntheses of various organic compounds. (T)

**Prerequisite(s):** CHEM 121, CHEM 230.

**CHEM 250 Molecular Biotechnology**

▶ (4 credits) W (3,3,0,0)

This course covers fundamentals of molecular biotechnology and applications to drug, vaccine and diagnostics development with emphasis on medical biotechnologies, industrial processing and agrobiotechnology. Topics include: gene expression systems, protein engineering, targeted tissue delivery, gene therapy, DNA diagnostics, recombinant DNA vaccines, fermentation, bioremediation and intellectual property and regulatory issues. (T)

**Pre or Corequisite:** CHEM 255.

**CHEM 251 Immunology**

▶ (4 credits) F (3,3,0,0)

This course describes the basic concepts of immunology and the application of immunochemistry to molecular, medical and veterinary biotechnology. Topics include: antigens and antibody-based, immune responses, vaccines, antibody diagnostics, immunosuppression, hypersensitivity, transplants, cancer, auto-immune diseases, immunodeficiencies (including AIDS) and current immunological techniques. (T)

**Prerequisite(s):** CHEM 120.

**CHEM 253 Environmental Chemistry**

▶ (4 credits) F,W (3,3,0,0)

Designed for students in the Environmental Technology program, Topics include: chemical toxicity, chemistry of the atmosphere and aquatic systems, organic and inorganic contaminants in the environment, and associated chemical instrumentation. Emphasis will be on laboratory work which will give students an introduction to chemical instrumentation and methodology.

**Prerequisite(s):** CHEM 121.

**CHEM 255 Principles of Biochemistry**

▶ (4 credits) F,W (4,2,0,0)

This course concerns fundamental aspects of biomolecules and biochemical processes and their relevance to biotechnology and health. Topics include: noncovalent interactions, buffers, structure-function relationships in biomolecules, enzymology, lipids and membranes, bioenergetics; carbohydrate, lipid, amino acid and nucleotide metabolism, DNA synthesis, gene expression, protein synthesis and prevalent biochemistry laboratory techniques. (T)

**Prerequisite(s):** CHEM 121.

**Pre or Corequisite:** CHEM 230.



### **CHEM 259 QA in Environmental Chemistry**

► (4 credits) W (3,3,0,0)

A working chemistry lab is used as a model for quality assurance (QA) practices. These include planning and preparing for the collection of field samples, laboratory analysis, data management and data analysis. The data collected from two field trips are incorporated into a final report. (T)

**Prerequisite(s):** COMP 156.

**Pre or Corequisite(s):** CHEM 213, CHEM 224 or CHEM 220.

### **CHEM 290 Laboratory Internship**

► (8 credits) P (0,0,0,35)

The course involves a minimum of 300 hours of work experience at an approved external laboratory or, rarely, at the College. A selection of projects in environmental chemistry, biochemistry, microbiology, molecular biotechnology, or related fields will be available. Students must prepare an internship report in an approved scientific style.

**Prerequisite(s):** Completion of all courses in the ACBT program, and permission of the Chair.

*Open to ACBT students only.*

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## **Chinese**

### **CHIN 100 Introduction to Chinese 1**

► (4 credits) F (3,1,0,0)

An introduction to Mandarin pronunciation, elementary grammar and basic vocabulary. There will be an aural-oral emphasis. Students will learn to speak and understand simple sentences and to learn about 150-200 characters and expressions. Native speakers of Mandarin may not enroll. Speakers of other Chinese languages should enrol in CHIN 220. (T)

**Prerequisite(s):** English 12 or assessment.

### **CHIN 101 Introduction to Chinese 2**

► (4 credits) W (3,1,0,0)

Students will learn more grammar and vocabulary. By the end of the course, students will be able to read and write about 350-400 characters. Native speakers of Mandarin may not enroll. Speakers of other Chinese languages should enrol in CHIN 221. (T)

**Prerequisite(s):** CHIN 100 or departmental assessment.

### **CHIN 200 Second Year Chinese 1**

► (4 credits) F (3,1,0,0)

For students who wish to practice their listening comprehension, speaking, reading abilities and writing skills on a more advanced level. An additional 200 characters, together with idioms and more advanced grammar, will be introduced. Native speakers of Mandarin may not enroll. Speakers of other Chinese languages should enrol in CHIN 220. (T)

**Prerequisite(s):** CHIN 101.

### **CHIN 201 Second Year Chinese 2**

► (4 credits) W (3,1,0,0)

A sequel to Chinese 200. Students will learn more grammar, idioms and vocabulary. By the end of the course, students will be able to read and write about 800-1000 characters. Native speakers of Mandarin may not enroll. Speakers of other Chinese languages should enrol in CHIN 221. (T)

**Prerequisite(s):** CHIN 200.

### **CHIN 220 Mandarin 1 – Chinese Speakers**

► (4 credits) F,W (3,1,0,0)

This course is designed to help students who have some knowledge of a form of Chinese other than Mandarin (e.g., Cantonese) to develop pronunciation skills and to strengthen their language abilities in Mandarin through listening, speaking, reading and writing. There will be an aural-oral emphasis. Native speakers of Mandarin may not enroll. Directed Studies only. (T)

**Prerequisite(s):** Departmental Assessment.

### **CHIN 221 Mandarin 2 – Chinese Speakers**

► (4 credits) F,W (3,1,0,0)

Students' language abilities will be strengthened through activities such as news presentation, discussion and debate. Chinese culture and concepts of modern Chinese thought will also be introduced through reading and discussion. Native speakers of Mandarin may not enroll. Directed Studies only. (T)

**Prerequisite(s):** CHIN 220.

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## **Civil Engineering**

**Note:** *CIVL courses are only open to students in the Civil Engineering programs, unless permission is obtained by the Chair of Civil Engineering.*

### **CIVL 101 Co-operative Work Experience 1**

► (5 credits) Q2, Q4 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** Students must obtain a minimum GPA of 3.0 prior to the first work term, complete all first year courses, including COOP 100, and be enrolled in the term preceeding the work term with a minimum of 8.0 credits.

### **CIVL 102 Co-operative Work Experience 1**

► (10 credits) Q2 & Q3, Q4 & Q1 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** Students must obtain a minimum GPA of 3.0 prior to the first work term, complete all first year courses, including COOP 100, and be enrolled in the term preceeding the work term with a minimum of 8.0 credits.

### **CIVL 121 Graphics and Computing 1**

► (2 credits) Q1 (1,4,0,0)

This is an introduction to drafting and basic computer use for engineering. Aspects of both manual hand drafting and computer-aided drafting (CAD) are taught. Computer skills include file management and word processing tasks such as formatting and object linking and embedding (OLE).

*Open to Civil Engineering Technology Access, and First Nations Civil Engineering Technology Access students only.*

### **CIVL 122 Graphics and Computing 2**

► (4 credits) Q2 (2,5,0,0)

This course introduces students to spreadsheets used in engineering including spreadsheet formula and graphing functions. Intermediate drafting skills such as detailed sections, dimensions, appropriate scales and drafting standards are also introduced for both manual hand drafting and computer-aided drafting (CAD).

**Prerequisite(s):** CIVL 121.

**Pre or Corequisite(s):** MATH 173.

**CIVL 131 Graphical Communications 1**

▶ (2 credits) Q1 (0,3,0,0)

This is an introduction course in graphical communication that includes computer-aided drafting to generate 2D and 3D drawings and dimensions. Basic word processing is also introduced.

**CIVL 132 Graphical Communications 2**

▶ (3 credits) Q2 (1,2,0,0)

This is an intermediate level course in hand drafting using basic portable drafting tools (scales, triangles) and computer-aided drafting using industry accepted software. Students are taught to draft typical styles of civil engineering drawings.

Prerequisite(s): CIVL 131.

**CIVL 133 Graphical Communications 3**

▶ (1.5 credits) Q3 (0,3,0,0)

Students will use CAD functions to produce engineering drawings. Students will employ custom block titles, cross-referencing, various drawing scales, several dimension styles, multi-set drawings sets, and layering and drafting standards. Students will also learn how to set-up, use and maintain plotters and printers.

Prerequisite(s): CIVL 122 or CIVL 132.

**CIVL 146 Highway Design***(Formerly CIVL 251)*

▶ (2 credits) Q3 (3,1,0,0)

Introduction to highway design. Topics include: Ministry of Transportation organization, methods of traffic type and volume determination and estimation, theory of Geometric Road Design, vertical and horizontal alignment design based on the BC Highway Design manual, culvert and drain path design, cross section structural design, and an introduction to illumination.

Prerequisite(s): MATH 187, PHYS 192.

Pre or Corequisite(s): CIVL 153.

**CIVL 151 Surveying 1**

▶ (3 credits) Q1 (1,5,0,0)

Care and use of various types of surveying equipment. Topics include: allowable error; confidence limits; types of surveys; selection of a survey method and equipment. Laboratory includes distance and angle measurement using both basic and advanced surveying equipment.

Corequisite(s): PHYS 191, MATH 185.

**CIVL 152 Surveying 2**

▶ (2 credits) Q2 (1,3,0,0)

Survey methods in establishing control surveys of various types of engineering projects. Topographical data gathering and contour mapping.

Prerequisite(s): CIVL 151, MATH 185.

**CIVL 153 Surveying 3**

▶ (1.5 credits) Q3 (0,4,0,0)

Introduction of Total Station data collection as part of route and subdivision surveying. Layout of a survey control network.

Prerequisite(s): CIVL 152.

**CIVL 162 Soils 1**

▶ (2 credits) Q3 (2,2,0,0)

This is an introductory level course in soils engineering. Aerial photographs and soils, geologic and topographic maps are used to identify soil characteristics. Soil origin and geological processes are studied along with the classification of soil types and tests for their index properties.

**CIVL 192 Statics**

▶ (1.5 credits) Q1 (2,0,0,0)

Introduction to force systems. Statics of rigid bodies, equivalent forces and couple systems. Analysis of free body diagrams, frames, machines, and trusses. Properties of sections. Three dimensional statics.

Prerequisite(s): PHYS 191, MATH 185.

**CIVL 193 Strength of Materials 1***(Formerly CIVL 177)*

▶ (3 credits) Q2 (3,2,0,0)

This introductory course in mechanics introduces students to stress-strain relationships, statically determinate problems, structural properties, thermal stresses and strains, theories of bending, shear, torsions, bearing and beam deflection.

Prerequisite(s): CIVL 192, PHYS 191.

Pre or Corequisite(s): MATH 187.

**CIVL 194 Strength of Materials 2***(Formerly CIVL 290)*

▶ (2 credits) Q3 (3,0,0,0)

This course covers: combined loading and superposition, plane stress transformation, including Mohr's circle, strain energy concepts, deflection by direct integration methods; statically indeterminate analysis, virtual work, slope deflection, moment and conjugate beam distribution/stiffness matrix; column theory including Euler and critical load parameters.

Prerequisite(s): CIVL 193, MATH 187.

**CIVL 201 Co-operative Work Experience 2**

▶ (10 credits) Q4 &amp; Q1 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

Prerequisite(s): CIVL 101 or CIVL 102 plus Academic Term 4 with a minimum GPA of 3.0.

**CIVL 202 Co-operative Work Experience 2**

▶ (5 credits) Q2 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

Prerequisite(s): CIVL 101 or CIVL 102 plus Academic Term 4 with a minimum GPA of 3.0.

**CIVL 203 Co-operative Work Experience 3**

▶ (5 credits) Q1, Q2, Q3 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

Prerequisite(s): CIVL 201 or CIVL 202 plus Academic Term 5 with a minimum GPA of 3.0.

**CIVL 233 Co-operative Work Experience 3**

▶ (10 credits) Q1, Q2, Q3 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

Prerequisite(s): CIVL 201 or CIVL 202 plus Academic Term 5 with a minimum GPA of 3.0.

**CIVL 240 Managing Construction Projects***(Formerly CIVL 266)*

▶ (2 credits) Q3 (4,1,0,0)

Introduction to the legal aspects of civil law, construction contracts, codes, regulations and statutes as they apply to the contracting process. Computer software will be used for critical path analysis, scheduling the construction process, cost control, quantity estimating and quality control procedures. Construction site safety and security will be covered.

**CIVL 247 Highway Design Project***(Formerly CIVL 252)*

▶ (2 credits) Q2 (0,4,0,0)

The students are divided into design teams. Each team designs the construction layout of a "Local Collector Highway", two to four kilometres in length, to BC Highway specifications. The project area will be an undeveloped corridor around the campus.

Prerequisite(s): CIVL 133, CIVL 146.

### **CIVL 255 Urban Services**

► (4 credits) Q1 (2,4,0,0)

Students use integrated software for the analysis of municipal service designs and lot layout for residential/commercial/industrial or institutional development with consideration given to cultural, social and environmental diversities. Relevant municipal by-laws, provincial/federal regulations and legislation will be observed in the design. A final “pro forma” will be produced.

**Prerequisite(s):** CIVL 133, CIVL 146.

**Pre or Corequisite(s):** CIVL 276.

### **CIVL 257 Urban Planning**

**(Formerly CIVL 260)**

► (5 credits) Q2 (3,4,0,0)

Students are assigned real-world, municipal infrastructure problems where they generate and document practical solutions. The solution considers current and probable conditions at a future date (typically the end of the infrastructure’s life). Phasing as a solution is explored. When requested, the study will include an estimate of the cost.

**Prerequisite(s):** CIVL 255.

### **CIVL 258 Infrastructure Rehabilitation**

► (1.5 credits) Q3 (2,0,0,0)

This course will provide students with an overview of current practices as they relate to infrastructure rehabilitation. Topics include: trenchless technologies for pipeline repair and replacement; pavement rehabilitation and seismic restraints for non-structural elements.

### **CIVL 264 Soils 2**

**(Formerly CIVL 163)**

► (3 credits) Q1 (3,2,0,0)

This course explores the mechanical properties of soils. Topics include: stresses and strains in soils; direct shear testing; unconfined compression testing; triaxial testing; consolidation theory and settlement, compaction theory and control.

**Prerequisite(s):** CIVL 162, CIVL 193.

### **CIVL 265 Soils 3**

► (2 credits) Q3 (3,1,0,0)

This course is largely concerned with the application of soil mechanics theory in the analysis and design of engineering works. Topics include: stability of natural and constructed slopes; temporary and permanent retaining structures; use of geotextiles; bearing capacity of soils; design and construction of shallow and deep foundations.

**Prerequisite(s):** CIVL 194, CIVL 264.

### **CIVL 268 Construction Materials**

► (3 credits) Q2 (2,3,0,0)

Students perform typical tests on Portland cement and asphalt bitumen. The design, batching, testing and modification of concrete mixes and asphalt concrete mixes will be studied. A field trip to a Portland cement concrete batch plant will be included.

**Prerequisite(s):** CIVL 162.

### **CIVL 276 Hydrology**

**(Formerly CIVL 272)**

► (1.5 credits) Q1 (3,0,0,0)

Students learn to interpret a contour map, evaluate a catchment, determine runoff rates and patterns and propose appropriate structures for handling storm water. The effects of land development on riparian systems are discussed and best practices for mitigating downstream effects are compared. Methods currently practiced in industry are emphasized.

**Prerequisite(s):** ENGR 177, MATH 187.

### **CIVL 279 Fluid Dynamics 2**

**(Formerly CIVL 272)**

► (2 credits) Q1 (2,2,0,0)

Topics in this course include: fluid flow rates in series and parallel pipe systems, general energy equation; viscosity, laminar and turbulent flow; energy losses due to pipe frictions; local energy losses; forces due to fluid motion; open channel flow, lift and drag, similitude, codes.

**Prerequisite(s):** ENGR 177.

### **CIVL 280 Environmental Engineering**

**(Formerly CIVL 175)**

► (1 credit) Q1 (2,0,0,0)

This course addresses environmental issues such as: water, air, sound and soil pollutants; society’s waste products; nature’s assimilation of waste products; waste water treatment and discharges; and methods of handling and disposal of solid waste. Codes/regulations and resource management policies and procedures are also covered.

### **CIVL 282 Water Treatment**

► (1.5 credits) Q3 (3,0,0,0)

Students in this course will gain an understanding of the following: water treatment for removal of iron and manganese, water softening; disinfection of water; use and value of packaged treatment plants; elements of distribution system design.

**Prerequisite(s):** CIVL 279, MATH 185.

### **CIVL 283 Sewage Treatment**

► (2 credits) Q2 (3,0,0,0)

Students will calculate sanitary sewage volumes and study common methods of sewage treatment and effluent disposal; methods of effluent disinfections; testing and “safe” limits; packaged treatment plants; corrosion and odour control; and small systems methods.

**Prerequisite(s):** CIVL 279, MATH 185.

### **CIVL 293 Structural Design 1**

► (3 credits) Q1 (4,0,0,0)

Students will learn the principles and philosophies of structural design theory in accordance with the BC Building Code and relevant Canadian Standards (CSA) as they relate to wood, steel and reinforced concrete.

**Prerequisite(s):** CIVL 194, MATH 189.

### **CIVL 297 Structural Design 2**

► (2 credits) Q2 (2,2,0,0)

Earthquake analysis of structures based on the BC Building Code. Students will also learn computer modeling techniques for building analysis for both static and dynamic loading.

**Prerequisite(s):** CIVL 293, MATH 189.

### **CIVL 298 Structural Design Project**

**(Formerly CIVL 295)**

► (4 credits) Q3 (4,1,0,0)

A project based course to design, analyze and provide specifications for structures in wood, steel, and reinforced concrete in accordance with BC Building Code, limit states design.

**Prerequisite(s):** CIVL 133, CIVL 265.

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## **Community Mental Health Worker**

**Note:** *CMHW courses are restricted to students in the Community Mental Health Worker program.*

### **CMHW 110 Community Mental Health 1**

► (2 credits) W,P,S (Total 30 hours over 14 weeks)

This course provides an introduction to the role of the Community Mental Health Worker in the delivery of mental health and addiction services. Pertinent legislation, current trends and issues impacting mental health services are examined. The principles of Psychosocial Rehabilitation (PSR) will be explored.

**CMHW 111 Community Mental Health 2**

▶ (3 credits) W,P,S (Total 60 hours over 14 weeks)

This course provides an introduction to theory related to common mental health issues and illnesses. Emphasis will be on recognizing behaviours and identifying intervention strategies for common conditions. Determinants of health and basic human needs will be discussed.

**CMHW 115 Communications**

▶ (3 credits) W,P,S (Total 60 hours over 14 weeks)

This course assists students to develop skills and techniques to promote facilitative communication. The impact of self and communication style on individuals with mental health and addiction issues, their families, and members of the mental health team will be emphasized.

**CMHW 120 Support Strategies**

▶ (3 credits) W,P,S (Total 60 hours over 14 weeks)

This course explores a variety of approaches to support individuals and families through a framework of Psychosocial Rehabilitation. The role of the Community Mental Health Worker in relation to facilitating change, goal planning, and implementation is discussed, as well as the process of identifying and accessing community resources.

**CMHW 125 Professional Issues**

▶ (2 credits) W,P,S (Total 30 hours over 14 weeks)

This course prepares the student to be an effective member of the interdisciplinary team through the exploration and development of self in relationship with others. Topics include: self care, theory, and practice related to stress management, the role of self-evaluation, and philosophy of life-long learning. Ethical principles of practice will be discussed.

**CMHW 130 Health Care Basics**

▶ (3 credits) W,P,S (Total 45 hours over 14 weeks)

This course provides an introduction to healthy lifestyle and physical care planning including developing personal care skills that promote and maintain comfort, safety, and independence. Basics of medication and standard precautions will be examined.

**CMHW 135 Substance Use and Mental Health**

▶ (2 credits) W,P,S (Total 30 hours over 14 weeks)

This course will assist students to develop knowledge and skills to effectively respond to co-existing issues of substance use and mental illness. Emphasis will be on understanding addictions, the process of change, intervention approaches, and prevention. Strategies for maintaining healthy lifestyle choices will also be explored.

**CMHW 140 Practicum**

▶ (5 credits) W,P,S (2,0,0,22 for 6-weeks)

This course offers students the opportunity to integrate their knowledge and skills to assist individuals in mental health settings. Emphasis will be on the role of the Community Mental Health Worker as a member of the community health team.

**Prerequisite(s):** CMHW 110, CMHW 111, CMHW 115, CMHW 120, CMHW 125, CMHW 130, CMHW 135.

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**Communications**

**Note:** COMM courses are restricted to students in the Applied Communication program.

**COMM 100 Communication Process 1**

▶ (3 credits) F (3,0,0,0)

An investigation of the ways in which people share meanings. Students will develop the ability to analyze and discuss the reasons why a message achieves, or fails in, its desired impact and interpretation. Intrapersonal, interpersonal and small group communication are examined to help the student master the communication process. (T)

**COMM 101 Internship 1**

▶ (6 credits) PS (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified internship employers. This work experience is facilitated and monitored by the College.

**Prerequisite(s):** Successful completion of all first-year ACP courses.

**COMM 110 Publishing 1**

▶ (3 credits) F (1,3,1-alt weeks,0)

Fundamentals of using computers for desktop and web publishing. Through lectures and labs, students work with word processing, email, page layout software, web browsers and web authoring software and are introduced to graphic design principles.

**COMM 111 Publishing 2**

▶ (4 credits) W (1,3,1-alt weeks,0)

Through lectures, assignments and participation in a variety of projects, students will increase knowledge of desktop publishing, graphic design fundamentals, the principles of printing and web publishing.

**Prerequisite(s):** Successful completion of all 1st semester ACP courses.

**COMM 120 Radio 1**

▶ (3 credits) F (1.5,3,1-alt weeks,0)

In labs and lectures, students will be introduced to fundamentals of voicing, radio procedures, and the use and nature of common audio components. Students will do live and recorded programs on CKMO Radio.

**COMM 121 Radio 2**

▶ (4 credits) W (1,3,1-alt weeks,0)

Through labs, lectures and CKMO Radio, students will learn about interviewing, and radio production, procedures and programming.

**Prerequisite(s):** Successful completion of all 1st semester ACP courses.

**COMM 130 Video 1**

▶ (3 credits) F (2,4,2,0)

In labs and lectures, students will be introduced to fundamentals of script writing, lighting, camcorder operation, videotape editing and engineering concepts.

**COMM 131 Video 2**

▶ (4 credits) W (1,4-alt weeks,2,0)

Through labs, lectures and television production, students will develop their skills and will learn on-camera behaviour, studio production techniques and engineering concepts.

**Prerequisite(s):** Successful completion of all 1st semester ACP courses.

**COMM 140 Photography**

▶ (3 credits) F (3,1.5,0,0)

A basic introduction to capturing effective images for print and digital applications. Through lectures and labs, students learn to operate single-lens reflex and digital cameras and related accessories. Students are introduced to image scanning, image correction and digital printing.

**Prerequisite(s):** Successful completion of all 2nd semester ACP courses.

**COMM 150 Writing 1**

▶ (3 credits) F (3,0,0,0)

Writing news and features for newspapers, magazines, radio and television. Through lectures and assignments, students will learn to generate ideas, assess news value, obtain information, write in appropriate formats, edit copy, and adhere to ethical and legal standards.

**COMM 151 Writing 2**

▶ (3 credits) W (3,0,0,0)

Writing for advertising, public relations and instructional purposes. Through lectures and assignments, students will further develop industry-related writing skills to convince and instruct.

**Prerequisite(s):** Successful completion of all 1st semester ACP courses.



### **COMM 160 Seminar 1**

► (1 credit) F (0,0,1,0)

Weekly seminars with representatives of the communication industry to explore communication issues, values and opportunities.

### **COMM 161 Seminar 2**

► (1 credit) W (0,0,1,0)

Weekly seminars with representatives of the communication industry to explore communication issues, values and opportunities.

**Prerequisite(s):** Successful completion of all 1st semester ACP courses.

### **COMM 200 Communication Process 2**

► (3 credits) W (3,0,0,0)

An introduction to the theory, history, organization, technology and social role of mass media. Students will also examine ethical questions and the laws and regulations affecting mass media in Canada.

**Prerequisite(s):** Successful completion of all 1st semester ACP courses.

### **COMM 201 Internship 2**

► (6 credits) PS (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified internship employers. This work experience is facilitated and monitored by the College.

**Prerequisite(s):** COMM 101.

### **COMM 210 Publishing 3**

► (4 credits) F (1,4, 1-alt weeks,0)

Designing, editing and producing print products, including newspapers, newsletters and individual design packages. Students will learn to design, plan and carry out complex print projects and will further develop knowledge of web publishing.

**Prerequisite(s):** Successful completion of all 2nd semester ACP courses.

### **COMM 211 Publishing 4**

► (5 credits) W (2,3, 1-alt weeks,0)

Students will refine and expand their skills through student-directed learning and assigned projects.

**Prerequisite(s):** Successful completion of all 3rd semester ACP courses.

### **COMM 220 Radio 3**

► (4 credits) F (2,2, 1-alt weeks,0)

In labs and CKMO Radio, students will develop their broadcast skills and expand their knowledge of advanced audio equipment.

**Prerequisite(s):** Successful completion of all 2nd semester ACP courses.

### **COMM 221 Radio 4**

► (5 credits) W (2.5,2.5, 1-alt weeks,0)

Students will refine and expand their skills through student-directed learning and small projects including a senior role in operating CKMO Radio.

**Prerequisite(s):** Successful completion of all 3rd semester ACP courses.

### **COMM 230 Video 3**

► (4 credits) F (3,2,2,0)

In a range of lab projects, students will plan and manage productions and will increase their creative, scripting, on-camera, technical and editing skills.

**Prerequisite(s):** Successful completion of all 2nd semester ACP courses.

### **COMM 231 Video 4**

► (5 credits) W (2,2,2,0)

Students will refine and expand their skills through student-directed projects and including a senior role in producing a half hour show.

**Prerequisite(s):** Successful completion of all 3rd semester ACP courses.

### **COMM 260 Seminar 3**

► (1 credit) F (0,0,1,0)

Weekly seminars with representatives of the communication industry to explore communication issues, values and opportunities.

**Prerequisite(s):** Successful completion of all 2nd semester ACP courses.

### **COMM 261 Seminar 4**

► (1 credit) W (0,0,1,0)

Weekly seminars with representatives of the communication industry to explore communication issues, values and opportunities. Students may enhance their understanding of workplace opportunities through a practicum.

**Prerequisite(s):** Successful completion of all 3rd semester ACP courses.

### **COMM 270 Major Portfolio Project**

► (3 credits) W (1.5,0,0,0)

Students will plan and produce a major project in audio, video, print, photography, computer or mixed media. Content, approach, methodology and evaluation will be determined in consultation between students and instructors.

**Prerequisite(s):** Successful completion of all 3rd semester ACP courses.

### **COMM 290 Independent Studies**

► (1-6 credits) F,W,P (Variable)

With department approval, students carry out a plan of studies not available through regular college courses. Content, approach, methodology and evaluation are determined in consultation between student and instructor. The first course is COMM 290, then COMM 292, etc. Credit is established by Department Chair and Dean.

**Prerequisite(s):** Successful completion of ACP Academic Term Two.

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## **Computer Science**

### **COMP 030 Fundamental Computer Studies**

► F,W (5,3,0,0)

This course, delivered in a combination of face-to-face and online, will help students gain the confidence to perform basic computer operations. This course will also help them gain the computer and internet and word processing skills they need to work in both traditional and online classrooms.

### **COMP 040 Intermediate Computer Studies**

► F,W (5,3,0,0)

This course will further develop the computer skills introduced at the fundamental level. The course enables students to use the computer more efficiently in both college and work environments. *ENGL 033 or equivalent is highly recommended as preparation for this course. Home internet access is also recommended.*

**Prerequisite(s):** COMP 030 or equivalent.

### **COMP 060 Advanced Computer Studies**

► F,W (5,3,0,0)

This course offered in partnership with BC campus, provides students with a survey of the major applications of computers. Students will develop an understanding of computers and concepts to aid employment opportunities, personal productivity, and enjoyment. They will also acquire skills to contribute to and participate productively in society.

**Prerequisite(s):** COMP 040 or equivalent, ENGL 050 or equivalent and internet access.

**COMP 080 Provincial Computer Studies**

► F,W (5,3,0,0)

This course offered in partnership with BC campus, focuses on developing problem solving/critical thinking skills utilizing computer application software as a tool. Towards this end, project work will be emphasized. This course builds on the computer software skills and outcomes developed in the advanced level computing studies.

**Prerequisite(s):** COMP 060 with a "B-" minimum or equivalent, ENGL 050 or equivalent and internet access.

**COMP 101 Co-operative Work Experience 1**

► (5 credits) Q4 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** Students must obtain a minimum GPA of 3.0 prior to the first work term, and all subsequent work terms, complete all first year courses, including COOP 100, and be fully enrolled in the term preceding the work term.

**COMP 102 Co-operative Work Experience 1**

► (10 credits) Q3 &amp; Q4, Q4 &amp; Q1 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** Students must obtain a minimum GPA of 3.0 prior to the first work term, and all subsequent work terms, complete all first year courses, including COOP 100, and be fully enrolled in the term preceding the work term.

**COMP 112 Intro to Computer Systems**

► (3 credits) Q1 (5,1,0,0)

This course is intended to provide students who have some computer exposure with an expanded foundation in general computer concepts and practical skills. Topics include: computer terminology and environment, computer applications and usage, societal and professional issues. Students lacking computing skills should take COMP 156 or COMP 080. (T)

*Open to CST1 and CST 2 students only.*

**COMP 130 Computing for Engineers**

► (3 credits) Q2 (4,2,0,0)

A disciplined development of problem solving using a high-level programming language. The course will emphasize a structured approach to the development of programs through the design of flow chart, algorithm and good programming style.

*Open to CIVLBRIDGE and MINEBRIDGE students.*

**COMP 132 Programming Using Java**

► (4 credits) F,W,Q2 (3,2,0,0)

This course introduces the student to programming in an imperative, object-oriented language. Topics include: introduction to problem solving via top-down and object oriented methods; built-in and user-defined objects; control structures; functions and parameters. Problem-solving and the production of quality programs are emphasized. (T)

**Prerequisite(s):** "B" grade in Math 11 or Applications of Math 12 or MATH 172 or a "C" grade in Math 12 or assessment and English 12 or assessment, or, admission to the Computer Science Access (ESL) program.

**COMP 139 Applied Computer Programming**

► (4 credits) W,P,Q3 (3,2,0,0)

Techniques, methods, and tools for systematic development of software; basic algorithms and data structures; fundamental concepts of object-oriented programming. Topics include: control and data abstraction, modularization, abstract data types, layers of abstraction, information hiding, separation of concerns, program design, software libraries and techniques for the development of high-quality software components. (T)

**Prerequisite(s):** COMP 132 or departmental assessment.

**COMP 139E Data Structures & Applications**

► (4 credits) Q1 (4,2,0,0)

A disciplined development of a high-level programming language, program design, style and expression. Topics will include representation and applications of data structures; stacks; lists and trees; floating point and complex arithmetic and scientific applications.

**Prerequisite(s):** COMP 166.

**COMP 140 Human Computer Interaction**

► (2 credits) Q1, Q2 (3,2,0,0)

This course focuses on principles of Human Computer Interaction as applied to webpage and website design. Topics include: human factors, interface guidelines, usability measures and HTML/XML. The practical portion of the course will be devoted to the design and implementation of webpages and websites. HTML and various graphic topics will also be covered. (T)

**Prerequisite(s):** "C" in English 10 or assessment, and "B" in Math 10 or assessment.

**COMP 155 Database Concepts**

► (2 credits) Q2 (2,3,0,0)

An introductory course in database systems, topics include: the role of integrated database systems; basic concepts of data entities, attributes and relationships; data independence and implications; conceptual data modeling; hierarchical, network, relational and object data modules; data manipulation processes; query languages. A relational DBMS is used to apply the principles. (T)

**Prerequisite:** MATH 161.

**COMP 156 Computer Concepts**

► (3 credits) F,W,P (3,2,0,0)

Provides students with a solid foundation in general computer concepts and a practical exposure to the computer. Topics include: computer terminology and environment, computer applications and usage as well as a brief introduction to programming. Some sections designated for particular programs will include examples relevant to those programs. (T)

**Prerequisite(s):** English 12 or assessment, or, admission to the Computer Science Access (ESL) program.

**COMP 157 Windows-Based Applications**

► (3 credits) Q3 (3,2,0,0)

Windows applications are synthesized from a variety of data sources including files, spreadsheets and relational databases. Microsoft Visual Basic .NET, Visual Studio Integrated Development Environment and Microsoft Office are the tools used in crafting solutions.

**Prerequisite(s):** COMP 112.

**COMP 158E Computing for Environmental**

► (3 credits) F (3,2,0,0)

Principles of computer hardware, using email, introduction to windows, managing files on a computer, including word processing, spreadsheets, presentation graphics, the internet and computer ethics.

**Prerequisite(s):** English 12 or assessment.

**COMP 162 Intro to Computers and the Web**

► (3 credits) F, Q2 (2,2,0,0)

An introduction to computer systems concepts, programming and networks using intranets, the Internet and the World Wide Web as a vehicle for teaching and solidifying the concepts. (T)

**Prerequisite(s):** English 12 or assessment and Math 10 or assessment.

**COMP 166 Programming 1 for Engineers**

► (3 credits) Q4 (3,2,0,0)

As students are taught principles of structured programming, they will see concepts illustrated with examples and do problems from science and engineering disciplines. Topics include: elementary features of the programming language used, such as data types and structures, control flow, input/output, functions; the programming environment; problem solving process. (T)

**COMP 170 Computer/Network Operations**

► (3 credits) Q2 (3,2,0,0)

Introduces the concepts necessary to setup, program and operate a small website such as a small PC network serving a small business. Emphasis will be placed on the operation and programming necessary for the web server. High level internet communication protocols such as HTTP and CGI will be explored.

**Pre or Corequisite(s):** COMP 132.

**COMP 173 Computer Network Programming**

► (3 credits) Q3 (3,2,0,0)

Provides network programming experience, with emphasis on TCP/IP and web programming technologies. It surveys server and client applications and applies them using contemporary technologies including Java socket API's, servlets, and JSP.

**Pre or Corequisite(s):** COMP 132.

**COMP 176 Operating Systems**

► (3 credits) Q1 (3,2,0,0)

Introduces major concepts of operating system architecture. It is a survey course giving the student an opportunity to evaluate and compare several current operating systems. Topics include: process and processor management, memory management, device management, networks, concurrent processes and file systems. (T)

**COMP 182 Architecture and Programming**

► (3 credits) F (4,1,0,0)

This course introduces computer architecture and instruction sets using a microprocessor as a model. Topics include: virtual machines, instructions sets, instruction and data types, interrupts, addressing modes, assembly languages, macros, microcode, RISC machines. Assembly language and high level language programs are designed and written to exercise selected concepts. (T)

**Prerequisite(s):** COMP 136 or COMP 132.

**COMP 183 Intro to Computer Architecture**

► (3 credits) Q2 (4,1,0,0)

This course introduces computer architecture and instruction sets using a microprocessor as a model. Topics include: virtual machines, instructions sets, instruction and data types, interrupts, addressing modes, assembly languages, macros, micro code, RISC machines. Assembly language and high-level language programs are designed and written to exercise selected concepts.

**Prerequisite(s):** COMP 112.

**COMP 199 Year One Project**

► (3 credits) Q3 (1,3,0,0)

In this project course a team of student implements the business system defined in BUS 143.

**Prerequisite(s):** COMP 140, COMP 155, COMP 170.

**Pre or Corequisite(s):** BUS 143, COMP 139.

**COMP 201 Co-operative Work Experience 2**

► (10 credits) Q3 &amp; Q4, Q4 &amp; Q1 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** COMP 101 or COMP 102 plus Academic Terms 4 and 5 with a minimum GPA of 3.0.

**COMP 202 Co-operative Work Experience 2**

► (5 credits) Q4 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** COMP 101 or COMP 102 plus Academic Terms 4 and 5 with a minimum GPA of 3.0.

**COMP 203 Co-operative Work Experience 3**

► (5 credits) TBA (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** COMP 201 or COMP 202 plus Academic Term 6 with a minimum GPA of 3.0.

**COMP 210 Data Structures and Algorithms**

► (3 credits) F (3,1,0,0)

Study data structures and algorithms which operate on them, in continuation of COMP 139. Examine standard problems and relate them to data structures. Topics include: abstract data types, representation and implementation, programming techniques of intermediate sophistication, algorithm design and analysis and searching, trees and graphs. (T)

**Prerequisite(s):** COMP 139, MATH 126 and one of MATH 101 or MATH 111 or MATH 161.

**COMP 212 Introduction to Computer Science**

► (3 credits) Q2, W (4,1,0,0)

Introduction to theoretical topics in the study of computer science and to practical aspects of the discipline. Topics include: theory of computation, computer organization and computer languages, survey of areas and problems of computer science, and societal impact of computers. Entering students should have learned programming of a structured language. (T)

**Prerequisite(s):** COMP 136 or COMP 132.

**COMP 227 Combinatoric Structures**

► (3 credits) W (4,1,0,0)

An intermediate course in the theory and applications of discrete and combinatorial mathematics: recurrence relations, method of generating functions, applications to recursive algorithms, inference rules and laws of logic, graph theory, network flows and matching, counting, binomial and multinomial theorems, discrete probability, simulation of distributions. Programs will apply principles. (T)

**Prerequisite(s):** MATH 126 and COMP 132, and one of: MATH 100, MATH 108, MATH 110, MATH 161.

**COMP 230 Systems Analysis and Design**

► (3 credits) Q1 (3,2,0,0)

The student will develop a working knowledge of the practice of systems analysis through lectures and participation in a project team. Lecture and lab sessions include topics in requirements analysis, systems design and specification techniques. (T)

**Prerequisite(s):** ENGL 150 or ENGL 170, and COMP 132.

### **COMP 235 Software Engineering**

► (3 credits) Q3 (3,2,0,0)

Tools and techniques to promote programming productivity and software quality. Topics include: specifications, code review and inspection techniques, testing and debugging methods and tools, reusable software components and templates, scripting languages, software configuration management software tools, environments, and instrumenting and profiling. (T)

**Pre or Corequisite(s):** COMP 139.

### **COMP 238 Advanced Programming**

► (3 credits) Q2 or W (4,2,0,0)

Tools and techniques to promote programming productivity and software quality. Topics include: specifications, code review and inspection techniques, testing and debugging methods and tools, reusable software components and templates. (T)

**Prerequisite(s):** COMP 139.

### **COMP 240 Developing Web Services**

► (3 credits) Q2 (3,2,0,0)

Students use development tools from Microsoft's .NET framework to build Web Services. The underlying architecture for Web Services is discussed. A term project is produced that provides a fully secure Web service.

**Prerequisite(s):** COMP 157, COMP 241.

### **COMP 241 .NET Web Applications**

► (3 credits) Q1 (3,2,0,0)

Students will develop secure websites using Microsoft's .NET framework.

**Prerequisite(s):** COMP 157.

### **COMP 249 Database Administration**

► (3 credits) Q2 (3,2,0,0)

This course provides a foundation for database administration in organizations using relational databases. Students develop skills to operate, configure, backup and restore databases. Replication and other administrative functions regarding databases are also covered.

**Prerequisite(s):** COMP 155 or COMP 258.

### **COMP 259 Database Warehousing**

► (3 credits) Q2 (3,2,0,0)

This course explores advanced database concepts using data warehousing as a model. Students examine all phases and tasks of the database design process, including business modeling, entity relationship diagramming, dimensional modeling, physical modeling, and meta data management. Special emphasis is placed on the application to data warehouses and data marts.

**Prerequisite(s):** COMP 155 or COMP 258.

### **COMP 266 Database Application**

► (3 credits) Q2 (3,2,0,0)

Focuses on enterprise data processing using modern technologies for distributed and multi-tier computing. Topics include: advanced Java tools, and related technologies as practiced by professionals using modern databases such as Oracle. (T)

**Prerequisite(s):** COMP 173 or COMP 273, and, COMP 155 or COMP 258.

### **COMP 270 Computer Operations**

► (3 credits) Q1 (3,2,0,0)

This course introduces the student to the operational aspects of a computing installation. Site operation, security and system administration issues are addressed as well as e-commerce systems. (T)

**Prerequisite(s):** COMP 176.

### **COMP 272 Intro to Data Communications**

► (3 credits) Q1 (3,2,0,0)

This course will examine the theory of data communications and the practice of its implementation. The OSI Reference Model will be examined in depth. Topics include: signaling techniques, modems, multiplexers and other devices, data communication standards, transmission media, networks and servers.

**Prerequisite(s):** COMP 176.

### **COMP 275 Systems Design and Security**

► (3 credits) Q1 or Q3 (3,2,0,0)

This course examines current vendor hardware and software used to build a typical IT installation. The class will examine operating systems, databases, middleware, backup devices, and security software, networking equipment, web services. A case study analysis will be used as well as guest speakers.

**Prerequisite(s):** COMP 270, COMP 272.

### **COMP 288 Embedded Systems Applications Formerly COMP 188**

► (3 credits) Q1 (3,2,0,0)

This course provides the student with theory and practice related to hardware selection, digital interfacing, and instrumentation to network interconnections using industry standard systems. Software tools and development systems are considered. Inter-related web applications of embedded systems are constructed. Interface languages used include JAVA and C/C++.

**Prerequisite(s):** COMP 183.

### **COMP 297 Computing Project Preparation**

► (0.5 credit) Q1 (1,0,0,0)

Formation of teams for the Computer Systems Technology Capstone project and matching of teams to projects. Students unable to attend classes due to the location of their Co-op placement will be required to maintain contact with the instructor through email or other mutually acceptable means.

**Prerequisite(s):** Departmental permission.

### **COMP 298 Computing Project Analysis**

► (3 credits) Pre Q1, Q2 (6/3,5/1,0,0)

Working in teams, students will perform the definition, analysis and design stages of a computer project.

**Prerequisite(s):** COMP 155 or COMP 258, COMP 230, COMP 297 and permission by the department.

### **COMP 299 Applied Project - Implementation**

► (10 credits) Q1, Q3 (3,2,0,0)

Working in teams, students will complete the design, implementation and documentation of a computer project.

**Prerequisite(s):** COMP 298 and permission by the department.

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## **Co-operative Education**

### **COOP 100 Workplace Education Prep**

► F, W, P (Maximum: 0,4,11,0)

A work experience preparation course for students contemplating a first work term in pursuit of a Co-op or Internship designation. May also be required for participation in work terms leading to other designations.

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## **Criminal Justice**

### **CRIM 135 First Nations and Justice**

► (3 credits) W (3,0,0,0)

The experiences of First Nations peoples in conflict with the criminal justice system of Canada are examined. Emphasis is on historical, legal, sociological and cultural perspectives of First Nations criminal behaviour and interaction with police, courts and corrections. A review of current, traditional and innovative justice responses is included. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **CRIM 150 Administration of Justice**

► (3 credits) F (3,0,0,0)

This course is an introduction to the historical development and current operation of governing and law-making institutions in Canada, and the political, constitutional, and legal concepts of the Canadian justice system. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.



### **CRIM 154 The Criminal Justice System**

► (3 credits) W (3,0,0,0)

This course examines the Canadian criminal justice system, its components, process, objectives, and functionalities. It includes an analysis of discretion, diversion, decision-making processes and the operational practices of the system. (T)

**Prerequisite(s):** “C+” in English 12 or assessment.

### **CRIM 166 Introduction to Criminology**

► (3 credits) F (3,0,0,0)

An examination of Criminology as a social science; analysis of its theories, categories, and relevant research and its necessity and relation to other social science disciplines. This includes the study of crime, criminal behaviour and its causation, crime victims and consequences. (T)

**Prerequisite(s):** “C+” in English 12 or assessment.

### **CRIM 170 Law & Legal Institutions**

► (3 credits) W (3,0,0,0)

An introduction to the fundamental principles of law; the development of law and legal institutions; the process of law reform; the structure and system of Canadian courts; the philosophy of Canadian jurisprudence; judicial law making; and exercise of judicial power. (T)

**Prerequisite(s):** “C+” in English 12 or assessment.

### **CRIM 235 Aboriginal People and Justice**

► (3 credits) F (3,0,0,0)

The experiences of Aboriginal peoples in the criminal justice system, the impact of colonization and resulting problems are examined. The incidence of aboriginal crime is identified as well as factors affecting crime rates. The effects of recent court decisions and new directions in community-based justice initiatives are explored. (T)

**Prerequisite(s):** CRIM 154.

### **CRIM 252 Correctional Services**

► (3 credits) F (3,0,0,0)

An examination of the structure, organization, policies and practices of the Canadian correctional system. This includes the historical development of this enterprise and discussion of the correctional mandate, programs, outcomes, and contemporary issues facing this system. (T)

**Prerequisite(s):** CRIM 154.

### **CRIM 254 Young Offenders & Justice**

► (3 credits) W (3,0,0,0)

An examination of juvenile offending, its extent, impact, and treatment. This includes an exploration of causation, legal process, and prevention and treatment programs. A detailed and critical analysis of Young Offenders legislation will be undertaken to reflect the current focus of juvenile justice in Canada. (T)

**Prerequisite(s):** CRIM 166 or SOC 100 and any first year Psychology course.

### **CRIM 260 Issues in Corrections**

► (3 credits) W (3,0,0,0)

An analytical study of criminal offenders, the sanctions they receive, correctional intervention programs, and agencies responsible for offender care and control. Emphasis will be on contemporary problems and issues related to correctional philosophy and policy, the practical application of theory and the concerns of inmates and the public. (T)

**Prerequisite(s):** CRIM 252.

### **CRIM 270 Criminal Law**

► (3 credits) F (3,0,0,0)

An examination of criminal law, its ideologies and theories. This includes an examination of what constitutes a crime, the elements for conviction and common defenses used in criminal law. Students will examine criminal statutes and cases from superior courts of Canada and BC. (T)

**Prerequisite(s):** CRIM 170.

### **CRIM 274 Law Enforcement**

► (3 credits) W (3,0,0,0)

The historical development of law enforcement, its current management, and operations are examined. Special emphasis is placed on the current movement in policing from the traditional, “reactive” style of law enforcement to the more “proactive,” community-based model demanded by a pluralistic Canadian society. (T)

**Prerequisite(s):** CRIM 154.

### **CRIM 286 Women and Criminal Justice**

► (3 credits) W (3,0,0,0)

Women in crime, explanations of female criminality, and the response to female offenders are examined. Particular attention is given to feminist theories, the defining and processing of women offenders, the victimization of women, and their increasing role as criminal justice professionals. (T)

**Prerequisite(s):** CRIM 166 or SOC 100 and one of PSYC 120 or PSYC 130 or PSYC 154.

### **CRIM 288 Issues in Criminal Justice**

► (3 credits) F (3,0,0,0)

This course focuses on a number of major issues currently affecting the applied and theoretical aspects of the Canadian criminal justice system. Students will identify, describe, and analyze specific contemporary issues. (T)

**Prerequisite(s):** CRIM 154, CRIM 166.

### **CRIM 290 Comparative Criminal Justice**

► (3 credits) W (3,0,0,0)

International perspectives on crime, criminal justice and the legal traditions and operation of foreign criminal justice systems are examined. Comparisons of foreign criminal justice systems with the criminal justice system in Canada are undertaken in regard to the operation of police, judiciary, and corrections. International crime trends and issues affecting global justice are explored and the effectiveness of international responses to crime is assessed. (T)

**Prerequisite(s):** CRIM 150, CRIM 154.

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## **Community Support and Education**

**Note:** *CSEA courses are restricted to students in the Community Support and Education program.*

### **CSEA 110 Community Living Foundations**

► (3 credits) F (3,0,0,0)

In this course, students are introduced to a social model of disability and to key social justice issues that impact the disability community. Values, principles and practices associated with community living philosophy are explored, as are community resources that promote equality and inclusion.

### **CSEA 111 Practicum 1**

► (6 credits) W (2,0,0,12)

This combined seminar and practicum course provides the opportunity for students to observe and apply the beginning knowledge, skills and abilities needed to support people with disabilities in a supervised practicum setting. Weekly seminars assist students to integrate classroom learning and theory with practice.

**Prerequisite(s):** CSEA 110, CSEA 120.

**Pre or Corequisite(s):** CSEA 140, CSEA 150, CSEA 160, CSEA 170, CSEA 180, PSYC 154.

**CSEA 112 Practicum 2**

▶ (4 credits) P (2,0,0,24)

This integrated seminar and practicum course assists students to consolidate the knowledge, skills and community living values gained through program courses. Problem solving, critical thinking, and team work skills are emphasized in this final practicum and seminar experience.

Prerequisite(s): CSEA 111.

**CSEA 120 Health and Wellness**

▶ (4 credits) F (3,3,0,0)

This course provides students with foundational skills and knowledge needed to support the health and wellness of people with disabilities and themselves. Students learn through theory and practice to provide safe, effective and respectful personal assistance including lifts and transfers, personal hygiene, nutrition, bathing, and positioning.

**CSEA 140 Development & Diversity**

▶ (3 credits) F (3,0,0,0)

This course introduces students to typical growth and development through the lifespan. Building on that knowledge, students explore the causes and characteristics of select developmental and acquired disabilities and of common health and physical conditions that can affect the quality of life of children and adults with disabilities and their families.

**CSEA 150 Teaching & Learning Supports**

▶ (4 credits) W (4,0,0,0)

This course introduces students to positive supports for teaching and learning in home, school, work and community settings. Students will design practical support strategies that assist children and adults in the development of social, academic, daily life, and augmentative/alternative communication methods.

**CSEA 155 Intro to Community Living**

▶ (1 credit) F (2,0,0,0)

An examination of criminal law, its This course introduces students to the values, principles and practices associated with community living philosophy and to a social model of support. Quality of life issues are explored and topics include advocacy, citizenship and relationship development.

**CSEA 160 Citizenship & Quality of Life**

▶ (3 credits) W (3,0,0,0)

This course explores both formal and informal supports that enhance the quality of life and citizenship of people with disabilities. Topics include people, relationships and practices that enrich and contribute to full and satisfying lives of people with disabilities.

**CSEA 170 Working in Organizations**

▶ (2 credits) W (2,0,0,0)

Work as a CSEA requires effective teamwork in a variety of settings. This course introduces students to the structure, systems and culture of teams, schools, non-profit, private, government and community living organizations as they relate to the roles and responsibilities of the CSEA practitioner.

**CSEA 180 Professional Practice**

▶ (2 credits) W (2,0,0,0)

This course provides students with an opportunity to develop a framework for ethical and professional practice as a CSEA. Professional responsibility and accountability to oneself, the individual, the organization and the profession are examined and students will begin to develop a philosophy for practice.

**Dental Hygiene**

**Note:** *DHYG courses are restricted to students in the Dental Hygiene program.*

**DHYG 110 Head and Neck Anatomy**

▶ (3 credits) F (4,0,0,0)

Students are introduced to anatomical and physiological features of the head and neck region, including oral and periodontal anatomy. The course focus is on the healthy/normal continuum that provides the foundation for clinical dental hygiene practice as well as for further study.

Corequisite(s): DHYG 160.

Pre or Corequisite(s): BIOL 160.

**DHYG 120 Dental Anatomy**

▶ (1 credit) F (1,1,0,0)

Crown and root anatomy, morphology and occlusion will be studied in detail. Students will identify features of crown and root morphology that relate to the identification and differentiation of teeth in addition to occlusal relationships and how these may affect the provision of dental hygiene care.

Prerequisite(s): "B-" in DHYG 160.

Pre or Corequisite(s): BIOL 160.

**DHYG 121 Oral Embryology and Histology**

▶ (1.5 credits) W (2,0,0,0)

Students will identify the sequence of embryological development and the principles of oral histology of the soft and hard tissues of the oral and associated structures. This course builds on the concepts introduced in fall science courses and continues to provide the foundation for clinical dental hygiene practice as well as for further study.

Prerequisite(s): "B-" in DHYG 160.

Corequisite(s): DHYG 130, DHYG 161.

Pre or Corequisite(s): BIOL 260.

**DHYG 125 Periodontology 1**

▶ (1.5 credits) P (3,0,0,0)

This course encompasses the fundamental concepts related to periodontal diseases, focusing on the etiology, pathophysiology, clinical characteristics and therapy for plaque-induced gingivitis and chronic periodontitis.

Prerequisite(s): "B-" in BIOL 260, DHYG 121, and DHYG 161.

Corequisite(s): DHYG 162.

Pre or Corequisite(s): DHYG 126.

**DHYG 126 Oral Pathology 1**

▶ (1 credit) P (2,0,0,0)

The role of the dental hygienist in recognizing oral pathology is examined as part of comprehensive dental hygiene care. Processes and terminology for recognizing and accurate recording of oral lesions are discussed and applied. Dental caries, general characteristics of common soft tissue lesions, and other tooth abnormalities are discussed.

Prerequisite(s): "B-" in BIOL 260, DHYG 121, and DHYG 161.

Corequisite(s): DHYG 162.

**DHYG 128 Nutrition 1**

▶ (1 credit) P (1.5,0,0,0)

Students learn about the Canada Food Guide Recommendations and the role of nutrition in oral and general health. Students apply concepts in the analysis of their own diet.

Corequisite(s): DHYG 125, DHYG 126, DHYG 162.

Pre or Corequisite(s): DHYG 190.

**DHYG 130 Radiology 1**

▶ (1.5 credits) W (2,0,0,0)

Basic principles of radiation physics, generation, biology and the uses of x-radiation are introduced in this course. Students will also learn the theory behind the basic techniques of radiography for application in clinical dental hygiene.

Prerequisite(s): "B-" in DHYG 160.

Corequisite(s): DHYG 161.

Pre or Corequisite(s): BIOL 260, DHYG 121, DHYG 140.

**DHYG 140 General Dentistry Introduction**

▶ (1.5 credits) W (2,0,0,0)

Basic concepts and principles of dental materials used in the prevention and treatment of dental diseases are studied. The interaction between dental materials and the surrounding oral tissues that impact instrumentation are included. Students will learn to discuss the materials available for specific dental problems.

Prerequisite(s): "B-" in DHYG 160.

Corequisite(s): DHYG 121, DHYG 130, DHYG 161.

### **DHYG 150 Principles and Issues 1**

► (3 credits) F (4,0,0,0)

This course introduces the profession of dental hygiene. Current concepts of practice are examined with emphasis on roles, professional communications, deportment, responsibility, accountability, and behavioural foundations for health promotion. Legal and ethical aspects of practice are also introduced.

**Corequisite(s):** DHYG 160.

### **DHYG 151 Principles and Issues 2**

► (3 credits) W (4,0,0,0)

This course builds on concepts introduced in Principles and Issues 1. Dental hygiene care, as a research-based, wellness-oriented practice is further examined. Research principles and basic statistics are introduced as a basis for analysis of professional literature. Application of dental hygiene theory and health promotion are explored.

**Prerequisite(s):** "B-" in DHYG 150, DHYG 160.

### **DHYG 160 Clinical Theory & Practice 1**

► (7 credits) F (5,9,0,0)

Introduces concepts and principles of preparation, client assessment, and implementation procedures, with a focus on assessment, instrumentation and record keeping. It includes an overview of evaluation of dental hygiene care and beginning skills of problem-solving, teaching/learning, time management, self-evaluation, and professionalism. Related skills are practiced in a clinical setting on manikins and peers.

**Pre or Corequisite(s):** DHYG 110, DHYG 120, DHYG 150, BIOL 160.

### **DHYG 161 Clinical Theory & Practice 2**

► (7 credits) W (4,0,0,0)

This course presents more advanced aspects of preparation and client assessments. It also introduces and develops planning, implementation and evaluation of dental hygiene care with a focus on normal and deviation from normal findings. Development of skills in problem-solving, communication, teaching/learning, and professionalism are included. Radiology is introduced at a pre-clinical level.

**Prerequisite(s):** "B-" in BIOL 160, DHYG 110, DHYG 120, DHYG 160.

**Corequisite(s):** DHYG 130.

**Pre or Corequisite(s):** BIOL 260, DHYG 121, DHYG 140, DHYG 151.

### **DHYG 162 Clinical Theory & Practice 3**

► (4 credits) P (4,2,0,0)

This course continues from DHYG 160 and 161. All phases of the dental hygiene process are further developed as students gain more experience in seeing unhealthy and abnormal conditions. Students are introduced to Phase Contrast Microscopy and begin to demonstrate competence in selected procedures. Related skills are practiced in a clinical setting.

**Prerequisite(s):** "B-" in BIOL 260, DHYG 161

**Corequisite(s):** DHYG 125.

**Pre or Corequisite(s):** DHYG 126, DHYG 128, DHYG 190.

### **DHYG 190 Community Dental Health 1**

► (1 credit) P (1.5,0,0,0)

Students study the health/disease continuum from the viewpoint of various community groups. Included are issues about community dental health, oral health delivery modes, and current concepts of health education, health promotion and partnerships with community groups.

**Prerequisite(s):** "B-" in DHYG 121, DHYG 130, DHYG 140, DHYG 151, DHYG 161.

### **DHYG 210 Pharmacology 1**

► (1.5 credits) F (2,0,0,0)

Principles of pharmacology and drug therapy are presented and the specific drugs and techniques of pain control used in dentistry are discussed. The successful completion of the local anesthesia portion of this course is required before a student is allowed to deliver local anesthetics in the clinical setting.

**Prerequisite(s):** "B-" in DHYG 162.

**Corequisite(s):** DHYG 260.

### **DHYG 211 Pharmacology 2**

► (2 credits) W (2,0,0,0)

This course is a continuation of DHYG 210 and builds on the principles discussed there. Additional drugs used in dentistry are presented, as are other families of drugs that impact the delivery of dental treatment.

**Prerequisite(s):** "B-" in DHYG 210, DHYG 260.

**Corequisite(s):** DHYG 261.

### **DHYG 223 Periodontology 2**

► (2 credits) F (2,0,0,0)

This course applies and builds on the learning from DHYG 125. Topics discussed in this course include: microbiological and immunological aspects of periodontal disease, risk factors, diagnostic indicators, healing after therapy, prognosis and referral, occlusal influences, gingival diseases, common periodontal conditions, and an introduction to chemotherapeutics.

**Prerequisite(s):** "B-" in DHYG 125.

**Corequisite(s):** DHYG 230, DHYG 260.

### **DHYG 224 Periodontology 3**

► (2 credits) W (2,0,0,0)

This course focuses mainly on other types of periodontal diseases beyond that of plaque-induced gingivitis and chronic periodontitis. Advanced diagnostic techniques and therapeutic interventions, and the role of surgical therapy are discussed.

**Prerequisite(s):** "B-" in DHYG 210, DHYG 223, DHYG 230, DHYG 260.

**Corequisite(s):** DHYG 261.

### **DHYG 226 Oral Pathology 2**

► (1 credit) F (1,0,0,0)

This course provides continued study of oral pathology, with an emphasis on recognition, significance and accurate description of the clinical appearance of intra oral mucosal lesions. The process of differential diagnosis of oral pathology is also considered.

**Prerequisite(s):** "B-" in DHYG 126.

**Corequisite(s):** DHYG 260.

### **DHYG 227 Oral Pathology 3**

► (2 credits) W (2,0,0,0)

This course provides advanced study of oral pathology, including intra oral mucosal lesions, characteristics of submucosal oral pathologies and common lesions of the face.

**Prerequisite(s):** "B-" in DHYG 226.

**Corequisite(s):** DHYG 261.

### **DHYG 228 Nutrition 2**

► (1 credit) F (1,0,0,0)

This course is a continuation of the study of basic nutritional concepts according to the Canada Food Guide and their application to oral health. Concepts are applied in the clinical setting for clients whose dietary choices compromise their oral health. Dietary analysis and recommendations are provided for clients who have diets that compromise their oral health.

**Prerequisite(s):** "B-" in BIOL 260, DHYG 128.

**Pre or Corequisite(s):** DHYG 260.

### **DHYG 230 Radiology 2**

► (1.5 credits) F (1.5,0,0,0)

This course expands on the basic radiology concepts from Radiology 1 and focuses on interpretation of oral radiographs. Concepts, principles and applications of advanced and specialized radiography techniques are also discussed.

**Prerequisite(s):** "B-" in DHYG 125, DHYG 126, DHYG 130, DHYG 162.

**Corequisite(s):** DHYG 260.

**DHYG 250 Principles and Issues 3**

▶ (1 credit) F (1,0,0,0)

In this lecture and seminar course students focus on the career aspects of dental hygiene. They study workplace settings and educational opportunities, organizational, financial and marketing initiatives in clinical practice. Contracts, office overhead, insurance, and promotional guidelines are emphasized.

**Prerequisite(s):** "B-" in DHYG 151, DHYG 162, DHYG 190.

**Pre or Corequisite(s):** DHYG 260.

**DHYG 251 Principles and Issues 4**

▶ (1 credit) W (1.5,0,0,0)

In this seminar and lecture course the students focus on legal and ethical requirements for dental hygiene practice in BC. Current trends and issues in dental hygiene are discussed and the student learns about the structure and function of professional associations and the regulatory authorities. Registration, scope of practice, quality assurance and political processes are examined.

**Prerequisite(s):** "B-" in DHYG 250, DHYG 260.

**Pre or Corequisite(s):** DHYG 261.

**DHYG 260 Clinical Theory & Practice 4**

▶ (8 credits) F (4,5,0,9)

The student continues to study and apply aspects of client assessment, planning, implementation and evaluation on selected clients and through case study. Dental imaging and administration of local anesthetic are applied in a clinical setting. Students are introduced to the fundamentals of case presentation.

**Prerequisite(s):** "B-" in DHYG 162.  
**Corequisite(s):** DHYG 210, DHYG 230.  
**Pre or Corequisite(s):** DHYG 226, DHYG 228, DHYG 250, DHYG 290.

**DHYG 261 Clinical Theory & Practice 5**

▶ (8 credits) W (6,0,0,12)

Comprehensive clinical skills required for periodontal care within the scope of dental hygiene practice are integrated with previously acquired knowledge and skills. Individualized comprehensive care of clients with special needs will be emphasized.

**Prerequisite(s):** "B-" in DHYG 260.  
**Corequisite(s):** DHYG 211, DHYG 251.  
**Pre or Corequisite(s):** DHYG 225, DHYG 227, DHYG 291.

**DHYG 262 Clinical Theory & Practice 6**

▶ (4 credits) P (5,0,0,15)

Knowledge and skills learned in all dental hygiene courses are integrated into comprehensive clinical dental hygiene care. Emphasis on the transition into private dental practice setting will occur.

**Prerequisite(s):** "B-" in DHYG 261.

**DHYG 290 Community Dental Health 2**

▶ (1 credit) F (1.5,0,0,0)

This course is a continuation of DHYG 190. The emphasis is on the promotion of oral health, as well as community dental health programming. Didactic information will be applied in the community through field experiences.

**Prerequisite(s):** "B-" in DHYG 190.  
**Pre or Corequisite(s):** DHYG 260.

**DHYG 291 Community Dental Health 3**

▶ (1.5 credits) W (1.5,0,0,0)

This course builds on community health concepts introduced in DHYG 290. The focus is on the role of the dental hygienist as an agent for change, planning programs and marketing oral health. Current community dental health research is also reviewed.

**Prerequisite(s):** "B-" in DHYG 290.  
**Pre or Corequisite(s):** DHYG 261.

**Early Childhood Care and Education**

**Note:** ECCE courses are restricted to students in the ECCE program.

**ECCE 100 Child Development 1**

▶ (3 credits) F (3,0,0,0)

This course presents a comprehensive overview of the developmental changes that take place from conception to eight years. Emphasis of the course will be on the individual needs of each child. Current trends and issues in research, cultural influences and variations in development will be examined.

**Prerequisite(s):** "C+" in English 12.

**ECCE 102 Child Development 2**

▶ (3 credits) W (3,0,0,0)

Building on knowledge from Child Development 1, this course will provide an overview of factors that affect the development of the child. Emphasis will be on applying developmental theory to assess, plan and evaluate variations in the development of young children.

**Prerequisite(s):** "C+" in ECCE 100.

**ECCE 110 Principles of Practice 1**

▶ (3 credits) F (3,0,0,0)

This course introduces the historical foundations and principles underlying the practice of ECCE. Attention is given to developing supportive relationships with young children through the study and practice of observation, communication and guidance strategies.

**Pre or Corequisite(s):** ECCE 100, PSYC 154.

**ECCE 111 Principles of Practice 2**

▶ (3 credits) W (3,0,0,0)

Major skill areas of observation, child guidance and interpersonal communication will be expanded upon with emphasis on the use of critical thinking skills in working with children and adults in ECCE settings. An introduction is provided to the importance of forming parent partnerships, administrative procedures and issues relevant to the professional development of the early childhood educator.

**Prerequisite(s):** "C+" in ECCE 110.  
**Pre or Corequisite(s):** ECCE 102.

**ECCE 120 Curriculum 1**

▶ (5 credits) F (5,0,0,0)

The purpose of this course is to examine the role of the early childhood environment in promoting social, emotional, language, physical, intellectual and creative development. Emphasis will be on examining how environments can be responsive to the changing interests and abilities of the young child. The students will be introduced to a variety of materials and experiences appropriate for children of varying abilities, from birth to school entry.

**Pre or Corequisite(s):** ECCE 100.

**ECCE 121 Curriculum 2**

▶ (5 credits) W (5,0,0,0)

Building on the knowledge from Curriculum 1, this course will provide further opportunities for the student to develop and expand personal creative potential. The student will also learn how to set up, evaluate and rearrange environments to meet the varying needs of young children. Emphasis will be on planning, implementing and evaluating specific learning experience to enhance the growth and development of individuals and small groups of children.

**Prerequisite(s):** "C+" in ECCE 120, ECCE 140.

**Pre or Corequisite(s):** ECCE 102.

**ECCE 140 Practicum 1**

▶ (3 credits) F (1,0,0,9)

This practicum provides the student with the opportunity for directed observations of children and educators in a variety of early childhood settings. Students will be encouraged to participate at a beginning level as the semester advances and as they become aware of theories of child growth and development and practices of relating to and working with young children.

**Pre or Corequisite(s):** ECCE 110, ECCE 120, ECCE 150.



### **ECCE 141 Practicum 2**

► (3 credits) W (2,0,0,9)

During this practicum the student will have the opportunity for practical experience in working with young children in a licensed early childhood setting. Students will be able to demonstrate their developing skills in interpersonal communication, implementing and evaluating appropriate learning experiences and strategies for guiding children's behaviour with assistance. Classes will focus on discussions of the practicum experience and will assist students in setting personal learning goals.

**Prerequisite(s):** "COM" in ECCE 140.

**Pre or Corequisite(s):** ECCE 102, ECCE 111, ECCE 121, ECCE 151.

### **ECCE 142 Practicum 3**

► (5 credits) P (2,0,0,24)

This seven-week consolidated practicum provides the student with the opportunity for the integration and demonstration of knowledge and skills. Under the supervision of the sponsor educator, the student will be involved in all aspects of providing care and education for young children. Classes continue to assist in the process of transferring theory into practice and to help students evaluate their progress.

**Prerequisite(s):** "COM" in ECCE 141, a "C+" in ECCE 150.

### **ECCE 150 Health, Safety and Nutrition 1**

► (2 credits) F (2,0,0,0)

This course examines the health, safety and nutritional needs of young children from birth to age eight. Emphasis will be placed on the role of the educator in providing safe and nurturing environments to ensure high quality care.

**Prerequisite(s):** "C+" in English 12.

### **ECCE 151 Self, Family and Community**

► (3 credits) W (3,0,0,0)

This course provides the student with the opportunity to examine personal attitudes and values in relation to professional practice in ECCE. Emphasis will be on the influence of family, culture and socially diverse communities on the developing child as well as on the emerging educator. It assists the student to connect personal growth and self-reflection to respectful and inclusive ECCE practice.

**Prerequisite(s):** "C+" in ECCE 110.

**Pre or Corequisite(s):** ECCE 102, ECCE 140.

### **ECCE 220 Health, Safety and Nutrition 2**

► (3 credits) F (3,0,0,0)

This course examines the continuum of health, safety and nutritional needs of young children birth to twelve. An emphasis will be placed on the role and responsibilities of the educator in establishing and maintaining safe, nurturing and responsive environments for young children, in partnership with families and community.

**Prerequisite(s):** "COM" in ECCE 142.

### **ECCE 240 Inclusive Child Care**

► (4 credits) W (4,0,0,0)

Students will critically examine all aspects of creating an inclusive, caring, and learning environment. Major focus will be on advanced skills in observation, evaluation, and individual program planning for all children within an inclusive ECCE setting.

**Prerequisite(s):** "COM" in ECCE 142.

### **ECCE 250 Infant/Toddler Theory**

► (4 credits) W (4,0,0,0)

This course prepares the student to work as an Infant/Toddler Educator. Central to this course will be the knowledge, skills and attitudes necessary to meet the diverse needs of infants and toddlers within the context of their family and culture. Observations of infants and toddlers in ECCE settings will be integral to this course.

**Prerequisite(s):** "COM" in ECCE 142.

### **ECCE 260 Practicum 4**

► (6 credits) P (2,0,0,14)

This practicum and seminar experience provides opportunities to apply and consolidate knowledge and skills at an advanced level which includes all aspects of providing care and education for young children. Students will demonstrate skills in working with infants and toddlers, or children with diverse abilities.

**Prerequisite(s):** "C+" in CFCS 220, CFCS 260, ECCE 220, ENGL 150, PSYC 255 or PSYC 256.

**Pre or Corequisite(s):** CFCS 211, ENGL 160 or ENGL 164, ECCE 240, ECCE 250.

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## **Economics**

### **ECON 102 The Canadian Economy**

► (3 credits) Q1, F, W, P (3,0,0,0)

This is an introduction to the Canadian economy. The course incorporates elements of micro and macro economics and examines economic issues relating to trade, inflation, unemployment, growth, poverty and the role of government. (T)

**Prerequisite(s):** English 12 or assessment.

### **ECON 103 Principles of Microeconomics**

► (3 credits) F, W, P (4,0,0,0)

This is the first of a two semester sequence in the principles of economics. The broad objective of the course is to learn how markets function and how changes in consumer preference, production technology, resource availability and business organization affect prices and quantities of specific goods. (T)

**Prerequisite(s):** "C" in English 12 or TPC 12 or assessment and a "C" in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment.

### **ECON 104 Principles of Macroeconomics**

► (3 credits) F, W, P or S (4,0,0,0)

This is the second in a two-semester sequence in the principles of economics. The objectives of the course include national income theory, money and the banking system, price levels, public finance and policy, international trade and growth. (T)

**Prerequisite(s):** "C" in English 12 or TPC 12 or assessment and a "C" in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment.

### **ECON 203 Intermediate Microeconomics**

► (3 credits) F, W (4,0,0,0)

This course examines the theories of consumer behaviour, exchange, production and costs; firms and markets under perfect competition, monopoly, monopolistic competition, and oligopoly. (T)

**Prerequisite(s):** ECON 103 and (MATH 108 or MATH 100).

### **ECON 204 Intermediate Macroeconomics**

► (3 credits) F, W (4,0,0,0)

This course examines the theories of aggregate economic behaviour; national income determination, employment, inflation, growth and fluctuations; open economy, economic policy. (T)

**Prerequisite(s):** ECON 103 and ECON 104 and (MATH 108 or MATH 100).

### **ECON 205 Managerial Economics**

► (3 credits) W (3,0,0,0)

This course applies the theories and models of microeconomics to managerial decision-making. Students will learn to use demand and supply analysis, optimization techniques, market structure, and game theory to explain and predict the behaviour of consumers and producers. The course focus will be on practical analysis and case studies. (T)

**Prerequisite(s):** ECON 103, ECON 104.

## **ECON 210 Money and Banking**

► (3 credits) F (3,0,0,0)

This course provides students with an understanding of Canadian and international financial markets and institutions. Topics will include the function and evolution of money, the development of Canadian bank and non-bank intermediaries, central banking institutions with emphasis on the Bank of Canada, monetary policy and control, financial assets and exchange rates. (T)

**Prerequisite(s):** ECON 102 or ECON 104.

## **ECON 297 Economics for Engineers**

► (3 credits) Q1 (4,0,0,0)

This course introduces engineering students to economic dimensions that form a basis for decision-making. The first section of the course provides a context for both the broader macro-economy and analysis at the micro-economic level. The second section of the course provides tools and decision criteria for making informed financial decisions.

*Open to SOFTBRIDGE students only.*

## **English Language Development**

*English as a Second Language (ESL) has been renamed to English Language Development (ELD).*

### **ELD 032 Introduction to English Basics**

► F,W,PS (10-20,2-5,0,0)

This course for non-native English speakers focuses on the development of listening and speaking skills and provides an introduction to written English. This course corresponds to Canadian Language Benchmark levels 1 and 2.

**Prerequisite(s):** Assessment.

### **ELD 033 English Basics 1**

► F,W,PS (10-20,2-5,0,0)

This course for non-native English speakers continues the development of listening and speaking skills, and provides an increased emphasis on reading and writing skills. This course corresponds to Canadian Language Benchmark level 3.

**Prerequisite(s):** ELD 032 or assessment.

### **ELD 034 English Basics 2**

► F,W,PS (10-20,2-5,0,0)

This course for non-native English speakers provides further development of speaking, listening, reading and writing skills. This course corresponds to Canadian Language Benchmark levels 3, 4 and 5.

**Prerequisite(s):** ELD 033 or assessment.

### **ELD 035 English Essentials 1**

► F,W,PS (10-20,2-5,0,0)

An integrated skills course for non-native English speakers which includes listening, speaking, writing, reading, grammar and vocabulary building. This course corresponds to Canadian Language Benchmark levels 5 and 6.

**Prerequisite(s):** ELD 034 or assessment.

### **ELD 036 English Essentials 2**

► F,W,PS (10-20,2-5,0,0)

An integrated skills course for non-native English speakers which includes listening, speaking, reading, vocabulary building, more advanced grammar and development of basic paragraph skills. This course corresponds to Canadian Language Benchmark levels 6 and 7.

**Prerequisite(s):** ELD 035 or assessment.

### **ELD 047 Workplace Speaking & Listening**

► TBA (8,2,0,0)

This course is for non-native English speakers who want to improve their spoken English for employment purposes. In the course, students will learn about communication in the Canadian workplace and practice listening and speaking skills for communicating with co-workers, supervisors and customers.

**Prerequisite(s):** ELD 034 or CLB 4 (speaking) or assessment.

### **ELD 050 Intermediate English**

► F,W,PS (10-20,2-5,0,0)

An integrated skills course for non-native English speakers which includes listening, speaking, intermediate reading, vocabulary building, editing and refinement of basic paragraph skills. This course corresponds to Canadian Language Benchmark levels 6, 7 and 8. Students who complete this course will be prepared for Advanced ELD courses and selected courses at the college level.

**Prerequisite(s):** ELD 036 or assessment.

### **ELD 056 ELD for Resident Care**

► F,W (10,5,0,0)

This course for non-native English speakers provides language development and support for students studying the Home Support/Resident Care Attendant program. It concentrates on vocabulary, pronunciation, listening, reading and writing skills necessary for students to be successful on the job and at school.

**Prerequisite(s):** ELD 036 or assessment.

### **ELD 060 ELD Support Course**

► F,W,PS (5,0,0,0)

This course is designed to provide non-native English speakers with the reading, writing, listening and speaking skills necessary to support their studies and for successful completion of College career, academic or vocational courses.

**Corequisite(s):** Enrolment in another college course.

### **ELD 072 Advanced English**

► (3 credits) F,W,P,S (8,2,0,0)

This course, designed for non-native speakers of English, focuses on reading strategies and on the writing process. It is designed to prepare the student for further academic study. The course provides instruction and practice in the fundamentals of reading comprehension and academic writing.

**Prerequisite(s):** ELD 050 or assessment.

### **ELD 074 Academic Communication Skills**

► (2 credits) F,W,PS (4,1,0,0)

This course is designed to prepare non-native English speakers for oral communication tasks encountered within an academic or professional environment. Students will improve their ability to participate in discussions, make presentations, comprehend and take notes on academic lectures, and speak clearly.

**Prerequisite(s):** ELD 050 or assessment.

### **ELD 075 Grammar for Composition**

► (2 credits) W (3,0,0,0)

This course focuses on grammar for college level writing. Offered in a workshop format, it will help non-native English speakers to express analytical and critical thought in clear, grammatical sentences. Written and oral assignments will build and reinforce students' ability to write grammatical prose.

**Prerequisite(s):** ELD 050 or assessment.

### **ELD 076 Understanding Lectures**

► (2 credits) TBA (3,0,0,0)

This lecture series, from a variety of subject areas, develops non-native English speakers' skills in listening, note-taking, summarizing, and incorporating information from lectures, and promotes successful participation and performance at the college level.

**Prerequisite(s):** ELD 050 or assessment.

### **ELD 077 English Pronunciation**

► (2 credits) F,W (3,0,0,0)

This course focuses on improving pronunciation to develop the communicative ability of non-native English speakers. The intent is to develop spoken English that is reasonably easy for native speakers to understand. Students' ability to understand native speakers will also be enhanced.

**Prerequisite(s):** ELD 050 or assessment.

### **ELD 078 Vocabulary for Academic Study**

► (2 credits) TBA (3,0,0,0)

This course focuses on vocabulary acquisition for academic purposes. Non-native English speakers will expand their academic vocabulary and learn strategies for independently dealing with new words.

**Prerequisite(s):** ELD 050 or assessment.

### **ELD 079 Advanced Workplace Communication**

► F,W (8,2,0,0)

This course prepares internationally-trained professionals who are non-native English speakers for successful interaction in the Canadian workplace. Emphasis is placed on developing social and cultural skills, pronunciation and accent reduction and work-related speaking and listening tasks. The course includes 10 hours of workplace observation.

**Prerequisite(s):** ELD 050 or CLB 7 for Listening/Speaking or IELTS 5.5 for Listening/Speaking; OR, Prior Learning Assessment: CLB 8, or IELTS 6, and have worked in an English speaking country for six months, and assessment by an ELD PLA Advisor.

### **ELD 092 Provincial English Composition**

► (3 credits) F,W,PS (4,1,0,0)

This course provides non-native English speakers practice and instruction in critical reading and in the planning, writing, and revising of paragraphs and essays, and prepares the student for college writing. *ELD 092 combined with ELD 094 is equivalent to Provincial English 12.*

**Prerequisite(s):** ELD 072 or assessment.  
**Corequisite(s):** ELD 074 or ELD 079.

### **ELD 094 Provincial English Literature**

► (3 credits) F,W,PS (4,1,0,0)

This course provides non-native English speakers instruction and practice in reading, discussing, evaluating, and writing about short stories, novels, poetry and drama. Studying these genres introduces the student to basic literary terms and concepts. *ELD 094 combined with ELD 092 is equivalent to Provincial English 12.*

**Prerequisite(s):** (ELD 072 and ELD 074) or (ELD 072 and ELD 079) or assessment.  
**Corequisite(s):** ELD 092.

### **ELD 097 Technical and Professional English**

► (6 credits) F,W (6,2,0,0)

This course for non-native English speakers develops the critical thinking, reading/writing and oral skills needed to be successful in technical/business programs and professions. Students write essays, business reports, summaries, research essays and analyses of graphic information. Students learn to interpret and integrate information in technical, instructional and informational texts.

**Prerequisite(s):** ELD 072; or CLB 8 or IELTS 6 or assessment.

**Pre or Corequisite(s):** ELD 074 or ELD 079.

### **ELD 099 Canadian Workplace Practice**

► F,W (5,0,0,34)

This course provides non-native English speakers with essential skills to participate in the work experience process and the opportunity to transfer English skills from the classroom to the workplace. It includes the development of effective work search tools, interviewing skills and Canadian workplace practices; and a facilitated work experience placement.

**Prerequisite(s):** ELD 079.

### **ELD IELTS – IELTS Preparation**

► F,W (5,1,0,0)

This course prepares non-native English speakers for the IELTS Exam, which is an internationally recognized English language requirement for educational, professional and immigration-related purposes. Students develop and practice test-taking strategies and language skills of reading, writing, listening and speaking required to perform well in the exam.

**Prerequisite(s):** ELD 050 or English Language Assessment.

### **ELD TOEFL – TOEFL Preparation**

► F,W (5,1,0,0)

This course prepares non-native English speakers for the TOEFL Exam, which is an internationally recognized English Language requirement for educational, professional, and immigration-related purposes. Students develop and practice test-taking strategies and language skills of reading, writing, listening and speaking required to perform well in the exam.

**Prerequisite(s):** ELD 050 or English Language Assessment.

### **LD QKSTRT – ELD Quick Start**

► F,W,P,S (20,5,0,0 for 7-weeks)

In this course non-native English speaking students upgrade their English language skills in preparation for entry into college programs. This course is a combination of interactive classroom activities, individualized coaching, and independent study. At the end of the course, students will be assisted in undertaking the formal College ESL assessments.

**Prerequisite(s):** Students must meet regular College admission requirements.

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## **Electronics**

### **ELEX 080 Electronics Orientation**

► (0.5 credit) Pre-Q1 (7,0,0,0)

This course will provide students with an overview of the facilities and services available at Camosun College. In addition it will contain an introduction to study skills and information on workshops available to them.

### **ELEX 101 Co-operative Work Experience 1**

► (5 credits) Q4 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** Students must obtain a minimum GPA of 3.0 prior to the first work term, and all subsequent work terms, complete all first year courses, including COOP 100, and be fully enrolled in the term preceding the work term.

### **ELEX 102 Co-operative Work Experience 1**

► (10 credits) Q3 & Q4 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** Students must obtain a minimum GPA of 3.0 prior to the first work term, and all subsequent work terms, complete all first year courses, including COOP 100, and be fully enrolled in the term preceding the work term.

**ELEX 111 Internship**

- ▶ (5 credits) Q3 & Q4 (0,0,0,25)

The students will apply skills acquired throughout the Network and Electronics Engineering Technology program in the workplace during a paid work term in industry. This work experience will introduce students to a typical work environment and allow them to apply many of the Network and Electronics Engineering skills that they have learned throughout the program.

**Prerequisite(s):** Must be enrolled in Q3  
**Pre or Corequisite(s):** ELEX 137, ELEX 139 or ELEX 146, ELEX 159.

**ELEX 122 Shop Skills for Electronics**

- ▶ (0.5 credit) Pre-Q1, Post-Q3 (0,20,0,0 for one week)

An introduction to shop skills for Electronics Technicians and Technologists. Emphasis is on the safe and correct use of basic hand and power tools used in the electronics industry. Projects and lecture Topics include: sheet and basic metal work, design, maintenance and repair of electronic and assemblies.

**ELEX 124 High Reliability Soldering**

- ▶ (0.5 credit) Pre-Q1, Post-Q4 (0,20,0,0 for one week)

This course is designed to provide the student with high reliability soldering skills, and non-destructive soldering techniques. This course covers topics from tinning wires to soldering/desoldering of surface mount components. An introduction to ESD protection procedures is also included.

**ELEX 126 Introduction to Electronics 1**

- ▶ (1.5 credits) Q2 (3,0,0,0)

This is an introductory course for Access students. It will cover basic circuit analysis theory, an introduction to the many diverse careers available in the networking, electronics and computer engineering industry. Guest speakers and industry tours will form an important part of this course and will be scheduled as available.

**ELEX 127 Introduction to Electronics 2**

- ▶ (4 credits) Q2 (4,3,0,0)

This course will introduce students to more electronic components and their use in circuits. It will cover application of various measuring instruments used in electronics. Introductory programming techniques will be investigated. The focus of the course will be on small projects that involve both hardware and software elements.

**Prerequisite(s):** ELEX 126.

**ELEX 130 Computers/CAD for Electronics**

- ▶ (1.5 credits) Q1, Q2 (0,4,0,0)

This course is intended to provide the student with the basic computing skills that will be used in subsequent electronics courses. Students will develop expertise using DOS, windows, word processing, spreadsheet and selected computer-aided design software. The course also covers some material required for "A+" certification.

**Prerequisite(s):** Math 10 or assessment and English 10 or assessment.

**ELEX 131 Engineering Applications in C**

- ▶ (3 credits) Q3 (4,2,0,0)

This course provides an introduction to computer software in the electronics industry. Students are expected to construct software to control a variety of devices. Topics include: software problem specification, algorithm development, C-program development, debugging and testing. Laboratory assignments in this course will emphasize topics from Electronics.

**Prerequisite(s):** ELEX 161.

**ELEX 135 Networking 1**

- ▶ (4 credits) Q1 (3,2,0,0)

This is the first in a series of three courses on computer networking. It is intended to provide the student with a general introduction to the wide array of topics that constitute networking. Additionally the course provides a more detailed discussion of Ethernet local area network wiring practices.

**ELEX 136 Networking 2**

- ▶ (3 credits) Q2 (3,3,0,0)

This course is a continuation of ELEX 135. The course introduces the student to the predominant network architecture used today: TCP/IP. This course provides the student with a fundamental knowledge of telecommunication and data communication technologies. The course also discusses the important issues around network maintenance and troubleshooting.

**Prerequisite(s):** ELEX 135.

**ELEX 137 Networking 3**

- ▶ (2 credits) Q3 (0,4,0,0)

This is the third course in a three course series on computer networking. It is intended to provide the student with experience installing and configuring a network operating system. The operating system(s) chosen will depend upon industry trends at the time the course is offered.

**Prerequisite(s):** ELEX 136.

**ELEX 138 Computer Repair/Maintenance 1**

- ▶ (3 credits) Q2 (2,3,0,0)

This is the first in a series of two courses on the repair, maintenance and upgrading of personal computers. The material contained in ELEX 138 and ELEX 139 prepares the student to write an "A+" certification exam.

**Prerequisite(s):** ELEX 130, ELEX 141.

**ELEX 139 Computer Repair/Maintenance 2**

- ▶ (3 credits) Q3 (2,3,0,0)

This is the second in a series of two courses on the repair, maintenance and upgrading of personal computers. The material contained in ELEX 138 and ELEX 139 prepares the student to write an "A+" certification exam.

**Prerequisite(s):** ELEX 138.

**ELEX 141 Circuit Analysis**

- ▶ (4 credits) Q1 (5,3,1,0)

This course introduces students to AC and DC circuit analysis. Topics include: electrical quantities, series and parallel circuits, network analysis and theorems, resistance, capacitance and inductance. Instruments, instrumentation and troubleshooting concepts are introduced. Complex numbers and phasor diagrams are used to explain the operation of AC circuits.

**ELEX 142 Introductory Circuit Analysis**

- ▶ (4 credits) Q1 (7,3,0,0)

This course introduces students to concepts of circuit analysis in passive AC/DC circuits. Topics include: fundamental electrical quantities, series and parallel circuits, network analysis and theorems, resistance, capacitance and inductance. Instruments, instrumentation and trouble-shooting concepts are introduced. Use of complex numbers and phasor diagrams is applied to AC circuits.

**Pre or Corequisite(s):** MATH 174A, PHYS 154, ELEX 130.

*Open to ELEC, COMP and ELECT students only.*

**ELEX 143 Electronic Devices 1**

- ▶ (3 credits) Q2 (4,2,5,0,0)

This course introduces students to discrete semiconductor devices. It covers essential topics from basic semiconductor theory through to the application of diodes, transistors and thyristors. The emphasis of this course is in classic application of these devices. Students receive a thorough foundation upon which to develop skills in electronics.

**Prerequisite(s):** ELEX 142.



**ELEX 144 Semiconductor Devices 1**

► (4 credits) Q2 (5,3,0,0)

This course is an introduction to discrete active devices. It includes such topics ranging from semiconductor theory, diodes, transistors, and thyristors to analog ICs including op-amps and linear regulators. The focus of this course is in the application of these devices and troubleshooting circuits containing these devices.

Pre or Corequisite(s): ELEX 141.

**ELEX 146 Applied Electronic Techniques**

► (3 credits) Q3 (2,3,0,0)

The goal of this course is to apply fundamental electronic techniques to the design, troubleshooting, repair and construction of electronic systems. This course involves the design and assembly of a student project, troubleshooting, repair and testing of electronic systems, PCB design and construction, as well as electrical and electronics safety issues.

Prerequisite(s): ELEX 141, ELEX 144, ELEX 164.

Pre or Corequisite(s): ELEX 159, ELEX 166.

**ELEX 151 Introduction to Networking**

► (2 credits) Q2 (3,2,0,0)

This course provides hands-on skills aimed at giving students a practical introduction to networking. Topics include: an overview of the OSI model, PC hardware and implementation and troubleshooting of various Ethernet configurations.

Prerequisite(s): ELEX 130.

**ELEX 159 Electronic Communications**

► (3 credits) Q3 (3,2,0,0)

This course provides an overview of analogue and data communication systems. The analogue portion includes signal analysis, frequency generation, an introduction to AM and FM systems. The data communication portion is an introduction to both wireless and cabled data transmission methods.

Prerequisite(s): ELEX 141, ELEX 144, ELEX 164.

**ELEX 161 Digital Techniques 1**

► (3 credits) Q2 (4,2,0,0)

This course provides an introduction to the world of digital technology. It covers basic digital concepts and design of combinatorial and sequential digital circuits.

Prerequisite(s): ELEX 130, ELEX 142.

Pre Corequisite(s): ELEX 143.

**ELEX 162 Digital Techniques 2**

► (3 credits) Q3 (3,2,5,0,0)

This course is a continuation of ELEX 161. Topics include: implementation of digital circuitry using PLD's and FPGAs. Students will use state machines to achieve this implementation.

Prerequisite(s): ELEX 161.

**ELEX 164 Digital Logic**

► (3 credits) Q1, Q3 (3,3,0,0)

The student is provided with a strong background in the analysis of combinatorial, sequential and arithmetic logic circuits. Topics include: the analysis of digital circuits as used in computer; and data acquisition and communications systems. A systematic approach to fault finding is presented and supported with lab exercises. Other topics covered are digital multiplexing and IEEE/ANSI logic symbols.

Pre or Corequisite(s): ELEX 141.

**ELEX 165 Embedded Systems 1**

► (3 credits) Q3 (3,2,5,0,0)

This course investigates micro-controller architecture and will concentrate on assembly language programming and interfacing to peripherals including keyboards and LCD's.

Prerequisite(s): ELEX 161.

Pre or Corequisite(s): ELEX 131.

**ELEX 166 Microprocessor Systems**

► (3 credits) Q3 (3,3,0,0)

This course introduces microprocessor hardware and software to Electronics Technician students. Assembly language and the architecture of one microprocessor are explored. Students completing the course will be able to troubleshoot simple interfaces and write small programs to exercise I/O.

Prerequisite(s): ELEX 164.

**ELEX 201 Co-operative Work Experience 2**

► (10 credits) Q3 &amp; Q4 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

Prerequisite(s): ELEX 101 or ELEX 102 plus completion of Academic Terms 4 and 5 with a minimum GPA of 3.0.

**ELEX 202 Co-operative Work Experience 2**

► (5 credits) Q2 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

Prerequisite(s): ELEX 101 or ELEX 102 plus completion of Academic Terms 4 and 5 with a minimum GPA of 3.0.

**ELEX 203 Co-operative Work Experience 3**

► (5 credits) TBA (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

Prerequisite(s): ELEX 201 or ELEX 202.

**ELEX 214 Electrical Properties of Material**

► (1 credit) Q1 (3,0,0,0 for 7-weeks)

A continuation of the description of electrical properties of materials in PHYS 154 and PHYS 155. Topics include: materials for engineering, atomic bonds, crystal structure, metals, semiconductors, insulators, electronic conduction in solids, and environmental degradation of materials.

*Open to COMPBRIDGE and ELELBRIDGE students only.***ELEX 216 Signal and Systems Analysis**

► (1 credit) Q1 (4,0,0,0 for 4 weeks)

This course is an introduction to the analysis of signals and systems using complex functions, the complex Fourier series and the Fourier Transform.

*Open to COMPBRIDGE and ELELBRIDGE students only.***ELEX 230 Microprocessor Architecture**

► (3 credits) Q1, Q3 (3,3,0,0)

This course provides a solid foundation in microprocessors principles. Topics include: elementary hardware and software details including memory, peripheral interfacing and programming.

Prerequisite(s): ELEX 263.

Pre or Corequisite(s): ELEX 264.

**ELEX 231 Engineering Interfacing in C++**

▶ (3 credits) Q1 (3,2,5,0,0)

This course introduces the student to Object Oriented Design techniques using C++. Emphasis is placed on the development of Graphical User Interfaces and on the hardware/software interface to electronics applications. The student is also introduced to the engineering project lifecycle; from specification and design through to production and maintenance.

Prerequisite(s): ELEX 131.

**ELEX 233 Systems Engineering**

▶ (3 credits) Q1 (3,2,5,0,0)

This course reviews current operating systems from a low level (driver) point of view. The course also deals with the detailed requirements of real-time microprocessor systems.

Prerequisite(s): ELEX 231.

**ELEX 234 Advanced Architecture**

▶ (3 credits) Q1 (3,2,5,0,0)

This course surveys 8 to 64 bit CISC and RISC architecture, and the uses in embedded systems or stand alone. This course may also review assembly languages, linkers, libraries, development tools and cross development tools.

Prerequisite(s): ELEX 162, ELEX 231, ELEX 263.

**ELEX 240 Electronic Devices 2**

▶ (4 credits) Q1 (4,2,5,0,0)

This course is a continuation of ELEX 143. The focus is on linear integrated circuit applications using operational amplifiers. The objective of the course is to provide the student with both a theoretical and practical foundation in the analysis, design and implementation of OP Amp linear circuits.

Prerequisite(s): ELEX 143, MATH 175.

**ELEX 241 Fundamentals of Control**

▶ (3 credits) Q1 (3,2,5,0,0)

This course will cover open and closed loop systems, time and frequency domains, transient and steady state response, control of discrete and continuous processes, PID controller design, bode plots, stability, gain and phase margins, fuzzy control, adaptive control.

Prerequisite(s): ELEX 244.

**ELEX 242 Power Electronics**

▶ (3 credits) Q1 (3,2,5,0,0)

This course introduces power electronic devices such as triacs, thyristors, GTO's, etc. Applications of these devices are studied in areas such as power supplies, DC and AC drive systems, power control and microprocessor controlled equipment.

Prerequisite(s): ELEX 244.

**ELEX 244 Electronic Devices 3**

▶ (3 credits) Q2 (3,2,5,0,0)

An introduction to the applications of linear integrated circuits. Emphasis is placed on operational amplifiers. Data sheet interpretation and practical considerations are stressed in the selection of devices and implementation of circuits. The use of these devices in large systems is discussed.

Prerequisite(s): ELEX 240.

**ELEX 247 Electronics for Mechanical 1**

▶ (3 credits) Q3 (3,3,0,0)

Students will be introduced to basic electrical theory, practice and devices. Topics include: resistance, capacitance, inductance, D.C. and A.C. circuit analysis, batteries, an introduction to electro-mechanical control devices, and an introduction to semi-conductor electronic components.

Prerequisite(s): PHYS 192, MATH 185.

**ELEX 248 Electronics for Mechanical 2**

▶ (2 credits) Q1 (2,2,0,0)

This is a continuation of ELEX 247 and provides an overview of electronic components and their use in amplifiers, power supplies, filters and control systems including three phase A.C. motors and generators. Electronic components and circuits will be studied in both the theory and lab portions of the course.

Prerequisite(s): ELEX 247.

**ELEX 250 Communications Systems 1**

▶ (3 credits) Q1 (3,2,5,0,0)

This course provides an overview of communications systems as used for voice and data communications. Topics include: signal analysis, frequency generation, an introduction to AM, FM modulation techniques. Lab exercises make extensive use of RF test equipment.

Prerequisite(s): ELEX 143, MATH 175.

**ELEX 250E Linear Circuits 1**

▶ (4 credits) Q1 (5,3,0,0)

Topics include: SI units used in electric circuit analysis; sources; resistive circuits; Kirchoff's Laws; nodal and mesh analysis; Network theorems; superposition; Thevenin; Norton; maximum power transfer; RC and RL circuits; second order circuits; sinusoidal excitation and phasors; AC steady state analysis; AC steady state power; transformers; three phase circuits.

*Open to MECHBRIDGE students only.***ELEX 251 Communications Systems 2**

▶ (3 credits) Q2 (3,2,5,0,0)

This course is a continuation of ELEX 250. It covers single-sideband systems, angle modulation communication systems, and transmission line theory. Other Topics include: wave propagation, antennas, and the introduction of the Smith Chart.

Prerequisite(s): ELEX 250.

**ELEX 252 Communications Systems 3**

▶ (3 credits) Q3 (3,2,5,0,0)

This course is a continuation of ELEX 250 and ELEX 251 and investigates RF techniques for transmission of digital and analogue signals. Topics will include wireless, digital radio, communication codes, asynchronous/synchronous transmission and error detection, multiplexing and modulation techniques.

Prerequisite(s): ELEX 251, ELEX 263.

**ELEX 263 Embedded Systems 2**

▶ (3 credits) Q1 (3,2,5,0,0)

This course investigates a micro-controller's utilization of external memory and peripherals. Some of the Topics include: timers, counters, interrupts, and programming in both 'C' and assembly language.

Prerequisite(s): ELEX 131, ELEX 165.

**ELEX 264 Embedded Systems 3**

▶ (4 credits) Q1, Q3 (3,2,5,0,0)

This course investigates advanced micro-controller concepts. Topics include: virtual peripherals, embedded web servers and an introduction to real time operating systems.

Prerequisite(s): ELEX 263.

Pre or Corequisite(s): ELEX 230.

**ELEX 283 Data Acquisition Systems**

▶ (4 credits) Q2 (3,2,5,0,0)

This course involves a comprehensive study of Data Acquisition Systems. Topics include: sampling theory, aliasing, time and frequency domains representation, sample/hold techniques, quantization errors, noise, multiplexers, analog-to-digital and digital-to-analog converters, anti-aliasing and recovery filter design. The design, construction and testing of a small data acquisition system supplements the theoretical component.

Prerequisite(s): ELEX 263.

Pre or Corequisite(s): ELEX 244.

### **ELEX 284 Signal and Systems Analysis**

► (3 credits) Q2 (4,0,1,0)

This course is intended to familiarize the student with the techniques of signal and system analysis. The major topics include: differential equations for circuit analysis, Laplace transforms for system analysis, Fourier series for periodic sources, and Fourier transforms for analysis of signal spectra and system frequency response.

**Prerequisite(s):** ELEX 240.

### **ELEX 285 Digital Signal Processing**

► (3 credits) Q3 (3,2.5,0,0)

This course provides an introduction to digital signal processing. Topics include: digital signals, filtering by difference equations and convolution, z transforms, frequency responses, spectra, the design of FIR and IIR Filters, discrete Fourier transforms and fast Fourier transforms, DSP hardware and applications.

**Prerequisite(s):** ELEX 284.

### **ELEX 290 Electronics Engineering Project**

► (6 credits) Q1, Q3 (1,8,0,0)

This is a project based course designed to simulate the workplace. Electronics Technology students will work in teams alongside Computer Technology students. While their primary responsibility will be project hardware design, they will also be expected to assist in specifying and writing the necessary software.

**Prerequisite(s):** Successful completion of program's previous academic terms with a minimum "C" grade in all courses and eligible to graduate in the term in which ELEX 290 is taken.

**Corequisite(s):** ENGL 273.

### **ELEX 291 Computer Engineering Project**

► (6 credits) Q1, Q3 (1,8,0,0)

This is a project based course designed to simulate the workplace. Computer Technology students will work in teams alongside Electronics Technology students. While their primary responsibility will be the design and writing of software required for the project, they will also be expected to assist in hardware design.

**Prerequisite(s):** Successful completion of the program's previous five academic terms with a minimum grade of "C" in all courses and eligible to graduate in the term in which ELEX 291 is taken.

**Corequisite(s):** ENGL 273.

## **English**

### **ENGL 032 Fundamental English 1**

► F,W (6,4,0,0)

This course focuses on developing reading comprehension and vocabulary and on fostering an interest in reading. Attention is also paid to building students' understanding of sentence structure and helping students develop confidence in their writing ability.

**Prerequisite(s):** Assessment.

### **ENGL 033 Fundamental English 2**

► M (6,4,0,0)

This course focuses on the basic rules of writing sentences and paragraphs. Attention is also paid to developing reading comprehension and vocabulary and to fostering an interest in reading.

**Prerequisite(s):** ENGL 032 or assessment.

### **ENGL 050 Intermediate English**

► M (6,4,0,0)

The Intermediate English course concentrates on the development of critical thinking, reading, formal writing skills, and introductory literature analysis. Students will practice organizing, writing, and revising paragraphs, essays, and business documents. Reading assignments help develop grammar, punctuation, and composition skills while improving reading, reading comprehension, vocabulary, and study skills.

**Prerequisite(s):** ENGL 033 or assessment.

### **ENGL 057 Intermediate English/Culinary Arts**

► M (6,4,0,0)

Adult learners will develop communication skills required for entry to the Culinary Arts Foundation program. Writing skills and reading skills will be developed and improved. This course cannot be used as a prerequisite for ENGL 092.

**Prerequisite(s):** ENGL 033 or assessment for Career Preparation.

### **ENGL 058 Intermediate English/Trades**

► M (6,4,0,0)

Adult learners will develop communication skills required for entry into carpentry, Horticulture, Automotive Mechanic, Heavy Duty Mechanic, Plumbing, Gas-Fitting, Sheet Metal, Aircraft Sheet metal and Welding Trades programs. Writing skills and reading skills will be developed and improved. This course cannot be used as a prerequisite for ENGL 092.

**Prerequisite(s):** ENGL 033 or assessment for Career Preparation.

### **ENGL 059 Intermediate English/HSRCA**

► M (6,4,0,0)

Adult learners will develop communication skills required for entry to the Home Support/Resident Care Attendant program. Writing skills and reading skills will be developed and improved. This course cannot be used as a prerequisite for ENGL 092.

**Prerequisite(s):** ENGL 033 or assessment for Career Preparation.

### **ENGL 092 Provincial English Composition**

► (3 credits) F,W,P,S (3,2,0,0)

This course provides practice and instruction in critical reading and in the planning, writing, and revising of paragraphs and essays, and prepares the student for college writing. ENGL 092 combined with ENGL 094 is equivalent to Provincial English 12. Students with a "C+" in English 12 should enrol in ENGL 150.

**Prerequisite(s):** ENGL 050 or a "C" in English 10 or assessment.

### **ENGL 094 Provincial English Literature**

► (3 credits) F,W,P,S (3,2,0,0)

This course provides instruction and practice in reading, discussing, evaluating, and writing about short stories, novels, poetry and drama. Studying these genres introduces the student to basic literary terms and concepts. ENGL 094 combined with ENGL 092 is equivalent to Provincial English 12.

**Pre or Corequisite(s):** ENGL 092.

### **ENGL 130 English for Careers**

► (3 credits) Q1, Q2, Q3 (3,1,0,0)

This access course is for all technologies. It focuses on basic composition and critical reading techniques. Students learn to write paragraphs that they can apply to technical writing formats concisely and grammatically. Students analyze diverse reading material for elements of meaning, significance and style.

**Prerequisite(s):** English 10 or assessment.

### **ENGL 140 Technical & Professional English**

► (3 credits) F,W (4,0,0,0)

This course develops knowledge, skills processes, strategies, attitudes, and behaviours relevant to the world of academic, technical, and professional reading, writing, speaking, and listening and prepares students for the language demands of the Diploma in Business Administration or the Certificate in Academic and Professional English.

**Prerequisite(s):** "C" in English 11 or "B" in ENGL 050 or ELD 072 and "B" in (ELD 074 or ELD 079) or assessment.

**ENGL 150 English Composition**

▶ (3 credits) F, W, P, S (3,0,0,0)

This course centers on organizing and expressing ideas in clear and effective written prose. Instruction and practice in writing college-level expository prose, based on appropriate models, form the core. Individual assignments range from 500-2,500 words in length (course total of 4,000-4,500 words). (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

**ENGL 152 Creative Writing: Non-Fiction**

▶ (3 credits) F, W, P (2,2,0,0)

This course offers students with strong writing ability an opportunity to explore and develop their skills and possible goals in writing major nonfiction forms, such as features, memoir, travel, personal essay, history, and social analysis. (T-pending)

**Pre or Corequisite(s):** ENGL 150.

**ENGL 154 Creative Writing: Fiction 1**

▶ (3 credits) F, W (2,2,0,0)

This course offers students with strong writing ability a chance to explore and develop their skills and possible goals in writing prose fiction, especially short stories. Students study elements such as characterization, plot, dialogue, setting, point of view, openings and endings, and theme. (T)

**Pre or Corequisite(s):** ENGL 150.

**ENGL 156 Creative Writing: Poetry 1**

▶ (3 credits) F, W (2,2,0,0)

**Offered in alternating years only**

The course offers students with strong writing ability a chance to explore and develop their skills and possible goals in the composition of poetry. Students study and practise such elements as traditional and experimental forms, figurative language, and the creation of voice (dramatic, lyric, and narrative). (T)

**Pre or Corequisite(s):** ENGL 150.

**ENGL 158 Creative Writing: Drama 1**

▶ (3 credits) F, W (2,2,0,0)

**Offered in alternating years only**

This course offers students with strong writing ability a chance to explore and develop their skills and possible goals in writing plays. Students study and practise such elements a effective dialogue, characterization, sub-text, plot structure, and staging. (T-pending)

**Pre or Corequisite(s):** ENGL 150.

**ENGL 160 Introduction to Literature**

▶ (3 credits) F, W, P, S (3,0,0,0)

This course, which is a discussion of fiction, poetry, and drama, introduces students to the study and analysis of literature. Students will be exposed to a diverse and challenging range of materials, and will be assigned a minimum of 3 essays. Individual assignments range from 200-1,200 words in length (course total of 4,000-4,500 words). (T)

**Prerequisite(s):** ENGL 150.

**ENGL 164 First Nations Literature**

▶ (3 credits) F, W (3,0,0,0)

This course examines both the oral and literary traditions of First Nations people. Students begin to study and analyze indigenous literature from North America. They read and discuss a novel, short stories, poems, and plays by First Nations writers and write about these works in journals, essays and tests. (T)

**Prerequisite(s):** ENGL 150.

**ENGL 165 Sports Literature**

▶ (3 credits) F (3,0,0,0)

Students read, study, and analyze novels, short stories, poems, and plays, focusing on the themes of sport, wellness and exercise. The materials will be diverse and challenging, with a minimum of three assigned essays. Individual assignments will range from 200-1200 words in length (course total of 4000 - 4500 words).

**Prerequisite(s):** ENGL 150.

**ENGL 170 Technical & Professional Communications 1**

▶ (3 credits) Q1, Q2, Q3 (3,1,0,0)

This course focuses on writing for the workplace, including writing formats, structure, style, document design and integrity, with a comprehensive review of grammar, punctuation and usage. Students learn to write letters, memos, emails, short reports, instructions and job-search formats in a clear, concise, purposeful, unambiguous and grammatically correct way. (T)

**Prerequisite(s):** English 12 or ENGL 092 or ENGL 130 or assessment.

**ENGL 180 Technical & Professional Communications 2**

▶ (1.5 credits) Q2 (1,0,1,0)

This course prepares students in the civil engineering program for the communications skills required in their final-year project courses. Students will learn how to give short solo oral presentations and group presentations, learn and practice conflict resolution strategies, and write reports and proposals.

**Prerequisite(s):** ENGL 170.

**ENGL 250 Advanced Composition**

▶ (3 credits) F, W (3,0,0,0)

This course offers practice in writing a variety of prose forms. Stress is placed on developing the student's ability to order and structure material into its most effective form. Individual assignments will be written weekly over the semester and range from 500 to 2,000 words (course total of 5,000-5,500 words). (T)

**Prerequisite(s):** ENGL 150 and one other 100-level English course.

**ENGL 254 Creative Writing: Fiction 2**

▶ (3 credits) F (2,2,0,0)

This course offers students a chance to further explore and develop their skills and possible goals in writing prose fiction. ENGL 254 focuses on developing the student's ability to structure stories, create characters, experiment with point of view, develop style and voice, and prepare stories for publication. (T-pending)

**Prerequisite(s):** ENGL 154.

**Pre or Corequisite(s):** ENGL 160 or ENGL 164 or ENGL 165.

**ENGL 256 Creative Writing: Poetry 2**

▶ (3 credits) W (2,2,0,0)

This course offers students with strong writing ability and experience in poetry an advanced workshop to sharpen their technique. ENGL 256 focuses on developing the student's ability to work with traditional and experimental forms, to create a personal voice, to perform poetry aloud, and to prepare poetry for publication. (T-pending)

**Prerequisite(s):** ENGL 156.

**Pre or Corequisite(s):** ENGL 160 or ENGL 164 or ENGL 165.

**ENGL 258 Creative Writing: Drama 2**

▶ (3 credits) F (2,2,0,0)

This course offers students a chance to explore and refine their skills and goals in writing for stage or screen. ENGL 258 focuses on developing a student's ability to craft scenarios with workable conflicts, to create character, to use subtext effectively, and to prepare a script for production. (T-pending)

**Prerequisite(s):** ENGL 158.

**Pre or Corequisite(s):** ENGL 160 or ENGL 164 or ENGL 165.



### **ENGL 262 Women's Literature**

► (3 credits) F,W (3,0,0,0)

Students analyze works from a variety of genres and periods by women of various nationalities and ethnicities. Attention is paid to recurring themes, socio-historical context and feminist theories. Students participate in class discussions, compose critical essays and write a final exam. Assignments range from 500-1,500 words (course total 3,000-5,000 words). (T)

**Prerequisite(s):** ENGL 160 or ENGL 164.

### **ENGL 270 Canadian Literature**

► (3 credits) F,W (3,0,0,0)

Students investigate Canadian literature from the late nineteenth century to the present. Short stories, poetry, drama, essays and novels are presented in many contexts, including historical and geographical. Critical essays and a final examination are required. Individual assignments range from 500 to 2,500 words (course total of approximately 5,000 words). (T)

**Prerequisite(s):** ENGL 160 or ENGL 164.

### **ENGL 273 Technical & Professional Communications 3**

► (1.5 credits) Q1, Q3 (1,0,1,0)

This course provides individual and group communications support for students in their final-year technology project course. Written assignments include a technical proposal, a progress report, a professional brochure, and a formal technical report. Presentation assignments include short oral progress reports, longer PowerPoint presentations and professional trade-show displays.

**Prerequisite(s):** ENGL 170.

**Corequisite(s):** ELEX 290 or ELEX 291 or MECH 295 or COMP 299.

### **ENGL 280 British Literature to 1700**

► (3 credits) F (3,0,0,0)

This course examines the development of British literature up to and including Milton by looking at major works. (T)

**Prerequisite(s):** ENGL 160 or ENGL 164.

### **ENGL 282 British Literature 1700 to 1900**

► (3 credits) W (3,0,0,0)

Designed to follow ENGL 280, this course continues the examination of British literature from the Augustan writers to 19th Century writers by looking at major works. (T)

**Prerequisite(s):** ENGL 160 or ENGL 164.

### **ENGL 284 Shakespeare Studies**

► (3 credits) F,W (3,0,0,0)

This course focuses on six Shakespeare plays: three tragedies, two comedies and one history, represented in their historical context. It investigates the development of the dramatist's art. Critical essays and a final exam are required. Individual assignments range in length from 500 to 2,500 words (course total approximately 5,000 words). (T)

**Prerequisite(s):** ENGL 160 or ENGL 164.

### **ENGL 286 20th Century Literature**

► (3 credits) F,W (3,0,0,0)

By studying major authors, primarily British, students investigate trends in 20th century literature. The increased internationalization of literary movements is also examined. Readings are presented historically or by theme. Critical essays and a final exam are required. Individual assignments range from 500 to 2,500 words in length (course total of approximately 5,000 words). (T)

**Prerequisite(s):** ENGL 160 or ENGL 164.

### **ENGL 290 Special Topics in Literature 1**

► (3 credits) F (3,0,0,0)

Each term students focus on one particular period, genre, topic, author or other aspects of literature or culture through reading selected works or viewing media such as film. Critical essays and a final exam are required. Individual assignments range in length from 500 to 2,500 words (course total approximately 5,000 words). (T)

**Prerequisite(s):** ENGL 160 or ENGL 164.

### **ENGL 292 Special Topics in Literature 2**

► (3 credits) W (3,0,0,0)

Each term students focus on one particular period, genre, topic, author or other aspects of literature or culture through reading selected works or viewing media such as film. Critical essays and a final exam are required. Individual assignments range in length from 500 to 2,500 words (course total approximately 5,000 words). (T)

**Prerequisite(s):** ENGL 160 or ENGL 164.

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## **Engineering**

### **ENGR 150 Engineering Graphics**

► (3 credits) Q4 (2,3,0,0)

Basic principles of engineering drawing using Computer-aided design; orthographic projections, multiple view drawing, dimensioning, sectional views, theory of projection for orthographic, isometric and perspective pictorial views; descriptive geometry; computer representation of physical shapes; algorithms for 2D and 3D transformation; computation of surface characteristics for data visualization. (T)

*Open to COMPBRIDGE, ELELBRIDGE and MECHBRIDGE students only.*

### **ENGR 151M Engineering Drawing 1/2D CAD**

► (3 credits) Q1 (2,2,1,0)

This course introduces basic concepts of engineering drawing through freehand sketching, simple instrument drawing and 2D CAD. Using these concepts, a student works towards producing a functional set of engineering drawings including orthographic projections, auxiliary views, isometric projection, dimensions, attributes and Bill of Materials. Drawings will be plotted.

### **ENGR 152 Technical Publishing Applications**

► (3 credits) Q1 (1,3,2,0)

Students will learn how to: create, import and manipulate graphics; generate PDF documents; perform desktop publishing tasks; and, connect and utilize the Internet for both communication and presentation tasks, and maximize the quality of their printing and plots.

**Prerequisite(s):** Program Admission Requirements.

*Open to ENGRGRTCN students only.*

### **ENGR 154 Design Visualization**

► (3 credits) Q3 (0,5,0,0)

Design visualization involves the production of compelling still image and animated representations of product and architectural designs. It includes design model acquisition, the creation of materials and texture maps, forward and inverse kinematics techniques for technical animation, creation of lighting and cameras, and formats for rendered output.

**Prerequisite(s):** ENGR 152.

**Pre or Corequisite(s):** ENGR 189, MECH 153.

**ENGR 158 Applications in Computing**

► (2 credits) Q1, Q2 (1,3,0,0)

Introduction to operating systems, file management, word processing and problem-solving using spreadsheet software. Introduction to data bases, presentation software, and Internet software.

**ENGR 166 Geology for Civil Engineers**

► (3 credits) Q3 (4,2,0,0)

An introduction to minerals, rocks and economic deposits, rock-forming processes, weathering and soils, erosion by gravity, water, ice and wind, plate tectonics, structural geology, and mountain building, mass wasting, and naturally-occurring or man-made geological hazards of interest to engineers. Field-based geological investigations form part of the laboratory.

*Open to CIVLBRIDGE students only.*

**ENGR 177 Fluid Dynamics 1  
(Formerly ENGR 276)**

► (2 credits) Q3 (2,2,0,0)

Fluid properties and statics including forces on submerged planes. Theory of fluids in motion; laminar and turbulent flows. Theory and applications of energy, continuity, and momentum equations. Fluid flow measurement. Calculations of friction losses in pipe systems.

**Prerequisite(s):** MECH 173 or CIVL 192 or CIVL 193.

**ENGR 178 Commercial Practices 1**

► (3 credits) Q2 (2,3,0,0)

A detailed examination of commercial building construction practices and drawing standards. Material will include: the design and construction process; who does what in the office and on the site; blue print reading; drawing standards and production practices; specification interpretation and preparation. Disciplines covered: Architectural; Civil; Structural; Mechanical; and Electrical.

**Pre or Corequisite(s):** ENGR 151M.

**ENGR 188 Commercial Practices 2**

► (3 credits) Q2, Q3 (2,3,0,0)

This course is a continuation of Commercial Practices 1. This in-depth study will include a variety of projects using 2D and 3D CAD software.

**Prerequisite(s):** ENGR 151M, ENGR 178.

**ENGR 189 CAD Projects**

► (4 credits) Q3 (1,4,1,0)

Students will complete several design projects. Projects involve the planning, scheduling and preparation of working drawings in the areas of mechanical design and architecture using 2D and 3D visualization software.

**Prerequisite(s):** ENGR 154, ENGR 188, ENGR 198 and MECH 153.

**ENGR 190 Orientation**

► (0.5 credit) Pre-Q1, Pre-Q2 (15,0,0,0 for 1 week)

Survival techniques for Engineering Technology, Access and Technician students incorporated into an orientation course.

**ENGR 198 Technical Specifications**

► (3 credits) Q3 (2,2,0,0)

Students will learn how to create technical documentation such as: user, installation, and maintenance manuals; working and assembly drawings; project specifications; brochures; bills of material; and tenders. The students will also learn how to create simple websites to display technical information.

**Prerequisite(s):** ENGR 152.

**ENGR 199 Engineering Graphics Practicum**

► (1.5 credits) Q4 (0,0,0,25)

Students will apply the skills obtained throughout the Engineering Graphics Technician program in the workplace. This unpaid work experience will introduce students to a typical work environment and allow them to apply many of the Engineering Graphics skills that they have learned in the previous two quarters of instruction.

**Prerequisite(s):** ENGR 154, ENGR 188, ENGR 189, ENGR 198 and MECH 153.

**ENGR 253A Technical Report 1**

► (1.5 credits) Q2, Q3 (2,0,0,0)

This course is the first in a two-part requirement for the preparation of a major technical report. Students will participate in both written and verbal presentations. This first part of the course covers a review of the prerequisite technical writing skills, selection of the topic, and research methodology.

**Prerequisite(s):** ENGL 180.

*Open to CIVIL students only.*

**ENGR 253B Technical Report 2**

► (1.5 credits) Q2, Q3 (2,0,0,0)

This course is the second in a two-part requirement for the preparation of a major technical report. This second part of the course covers the submission of the draft report, corrections and resubmission and an oral presentation complete with appropriate multimedia.

**Prerequisite(s):** ENGR 253A.

*Open to CIVIL students only.*

**ENGR 262 Analytical Methods**

► (3 credits) Q3 (6,0,0,0)

Analytical methods used in structural, fluids and soils engineering requiring differential and integral calculus, vector calculus, differential equations and partial differential equations. Topics include: force and displacement methods of statically indeterminate analysis.

**Prerequisite(s):** ENGR 264.

*Open to CIVLBRIDGE and MINEBRIDGE students.*

**ENGR 264 Engineering Mechanics**

► (3 credits) Q2 (6,0,0,0)

Topics in solid mechanics include first and second moments of area, volume and mass, Hooke's Law, strain energy and various forms of stress. Further Topics include: Euler's formula for columns, Mohr's circle and matrix methods for combined loading. Topics in dynamics include principles of work and conservation of energy.

*Open to CIVLBRIDGE and MINEBRIDGE students only.*

**ENGR 278 Engineering Economics**

► (1 credit) Q3 (2,0,0,0)

Introduction to engineering economics. Topics covered include discounted cash flow mechanics, time value of money and financial analysis. Applications are directed toward engineering projects including both public and private economic considerations. This is an economics course for students in the Civil Engineering Technology program.

**Prerequisite(s):** MATH 189.

*Open to CIVIL students only.*

**ENGR 284 Engineering Laboratory**

► (3 credits) Q4 (4,2,0,0)

The student will be introduced to the concepts of electrical, computer, and mechanical engineering through a practical project to be undertaken by teams of students. The project will involve mechanical construction, sensing of mechanical quantities by electrical means, as well as interfacing to and programming of a simple microcontroller.

*Open to SOFTBRIDGE students only.*

**ENGR 290 Materials and Thermodynamics**

► (2 credits) Q1 (4,0,0,0)

Description of point defects, diffusion in solids and dislocations; origin of Gibbs phase rule and confirmation of phase diagrams; properties of non-ferrous materials. Review of first law of thermodynamics, concept of internal energy; review of second law, concept of entropy. Discussion of availability and irreversible processes.

*Open to MECHBRIDGE students only.*

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## Environmental Technology

*Note: Most ENVR courses are restricted to students in the Environmental Technology program. Refer to published timetables.*

### ENVR 101 Co-operative Work Experience 1

► (6 credits) PS (0,0,0,min. 360 hours/15 weeks)

This course gives students an opportunity to apply and extend academic knowledge while employed in an approved workplace assignment. Student learning is monitored and evaluated by Camosun College. Work terms are normally paid. Successful completion counts toward the Co-op and Internship designations.

**Prerequisite(s):** Completion of COOP 100 at least six weeks prior to the commencement of the term in which the student intends to take the Work Term course; and completion of 72 ET program credits, including all ENVR courses from the first five academic terms with a “C+” grade or a cumulative GPA of 4.0 (“B-”).

### ENVR 103 Environmental Microbiology

► (2 credits) W (1,2,0,0)

This course focuses on microbiological concepts and practices particularly related to the environment. Topics include: prokaryotic cell structure and function; growth and control, metabolism; sanitary microbiology, microbial ecology and biotechnology. (T)

**Prerequisite(s):** BIOL 124.  
**Pre or Corequisite(s):** ENVR 110.

### ENVR 107 Physical Geography

► (3 credits) W (2,3,0,0 for 10 weeks)

Introduces the four components of the global ecosphere, biosphere, hydrosphere, and lithosphere. Within the context of geographic regions, topics discussed are wind circulation, atmospheric pressure, climatic zonation, weather forecasting, vegetational distributions, hydrologic controls (surface and ground), soil development and suitability, tides and currents, stream flow calculations, and ecosystem descriptions.

**Prerequisite(s):** GEOG 100.  
**Pre or Corequisite(s):** ENVR 110.

### ENVR 110 Environmental Seminar

► (1 credit) F,W (0,0,1,5,0)

These weekly seminars provide students with the opportunity to extend and apply environmental knowledge and principles and to develop attitudes and values consistent with sustainability. Emphasis will focus on environmental issues, resource jurisdictions, and the communication process through a variety of learning experiences. (T)

**Prerequisite(s):** English 12 or assessment.

### ENVR 140 Fundamentals of GIS

► (3 credits) W (1,3,0,0)

This course will expand basic theories of GIS and introduce students to using ArcInfo. They will be exposed to GIS vocabulary, the concepts of topology, and creating, managing and analyzing vector data, and incorporation of attribute data in a tutorial-like setting, using environmental examples to support theories.

**Prerequisite(s):** ENVR 112, GEOG 210.

### ENVR 200 Safety in the Environment

► (1.5 credits) P (45 hours total)

This course involves modules on VHF radio operation, field survival, WHMIS and trouble shooting with electrical equipment and small motors as well as safe boating practice.

**Prerequisite(s):** Completion of 26 Environmental Technology program credits including ENVR 110.

### ENVR 201 Co-operative Work Experience 2

► (6 credits) F,W (0,0,0,min 360 hours/15 weeks)

This course gives students an opportunity to apply and extend academic knowledge while employed in an approved workplace assignment. Student learning is monitored and evaluated by Camosun College. Work terms are normally paid. Successful completion counts toward the Co-op and Internship designations.

**Prerequisite(s):** ENVR 101 with a “C+” in all program courses or a minimum cumulative GPA in the program of 4.0 (“B-”).

### ENVR 202 Geographic Field Techniques

► (0.5 credits) P (17 hours total)

This course provides training in Global Positioning Systems (GPS) and in orienteering as means of determining 'position' of objects in the environment.

**Prerequisite(s):** Completion of 26 Environmental Technology program credits which must include ENVR 110.

### ENVR 203 Aquatic Monitoring Techniques

► (2 credits) P (36 hours total)

Sampling techniques for monitoring streams, lakes, marine coastlines and oceanic waters will be covered. The course will stress quality assurance (QA) in environmental monitoring, planning and preparation of field programs, and sample collection techniques through classroom instruction and “hands-on” field experience.

**Prerequisite(s):** Completion of 26 Environmental Technology program credits which must include ENVR 110.

### ENVR 204 Environmental Field Trips

► (0.5 credits) P (15 hours total)

Students will visit a fish hatchery, a First Nations Cultural Centre, a sustainable forestry operation, a regular logging operation and an old growth forest.

**Prerequisite(s):** Completion of 26 Environmental Technology program credits which must include ENVR 110.

### ENVR 205 Soils

► (0.5 credit) P (13 hours total)

To introduce students to the genesis and classification of soils according to the Canadian Soil Classification System; to utilize these soil classification skills in combination with vegetation identification capabilities and site description skills to conduct an on-sight Bioterrain Inventory using the BC RIC standards for describing ecosystems in the field.

**Prerequisite(s):** Completion of 26 Environmental Technology program credits which must include ENVR 110.

### ENVR 206A Environmental Horticulture

► (1.5 credits) P (28 hours total)

Through projects, experiments and assignments students will explore the principles of horticulture. Topics include: soil testing, composting, organic gardening, culturing and disseminating biological control agents, plant propagation, greenhouse maintenance, and landscaping with native and xerophytic species. (T)

**Prerequisite(s):** Completion of 26 Environmental Technology program credits which must include ENVR 110.

### ENVR 206B Environmental Biotechnology

► (2 credits) F (42 hours total)

Through experiments and research, students explore the principles and concepts of environmental biotechnology. Topics emphasize microbial biotechnology in relation to the fields of bioremediation and genetic engineering. Students isolate and culture microbial biotechnology agents and perform plant tissue culture experiments. Case studies in industry, agriculture and mining are explored. (T)

**Prerequisite(s):** ENVR 206A.

**ENVR 207 Applied Geomorphology**

▶ (3 credits) F (2,2.5,0,0)

This is a field-based application of geomorphology in environmental management. Emphasis is on terrain analysis regarding land use, watershed management and site rehabilitation. Topics include: erosion, mass wasting, sediment transport, and groundwater, with a site assessment of processes, problems, and management options. Topographical maps and air photos are used.

**Prerequisite(s):** ENVR 107, ENVR 110, GEOG 210.

**ENVR 208A Research Project Design**

▶ (1 credit) F,W (2,0,0,0 for 8 weeks)

ENVR 208A covers scientific method, research methods, and project design. It also includes instruction on how to start and operate a small environmental consulting business. Elements of the course include time management, budgeting, accounting, business development, proposal writing and project management. (T)

**Prerequisite(s):** Completion of 36 Environmental Technology program credits.

**ENVR 208B Sustainability Project**

▶ (5 credits) P (0,15,0,0)

Working in small groups, students will identify, design, develop and complete a research project on a sustainable resource management problem. This will demonstrate appropriate ecological principles, research methodology, data management and analysis, environmental impact considerations, substantiated recommendations and requires both an oral and written report. (T)

**Prerequisite(s):** ENVR 208A and completion of at least 36 program courses and completion of all relevant courses as determined by the Chair.

**ENVR 209 Waste Management Remediation**

▶ (3 credits) P (4,6,0,0)

This course covers pollution control, waste management principles and techniques and the concept of industrial ecology. Particular emphasis is given to hazardous secondary materials management, hazardous spill prevention and clean up, contaminated site remediation and associated legislation.

**Prerequisite(s):** ENVR 110, CHEM 120.

**ENVR 210 Aquatic Environments**

▶ (3 credits) F (0,4,0,0)

This course compares and contrasts the marine and freshwater environments. Local case studies will be used to illustrate physical, chemical and biological processes and aquatic management issues.

**Prerequisite(s):** ENVR 203.

**ENVR 211 BC Biodiversity 1**

▶ (4 credits) F,W (3,2,0,0)

This course covers the identification and environmental relationships of selected British Columbia non-vascular plants, algae, fungi and invertebrate animals. Labs will stress keying and taxonomy. Emphasis will be on organisms of economic and ecological significance. (T)

**Prerequisite(s):** BIOL 124, BIOL 228, ENVR 110.

**ENVR 215 BC Biodiversity 2**

▶ (4 credits) W (3,2,0,0)

This course covers the identification and environmental relationships of selected British Columbia vascular plants and vertebrate animals. Labs will stress keying and taxonomy. (T)

**Prerequisite(s):** BIOL 124, BIOL 228, ENVR 110.

**ENVR 218 Environmental Field Camp**

▶ (2 credits) P (24 hours total)

This course is organized as a week-long field camp concentrating on techniques used in forestry, meteorology, fisheries, wildlife management, limnology, and coastal marine assessment. Additional skills include preparing for, and camping in, a semi-wilderness environment and small vessel operation. (T)

**Prerequisite(s):** Completion of 26 Environmental Technology program credits which must include ENVR 110.

**Pre or Corequisite(s):** ENVR 200, ENVR 202, ENVR 203, ENVR 205.

**ENVR 222 Urban & Regional Environments**

▶ (3 credits) W (2,2,0,0)

The course introduces students to the theory and practice of environmental management at the urban and regional scale. Specific management tools are examined, including environmental impact assessment, cost accounting and cost-benefit analysis, economic instruments, ecological footprint analysis, risk management, environmental reporting and auditing, and the ISO 14000 environmental management standard. (T)

**Prerequisite(s):** ENVR 112, GEOG 100.

**ENVR 226 BC Biodiversity 3**

▶ (4 credits) F,W (3,4,0,0)

This course is a continuation of ENVR 215. The emphasis is on vascular plant and vertebrate animal taxa of ecological and economic value. Federal and Provincial sampling procedures are introduced. Labs stress keying and field sampling. Biodiversity issues are introduced and methods of habitat restoration are discussed.

**Prerequisite(s):** ENVR 215.

**ENVR 229 Quantitative Assessment**

▶ (4 credits) F (3,2,0,0)

A study of ecological methodology, experimental design, sampling protocols, statistical analysis of data, and environmental risk analysis. Topics include the application of chi-square analysis, uni- and multivariate analysis, and non-parametric tests. A problem based approach uses data sets from environmental and ecological fields.

**Prerequisite(s):** MATH 216.

**ENVR 233 Co-operative Work Experience 3**

▶ (6 credits) F,W,PS (0,0,0,35)

See description for ENVR 101.

**Prerequisite(s):** ENVR 201 with a "C+" in all program courses or a minimum cumulative GPA in the program of 4.0 ("B-"). Upon approval of Co-op department.

**ENVR 240 Environmental GIS Applications**

▶ (3 credits) F,W (0,4,0,0)

This course introduces the student to the application of GIS to problem solving in the environmental field. A case study approach provides the student with hands-on experience in defining and analyzing real world problems using a variety of GIS analytical techniques.

**Prerequisite(s):** ENVR 140.

**ENVR 251 Technical Communications**

▶ (3 credits) W (3,0,0,0)

This course develops the skills acquired in ENGL 150 by taking students into literature reviews, executive summaries, the structure of formal report writing, and techniques of oral reporting. Topics revolve around current environmental issues of concern to the class, government publications, and the work of classical and contemporary environmental commentators.

**Prerequisite(s):** ENGL 150, ENVR 110.

**ENVR 290 Independent Studies**

▶ (1-4 credits) As required (Variable)

Students will carry out a project or curriculum package not available through regular college courses in the Environment program. Content, approach, methodology evaluation and number of credits will be determined by the Chair after consultation with instructors and the student.

**Prerequisite(s):** Advanced standing in Environmental Technology as determined by the Chair.



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## Exercise and Wellness

### EXW 101 Internship

► (3 credits) PS (0,0,0,17)

This course gives students the opportunity to apply and extend academic knowledge while in an exercise and wellness setting. This four-month internship provides the students with work experience which is facilitated and monitored by the college.

**Prerequisite(s):** COOP 100.

**Pre/Co-requisite(s):** SPEX 250.

### EXW 120 Lifetime Sports I

► (3 credits) F (1,0,0,3)

Hands-on, performance based instruction leading towards teaching competencies in a variety of lifetime activities and sports. The purpose of the course is to equip students with knowledge of equipment, safety and resources plus instructional scope and sequence of downhill skiing, swimming, kayaking and cycling as well as selected racquet sports.

**Prerequisite(s):** "B" in Physical Education 11 or Community Recreation 12 or departmental assessment.

### EXW 121 Lifetime Sports II

► (3 credits) W (1,0,0,3)

Hands-on, performance based instruction leading towards teaching competencies in a variety of lifetime activities and sports. The purpose of the course is to equip students with knowledge of equipment, safety and resources plus instructional scope and sequence of backpacking/hiking, off road cycling and X-C skiing as well as selected racquet sports.

**Prerequisite(s):** "B" in Physical Education 11 or Community Recreation 12 or departmental assessment.

### EXW 130 Life Cycle Fitness

► (3 credits) W (2,0,1,0)

Applies the benefits of physical activity to program planning for people of all ages, focusing on children and senior population. Addresses the psychological and physiological similarities and differences across the age groups and between genders. Gender and cultural differences in psychological and physiological adaptations to exercise and motivational differences are presented and analyzed.

**Prerequisite(s):** SPEX 110.

### EXW 220 Lifetime Sports - Fitness Programs

► (3 credits) F (1,0,0,3)

Practical instruction in a variety of facility-based activities focusing on the enhancement of cardiovascular fitness, muscular fitness, flexibility and attainment/maintenance of optimum body composition. Instruction will include, but will not be limited to, resistance training, Powerbar, low impact aerobics, yoga and Pilates. Opportunity for fitness industry certification.

**Prerequisite(s):** "B" in Physical Education 11 or Community Recreation 12 or departmental assessment.

### EXW 230 Behavioural Fitness

► (3 credits) F (3,0,0,0)

The effect of exercise on human behaviour, stress and mental health. Origins and prevention of hypokinetic disorders such as obesity, coronary heart disease and osteoporosis are examined. Study of exercise as a behaviour is structured around personal, activity and environmental determinants. Focus on theories of social, racial and cultural differences.

**Prerequisite(s):** PSYC 160, BIOL 141, BIOL 142.

### EXW 240 Fitness & Health Assessment

► (3 credits) W (3,2,0,0)

Self, field and laboratory assessment of health and performance related tests of cardiovascular fitness, strength/muscular endurance, body composition, physical activity and related health parameters. Validity, reliability and objectivity of tests and measurements. Theoretical basis and practical application of pre-exercise screening, exercise testing, estimates of energy expenditure and interpretation of results. (T-Pending)

**Prerequisite(s):** SPEX 210.

### EXW 270 Environmental Fitness

► (3 credits) W (3,0,0,0)

This course addresses the relationship between the environmental determinants such as climate, facilities, business practices, government policies, school programs, elite sport mandates and practices, worksite expectations, transportation, and social norms on exercise adoption and adherence. It also examines how sedentary lifestyles affect the ecology, food growth industry, energy consumption and preservation, pollution and human interaction. (T-Pending).

**Prerequisite(s):** EXW 230.

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## Finance

### FIN 110 Business Finance 1

► (3 credits) F, W, P (4,0,0,0)

This course will provide the student with an introductory exposure to financial mathematics and financial concepts. Topics include: determination of interest rates, the time value of money, annuities, financing alternatives and capital budgeting. The course is a foundation course in any subsequent study of business finance. (T)

**Prerequisite(s):** "C" in English 12 or TPC 12 or assessment and "C" in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment.

### FIN 210 Business Finance 2

► (3 credits) F, W, P or S (4,0,0,0)

This is the second of a two-course sequence in understanding Financial Management. The course will focus on the goals and functions of financial management, the acquisition of short-term and long-term funds, and the evaluation of investment performance. Particular attention is devoted to current assets, capital structure, financial instruments, cash budgeting, leasing, and financial analysis. (T)

**Prerequisite(s):** ACCT 111, FIN 110.

### FIN 220 Introduction to Investments

► (3 credits) F (3,0,0,0)

This course is an introduction to Canadian Investment and capital markets. Topics will include the analysis of financial statements and other published data, the role of an investment dealer and a study of investment instruments: equities, options, rights, warrants and mutual funds.

**Prerequisite(s):** ACCT 110.

### FIN 221 Portfolio Management and Risk

► (3 credits) W (3,0,0,0)

This is an advanced course in investment instruments emphasizing the building and management of portfolios. Topics will include equities, mutual funds and derivatives as well as portfolio theory, portfolio management and the assessment of risk.

**Prerequisite(s):** FIN 220.

**FIN 230 Introductory Financial Planning**

▶ (3 credits) F, W, P or S (3,0,0,0)

This is an introduction to Personal Financial Planning and the issues necessary to develop and achieve long-term personal financial goals. Topics will include money management, credit worthiness, real estate, investments, insurance, wills and estate planning. (T)

**Prerequisite(s):** "C" in English 12 or TPC 12 or assessment and "C" in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment.

**FIN 231 Advanced Financial Planning**

▶ (3 credits) W (3,0,0,0)

This is an advanced course in personal financial planning. Students will develop comprehensive financial plans taking tax consequences into account. Topics will include goal setting, retirement planning, insurable and non-insurable risk, tax shelters and advantages and debt management.

**Prerequisite(s):** FIN 230.

**First Nations Community Studies**

**Note:** Most FNCS courses are restricted to students in the FNCS program. Refer to published timetables.

**FNCS 111 Seminar 1**

▶ (1 credit) F (0,0,1,0)

A one-credit course consisting of weekly circle-based, debriefing sessions for program students, staff and faculty.

**FNCS 112 Seminar 2**

▶ (1 credit) W (0,0,1,0)

A one-credit course consisting of weekly circle-based, debriefing sessions for program students, staff and faculty.

**FNCS 116 Indigenous Studies in Canada 1**

▶ (3 credits) F (3,0,0,0)

This course examines the traditions, societies, and cultures of Indigenous peoples in what is now known as Canada prior to European contact. The course provides an introduction to various Indigenous peoples' ways of knowing (epistemology) with a special emphasis on the maintenance and/or revitalization of traditional values, cultural identity and spirituality. (T-Pending)

**Prerequisite(s):** "C+" in English 12 or ENGL 092, or permission of the Program Leader or Chair.

**FNCS 117 Indigenous Studies in Canada 2**

▶ (3 credits) W (3,0,0,0)

This course analyzes the effects of colonization on Indigenous peoples/ communities through an examination of policies such as residential schools, child welfare, treaties and the Indian Act. The course studies revitalization strategies and the nation rebuilding processes operating in Indigenous communities.

**Prerequisite(s):** FNCS 116 or permission of the Chair.

**FNCS 204 Special Individual Projects**

▶ (3 credits) W (0,0,3,0)

Under the guidance of select Camosun faculty and in consultation with the Program Advisory Committee of the FNCS, students will undertake assignments enabling them to develop leadership and community skills. Projects may include working with local First Nations communities and organizations, or other agencies that serve First Nations peoples. (T)

**Prerequisite(s):** Successful completion of three semesters of the FNCS program.

**FNCS 211 Seminar 3**

▶ (1 credit) F (0,0,1,0)

A one-credit course consisting of weekly circle-based, debriefing sessions for program students, staff and faculty.

**FNCS 212 Seminar 4**

▶ (1 credit) W (0,0,1,0)

A one-credit course consisting of weekly circle-based, debriefing sessions for program students, staff and faculty.

**FNCS 220 First Nations Art Studies**

▶ (3 credits) F (3,0,0,0)

An overview of the arts of various First Nations within their histories and cultures, as well as broader contexts. The creative voices of artists will take students beyond the facts and figures of history, geography, and political science, and reveal the stories of the underlying individual and collective human experiences. (T)

**Prerequisite(s):** FNCS 117 or permission of FNCS Chair.

**FNCS 241 Gender Roles in FN Communities**

▶ (3 credits) W (3,0,0,0)

Mediating such disciplines as First Nations Studies, Women's Studies, Literary Studies, and Post-Colonial Studies, this course will examine the influence of colonization and the issues of resistance and recovery in regards to race, gender ethnicity, and sexuality, and the construction of First Nations gender roles and identity. (T)

**Prerequisite(s):** FNCS 117 or permission of FNCS Chair.

**FNCS 242 First Nations & the Environment**

▶ (3 credits) W (3,0,0,0)

This course examines First Nations and non-First Nations views of the environment, perspectives on traditional ecological knowledge, nature as a living system, contemporary First Nations environmental issues including those related to forestry, fishing, wild specie, protected areas and climate change, and environmental and resource planning and stewardship. (T)

**Prerequisite(s):** FNCS 117 or permission of FNCS Chair.

**FNCS 243 Comparative Indigenous Issues**

▶ (3 credits) W (3,0,0,0)

This course examines historical and contemporary policies and practices concerning Indigenous people in New Zealand, Australia and the United States. Students identify, examine and analyze Treaties, Aboriginal Policy, Education, Child Welfare and International law. The course includes examination of International Indigenous movements towards self-determination.

**Prerequisite(s):** FNCS 117 or permission of FNCS Chair.

**First Nations Health and Education****FNHE 112 Professional Issues**

▶ (6 credits) F and W (3,0,0,0)

This course examines health and education needs and issues in First Nations communities, and provides student with the ability to make informed decisions about career and education preparation for these fields. As well, the course provides students with learning and thinking strategies necessary for success in health and education programs.

**Prerequisite(s):** "C" in English 11 or "C" in ENGL 050 or assessment.

**Corequisite(s):** ENGL 092 (Fall) and ENGL 094 (Winter).

*Open to FNHEACC students only.*

**First Nations Studies****FNS 092 Introductory FN Studies**

▶ (3 credits) F and W (1.5,0,0,0)

This course looks at First Nations people's relationships with land, resources, cultures, and each other, as well as historical and contemporary relationships between aboriginal people and settler governments. The course includes an overview of First Nations cultures in BC, colonialism, and cultural and political re-emergence.

**Prerequisite(s):** "C" in English 10 or "C" in ENGL 050.

### **FNS 100 First Nations Studies 1**

► (3 credits) F (3,0,0,0)

This course introduces and explores information related to awareness and appreciation of First Nations culture. It includes a brief overview of Canadian historical past to present day, explores various rights, treaties, bills and jurisdictions of First Nations People, and introduces the concept of self government.

*Open to FNSW students only.*

### **FNS 101 First Nations Studies 2**

► (3 credits) W (3,0,0,0)

This course is a continuation of First Nations Studies 1. It explores various societal, political, spiritual and cultural issues that impact First Nations People today. The focus will be on understanding the past, and working with the present and future.

**Prerequisite(s):** FNS 100.

*Open to FNSW students only.*

### **FNS 114 First Nations Studies Health 1**

► (1.5 credits) F (51 hours over 6 weeks)

Introduces the learner to the role of First Nations Health Care Worker. Self-awareness and appreciation of FN culture and the impact of history on families and communities will be explored. Orientation to the college, planning for full-time attendance in the program and school, and discussion of home and life balance will form part of this course.

*Open to FNHS/RCA students only.*

### **FNS 116 First Nations Studies Health 2**

► (2 credits) F (58 hours over 25 weeks)

A continuation of FNS 114. Expands on societal, political, spiritual and cultural issues that impact on the student's role as a personal support worker and caregiver. Explores the role of healthcare workers and their impact on aboriginal families/communities. Students will develop a resource book of First Nations supports.

**Pre or Corequisite(s):** FNS 114.

*Open to FNHS/RCA students only.*

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## **French**

**Note:** *Students should select a course most appropriate to their level of knowledge and may wish to consult with an Academic Advisor to determine tentative placements. The French Department will administer formal placement tests in the first week of classes (or any time between September and June). Students should be aware that course registrations will be subject to change.*

*All courses make extensive use of the oral language and are geared only to Anglophones learning French as a second language. To meet course and individual objectives, students must attend classes regularly, do homework, and spend a minimum of two hours a week with language monitors. Students are also encouraged to enquire at the French Department about exchange and immersion programs.*

### **FREN 102 Basic French 1**

► (4 credits) F (4,2,0,0)

A first course for students having little or no previous knowledge of French. Emphasis is on conversation, but also includes some reading and writing. *Not open to students with French 11 or equivalent in the last two years.* (T)

**Prerequisite(s):** Departmental assessment.

### **FREN 103 Basic French 2**

► (4 credits) W (4,2,0,0)

A continuation of FREN 102. A first-year course for students having little knowledge of French. *Not open to students with French 11 or equivalent in the last two years.* (T)

**Prerequisite(s):** FREN 102 or departmental assessment.

### **FREN 110 Intermediate French 1**

► (4 credits) F (4,2,0,0)

French language in conversation, reading, and writing. Students are taught, through frequent assignments, to express themselves orally and in writing on course material and to master conjugation of most French verb tenses. *Not open to students with French 12 or equivalent in the last two years.* (T)

**Prerequisite(s):** FREN 103 or departmental assessment.

### **FREN 111 Intermediate French 2**

► (4 credits) W (4,2,0,0)

A continuation of FREN 110 and completion of French verb tenses. Includes frequent written assignments, independent reading and writing, as well as intensive oral practice. *Not open to students with French 12 or equivalent in the last two years.* (T)

**Prerequisite(s):** FREN 110 or departmental assessment.

### **FREN 112 Intensive Oral French 1**

► (4 credits) F (5,2,0,0)

Students will improve their oral French in expressing their opinions on a variety of subjects from weekly reading. The course is a review of Basic Grammar and vocabulary practice to the point of relative fluency in oral expression. Students must complete their oral work with monitors. (T)

**Prerequisite(s):** FREN 111 or departmental assessment.

### **FREN 114 Intensive Oral French 2**

► (4 credits) W (5,2,0,0)

Students will improve speed and accuracy in oral French in expressing their opinions on a variety of subjects from weekly readings. The course is a review of basic French structures, with refinement of pronunciation and vocabulary. Students must complete their oral work with monitors. (T)

**Prerequisite(s):** FREN 111 or departmental assessment.

### **FREN 120 French Language & Literature 1**

► (4 credits) F (5,2,0,0)

Intensive oral and written review of grammar and study of short stories and one contemporary novel. Instruction is in French and involves student participation. (T)

**Prerequisite(s):** FREN 111 or departmental assessment.

### **FREN 121 French Language & Literature 2**

► (4 credits) W (5,2,0,0)

A continuation of FREN 120, emphasizing speaking and writing in French; study of two plays. (T)

**Prerequisite(s):** FREN 120 or departmental assessment.

### **FREN 212 Oral and Written Practice 1**

► (3 credits) F (1 radio,2,2,0)

For students well grounded in French grammar who want to increase control in written and spoken French. Weekly compositions, text commentary and discussion are based on short texts from Canada and France. Work with francophone monitors is mandatory. Course delivery is on Village 900 in conjunction with classroom seminars. (T)

**Prerequisite(s):** FREN 121 or departmental assessment.

**FREN 214 Oral and Written Practice 2**

▶ (3 credits) W (1 radio,2,2,0)

Further development of listening comprehension and the skill of writing with a self-directed review of grammar. Weekly composition, text commentary and oral discussion are based on short texts from various authors. Work with francophone monitors is mandatory. Course delivery is on Village 900 in conjunction with classroom seminars. (T)

**Prerequisite(s):** FREN 121 or departmental assessment.

**FREN 220 French Literature Pre-1800**

▶ (3 credits) F (3,0,0,0)

This course is an introduction to literature. In studying a selection of French literary masterpieces from the Middle Ages to the 18th century, attention is given to their historical and literary analyses. Regular practice in speaking and writing, short compositions and essays will be assigned. (T)

**Prerequisite(s):** FREN 121 or departmental assessment.

**FREN 221 French Literature Since 1800**

▶ (3 credits) W (3,0,0,0)

This course is an introduction to literature. In studying a selection of French literary masterpieces from the 19th century to the contemporary, attention is given to their historical and literary analyses. Regular practice in speaking and writing, short compositions and essays will be assigned. (T)

**Prerequisite(s):** FREN 121 or departmental assessment.

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## First Nations Family Support Worker

**Note:** FSW courses are restricted to students in the First Nations Family Support Worker program.

**FSW 110 Theory 1**

▶ (3 credits) F (4,0,0,0)

This course provides an introduction to knowledge, skills and values necessary to work as family support workers in First Nations communities.

**Pre or Corequisite(s):** FNS 100.

**FSW 111 Theory 2**

▶ (3 credits) W (4,0,0,0)

This course builds on the concepts introduced in FSW 110. Students explore in more depth the knowledge, skills and values necessary in establishing and maintaining supportive relationships with families in First Nations communities and access to community resources.

**Prerequisite(s):** FSW 110.

**FSW 140 Practice 1**

▶ (3 credits) F (3,0,0,0)

This practice/observation course provides the student with the opportunities to explore and integrate program knowledge, skills and values through first-hand observations, presentations from First Nations community members and class discussions.

**FSW 141 Practice 2**

▶ (6 credits) W (2,0,0,9)

This course provides opportunities for furthering students' knowledge, skills and values in a practice setting. Students will have opportunities to practice their skills in family support, interpersonal communication, and problem solving. The focus for this practicum will be working with First Nations families.

**Prerequisite(s):** FNS 100, FSW 140.

**Pre or Corequisite(s):** FNS 101, FSW 111, HHS 103, PSYC 154.

**FSW 142 Practice 3**

(6 credits) P (2,0,0,22 for 7 weeks)

This course provides students with opportunities to integrate and consolidate the knowledge, skills and values learned in the First Nations Family Support Worker program. Under the supervision of a practicum supervisor, students will be involved in all aspects of supporting families in community settings.

**Prerequisite(s):** FSW 141, HHS 100, PSYC 256.

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## Fine Furniture - Joinery

**FURN 152 Fine Furniture 1**

▶ F (7.5,22.5,0,0)

Students will develop basic skills with hand and power tools used in the furniture trade, with an emphasis on safety. Students will learn about wood products and materials, basic joinery, fastening methods, selection and use of adhesives and abrasive materials. Students will be introduced to commercial practice and processes of design.

**FURN 154 Fine Furniture 2**

▶ W (7.5,22.5,0,0)

Students develop skills with advanced techniques including veneering, laminating, lathe turning, carving and shaping curves. Students will learn more advanced joinery techniques, finishing topcoat materials and application techniques, and the use of non-wood products. Students will expand their knowledge of commercial practice, design principles and be introduced to furniture history.

**Prerequisite(s):** FURN 152.

**FURN 156 Fine Furniture 3**

▶ P (7.5,22.5,0,0)

Students refine their presentation techniques, becoming more adept at the commercial practices inherent in the furniture trade. Students learn basics of upholstery, furniture restoration and repair. As a final project, students design and construct a piece of furniture for evaluation by a panel of experts and inclusion in a public exhibit.

**Prerequisite(s):** FURN 154.

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## Geography

**GEOG 100 Ecosystems and Human Activity**

▶ (3 credits) F,W (2,2,0,0)

An introduction to the impact of human activity on ecological systems. Topics include: ecosystem structure and function, human population change, resource management, and pollution. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

**GEOG 102 Human Geography**

▶ (3 credits) F,W (2,2,0,0)

An introduction to cultural change and growth. The course emphasizes patterns, processes and problems in the growth of human populations, cultural origins, diffusion and perceptions, the evolution of economic development and urbanization, geopolitical organizations and environmental stress. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

**GEOG 104 Geography of Canada**

▶ (3 credits) F,W (2,2,0,0)

An introduction to the physical and human geography of Canada. The course uses the concepts and techniques of regional geography to examine the cultural, economic, physical, political and social factors influencing the relationships between people and places as well as current issues in Canada. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

**GEOG 105 Geography of British Columbia**

▶ (3 credits) F,W (2,2,0,0)

Introduction to the physical and human geography of British Columbia. The course takes a topical approach in examining the physical, economic, resource, settlement and social geography of the province, with attention paid to the landscape, character and image of its regions. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.



### **GEOG 111 Natural Hazards**

► (3 credits) W (2,2,0,0)

This course introduces the natural environmental processes underlying hazards like earthquakes, volcanoes, landslides and floods. It also looks at how human influence can turn hazards into disasters, or effectively mitigate them. An emphasis on current events is maintained. The course is intended for both science and non-science majors. (T-Pending)

**Prerequisite(s):** “C+” in English 12 or assessment.

### **GEOG 204 Atmosphere and Biosphere**

► (4 credits) F (3,3,0,0)

This course emphasizes processes in the earth’s atmosphere and biosphere. Topics include: processes of formation of global and local weather systems; severe weather; world and local climates; air pollution; global warming; ecosystem dynamics; world biomes; evolution processes; plant and animal geography, and the current extinction crisis. (T)

**Prerequisite(s):** GEOS 100 or any first-year GEOG course and any first-year ENGL course.

### **GEOG 206 Lithosphere and Hydrosphere**

► (4 credits) W (3,3,0,0)

This course emphasizes processes in the earth’s lithosphere and hydrosphere. Topics include: earth’s interior; rocks and geologic structures; earthquakes; volcanism; plate tectonics; groundwater; drainage basins; stream flow and river landforms; floods; desert landforms; glaciers and glacial landforms; and coastal processes and landforms. Labs use topographic maps and air photos. (T)

**Prerequisite(s):** GEOS 100 or any first-year GEOG course and any first-year ENGL course.

### **GEOG 210 Map & Air Photo Interpretation**

► (4 credits) F,W (2,5,2,5,0,0)

Introduces techniques that extract and map geographic data. Topics include: map and air photo interpretation, basic field surveying and map representation. (T)

**Prerequisite(s):** Any first-year GEOG course.

### **GEOG 214 Digital Geomatics**

► (4 credits) F, or W (2,3,0,0)

The course introduces the basics of Geographic Information Systems and digital remote sensing. Students study the collection and analysis of spatial data, applying GIS and remote sensing software to solve geographic problems. Topics include: spatial data and data models, digital mapping, and interpretation and analysis of spatial and image data. (T)

**Prerequisite(s):** Any first-year GEOG course.

### **GEOG 216 Quantitative Methods**

► (4 credits) F, or W (2,3,0,0)

This course focuses on the application of statistical techniques to geographic problems. Topics include: hypothesis formulation, sampling strategies, parametric and non-parametric statistical tests and statistical models. Lab exercises are computer-based. (T)

**Prerequisite(s):** Any first-year GEOG course.

### **GEOG 220 Natural Resource Systems**

► (3 credits) F (2,2,0,0)

An introduction to natural resource systems, with an emphasis on Canada and particularly British Columbia. Topics include: historical perspective, assessment techniques and government jurisdictions. The distribution, structure and production of selected natural resources are discussed in the context of management trends and environmental impacts. (T)

**Prerequisite(s):** Any first-year GEOG or ECON course and any first-year ENGL course.

### **GEOG 222 Economic Geography**

► (3 credits) F, or W (2,2,0,0)

An introduction to the structure of economic space. With an emphasis on principles, problems and processes, the course focuses on agricultural and manufacturing location, tertiary activities and consumer behaviour, transportation systems, international trade and regional development. (T)

**Prerequisite(s):** Any first-year GEOG or ECON course and any first-year ENGL course.

### **GEOG 232 Cultural Geography**

► (3 credits) F,W (2,2,0,0)

An introduction to contemporary cultural geography. The course will focus on the role of space, place, community and region in relation to identity and cultural and social issues. Topics include: changing geographies of population, settlement, ethnicity, power, gender, class, cultural elements, environmental relations and cultural landscapes. (T)

**Prerequisite(s):** Any first-year GEOG course and any first-year ENGL course.

### **GEOG 236 Geography of Cities**

► (3 credits) F, or W (2,2,0,0)

The course aims to outline the origins, growth, and development of cities. The problems and issues of migration, urbanization, and metropolitan changes in both developed and less developed countries will be examined. A study of urban policy, planning and future trends will also be undertaken. (T - Pending)

**Prerequisite(s):** Any first-year GEOG course and any first-year ENGL course.

### **GEOG 240 Geography of Asia-Pacific**

► (3 credits) F (2,2,0,0)

An introduction to the changing physical, economic and urban geography of the Asia-Pacific region. The course will place special emphasis on the processes and issues of globalization, regional and resource development, industrialization, population and urban growth, international trade and investment, and environmental stress. (T)

**Prerequisite(s):** Any first-year ENGL course and any first-year GEOG or ASIA course.

### **GEOG 250 Latin America & the Caribbean**

► (3 credits) F, or W (2,2,0,0)

This course studies the physical and human characteristics of Latin America, including the Caribbean region. Topics of focus include: physical environment, demographics, economics, culture, urbanization, and environmental issues. The course presents theories and strategies of development and land use through case studies in the region. (T-Pending)

**Prerequisite(s):** Any first-year GEOG course and any first-year ENGL course.

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## Geoscience

### GEOS 100 Physical Geology

► (4 credits) F,W (3,3,0,0)

The origin, composition, age, and processes of Earth are introduced. We study mineral and rock composition, and properties, rock-forming processes, geologic structures, earthquakes, and the plate tectonic model. We apply this knowledge to the geology of BC. A weekend field trip is optional. Previous study of chemistry is an asset. (T)

**Prerequisite(s):** English 12 or assessment.

### GEOS 110 Earth-Ocean-Atmosphere System

► (4 credits) F,W (3,3,0,0)

This course introduces the interrelationships of the Earth-Ocean-Atmosphere system. Discussion of the origin of this system leads to consideration of physical and chemical properties and processes, and the distribution of chemical components and energy through the system. Short and long-term changes are investigated. (T)

**Prerequisite(s):** English 12 or assessment.

### GEOS 240 Sedimentary Geology

► (4 credits) W (3,3,0,0)

We introduce physical and chemical processes involved in weathering, erosion, transportation, deposition and diagenesis of sediments related to the environment and natural resources. Physical, chemical and biological conditions in various terrestrial and marine sediments are considered. Principles of facies, correlation and stratigraphy and basin analysis are investigated. (T)

**Prerequisite(s):** GEOS 100.

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## Golf

**Note:** *GOLF courses are restricted to students in the Golf Management program and the Professional Golf Operations program.*

### GOLF 101 Co-operative Work Experience 1

► (6 credits) PS (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time work experience is facilitated and monitored by the college.

**Prerequisite(s):** COOP 100 plus 31 first year credits towards a diploma or certificate in Golf Management with a GPA of at least 3.0 and a "C" grade in all golf-related courses.

### GOLF 110 Golf Management Introduction

► (3 credits) F (3,0,0,0)

This course provides an introduction to the game of golf and the field of professional golf management. Students will be introduced to the rules of golf, the golf industry, the role of the CPGA, and varied job opportunities within the field. Overriding concepts of professional practice will be discussed including customer service, communication and safety.

### GOLF 112 Back Shop and Outside Services

► (3 credits) Q2 (3.5,0,0,0)

This course focuses on the management of the back shop and outside services within a golf facility. Students will be introduced to cart repair and maintenance as well as club repair, fitting, and storage. Practice facility maintenance and upkeep; on-course food and beverage services are also covered.

### GOLF 114 Tournament & Event Management

► (3 credits) Q1 (3.5,0,0,0)

This course provides the skills needed for planning and managing a successful golf tournament or special event. All aspects of event management are covered, including fund-raising and sponsorship: establishing budgets and timelines; risk management; marketing strategies; utilizing volunteers; registration; score keeping and prize presentations.

### GOLF 115 Golf Retail Operations

► (3 credits) Q2 (3.5,0,0,0)

This course examines all facets of a golf retail program including purchasing, merchandising, promotions, and selling. Revenue producing services and important aspects of customer service will also be discussed.

### GOLF 201 Co-operative Work Experience 2

► (6 credits) PS (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time work experience is facilitated and monitored by the college.

**Prerequisite(s):** Golf 101 plus be eligible for and enrolled in Academic Term 4.

### GOLF 210 Turfgrass Management 1

► (3 credits) Q1 (3.5,0,0,0)

Introduction to soils and media; the green plant; grass plant overview; turfgrass identification, selection, establishment and maintenance practices; thermal properties and soil moisture tension, reaction and the pH scale; soil chemistry and biology; soil nutrients and lime requirements; soil testing and drainage; turfgrass roots, stems and leaves; identifying the grass plant, morphological structures; warm and cool season grasses.

### GOLF 249 Player Development

► (3 credits) Q1 (3.5,0,0,0)

This course examines a number of ways that new players can be attracted to the game of golf. A variety of innovative players' programs will be discussed that can attract junior golfers as well as non-traditional players. Ways to effectively assist players to learn and improve their golf skills will be examined.

### GOLF 250 Managing Golf Club Operations

► (3 credits) Q1 (3.5,0,0,0)

This course provides an overview of the general administrative procedures required in golf facilities. Topics covered include: the nature of private golf clubs, the role of the club manager, managing food and beverage services and using sport tourism as it relates to the golf club.

### GOLF 251 Facilities Management

► (3 credits) Q2 (3.5,0,0,0)

This course examines the day-to-day practices required to manage the operations of golf facilities and infrastructures. Topics that will be covered include risk management, preventative maintenance, security, insurance, bonding, lease vs. purchase, and profit vs. nonprofit status. Students will also be introduced to the planning and design process for new golf facilities.

### GOLF 252 Turfgrass Management 2

► (3 credits) Q2 (3.5,0,0,0)

This course will cover turfgrass equipment; irrigation systems; the edaphic environment; integrated pest management; equipment safety; basic hydraulics; irrigation systems design and maintenance; reduced water use and water management; turfgrass weeds, diseases and insects; integrated pest management and reduced chemical dependency; the turfgrass environment; basic grounds maintenance and annual/perennial plantings.

**Prerequisite(s):** GOLF 210.

### GOLF 253 Professional Practice in Golf

► (3 credits) Q2 (3.5,0,0,0)

This course prepares students to enter the work world as golf professionals. Topics covered include professional practice in the golf industry, developing or improving golf skills in self and others, and continuing self-development as a golf professional.

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## Health and Human Services

**Note:** *HHS courses are restricted to students in the Community Support Worker and First Nations Family Support Worker programs.*

### **HHS 100 Framework for Practice**

► (1.5 credits) F (3,0,0,0)

This course assists students in developing a framework for practice in the health and human services field.

### **HHS 102 Professional Issues 1**

► (1 credit) F (2,0,0,0)

This course assists students in developing the skills, attitudes and values needed for ethical and professional practice in health and human services.

### **HHS 103 Professional Issues 2**

► (1 credit) W (2,0,0,0)

This course builds upon the content introduced in the first half of this course and further assists students in developing the skills, attitudes, and values required for practice in the health and human services field.

**Prerequisite(s):** HHS 102.

**Pre or Corequisite:** PSYC 154.

## **History**

### **HIST 100 Introduction to History**

► (3 credits) F (2,0,1,0)

Examines historical enquiry and methods, reviews basic historical terminology and eras, introduces researching and writing history, and utilizes seminar experiences. While this course serves as an introduction to other history courses, all students will benefit from the critical thinking, writing, research, and oral skills taught. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **HIST 102 World Civilizations 1, Pre 1450**

► (3 credits) F (2,0,1,0)

Students study historical events in a global context, focusing on the evolution of leading civilizations by identifying major stages in their development. The major characteristics and frameworks of the interaction between peoples and societies around the globe are emphasized. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **HIST 103 World Civilizations 2, Post 1450**

► (3 credits) W (2,0,1,0)

Continues the survey initiated in History 102, by bringing it up to the present. Western notions of industry, business, and power emerge to encounter and challenge older cultural traditions. The basis for the global interconnectedness of the 21st century is established. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **HIST 104 Modern Middle East**

► (3 credits) W (2,0,1,0)

This course is an introduction to the region between the Mediterranean and the Indian subcontinent since 1500 CE, surveying the physical environment and resources, the societies, religions and cultures of the area, the effect of imperialist rule and inter-imperialist conflict there and the popular responses to imperialism. (T-pending)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **HIST 106 World History (1900-1945)**

► (3 credits) F (2,0,1,0)

This course examines the growing challenge to European global dominance, even as European economics, politics and culture became entrenched. The emergence of ideologies that shaped the world, including nationalism, anti-imperialism, fascism and communism is studied. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **HIST 108 World History (1945-2000)**

► (3 credits) W (2,0,1,0)

This course traces the decline of European colonialism and the emergence of neo-colonialism. It examines world tensions generated by the Cold War and assesses the collapse of the Soviet bloc. It charts the emergence of the USA as a global economic, political, military and cultural power, and the worldwide response. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **HIST 110 Canada Before Confederation**

► (3 credits) F,W (2,0,1,0)

This course examines social, cultural, political and economic developments leading to the creation of Canada. It includes a study of aboriginal societies, European colonization and its legacy, Aboriginal-European relations, French-English relations and the growing shift in focus from a local to a continental structure. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **HIST 112 Canada After Confederation**

► (3 credits) F,W (2,0,1,0)

This course traces social, economic, cultural and political developments within Canada after 1867. It includes a study of foreign and economic policies, racial/ethnic and class relations and tensions, changing gender roles, industrialization and reform, regionalism and nationalism. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **HIST 120 Europe from 1500-1789**

► (3 credits) F (2,0,1,0)

Surveys Europe from 1500 to 1789, tracing the development of intellectual, political, scientific, religious, economic and social foundations of modern Europe. It traces the growth of cities and nation-states; the emergence of intellectual and religious systems (and their challenges) and globalization; and the nature and impact of technology. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **HIST 122 Europe: 1789 to Present**

► (3 credits) W (2,0,1,0)

This course examines the creation of the contemporary European economic, political, cultural and social conditions, focusing in particular on nationalism, revolution and counter-revolution, war, and the development of capitalism and its attendant class structure. Changes in everyday life, gender roles and relations, and cultural manifestations are also studied. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **HIST 202 Russia & the CIS**

► (3 credits) F-alt. years (2,0,1,0)

Introduces the history of Russia and of the Commonwealth of Independent States (CIS) since the beginning of the 19th century, and covers such topics as cultural and economic achievements, geopolitics, the reign of the Romanov Tsars, the rise and collapse of the Soviet Union, and post-soviet uncertainty. (T)

**Prerequisite(s):** ENGL 150.

### **HIST 204 Canadian Women: 1600-1920**

► (3 credits) F (2,0,1,0)

This course examines Canadian women's historical experience prior to 1920. Themes include: women's roles in the family, paid and unpaid work, sexuality and reproduction, religion, social reform, women's legal and political status, and the impact of industrialization. (T)

**Prerequisite(s):** ENGL 150.

### **HIST 206 Canadian Women: 1916-Present**

► (3 credits) W (2,0,1,0)

This course examines Canadian women's historical experience after 1916. Themes include: political culture, law, paid and unpaid work, sexuality, social reform and changes and continuities regarding the status of women. *HIST 204 is highly recommended for preparation to HIST 206.* (T)

**Prerequisite(s):** ENGL 150.

**HIST 214 BC History**

▶ (3 credits) F-alt. years, W (2,0,1,0)

Studies the post-European contact segment of BC history, beginning with the fur trade and ending with the present. Major themes include the fur trade, colonial period, economic development, racism, First Nations, political polarization, and BC in Confederation. (T)

Prerequisite(s): ENGL 150.

**HIST 215 Researching Aboriginal Title**

▶ (3 credits) W (3,0,0,0)

A research-based course covering the history of Aboriginal Rights and Title in British Columbia and Canada. Students identify, examine and analyze historical sources relevant to land claims, describe the various types of land claims, demonstrate knowledge of federal and provincial legislation and differentiate among the various court decisions. (T)

Prerequisite(s): History 100-level and ENGL 150.

**HIST 218 First Nations Images in Media**

▶ (3 credits) W (2,0,1,0)

Through the study of pageants, film, television and print media, this course assesses how North American Native peoples have been portrayed over the past 150 years. Examining these media points out both how stereotypes have been set in popular culture and how these stereotypes have been challenged and revised. (T)

Prerequisite(s): ENGL 150.

**HIST 230 United States History to 1865**

▶ (3 credits) F (2,0,1,0)

After contrasting native and European backgrounds to settlement in North America, this course examines the cultural, philosophical/religious, imperial, and socioeconomic factors leading to the emergence of the United States as a nation-state. Topics include: First Nations, Puritanism, British imperialism, American Revolution, slavery and revivalism. (T)

Prerequisite(s): ENGL 150.

**HIST 232 USA: Since the Civil War**

▶ (3 credits) W (2,0,1,0)

A broad overview of the 20th century, showing the emergence of the US as the world's sole superpower. Topics include: international affairs (foreign policy and wars), the movement of public opinion, the background of ideals, and the interplay of social, cultural, political, and economic forces. (T)

Prerequisite(s): ENGL 150.

**HIST 235 North America: Toward Integration**

▶ (3 credits) W (2,0,1,0)

An historical examination of Canada, the United States and Mexico, their individual historical development and the similarities

and distinctiveness of their responses to key issues. Examines the growing level of interactions among the three countries, with the United States as the geographic, economic, political and ideological centre of the continent. (T)

Prerequisite(s): ENGL 150.

**HIST 250 History of Human Rights**

▶ (3 credits) F (2,0,1,0)

A survey of the development of the concept and practice of human rights over the past three centuries as this has occurred in several countries, mostly European and North American. Examines the principles and practice of democracy, especially with regard to relations between state and citizen, majority and minorities. (T)

Prerequisite(s): ENGL 150.

**HIST 252 History of Sport**

▶ (3 credits) F (2,0,1,0)

This course examines the critical themes, events and issues in the development of modern sport from the early Greeks to the present and covers topics such as the relationship between sports and politics, technology, science and business. It explores the issues of class, ethnicity and gender in sports. (T) Pending

Prerequisite(s): ENGL 150.

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**Health****HLTH 110 Health in Today's World**

▶ (3 credits) F,W (3,0,0,0)

This one semester course offers the student information and practical assistance relating to health maintenance and promotion. Health/wellness is viewed as an interaction between physical, emotional, social, cognitive, spiritual and environmental dimensions, with choices in one dimension affecting all the others. (T)

Prerequisite(s): English 12 or assessment, or, admission to the Health Studies Access (ESL) program.

**HLTH 112 Holistic Health and Healing**

▶ (3 credits) W (3,0,0,0)

Introduction to the philosophy and practices of holistic health and healing. This knowledge can be used as an adjunct to professional practice and as a basis for self-care. This course is theoretical and experientially based. It does not prepare participants to practice as holistic health practitioners. (T)

Prerequisite(s): "C+" in English 12 or assessment.

**HLTH 114 Population Health Determinants**

▶ (3 credits) TBA (3,0,0,0)

Introduces students to concepts and critical thinking about population health. Includes the determinants of health, how those vary

geographically; and considers issues related to inequality of services and the prevalence of health issues. Students will learn how health is viewed in a broad perspective to include medical, social/economic factors.

Prerequisite(s): "C+" in English 12 or assessment.

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**Hospitality Management****HMGT 100 A&B Hospitality Career****Skills 1 & 2**

▶ (1.5 credits each) F,W (0,0,1.5,0)

These courses will provide students with essential skills to participate in the Co-op work search process and successfully transfer learning from the classroom to the workplace. Topics will include the development of effective work search tools, effective interviewing skills, learning transfer, goal setting, and professional workplace behaviours.

*Open to HRADMGMT students only.***HMGT 101 Co-operative Work Experience 1**

▶ (8 credits) PS (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers throughout BC, Canada and the world. This full-time work experience is facilitated and monitored by the College.

Prerequisite(s): HMGT 100A and HMGT 100B and 34 program credits toward a Hotel and Restaurant Management diploma. These credits must include HMGT 280.

**HMGT 180 Foods - Theory and Practicum**

▶ (3 credits) F (1,3,0,0)

This course introduces both the theoretical and practical basics of food preparation in Dunlop House Restaurant. It includes the Provincial Foodsafe 1 Certificate and is designed for those individuals who wish to broaden their knowledge of the kitchen in order to become more effective managers.

Prerequisite(s): English 10 or assessment.



### **HMG 182 Beverage Operations**

► (3 credits) F,W (1,4 every 3 weeks,0,0)

Students gain theoretical and practical experience through the running of a beverage operation. Specific functions include obtaining the necessary licenses, purchasing food and beverages, cashiering, bartending, serving, managing and conducting inventory and financial controls. Students also will receive an introduction to mixology, beverage product knowledge and sound beverage management practices.

**Prerequisite(s):** "C+" in English 12 or TPC 12, "C" in Math 11 or Applications of Math 12, or "C+" in MATH 072 or assessment.

### **HMG 186 Hotel Operations 1**

► (3 credits) F (2,1,0,0)

This course will introduce students to many aspects of hotel operations especially front office management and the operation of computerized front desk systems. Students will also cover aspects of cashiering and night audit, interdepartmental communication, housekeeping systems, maintenance and security.

**Prerequisite(s):** English 12 or assessment.

### **HMG 187 Food and Beverage Cost Control**

► (3 credits) F,W,Q2 (3,0,0,0)

Concentrating on food and beverage control and cost analysis, this course gives a thorough background to the various control systems utilized within hotels and restaurants.

**Prerequisite(s):** "C+" in English 12 or TPC 12 or assessment and a "C" in Math 11 or Applications of Math 12 or a "C+" in MATH 072 or assessment.

### **HMG 192 Business Data Processing**

► (3 credits) F (1,2,0,0)

An introductory study of computer systems. Students will understand the use of computers in a business context, with an emphasis on hotel and restaurant operations. Topics include: an introduction to hardware and software, data processing systems, input/output devices, storage devices, and communications. Students will be required to demonstrate hands-on skill with popular microcomputer software.

*Open to HRADMGMT students only.*

### **HMG 201 Co-operative Work Experience 2**

► (6 credits) W (0,0,0,35)

See description for HMG 101. This work term will normally involve an out-of-town placement.

**Prerequisite(s):** HMG 101 and 43 credits toward a Hotel and Restaurant Management diploma. These credits must include HMG 280 and HMG 281.

### **HMG 280 Restaurant Management 1**

► (4 credits) W (1,11,5,0,0)

Each week the students run their own gourmet restaurant, open to the public. Students rotate through positions as manager, chef, assistant manager, sous chef, controller, purchasing agent, steward, cook and server. Coupled with practical experience is a theory class where students study principles of restaurant management.

**Prerequisite(s):** HMG 180.

### **HMG 281 Restaurant Management 2**

► (3 credits) F (1,11,0,0 for 10 weeks)

In this final semester of the course, students continue to gain experience in the realistic setting of the Dunlop House Restaurant. Here, students prepare and serve gourmet meals. They also have greater responsibilities in their respective roles as manager, chef, assistant manager, sous chef, controller, purchasing agent, steward, cook, and server.

**Prerequisite(s):** HMG 280.

### **HMG 283 Hotel Operations 2**

► (3 credits) F (4,0,0,0 for 10 weeks)

This course will build on HMG 186 and will provide more expertise in the area of front office management, pricing, yield management, hotel security, hotel personnel management and hospitality sales.

**Prerequisite(s):** HMG 186.

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## **Horticulture**

*Note: HORT courses are restricted to students in the Horticulture Technician program.*

### **HORT 103 Introduction to Horticulture**

► S (18,6,6,0 for three weeks)

This course introduces students to the Horticulture industry and to the Horticulture program at Camosun College. Students will examine the challenges and opportunities within the horticulture field and learn important safety requirements of the job, including body mechanics. Students will complete certification in WCB Survival First Aid as part of this course.

### **HORT 104 Plant Identification 1**

► S (18,6,6,0 for three weeks)

This course introduces students to common ornamental and native plants used in all segments of horticulture. Students will be expected to recognize and know the correct scientific and common names of at least 210 plants and be able to describe characteristics; growth and propagation requirements; cultural and maintenance requirements; plant use and availability.

### **HORT 105 Botany for Horticulture**

► S (18,6,6,0 for three weeks)

This course introduces students to plant classifications and nomenclature, plant anatomy and morphology, plant nutrition and processes of plant reproduction. Students will apply appropriate plant taxonomy and nomenclature to the major plant families used in commercial horticulture. Students will also examine principles of ecology including interdependency of living things, ecosystems development and conservation.

### **HORT 106 Soils and Growing Media**

► S (18,6,6,0 for one week)

This course introduces students to soils and growing media management in horticulture. Students will learn about soil formation, chemical and biological properties of soils and growing media. They will also learn about water and heat movement, composting, and nutrient management.

### **HORT 107 Landscape Design & Maintenance 1**

► S (18,6,6,0 for three weeks)

This course introduces students to processes of landscape design, installation and maintenance in the Pacific Northwest environment. Topics covered include: site analysis; site requirements; preparation of design proposals; site preparation; installation processes; and maintenance routines.

### **HORT 108 Pests and Pesticide Applicators**

► S (18,6,6,0 for two weeks)

This course introduces students to common garden and greenhouse pests. Students will identify and use effective methods of controlling common pests. Students will examine concepts of integrated pest management in horticultural practice and learn about federal, provincial and municipal laws governing pesticide usage.

### **HORT 109 Plant Propagation 1**

► S (18,6,6,0 for one week)

This course introduces students to plant breeding and propagation. Topics include: breeding and inheritance; seed production and storage; seed testing; germination.

### **HORT 110 Turf Grass Maintenance**

► S (18,6,6,0 for two weeks)

This course offers knowledge foundational to successful turf grass management, including grass identification and selection; establishment and maintenance practices; fertilization and irrigation; and Integrated Pest Management (IPM) programs.

**HORT 120 Nursery Management**

▶ F (18,6,6,0 for one week)

This course introduces students to container and field nursery production. Topics covered include container sizes, growing media preparation and fertilizer application. Students will practice planting, spacing, pruning and irrigation of nursery plant stock. Inventory control and plant size standards for container grown planters will also be discussed.

**HORT 121 Diseases and Dispensers**

▶ F (18,6,6,0 for two weeks)

Students learn about common diseases of plants and the use of dispensers in relation to federal, provincial and municipal laws governing personnel and environments. Successful completion of the course requires certification in dispenser usage.

**HORT 122 Greenhouses and Environments**

▶ F (18,6,6,0 for two weeks)

This course introduces students to common greenhouse structures and facilities, including the types, styles, components, materials and coverings. Students will also learn about important greenhouse systems and equipment including heating, venting, irrigation, fertilization, CO<sub>2</sub> systems and utilities. Labour requirements within a greenhouse facility will also be discussed.

**Prerequisite(s):** Successful completion of Term 1 of the Horticultural Technician program.

**HORT 123 Equipment Maintenance**

▶ F (18,6,6,0 for one week)

This course introduces students to the machines, tools and mechanical systems commonly used in the horticulture industry. Topics covered include: standard machines, tools and mechanical systems, maintenance and repair practices, and field repairs. Safety considerations will be stressed in all aspects of equipment maintenance.

**HORT 124 Plant Identification 2**

▶ F (18,6,6,0 for one week)

Building on HORT 104, students will be expected to recognize and know the correct scientific and common names of at least 100 additional plants and be able to describe: characteristics; growth and propagation requirements; cultural and maintenance requirements; plant use and availability.

**HORT 125 Retail Garden Centres**

▶ F (18,6,6,0 for one week)

This course introduces students to a wide variety of plant material sold in garden centres for the home and garden. They will examine aspects of managing a retail garden centre including advertising and marketing; pricing and merchandising; selling practices; managing personnel and basic accounting. Customer service will be emphasized.

**HORT 126 Irrigation & Drainage**

▶ F (18,6,6,0 for one week)

This course introduces students to effective landscape irrigation and drainage practices. Students will examine soil moisture requirements; components of irrigation systems; scheduling; maintenance procedures and principles of drainage. Students will plan, install and maintain a simple irrigation and drainage system.

**HORT 127 Landscape Design & Maintenance 2**

▶ F (18,6,6,0 for three weeks)

Building on HORT 107, students explore processes of landscape design, installation and maintenance. Topics covered include: site analysis; site requirements; preparation of design proposals; site preparation; installation processes; and maintenance routines.

**HORT 128 Arboriculture**

▶ F (18,6,6,0 for one week)

The relationship between plant function, form and structure will be examined as it relates to tree maintenance. Students will learn pruning techniques, irrigation, anatomy, cultural, and nutrient requirements. Students will examine practices that distinguish between effective and ineffective maintenance of trees.

**HORT 129 Plant Propagation 2**

▶ F (18,6,6,0 for one week)

Building on HORT 109 students will further their understanding of plant breeding and propagation. This course emphasizes principles and practices involved in grafting, budding and cutting production.

**HORT 130 Interior Plants**

▶ F (18,6,6,0 for one week)

This course introduces students to the different approaches and challenges of successful interior plant culture. Students will learn basic maintenance, design and identification of interior plants.

**HORT 131 Business Practices in Horticulture**

▶ F (18,6,6,0 for two weeks)

This course introduces students to business practices used in horticulture. Topics include: legal requirements for small businesses; preparing a business plan; financial requirements and basic accounting; self-employment; and an introduction to computers and their applications.

**HORT 132 Horticulture Therapy**

▶ F (18,6,6,0 for one week)

This course introduces students to the use of horticulture as therapy with various special population groups. Students will examine the social and therapeutic value of horticulture and ways that it can be successfully integrated in a variety of situations.

**HORT 140 Work Experience 1**

▶ S (0,0,0,30 for two weeks)

Students apply their knowledge and skills to supervised work situations within the horticulture industry. Students are involved in selecting their work experience site.

**HORT 141 Work Experience 2**

▶ F (0,0,0,30 for two weeks)

Building on HORT 140, students continue to apply their knowledge and skills to work situations within the horticulture industry. Students who are employed in horticulture at program's end may request to have their work experience credited for this final work experience.

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**Home Support/ Resident Care Attendant**

**Note:** *HSRC courses are restricted to students in the Home Support/Resident Care Attendant programs.*

**HSRC 151 Health and Healing**

▶ (5 credits) F,W (100 hours total)

Students will examine concepts and principles related to caring, human needs, human development, structure and function of the body, health and healing and common health challenges. Caregiver practices that promote client/resident and family well-being will be examined, including the home management skill required for home support practice.

**HSRC 155 Work Role**

▶ (1 credit) F,W (25 hours total)

This course provides an introduction to resident care and home support practice and looks at the roles of the Resident Care Attendant and Home Support Attendant within the Canadian health care system.

**HSRC 161 Personal Care Skills**

▶ (2 credits) F,W (50 hours total)

This practical course offers participants the opportunity to acquire personal care skills aimed at maintaining and promoting comfort, safety and independence of older adults in continuing care settings and in their homes. Students are provided with the opportunity to practice the application of theory and skills in supervised laboratory settings.

### **HSRC 162 Advanced Personal Care Skills**

► (2 credits) F,W (50 hours total)

This practical course builds on skills learned in HSRC 161 and offers participants the opportunity to acquire advanced personal care skills aimed at maintaining and promoting comfort, safety and independence of older adults in continuing care settings and in their homes. Students are provided with the opportunity to practice the application of theory and skills in supervised laboratory settings.

**Prerequisite(s):** HSRC 161.

### **HSRC 164 Community Experience**

► (1.5 credits) F,W (40 hours total)

In this course, students develop an awareness of community support systems that promote and maintain wellness in the elderly. The concepts of caring, independence, advocacy and diversity are explored. Students integrate knowledge and skills from other courses through field trips and an introduction to a community agency.

### **HSRC 165 Clinical Placement 1**

► (1.5 credits) F,W (50 hours total)

This practice course provides an opportunity to apply the caring philosophy with older adults in an intermediate care facility. Select, supervised experiences will emphasize the application and integration of knowledge and skills learned in all other courses.

**Prerequisite(s):** HSRC 161.  
**Corequisite(s):** HSRC 162.

### **HSRC 166 Clinical Placement 2**

► (5 credits) F,W (195 hours total)

In this practice course students learn to apply a caring philosophy with older adults in extended care facilities and special care units. It emphasizes the application of knowledge and skills from other courses. A transition experience provides an opportunity to increase self-confidence in the work settings and to become socialized into the HSRC role.

**Prerequisite(s):** Satisfactory completion of all Home Support/Resident Care Attendant program courses.

### **HSRC 170 Interpersonal Communications**

► (1 credit) F,W (25 hours total)

This 25 hour course focuses on a basic understanding of the communication process and an increased awareness of the impact of our own communication. Students will learn, and have the opportunity to practice, specific communication skills that can be used purposefully, to make their communication as a caregiver more effective.

### **HSRC 175 Mental Health Issues: Aging**

► (2 credits) F,W (45 hours total)

This course builds upon content in other courses to assist students to explore concepts and approaches applicable to the care of residents and clients experiencing cognitive impairment and other changes in mental functioning.

### **HSRC 180 Lifestyle and Choices**

► (1 credit) F,W (15 hours total)

This course provides students with an introduction to the holistic concept of health and the components of a health-enhancing lifestyle. Students are encouraged to reflect on their own health and to recognize resources for positive health enhancing change.

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## **International Education Study Abroad**

### **IESA 190 International Ed Study Abroad**

► (Varies 1.5 credits to 15 max)

This is a field study/independent studies course for students in a study abroad program at a recognized Camosun College exchange/partner institution overseas for one semester or less. Curriculum and evaluation will be determined in consultation between the host institution, the appropriate Camosun College program/department, International Education, and the Registrar.

**Prerequisite(s):** Departmental permission.

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## **Interprofessional Mental Health and Addictions**

### **IMHA 510 Cultural and Care Contexts**

► (3 credits) W (Total 86 hours over 7 weeks)

This course introduces students to program outcomes and expectations and provides a broad overview of the field of mental health and addictions, including the roles of key disciplines. Diversity and cultural sensitivity in relation to mental health and addictions are discussed.

### **IMHA 511 Therapeutic Relationships**

► (3 credits) W (12,0,0,0 for 10 weeks)

This course includes the study and application of advanced communication skills to establish and maintain effective therapeutic alliances and collaborative partnerships, to facilitate conflict negotiation and resolution, and to provide leadership and supervision of others. The influence of personal values, beliefs and effectual use of self are examined.

**Prerequisite(s):** "B-" in IMHA 510.

### **IMHA 512 Assessment and Planning**

► (3 credits) W (12,0,0,0 for 10 weeks)

This course presents models and approaches for the assessment of acute and persistent mental health and addiction challenges in older teen, adult, and older adult individuals. Foundational knowledge includes the development and manifestation of challenges in these age groups, including cultural, environmental, and personal influences.

**Prerequisite(s):** "B-" in IMHA 511.

**Pre or Corequisite(s):** IMHA 513.

### **IMHA 513 Interventions**

► (3 credits) W (12,0,0,0 for 10 weeks)

This course presents models and approaches for evidence-based goals and treatment interventions for teens, adults, and older adults experiencing acute and persistent mental health and addiction challenges. Treatment, planning, consultation, referral, and case management are discussed in the context of principles of psychosocial rehabilitation.

**Prerequisite(s):** "B-" in IMHA 511.

**Pre or Corequisite(s):** IMHA 512.

### **IMHA 514 Interprofessional Issues**

► (3 credits) W (9,0,0,0 for 12 weeks)

This course presents legislation and policies affecting the care of persons with mental health and/or addiction challenges. The unique and shared scopes of practice and Codes of Ethics of various disciplines will be explored. Team and leadership roles, including maintaining compliance and advocacy for clients/families are also discussed.

**Prerequisite(s):** "B-" in IMHA 512 and IMHA 513.

### **IMHA 515 Practice**

► (15 credits) PS (Total 584 hours over 16 weeks)

This course provides students the opportunity to develop an advanced level of practice through the integration of newly acquired knowledge and skills. Students will participate in one or more acute, tertiary, or community settings, in a process of experiencing and responding to increasingly more complex situations.

**Prerequisite(s):** "B-" in IMHA 512 and IMHA 513.

**Pre or Corequisite(s):** IMHA 514.



## Indigenous Studies

### INST 104 Indigenous Ways of Learning

► (3 credits) F, W (3,0,0,0)

This course will explore Indigenous ways of learning and living. It engages students in self reflection on their own learning processes and looks at how various approaches are grounded in culture. The course explores how Indigenous voice and spaces are integral to creating truly inclusive educational experiences. (T-Pending)

**Prerequisite(s):** "C" in English 12 or ENGL 092, or assessment.

## Japanese

### JAPN 100 Introduction to Japanese 1

► (4 credits) F (3,1,0,0)

This introductory Japanese course begins with basic grammar and syntax. Students learn to read and write the two writing systems (syllabaries) and some Kanji (Chinese characters). Aural-oral practice is emphasized in class. Cultural and historical notes are added to enhance understanding. Native speakers of Japanese may not enroll. (T)

**Prerequisite(s):** English 12 or assessment.

### JAPN 101 Introduction to Japanese 2

► (4 credits) W (3,1,0,0)

As a continuation of JAPN 100, students broaden their knowledge of Japanese language skills: grammar, syntax, vocabulary, reading and writing. Increased study of Kanji is required. Classroom time includes further practice in conversation. Cultural and historical notes are added to enhance understanding. Native speakers of Japanese may not enroll. (T)

**Prerequisite(s):** JAPN 100 or departmental assessment.

### JAPN 200 Second Year Japanese 1

► (4 credits) F (3,1,0,0)

This is a third-semester Japanese course. It is designed to improve students' practical communicative skills in all aspects of the Japanese language (including Kanji). Cultural and historical materials will be added to enhance understanding. Native speakers of Japanese may not enroll. (T)

**Prerequisite(s):** JAPN 101 or departmental assessment.

### JAPN 201 Second Year Japanese 2

► (4 credits) W (6,2,0,0)

This course is a continuation of JAPN 200. It is designed to accommodate students who wish to improve their linguistic competence in all aspects of the Japanese language. Native speakers of Japanese may not enroll. (T)

**Prerequisite(s):** JAPN 200 or departmental assessment.

## Jazz Studies

### JAZZ 104 First Instrument: Jazz 1

► (2 credits) F (1,0,0,5)

This course offers students private studies in their first instrument or voice focusing on developing instrumental or vocal skills in jazz style. Students will develop basic scalar and chordal exercises in preparation for improvisation, and explore the rhythmic and stylistic nuance in jazz performance. *Required for Diploma in Jazz Studies.*

**Prerequisite(s):** Admission to Diploma in Jazz Studies.

### JAZZ 105 First Instrument: Jazz 2

► (2 credits) W (1,0,0,5)

A continuation of JAZZ 104, this course offers students private studies in their first instrument or voice focusing on developing instrumental or vocal skills in jazz style. Students develop basic scalar and chordal exercises in preparation for improvisation, and explore the rhythmic and stylistic nuance in jazz performance. *Required for Diploma in Jazz Studies.*

**Prerequisite(s):** "B-" in JAZZ 104.

### JAZZ 112 Survey of Jazz History 1

► (2 credits) F (1.5,0,0,0)

The course introduces students to a broad survey of the many branches of the various streams and styles in jazz music from the early 20<sup>th</sup> century to 1940. Classes involve discussion of both audio and video recordings. *Required for Diploma in Jazz Studies.*

### JAZZ 113 Survey of Jazz History 2

► (2 credits) W (1.5,0,0,0)

A continuation of JAZZ 112, this course introduces students to a broad survey of the many branches of the various streams and styles in jazz music from 1940 to 1960. Classes involve discussion of both audio and video recordings. *Required for Diploma in Jazz Studies.*

**Prerequisite(s):** "B-" in JAZZ 112.

### JAZZ 124 Jazz Language 1

► (3 credits) F (3,0,0,0)

In this course, jazz students will focus on harmony, form and analysis as practiced in various streams and styles of jazz. Studies will include composition, transposition and in-class performance. *Required for Diploma in Jazz Studies.*

### JAZZ 125 Jazz Language 2

► (3 credits) W (3,0,0,0)

A continuation of JAZZ 124, this course offers jazz students a more in-depth study of harmony, form and analysis as practiced in various streams and styles of jazz. Studies will include composition, transposition and in-class performance. *Required for Diploma in Jazz Studies.*

**Prerequisite(s):** "B-" in JAZZ 124.

### JAZZ 134 Jazz Combo and Improvisation 1

► (1 credit) F (1,0,0,0)

Students will work in small jazz combinations of a rhythm section and a maximum of four lead players. Music will be chosen to reflect various styles. Students will develop skills in ensemble playing and improvisation and will be encouraged to both arrange and compose for their ensemble.

### JAZZ 135 Jazz Combo and Improvisation 2

► (1 credit) W (1,0,0,0)

Continuing from JAZZ 134, students will work in small jazz combinations of a rhythm section and four lead players (maximum). Music will be chosen to reflect various styles. Students will develop skills in ensemble playing and improvisation and are encouraged to both arrange and compose for their ensemble.

**Prerequisite(s):** "B-" in JAZZ 134.

### JAZZ 144 Jazz Orchestra 1

► (1 credit) F (2,0,0,4 hours total)

A large ensemble of diverse instruments and voices focusing on works of classic and contemporary jazz ensemble literature, designed for students who wish to perform Big Band and other Jazz repertoire. *Required for Diploma in Jazz Studies. May be taken for large ensemble credit toward Certificate in Music Foundations by Jazz majors.*

*Open to students in the Certificate in Music Foundations or Diploma in Jazz Studies, or by placement audition with permission of the instructor.*

### JAZZ 145 Jazz Orchestra 2

► (1 credit) W (2,0,0,4 hours total)

Continuing from JAZZ 144; a large jazz ensemble focusing on classic and contemporary jazz ensemble literature, designed for students who wish to perform Big Band and other Jazz repertoire. *Required for Diploma in Jazz Studies. Also for ensemble credit toward the Certificate in Music Foundations by Jazz majors.*

**Prerequisite(s):** "B-" in JAZZ 144, or placement audition with permission of the instructor.



**JAZZ 204 First Instrument: Jazz 3**

▶ (2 credits) F (1,0,0,.5)

Continuing from JAZZ 105; this course offers students private studies in their first instrument or voice focusing on developing skills in jazz style. Students develop a wide range of scalar and chordal exercises for use in improvisation in different styles, and explore the rhythmic and stylistic nuance in jazz performance.

Prerequisite(s): "B-" in JAZZ 105.

**JAZZ 205 First Instrument: Jazz 4**

▶ (2 credits) W (1,0,0,0.5)

Continuing from JAZZ 204; this course offers students private studies in first instrument or voice focusing on developing skills in jazz style. Students develop a wide range of scalar and chordal exercises for use in improvisation in different styles, and explore the rhythmic and stylistic nuance in jazz performance.

Prerequisite(s): "B-" in JAZZ 204.

**JAZZ 212 Survey of Jazz History 3**

▶ (2 credits) F (1.5,0,0,0)

A continuation of JAZZ 113; this course introduces students to a broad survey of the many branches of the various streams and styles in jazz music from 1960 to 1980. Classes involve discussion of both audio and video recordings. *Required for Diploma in Jazz Studies.*

Prerequisite(s): "B-" in JAZZ 113.

**JAZZ 213 Survey of Jazz History 4**

▶ (2 credits) W (1.5,0,0,0)

A continuation of JAZZ 212; this course introduces students to a broad survey of the many branches of the various streams and styles in jazz music from 1980 to present. Classes involve discussion of both audio and video recordings. *Required for Diploma in Jazz Studies.*

Prerequisite(s): "B-" in JAZZ 212.

**JAZZ 224 Jazz Composition & Arranging 1**

▶ (3 credits) F (3,0,0,0)

This course is designed as follow-up to JAZZ 125 offering greater focus on composition and arranging. Students will create works to be performed by ensembles of 4 - 8 players: works will be performed in the context of the course.

Prerequisite(s): "B-" in JAZZ 125.

**JAZZ 225 Jazz Composition & Arranging 2**

▶ (3 credits) F (3,0,0,0)

A continuation of JAZZ 224; this course offers greater focus on composition and arranging. Students will create works to be performed by ensembles of 8 - 16 players: works will be performed in the context of the course.

Prerequisite(s): "B-" in JAZZ 224.

**JAZZ 234 Jazz Combo and Improvisation 3**

▶ (1 credit) F (1,0,0,0)

A continuation of JAZZ 135; students will work in small jazz combinations of a rhythm section and a maximum of four lead players. Music will be chosen to reflect various styles. Students will continue to develop skills in ensemble playing, improvisation, and arranging and composing for own ensemble.

Prerequisite(s): "B-" in JAZZ 135.

**JAZZ 235 Jazz Combo and Improvisation 4**

▶ (1 credit) W (1,0,0,0)

A continuation of JAZZ 234; students will work in small jazz combinations of a rhythm section and a maximum of four lead players. Music will be chosen to reflect various styles. Students will continue to develop skills in ensemble playing, improvisation, and arranging and composing for own ensemble.

Prerequisite(s): "B-" in JAZZ 234.

**JAZZ 244 Jazz Orchestra 3**

▶ (1 credit) F (2,0,0;4 hours total)

Continuing from JAZZ 145; a large jazz ensemble of diverse instruments and voices focusing on works of classic and contemporary jazz ensemble literature, designed for jazz majors and other qualified students who wish to perform Big Band and other Jazz repertoire. *Required for Diploma in Jazz Studies.*

Prerequisite(s): "B-" in JAZZ 145, or placement audition with permission of the instructor.

**JAZZ 245 Jazz Orchestra 4**

▶ (1 credit) W (2,0,0;4 hours total)

A continuation of JAZZ 244; a large jazz ensemble of diverse instruments and voices focusing on works of classic and contemporary jazz ensemble literature, designed for jazz majors and other qualified students who wish to perform Big Band and other Jazz repertoire. *Required for Diploma in Jazz Studies.*

Prerequisite(s): "B-" in JAZZ 244, or placement audition with permission of the instructor.

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**Korean****KORE 100 Korean Basic 1**

▶ (4 credits) P (3,1,0,0)

This is an introductory course to modern Korean emphasizing colloquial, spoken language. Primarily for students with minimal knowledge of Korean, this course provides a solid foundation in pronunciation, script, vocabulary, and sentence pattern. Cultural and historical notes are added to enhance understanding. *Native speakers of Korean may not enroll.*

Prerequisite(s): English 12 or assessment.

**KORE 101 Korean Basic 2**

▶ (4 credits) S (6,2,0,0)

A continuation of KORE 100, this course emphasizes daily life conversation. More time is spent on grammar, writing and reading. This course may be suitable for heritage learners and students with knowledge of spoken Korean. Cultural and historical notes are added to enhance understanding. *Native speakers of Korean may not enroll.*

Prerequisite(s): KORE 100 or departmental assessment.

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**Legal****LGL 110 Legal Document Production**

▶ (3 credits) F, W, P, S (4,2,0,0)

This skills course will familiarize students with four areas of legal document production: keying legal documents (keyboarding or alternate format for students with a related, documented disability, with Chair approval), legal editing and proofreading, effective note taking and speed writing, and legal transcription. Each area will involve mastery through directed exercises and timings.

Prerequisite(s): English 12 or TPC 12 or ENGL 092 or assessment; and assessment of a keyboarding speed of 35 wpm with 5 or fewer errors in a 5-minute timing using conventional keyboarding technique. Corequisite(s): LGL 114. Pre or Corequisite(s): LGL 160.

**LGL 112 Legal Office Accounting***(Formerly ABT 142)*

▶ (3 credits) F (3.5,5,0,0)

This course introduces students to basic accounting procedures required to maintain financial records in legal offices. Topics include: the accounting cycle; functions of accounting; taxes; forms of business organization; bank reconciliation; petty cash; trust accounting; and, special reporting for law offices. It also introduces students to computerized accounting software.

Prerequisite(s): "C" in Math 11 or Applications of Math 12, or Accounting 12 or "C+" in MATH 12 or assessment.

**LGL 114 Foundations of Law***(Formerly ABT 140)*

▶ (3 credits) F (4,0,0,0)

This survey course gives students a general introduction to the law applied in British Columbia, including: legal principles and concepts; sources of law; and, the legal system's structures and processes. Students are also introduced to specific fields of law and basic terminology to prepare for later, specialized legal courses.

Prerequisite(s): English 12 or TPC 12, or ENGL 092 or assessment.

**LGL 120 Fundamental Civil Litigation***(Formerly ABT 150)*

▶ (3 credits) W (4,0,0,1)

This course introduces students to the functions and duties of a legal office assistant or secretary working in the area of civil litigation in British Columbia. Subjects covered include specialized terminology, court forms, and the Rules of Court relating to preparing, handling and managing documents and correspondence associated with a typical file.

Prerequisite(s): LGL 114.

**LGL 122 Real Estate Law & Conveyancing***(Formerly ABT 156)*

▶ (3 credits) W (4,0,0,1)

This course introduces students to the functions and duties of a legal office assistant or secretary working in the area of real estate law and conveyancing in British Columbia. Subjects covered include specialized terminology, forms, and rules relating to preparing, handling and managing documents and correspondence associated with typical files.

Prerequisite(s): LGL 112, LGL 114.

**LGL 124 Family Law and Procedure**

▶ (3 credits) W (4,0,0,0)

This course introduces students to the functions and duties of a legal office assistant or secretary working in family law in British Columbia. Subjects covered include specialized terminology, forms, and the Rules of Court relating to preparing, handling and managing documents and correspondence associated with typical family law files, along with client relations.

Prerequisite(s): LGL 114.

**LGL 130 Corporate Law, Criminal Law***(Formerly ABT 154)*

▶ (3 credits) P (4,0,0,1)

This course introduces students to the functions and duties of a legal office assistant or secretary working in the areas of corporate law and criminal law in British Columbia. Subjects covered include specialized terminology, forms, and rules relating to preparing, handling and managing documents and correspondence associated with typical files in these two areas.

Prerequisite(s): LGL 114.

**LGL 132 Wills and Estates**

▶ (1.5 credits) P (4,0,0,0)

This course introduces students to the functions and duties of a legal office assistant or secretary working in Wills and Estates law in British Columbia. Subjects covered include specialized terminology, forms, and the Rules of Court relating to preparing, handling and managing documents and correspondence associated with typical files in these two areas.

Prerequisite(s): LGL 114.

**LGL 140 Integrated Practice Experience**

▶ (5 credits) S (24 for 4 weeks, 0,0,34 for 3 weeks)

Students integrate and consolidate program content through integrative activities relating to knowledge, skills and values learned in previous courses, including: integration seminar; and legal practice experiences. Students develop personal learning goals and apply administrative skills to support effective law firm operation. Students learn legal records management procedures by creating and maintaining client, time and file records/ systems that meet legal professional requirements.

Prerequisite(s): LGL 112, LGL 114, LGL 120, LGL 124, LGL 130, LGL 132, LGL 161.

**LGL 160 Word Processing 1 - Legal**

▶ (3 credits) F (0,4,0,0)

An introductory word processing course emphasizing the creation of business documents including letters, memos, tables, reports, minutes, and agendas. Appropriate word processing concepts will be included to ensure that the documents area create efficiently using MS Word.

Prerequisite(s): "C" in English 12 or TPC 12 or ENGL 092 or ELD 092 or assessment.

**LGL 161 Word Processing 2 - Legal***(Formerly ABT 144)*

▶ (3 credits) P (0,4,0,0)

Following LGL 160, this course introduces students to three elements that are gradually integrated: WordPerfect and efficiently using this software; legal documents and properly preparing them using WordPerfect; and, transcription - transferring spoken words to written form using WordPerfect and other electronic tools.

Prerequisite(s): LGL 160.

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**Learning Skills****LRNS 100 Effective Learning and Study Skills**

▶ (0.5 credit) F, W, (2,0,0,0) P, S (3,0,0,0)

A course designed to help you become a more successful student. In this course you will learn how to study and learn effectively by practicing strategies in such areas as study reading, learning from lectures, exam preparation and exam writing, and time management.

**LRNS 102 Learning and Problem Solving Skills**

▶ (1 credit) F, W, Q4 (2,0,0,0)

This course will help students learn strategies to solve quantitative problems more effectively as well as strategies in standard learning skills areas such as time management and exam preparations. Special emphasis will be given to those strategies specifically needed in mathematical problem-solving courses such as understanding concepts efficiently and solving problems systematically.

Pre or Corequisite(s): MATH 172, MATH 072 or equivalent.

**LRNS 103 Learning Skills For Human Sciences**

▶ (1 credit) F, W (2,2,0,0)

This course provides students in designated programs with learning and study strategies to enhance their academic success through modules integrated within the program curriculum, enhancing awareness of learning challenges and providing a repertoire of strategies (e.g. time management, exam preparation, effective note-taking) to meet those challenges.

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**Marketing****MARK 110 Introduction to Marketing**

▶ (3 credits) F, W, P (3,0,1,0)

An informative introduction to marketing, this course provides a basic understanding of Canadian and international marketing structures and techniques including defining and segmenting target markets, using planning and forecasting techniques, analyzing costs and benefits of marketing mixes, interpreting market research data, consumers and consumerism, industrial market potentials. *Completion of BUS 150 is recommended.* (T)

Prerequisite(s): English 12 or assessment.

### **MARK 210 Marketing Research**

► (3 credits) F,S (2,0,1,0)

An examination and application of marketing research techniques, involving research design, sampling, forms and questions, data gathering, interpretation and reporting. Attention is given to new product research, consumer surveys, market analysis and forecasting.

**Prerequisite(s):** MARK 110.

**Pre or Corequisite(s):** BUS 230 or MATH 116 or MATH 218.

### **MARK 215 Marketing Research & Planning**

► (3 credits) F,Q1 (4,0,0,0)

The importance of planning for the success of the business will be discussed. Analyze the market to determine sales potential, threats, opportunities, competition and overall business feasibility. Secondary information sources will be identified. A research project will be developed to gather primary data. Topics include: analytical techniques and the strategic planning process. Students who receive credit for MARK 210 cannot receive credit for MARK 215.

**Prerequisite(s):** MARK 110.

### **MARK 220 Marketing Communications**

► (3 credits) F,W (3,1,0,0)

This course focuses on the development of an effective integrated marketing communication (IMC) plan within the framework of a firm's total marketing strategy. Specifically, the course examines advertising, direct response communications, online interactive communications, sales promotion, public relations, and event marketing, with the objective of ensuring that the appropriate message and media are selected.

**Prerequisite(s):** MARK 110.

### **MARK 225 Public Relations**

► (3 credits) F,W (3,0,0,0)

This course will provide a theoretical background of the use of public relations in the private and public sector, along with an overview of when to use public relations tools and techniques. The emphasis of the course is on the strategic function of public relations. Specific discussion on media relations, and public relations ethics will be highlighted.

**Prerequisite(s):** MARK 110 or PADM 112.

### **MARK 230 Retail Merchandising**

► (3 credits) W (3,0,0,0)

Designed to provide students with a knowledge of retailing institutions' principles and practices with special emphasis on the following: layout and store design; organization; the buying function; pricing strategies; store services; security. A study of the interrelationship of merchandising with retail advertising, sales promotion and sales techniques.

**Prerequisite(s):** MARK 110.

### **MARK 235 Creative Selling**

► (3 credits) F,W,P (2,1,0,0)

A modern look at creative selling as a career. From the philosophy of prospecting to the final close, the student, through applied research, is encouraged to simulate the actual experiences of sales professionals. This practical course analyzes behavioural patterns which affect sales success.

**Prerequisite(s):** MARK 110.

### **MARK 240 Internet Marketing**

► (3 credits) F,W (2,2,0,0)

The purpose of this course is to provide skills necessary for business students to recognize and take advantage of the potential of the Internet as a competitive weapon. Topics taught include the concepts of building an extranet Web presence and the tools required to manage a commercial site. This is NOT a course in building webpages - that skill is assumed. In addition, the assumption is made that students have a thorough grounding in common business computer skills.

**Prerequisite(s):** BUS 141.

### **MARK 260 Business in Society**

► (3 credits) W,P (3,0,1,0)

This course looks at the concept of corporate citizenship to address the role of business in society. It explores best business practices to examine issues of ethical decision making and stakeholder relations. The course examines legal, economic, environmental, social and philanthropic elements to build this framework.

**Prerequisite(s):** MARK 110 or PADM 112.

### **MARK 340 Communication Tools & Media**

► (3 credits) F (4,0,0,0)

This applied course will walk students through the various communication tools available to best meet the needs of the intended audience and the organization and will incorporate the ability to assess the usefulness and appropriateness of tools for messages to be transmitted. Media relations and publicity is a major focus.

**Prerequisite(s):** MARK 220.

### **MARK 365 Consumer Behaviour**

► (3 credits) W (3,0,0,0)

Consumer behaviour concepts are related to the various dimensions of market segmentation and marketing strategy. The course deals with the individual and psychological factors that influence consumer behaviour as well as the applicable social and cultural factors. Case illustrations will focus on segmentation strategies, product positioning and advertising appeals.

**Prerequisite(s):** MARK 110.

### **MARK 433 Strategic Communications**

► (3 credits) W (4,0,0,0)

This course will examine current issues in organizational communications, including internal communications, benchmarking, reputation management, and the role of communications as a strategic management tool. This course will also examine the use of more complex communication planning and will include budgeting, monitoring, and evaluating communications.

**Prerequisite(s):** BUS 330, MARK 225.

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## **Math**

**Note:** *Math 10, 11 and 12 prerequisites must be the academic version.*

### **Advisory Statement**

*To succeed in mathematics courses, students need a strong, current background in mathematics. As such, students should have completed prerequisite courses within the last two years.*

### **MATH 032 Fundamental Math 1**

► M (6,4,0,0)

This course is designed for the adult learner who has experienced difficulty or anxiety with basic mathematics. Offered in self-paced format in a small class setting, MATH 032 covers the first part of ABE Fundamental Math. Topics include: whole numbers, decimals, fractions, and practical problem-solving.

**Prerequisite(s):** Assessment.

### **MATH 033 Fundamental Math 2**

► M (6,4,0,0)

This course is designed for the adult learner who has experienced difficulty or anxiety with basic mathematics. Offered in self-paced format in a small class setting, MATH 033 covers the second part of ABE Fundamental Math. Topics include: proportion, percent, measurement, geometry, graphs, and practical problem-solving.

**Prerequisite(s):** MATH 032.

**MATH 034 Fundamental Math 3**

► M(6,4,0,0)

This course provides the basic computational and problem solving skills required for many aspects of daily life, and for further study in trades math and in intermediate-level algebra, geometry, and trigonometry. Topics include: whole numbers, fractions, decimals, proportion, percent, graphs, statistics, measurement, and geometry.

Prerequisite(s): MATH 033 or assessment.

**MATH 037 Fundamental Math/Culinary Arts**

► M(6,4,0,0)

This course provides a brief trades-oriented review of the basic computational and problem-solving skills required for further study in the Culinary Arts Foundation program. Topics include: whole numbers, fractions, decimals, proportion, percent.

Prerequisite(s): MATH 034 or assessment.

**MATH 038 Fundamental Math for Trades**

► M(6,4,0,0)

This course provides a brief trades-oriented review of the basic computational and problem-solving skills required for further study in various Trades Foundation programs. Topics include: whole numbers, fractions, decimals, proportion, percent, powers, roots, graphs, formulas, measurement, and geometry.

Prerequisite(s): "C+" in MATH 034 or Principles of Math 10.

**MATH 039 Preparatory Nursing Math**

► M(6,4,0,0)

MATH 039 is designed for students entering the Nursing program who need to refresh their basic mathematics skills. This course covers topics in ABE Fundamental Mathematics needed to achieve competency in the Nursing profession. Topics include: whole numbers, decimals, fractions, proportions, percentages, conversions and dosage calculations.

Prerequisite(s): MATH 034 or assessment.

**MATH 052 Intermediate Math 1**

► M(6,4,0,0)

This course covers the first part of ABE Intermediate Math, and provides the practical computational and problem-solving skills required for daily life and for further study in intermediate-level algebra and math for trades. Topics include: proportion, percent, graphs, statistics, measurement, geometry, and trigonometry.

Prerequisite(s): MATH 034 or assessment.

**MATH 053 Intermediate Math 2**

► M(6,4,0,0)

This course covers the second part of ABE Intermediate Math, and provides the introductory algebra and problem-solving skills required for further study in advanced-level algebra, math for technology, and any course or program that requires Math 10. Topics include: real numbers, algebraic expressions, equations, inequalities, graphing, and polynomials.

Prerequisite(s): MATH 052 or assessment.

**MATH 057 Intermediate Math for Trades**

► M(6,4,0,0)

This course covers the algebra from MATH 053 plus modules on trigonometry and vectors, which provide the skills required for further study in Electrical Foundations, advanced-level mathematics, and any course or program that requires Math 10. Topics include: real numbers, algebraic expressions, equations, inequalities, graphing, polynomials, trigonometry, and vectors.

Prerequisite(s): MATH 052 or assessment.

**MATH 072 Advanced Math 1**

► (4 credits) F,W,P,S(5,3,0,0)

This course is the first half of Math 11 and provides the algebra skills required for statistics, criminal justice and some business programs. Topics include: linear equations and inequalities, rearranging formulas, linear equations in two variables, systems of linear equations, integer and rational exponents, polynomials and factoring.

Prerequisite(s): "C+" in Math 10 or MATH 053 or 057, or a "C-" in Math 11 or assessment.

**MATH 073 Advanced Math 2**

► (4 credits) F,W,P,S(5,3,0,0)

This course is the second half of Math 11 and is an excellent refresher for those who wish to upgrade before Math 12 or Precalculus. Topics include: rational and radical expressions and equations, quadratic equations and functions, right triangle trigonometry, trigonometric functions of any angle and the Sine and Cosine Laws.

Prerequisite(s): "C+" in MATH 072 or a "C" in Math 11 or assessment.

**MATH 092 Provincial Math 1**

► (4 credits) F,W,P(5,3,0,0)

This course is the first half of the Adult Basic Educational Provincial Level of math (Math 12). Topics include: an algebra review, graphs and functions, equations and inequalities, systems of equations, conic sections, sequences and series, and the binomial theorem.

Prerequisite(s): "C+" in MATH 073 or Math 11, or "C-" in Math 12, or assessment.

**MATH 093 Provincial Math 2**

► (4 credits) W(5,3,0,0)

This course is a continuation of MATH 092, and completes the Adult Basic Education Provincial Level of math (Math 12). Topics include: polynomial, rational, exponential and logarithmic functions, circular trigonometric functions and their inverses, and trigonometric identities.

Prerequisite(s): "C+" in MATH 092 or "C" in Math 12 or assessment.

**MATH 100 Calculus 1**

► (4 credits) F,W,P(5,0,0,0)

For mathematics and science students. Topics include: limits, derivatives of algebraic, trigonometric, logarithmic and exponential functions, applications of differentiation and the Fundamental Theorem of Calculus. Students will complete some assignments using Maple. (T)

Prerequisite(s): "B" in one of Math 12, MATH 105, MATH 108, MATH 115, MATH 174B, MATH 185 or assessment.

Note: Credit may be obtained for only one of MATH 100 and MATH 108.

**MATH 101 Calculus 2**

► (4 credits) F,W,P(5,0,0,0)

A continuation of MATH 100. Topics include: inverse and hyperbolic trigonometric functions, applications of integration, integration techniques, L'Hôpital's Rule, improper integrals, infinite series, Taylor series, parametric equations and polar coordinates. Students will complete some assignments using Maple. (T)

Prerequisite(s): MATH 100 or an "A-" in MATH 108.

**MATH 105 Algebra and Precalculus**

► (6 credits) F,W(7,5,0,0,0)

This course provides a solid foundation for calculus. Students who have been away from mathematics for more than one year should first refresh with MATH 073 or MATH 092. Topics include: algebra review, transformations, polynomial, rational, exponential and logarithmic functions, circular trigonometric functions and their inverses, trigonometric identities, conic sections, and a brief introduction to calculus. (T)

Prerequisite(s): "C+" in Math 11 or MATH 073 or "C-" in Math 12 or assessment.

Note: Credits may be obtained for only one of MATH 105 or MATH 115.



**MATH 107 Precalculus: Business & Social Sci**

► (4 credits) F,W (4,1,0,0)

This course provides a foundation for applied calculus for students in business, social sciences, biology and environmental studies. Students away from mathematics for more than a year should refresh with MATH 073 or MATH 092. Topics: algebra review, polynomial, rational, exponential, logarithmic and trigonometric functions and a brief introduction to calculus. (T-Pending)

**Prerequisite(s):** “C+” in Math 11 or MATH 073 or “C-” in Math 12, or a “C” in both Math 11 and FIN 110, or assessment.

**Note:** Credits may be obtained for only one of MATH 105, MATH 107 or MATH 115.

**MATH 108 Applied Calculus**

► (4 credits) F,W,P (5,0,0,0)

For students in business, biology or the social sciences who require only one semester of calculus. Topics include: limits, derivatives of algebraic, logarithmic, exponential and trigonometric functions, the definite and indefinite integral and integration by parts. (T)

**Prerequisite(s):** One of MATH 105, MATH 107, MATH 115, MATH 174B or MATH 185; or, a “C+” in Math 12 or MATH 173; or, a “C” in Math 12 together with a “C” in Calculus 12; or assessment.

**Note:** Credit may be obtained for only one of MATH 100 and MATH 108.

**MATH 109 Finite Math**

► (4 credits) F,W,P (5,0,0,0)

For business, biology or social science students. Topics include: linear systems (Gauss-Jordan elimination and matrices), linear programming (geometric and simplex methods), permutations and combinations, probability, Markov Chains and elementary statistics. (T)

**Prerequisite(s):** “C+” in Math 11 or MATH 073 or “C-” in Math 12 or assessment.

**MATH 110 Linear Algebra 1**

► (3 credits) F (3,1,0,0)

This course together with MATH 111 provides the fundamentals of linear algebra for mathematics, science and engineering students. Topics include: systems of linear equations and matrices, Gaussian reduction, determinants, Cramer’s rule, vectors, vector spaces, and complex numbers. (T)

**Prerequisite(s):** MATH 100 or a “B” in one of Math 12, MATH 174B, MATH 185 or assessment.

**MATH 111 Linear Algebra 2**

► (3 credits) W (3,1,0,0)

A continuation of MATH 110. Topics include: Euclidean spaces, inner product spaces, eigenvalues and eigenvectors, linear transformations, change of basis, diagonalization, and quadratic forms. (T)

**Prerequisite(s):** MATH 110.

**MATH 112 Fundamentals of Math 1**

► (4 credits) F (5,0,0,0)

Designed for the prospective elementary school teacher. Topics include: symbolic logic, sets, combinatorics, probability, descriptive statistics, the binomial and normal distributions, number patterns (prime numbers, magic squares, golden ratios, etc.), geometric exploration of curves (conics, curves of constant width, roulettes, fractals) and recreational topology. (T)

**Prerequisite(s):** Math 11 or assessment.

**MATH 113 Fundamentals of Math 2**

► (4 credits) W (5,0,0,0)

This course follows MATH 112. Topics include: linear equations, matrices, linear programming, calculus of polynomials, symmetry, tessellations and polyhedra. (T)

**Prerequisite(s):** MATH 112 or departmental permission.

**MATH 115 Precalculus**

► (4 credits) F,W,P,S (5,0,0,0)

This course provides a solid foundation for calculus. Students who have been away from mathematics for more than a year should first refresh with MATH 073 or MATH 092. Topics include: transformations, polynomial, rational, exponential and logarithmic functions, polynomial equations, circular trigonometric functions and their inverses, identities and an introduction to calculus. (T)

**Prerequisite(s):** “B+” in MATH 073 or “B” in MATH 092 or “A” in Math 11 or “C” in either Math 12 or MATH 093 or MATH 173. Students who have completed MATH 172 with a “B+” will need to complete a trigonometry module before registering for MATH 115.

**Note:** Credits may be obtained for only one of MATH 105 or MATH 115.

**MATH 116 Elementary Statistics**

► (4 credits) F,W,P,S (4,1-alt.wks,0,0)

For students in business, criminal justice and social sciences. Topics include: descriptive statistics, probability, the normal distribution, estimating population means and proportions, hypothesis testing, linear correlation and regression, goodness of fit, non-parametric statistics and applications using SPSS. (T)

**Prerequisite(s):** “C+” in MATH 072, or a “C” in MATH 073 or Math 11 or Applications of Math 12, or a “C-” in Math 12, or assessment.

**MATH 126 Basic Discrete Math**

► (3 credits) W (4,0,0,0)

For students in Math or Computer Science. Topics include: logic and proofs, set theory, number systems, relations and functions, counting techniques, algorithms, complexity and a brief introduction to graphs. (T)

**Prerequisite(s):** MATH 100 or MATH 110.

**Note:** Credit will be given for only one of MATH 126 or MATH 222.

**MATH 161 Math for Computing 1**

► (4 credits) Q1 (5,0,0,0)

This course covers topics in trigonometry, sequences, logarithms, graphing, relational algebra, linear equations, linear systems, vectors, matrices, linear transformations, computer graphics, directed graphs and trees.

**Prerequisite(s):** “B” grade in Math 11 or Applications of Math 12 or MATH 172 or a “C+” in Math 12 or assessment.

**MATH 172 Basic Technical Math 1**

► (4 credits) Q1,Q2,Q3 (6,0,0,0)

This course in intermediate algebra covers real numbers, linear equations and inequalities, exponents, polynomials, rational expressions, rational exponents and radicals, quadratic equations, linear equations and inequalities in two variables and systems of linear equations.

**Prerequisite(s):** “B” in MATH 053 or Math 10 by assessment.

**MATH 173 Basic Technical Math 2**

► (5 credits) Q2,Q3 (8,0,0,0)

Topics include: functions and their graphs, graph transformations, polynomial, exponential and logarithmic functions, trigonometric functions and their inverses, trigonometric identities, systems of equations and inequalities, vectors, dot products, complex numbers, sequences and series, the Binomial Theorem, topics in analytic geometry and plane geometry.

**Prerequisite(s):** MATH 073 or MATH 172 or Math 11 by assessment.

**MATH 174A Math for Electronics 3**

► (3 credits) Q1 (4,0,0,0)

Topics include: an introduction to matrices, determinants, vectors and oblique triangles, complex numbers, the differential Calculus, and applications of derivatives. Review material includes the binomial theorem, graphs of trigonometric functions, exponential and logarithmic functions, and trigonometric functions of any angle.

**Prerequisite(s):** Math 12 by assessment or one of MATH 173 or MATH 115.

**MATH 174B Math for Electronics 4**

► (2 credits) Q2 (3,0,0,0)

Topics of this course include applications of derivatives, differentiation of transcendental functions, integration, and applications of integration.

**Prerequisite(s):** MATH 174A.

**MATH 175 Math for Electronics 5**

► (4 credits) Q3 (6,0,0,0)

Topics include: methods of integration Maclaurin and Taylor series, differential equations, Laplace transforms, and Fourier series.

**Prerequisite(s):** MATH 174B.

**MATH 185 Technical Math 1**

► (3 credits) Q1 (4,1,0,0)

Use of calculators and computer programs are stressed throughout. Topics include: vectors: operations, dot and cross products; matrices: operations, scaling, rotation, representation of linear systems; limits; derivatives: polynomial, trigonometric, logarithmic and exponential functions, higher order; applications: related rates, extrema, graphing.

**Prerequisite(s):** MATH 105 or MATH 115 or MATH 173 or a "B" in Math 12 or an "A" in Applications of Math 12 or assessment.

**MATH 187 Technical Math 2**

► (3 credits) Q2, Q3 (4,1,0,0)

Use of calculators and computer programs are stressed throughout. Topics include: anti derivatives, definite integral, integration techniques, polar co-ordinates, and applications including acceleration, area between curves, surface area, volumes, center of mass and force on submerged surfaces.

**Prerequisite(s):** MATH 185 or (MATH 174B or MATH 100 and MATH 110).

**MATH 189 Technical Math 3**

► (3 credits) Q1, Q3 (4,1,0,0)

Use of calculators and computer programs are stressed throughout the course. Topics include: probability; frequency tables; probability distributions: discrete and continuous; curve fitting: linear regression, nonlinear regression; ordinary differential equations: first order, linear higher order, numerical methods.

**Prerequisite(s):** MATH 187 or (MATH 175 or MATH 101 and MATH 110).

**MATH 213 Math for Elementary Education**

► (3 credits) F,W (3,0,0,0)

A survey of mathematical techniques and methods with a focus on analytical skills and problem solving. Topics include: Mathematical Ways of Thinking, Problem Solving Strategies, Numeration Systems Past and Present, Number Theory, Sequences, Euclidean and Non-Euclidean Geometry, Strategy and Games, Cryptography, Statistical Duplicity. (T-Pending)

**Prerequisite(s):** MATH 112, MATH 113.

**MATH 216 Applied Statistics**

► (4 credits) F,W (4,1-alt week,0,0)

An introductory statistics course for first or second-year students in Biology, Business, Chemistry, Applied Chemistry and Biotechnology, and Environmental Technology. Topics include: descriptive statistics, probability, Binomial, Poisson and Normal distributions, hypothesis testing, confidence intervals, analysis of variance, correlation and linear regression, categorical data analysis, and MINITAB labs.(T)

**Prerequisite(s):** Math 12 or assessment.

**MATH 218 Probability and Statistics 1**

► (4 credits) F (4,1-alt wk,0,0)

For mathematics, physics and computer science students. Topics include: descriptive statistics, probability, discrete and continuous distributions, expectation, joint, marginal and conditional distributions, sampling distributions, point and interval estimation and hypothesis testing. Real-life examples are used. (T)

**Prerequisite(s):** MATH 100 or an "A-" in MATH 108.

**MATH 219 Probability and Statistics 2**

► (4 credits) W (4,1-alt wk,0,0)

A continuation of MATH 218 which provides an introduction to the mathematical foundations of statistical inference. Topics include: estimation and testing of hypotheses, normal sampling distribution theory, analysis of variance, multifactor analysis of variance, simple linear regression and correlation, analysis of categorical data and distribution-free procedures. (T)

**Prerequisite(s):** MATH 218 or MATH 254.

**MATH 220 Multivariate Calculus**

► (4 credits) F (5,0,0,0)

Topics include: vectors, solid analytic geometry, differentiation of vectors, differential calculus of several variables, multiple integrals, and the theorems of Green, Gauss and Stokes. (T)

**Prerequisite(s):** MATH 101.

**Pre or Corequisite(s):** MATH 110.

**MATH 222 Discrete Math**

► (3 credits) Q1 (4,0,0,0)

This course in discrete mathematics is for the Engineering Bridge program. Topics include: logic and proof, set theory, functions, algorithms, counting techniques, recurrence relations, graphs and trees, Boolean algebra. *Credit will only be given for only one of MATH 126 or MATH 222.* (T)

**Prerequisite(s):** MATH 251 and MATH 250A, or any two first-year MATH courses.

*Open to COMPBRIDGE and SOFTBRIDGE students only.*

**MATH 225 Elementary Differential Equations**

► (3 credits) W (4,0,0,0)

Topics include: introduction to differential equations, first order differential equations, higher order linear differential equations, second-order differential equations, series solutions, and Laplace transforms. Students will complete some projects using Maple. (T)

**Prerequisite(s):** MATH 101, MATH 235. (MATH 235 may be a corequisite with permission of the Chair.)

**MATH 230 Modern Algebra**

► (4 credits) W (5,0,0,0)

A first course in proofs and theoretical mathematics for mathematics, physics and computer science students. Topics include: sets, mappings, integers including postulates, induction, factorization and congruencies, groups including permutations, rings, integral domains, fields and polynomials and their factorization. (T)

**Prerequisite(s):** "B+" in MATH 110 or MATH 126.

**MATH 235 Procedures in Maple**

► (1.5 credits) F (1,2,0,0)

This course introduces science students to the power of the Maple computer algebra system. Topics include: commands to do algebra and calculus, interpretation of output, writing procedures in linear algebra and vector calculus. This course is a prerequisite for MATH 225. MATH 110 and MATH 220 are recommended Corequisite(s). (T)

**Prerequisite(s):** MATH 101.

### **MATH 250A Intermediate Calculus 1**

► (3 credits) Q4 (5,0,0,0)

Techniques of integration, indeterminate forms, infinite series, polar coordinates, vector functions, partial derivatives. (T)

Corequisite(s): MATH 251.

### **MATH 250B Intermediate Calculus 2**

► (3 credits) Q1 (4,0,0,0)

This course continues the study of intermediate calculus. Directional derivative, gradient, Lagrange Multipliers, multiple integrals, applications, vector calculus, Green's Theorem, divergence, Stokes' Theorem. (T)

Prerequisite(s): MATH 250A.

### **MATH 251 Matrix Algebra for Engineers**

► (3 credits) Q4 (6,0,0,0)

Topics include: complex numbers, linear systems and matrices, matrix operations, determinants, vectors in 2-space and 3-space, vector spaces, linear dependence and independence, orthogonality, eigenvalues and eigenvectors and linear transformations. Engineering applications are provided throughout the course.

*Open to COMPBRIDGE, ELELBRIDGE, MECHBRIDGE and SOFTBRIDGE students only.*

### **MATH 252 Differential Equations**

► (3 credits) Q1 (5,0,0,0)

Topics include: first order equations; linear equations of higher order, solutions of constant coefficient equations and their application to vibration problems, nonlinear second order equations and examples, the phase plane, Laplace transforms and linear systems. (T)

Prerequisite(s): MATH 250A.

### **MATH 254 Probability and Statistics**

► (3 credits) Q4 (4,0,0,0)

Data central tendency, random variables, hypothesis testing, p values, confidence intervals, the binomial, hypergeometric, Poisson, chi-square and gamma distributions, linear regression, joint probability distributions, contingency tables.

*Open to COMPBRIDGE, ELELBRIDGE, MECHBRIDGE and SOFTBRIDGE students only.*

### **MATH 260 Applied Multivariable Calculus**

► (4 credits) Q2 (8,0,0,0)

Topics include: integration review, Taylor series, vectors and coordinate geometry in 3-space, partial differentiation with applications and multiple integration with applications.

Corequisite(s): MATH 261.

### **MATH 261 Applied Linear Algebra**

► (4 credits) Q2 (8,0,0,0)

Topics include: complex numbers, vectors, matrices, linear equations, determinants, orthogonality, the Gram-Schmidt process, eigenvalues and eigenvectors, linear transformations, systems of first-order linear differential equations, least squares method, quadratic forms and LU-decomposition.

Corequisite(s): MATH 260.

### **MATH 262 Applied Differential Equations**

► (4 credits) Q3 (8,0,0,0)

Topics include: first and second order equations, higher order linear equations, power series solutions, Laplace transforms, linear systems, and numerical methods. Applications are stressed throughout.

Prerequisite(s): MATH 260, MATH 261.

### **MATH 264 Applied Probability & Statistics**

► (3 credits) Q3 (5,0,0,0)

Topics include: descriptive statistics, box and scatter plots, measures of central tendency and variability, probability, random variables, estimation, hypothesis testing, p-values, confidence intervals, multivariate distributions, covariance and correlation, linear regression and quality control.

Prerequisite(s): MATH 260, MATH 261.

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## **Mechanical Engineering**

*Note: Most MECH courses are reserved for students in the Mechanical programs.*

### **MECH 101 Co-operative Work Experience 1**

► (5 credits) Q3, Q4 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

Prerequisite(s): Students must obtain a minimum GPA of 3.0 prior to the first work term, and all subsequent work terms, complete all first year courses, including COOP 100, and be fully enrolled in the term preceding the work term.

### **MECH 102 Co-operative Work Experience 1**

► (10 credits) Q3 & Q4 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

Prerequisite(s): Students must obtain a minimum GPA of 3.0 prior to the first work term, and all subsequent work terms, complete all first year courses, including COOP 100, and be fully enrolled in the term preceding the work term.

### **MECH 131 Manufacturing Management**

► (3 credits) Q2 (13,0,0,0)

Introduction to: Production Planning/Scheduling, Inventory Control, Manufacturing Management, Plant Layout, Materials Handling and Industrial Engineering.

Prerequisite(s): WELD 162, MECH 163.

### **MECH 132 Computer Numerical Control (CNC)**

► (4 credits) Q2 (10,7,8,0)

Introduction to the basics of CAM. Computer Numerical Control (CNC) programming using G and M codes. Verification of part programs on Mori-Seiki Machining Centre and Lathe.

Prerequisite(s): ENGR 151M, MECH 163.

### **MECH 134 Applied Mechanics**

► (2 credits) Q2 (6,0,0,0)

Introduction to basic problems in statistics, dynamics, linear motion (including velocity, acceleration, forces) and internal forces in structural members.

Prerequisite(s): MECH 163, ENGR 151M.

### **MECH 141 CNC & Automation**

► (2 credits) Q3 (2,2,0,0)

Advanced CNC programming. Graphical programming of CNC machine tools using MasterCam (or similar). Introduction to post-processing techniques as applied to various types of machine tool controllers. Introduction to rapid prototyping.

Prerequisite(s): MECH 132.

### **MECH 142 Jigs, Fixtures and Tools**

► (2 credits) Q3 (2,2,0,0)

Introduction to the design and function of the various types of jigs and fixtures. Design of machine tooling, cutting forces in material removal operations. Selection of suitable materials for the manufacture of these jigs and fixtures.

Prerequisite(s): MECH 131.

**MECH 143 Manufacturing Project**

▶ (4 credits) Q3 (0,0,0,8)

Students will be assigned various projects at local companies or organizations that will utilize the material covered within this program. A formal report and oral presentation will be required upon completion.

**Prerequisite(s):** ENGL 170, MECH 132, MECH 134.

**Corequisite(s):** MECH 141, MECH 142, MECH 144, MECH 187.

**MECH 144 Fluid Power**

▶ (2 credits) Q3 (2,2,0,0)

This course introduces students to the basic concepts behind pneumatic and hydraulic power systems as they apply to a manufacturing environment. They will also be introduced to electronic control of the fluid power systems using Programmable Logic Controllers (PLC's).

**Prerequisite(s):** MECH 134.

**MECH 153 Mechanical Components & 3D CAD**

▶ (4 credits) Q2 (2,2,1,0)

This course emphasizes the application and selection of mechanical components used in the design of power transmission systems. Students will be required to use 3D CAD to develop detail and assembly drawings utilizing standard mechanical components. Drawings will be plotted.

**Prerequisite(s):** ENGR 151M.

**MECH 159 Mechanical Control Programming**

▶ (2 credits) Q2 (2,2,0,0)

Objectives include the basics of programming languages and use of pseudo code or flow charts as they apply to the control of electro-mechanical systems. Applications may include PLC's, PCs and/or micro-controllers. High-level computer languages will be employed.

**MECH 161A Manufacturing Processes 1**

▶ (0.5 credit) Pre-Q1, Pre Q2 (20 hours total)

An introduction to manufacturing processes and basic measuring tools. This is complemented by students working with machine and hand tools to produce a small project as set by the instructor.

**Prerequisite(s):** Entrance requirements to Mechanical Engineering Technology, Access, Manufacturing Technician or Engineering Graphics Technician program(s).

**MECH 161B Manufacturing Processes 2**

▶ (3 credits) Q1 (4,2,0,0)

This course surveys a range of manufacturing equipment and processes. This is complimented by students working with machine and hand tools in the manufacture of a project set by the instructor.

**Prerequisite(s):** MECH 161A.

**MECH 163 Machine Shop Practice**

▶ (5 credits) F (5,10,0,0)

This course surveys a range of manufacturing equipment and processes. This is complemented by having students work with machine and hand tools in the manufacture of a project set by the instructor. Focus will be on advanced manufacturing techniques.

**Prerequisite(s):** MECH 161A.

**Pre or Corequisite(s):** ENGR 151M.

**MECH 173 Statics and Strengths of Materials**

▶ (5 credits) Q2 (6,2,0,0)

Using a series of integrated case studies the student will explore rigid bodies subjected to coplanar and three dimensional force systems. Material properties of a wide variety of ferrous and nonferrous engineering materials will be reviewed along with property modification using alloying, surface treatment and heat treatment.

**Prerequisite(s):** MATH 185, PHYS 191.

**MECH 175 Dynamics**

▶ (2 credits) Q3 (2,2,0,0)

Review and further study of kinematics including rectilinear and curvilinear motion, tangential and normal components, and radial and transverse components. Introduction to relative motion of rigid bodies in translation, rotation and general plane motion. Kinetics-force, mass product moments, angular momentum, energy and momentum methods. D'Alembert's principle - dynamically equivalent systems.

**Prerequisite(s):** MECH 173.

**Pre or Corequisite(s):** MATH 187.

**MECH 179 CAD Networks/Hardware**

▶ (3 credits) Q1 (4,2,0,0)

This course will introduce the student to computer assembly, configuration and maintenance. An emphasis will be placed on setting up a CAD and Desktop Publishing workstation using the Windows operating system. Aspects of computer networking will also be covered.

*Open to ENGRGRTECN students only.*

**MECH 183 Computer-Aided-Manufacturing/ CAM**

▶ (3 credits) Q3 (2,2,4-alt wks,0)

Introduction to the basics of CAM. Computerized Numerical Control (CNC) programming using G and M codes. Verification of part programs on Mori-Seiki Machining Centre and Lathe. Students will have the opportunity to use application software for the generation of G and M codes.

**Prerequisite(s):** ENGR 151M, MECH 161B.

**MECH 187 Quality Assurance**

▶ (2 credits) Q2, Q3 (3,1,0,0)

History and development of latest quality procedures including Zero Defects, Total Quality Management (T.Q.M.) and Statistical Process Control (S.P.C.). Basic statistics including Central Limit Theorem, Poisson, Hypergeometric and Binomial distributions. Development of sampling plans. Introduction to statistical quality control using a co-ordinate measuring machine (CMM).

**Prerequisite(s):** MECH 132 or MECH 183.

**MECH 201 Co-operative Work Experience 2**

▶ (10 credits) Q3 &amp; Q4 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** MECH 101 or MECH 102 plus completion of Academic Terms 4 and 5 with a minimum GPA of 3.0.

**MECH 202 Co-operative Work Experience 2**

▶ (5 credits) Q2 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** MECH 101 or MECH 102 plus completion of Academic Terms 4 and 5 with a minimum GPA of 3.0.

**MECH 203 Co-operative Work Experience 3**

▶ (5 credits) Q1, Q2 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** MECH 201 or MECH 202 plus Academic Term 6 with a minimum GPA of 3.0.

**MECH 210 Mechanics for Electrical Engineers**

▶ (2 credits) Q1 (5,0,0,0)

Review of vector algebra. Introductions to statics and dynamics.

*Open to COMPBRIDGE, ELELBRIDGE and SOFTBRIDGE students only.*



**MECH 212 Thermodynamics for Electronics**

▶ (2 credits) Q1 (3,0,0,0)

This course introduces a variety of thermodynamic topics, including: thermal properties of matter, equations of state; kinetic theory of gases and gas laws; the first and second laws of thermodynamics; and, principles of heat transfer. The material will be presented using several engineering applications examples - internal combustion engines, refrigerators, heat exchangers, heat pumps and heat sinks.

*Open to ELELBRIDGE students only.*

**MECH 233 Co-operative Work Experience 3**

▶ (10 credits) Q1, Q2 (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while employed with qualified Co-op employers. This full-time paid work experience is facilitated and monitored by the College.

**Prerequisite(s):** MECH 202 plus Academic Term 6 with a minimum GPA of 3.0.

**MECH 252 Pneumatics and Hydraulics**

▶ (3 credits) Q2 (3,2,0,0)

Pneumatic and hydraulic circuit systems. Components and symbols. Circuit design including multi-cylinder sequencing. Course content includes introduction to Programmable Logic Controllers (PLC).

**Prerequisite(s):** ENGR 177, MECH 286.

**MECH 255 Mechanics of Machines**

▶ (3 credits) Q1 (4,2,0,0)

The students will study the kinematics and dynamics of mechanisms so as to determine the velocities and acceleration of the parts, and the forces acting on the parts, within the mechanism. Cams and gear trains will also be considered. Solutions are generated using computer-aided methods.

**Prerequisite(s):** MECH 153, MECH 175.

**MECH 257 Mechanics of Vibrations**

▶ (3 credits) Q2 (4,2,0,0)

Introduction to dynamics of linear systems; first order systems cases with step, ramp and impulse input. Linear vibration of torsional and rectilinear system; free and forced excitation covering single and multi-degree systems. Practical applications and case studies. Numerical methods will also be introduced.

**Prerequisite(s):** MECH 255, MATH 189.

**MECH 261 Thermodynamics 1**

▶ (2 credits) Q1 (3,2 alt. wks,0,0)

Through lecture and labs, this course will address the topic of energy conversion. The Thermodynamic analysis of the gasoline, diesel and jet engines and the refrigeration cycle will be examined in detail followed by an introduction to the Brayton-Rankine cycle as a means of electric power generation.

**Prerequisite(s):** CHEM 160, ENGR 177, MATH 187.

**MECH 262 Thermodynamics 2**

▶ (4 credits) Q3 (5,2,0,0)

This course will investigate combustion analysis as applied to heat engines and the Brayton-Rankine cycles utilizing open and closed feed water heaters. The three modes of heat transfer: conduction, convection and radiation as applied to heat exchange systems will also be examined.

**Prerequisite(s):** MECH 261.

**MECH 266 Machine Design**

▶ (4 credits) Q3 (5,2,0,0)

The students will apply failure theories for various types of materials exposed to static and repeated loading so as to determine component lifetime. Design of machines using fasteners, shafts, bearings, belt-drives, spur gears, clutches and brakes will be considered. Solving of design problems is assisted by computer methods.

**Prerequisite(s):** MECH 255, MECH 271.

**MECH 271 Strength of Materials 2**

▶ (3 credits) Q2 (3,2,0,0)

Stresses in thin-walled sections, deflection of beams; testing equipment: types of failure and welded connections. Composite structural elements. Eccentric loading of columns and struts. Combined axial, bending and torsion. Stress measuring techniques; strain gauges. Examination of plastics, adhesives, ceramics, glasses and corrosion protection using coatings and plating.

**Prerequisite(s):** MECH 173, MATH 187.

**MECH 273 Advanced Strength of Materials**

▶ (3 credits) Q3 (3,2,0,0)

Introduction to plasticity and Baushinger effect, unsymmetrical bending, deflection of thin curved bars, and also thin circular plates. Finite Element Method applied to case studies in structural problems.

**Prerequisite(s):** MECH 271.

**MECH 275 Environmental Engineering**

▶ (2 credits) Q2 (2,2,0,0)

This course introduces psychometrics and rudimentary design of HVAC systems as related to issues of health and comfort for the interior of public, commercial and industrial buildings. Applicable federal, provincial and industrial standards will be discussed including the NBC, ASHRAE and NFPA.

**Prerequisite(s):** ENGR 177, MECH 261.

**MECH 277 Fluid Dynamics 2**

▶ (2 credits) Q3 (2,2,0,0)

Applications of the basic fluid flow principles outlined in Fluid Dynamics 1, including pressure losses in series and parallel pipe networks; fluid operated machinery such as pumps and turbines; forces on piping systems; piping system design and layout; and, lift and drag forces on bodies fully submerged in fluids.

**Prerequisite(s):** ENGR 177.

**MECH 284 Robotics and Automation**

▶ (3 credits) Q4 (4,2,0,0)

The student will be introduced to the concepts of automation as it applies to production plants and assembly processes. Sensors, controllers, actuators, materials, power-transmission systems, computer hardware and computer software will be examined. Basic principles of robotics will be considered.

**Prerequisite(s):** MECH 255, MECH 286.

**MECH 286 Introduction to Control Systems**

▶ (3 credits) Q1 (3,2,0,0)

Students will be introduced to the terminology, concepts, principles, procedures and computations used by engineers and technologists to analyze, select, specify, design and maintain all parts of a control system. Students will construct working control systems based on micro controllers and interfaced to mechanical and electromechanical systems.

**Prerequisite(s):** MATH 187, MECH 159, ELEX 247.

**MECH 295 Project Planning & Design**

▶ (9 credits) Q1 (0,3,13,0)

Working in small groups, students are required to apply concepts in design and methods of analysis. Utilizing material from prerequisite courses, plan, manage, and produce component parts to complete a small project within a specific time frame.

**Prerequisite(s):** All Academic Term 5 (Quarter 2) courses.

**Corequisite(s):** ENGL 273.

## **MECH 299 Engineering and Society**

▶ (1 credit) Q3 (2,0,0,0)

This course through case studies and discussion will challenge the student with various ethical dilemmas they may encounter as an engineering technologist. Emphasis will focus on such topics as: sustainable development, professional ethics, and the potential impact of technology on society, work place safety, gender equality, professional responsibility and accountability.

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## **Music**

### **MUS 100 First Instrument: Classical 1**

▶ (3 credits) F (1.5,0,0,.7)

This course offers students private study on first instrument/voice in repertoire, technique, and performance. *Required course for classical performance majors in Diploma in Music. Open to students in Diploma in Music only.* (T)

### **MUS 101 First Instrument: Classical 2**

▶ (3 credits) W (1.5,0,0,.7)

This course offers students private study on first instrument/voice in repertoire, technique, and performance. *Required course for classical performance majors in Diploma in Music. Open to students in Diploma in Music only.* (T)

**Prerequisite(s):** "B-" in MUS 100.

### **MUS 102 First Instrument: Composers 1**

▶ (2 credits) F (1,0,0,.7)

Students majoring in music composition receive private study on piano in repertoire and technique. Composition students who already possess Grade 8 VCM Piano or equivalent may be given the opportunity to study an instrument other than piano at the discretion of the Chair of Music. *Required course for composition majors.*

### **MUS 103 First Instrument: Composers 2**

▶ (2 credits) W (1,0,0,.7)

A continuation of MUS 102, students majoring in music composition receive private piano study in repertoire and technique. *Composition students who possess Grade 8 VCM Piano or equivalent may be given the opportunity to study an instrument other than piano at the discretion of the Chair of Music.*

**Prerequisite(s):** "B-" in MUS 102.

### **MUS 106 Composition Study 1**

▶ (2 credits) F (1,0,0,.7)

The student will be introduced to compositional techniques in order to gain knowledge and expertise in the development of his/her own unique style. The course will cover form, timbre and texture, rhythm, atonality, serialism, tone rows, and orchestration. *Required for Composition majors.*

### **MUS 107 Composition Study 2**

▶ (2 credits) F (1,0,0,.7)

This course is a continuation of MUS 106. Students study compositional techniques to gain knowledge and expertise in the development of their own unique style. The course covers form, timbre and texture, rhythm, atonality, serialism, tone rows, and orchestration. *Required for Composition majors.*

**Prerequisite(s):** "B-" in MUS 106.

### **MUS 110 Music History 1**

▶ (3 credits) F (3,0,0,0)

This course covers important developments in Western music from Ancient Greece through the Renaissance (up to c. 1600), with reference to parallel events in art, literature, and architecture, as well as social, political, and economic history. *Required for Diploma in Music and Diploma in Jazz Studies.* (T)

### **MUS 111 Music History 2**

▶ (3 credits) W (3,0,0,0)

A continuation of MUS 110, this course covers important developments in Western music during the Baroque period (c. 1597-c. 1750), with reference to parallel events in art, literature, and architecture, as well as social, political, and economic history. *Required for Diploma in Music and Diploma in Jazz Studies.* (T)

**Prerequisite(s):** "B-" in MUS 110.

### **MUS 115 A Survey of Music**

▶ (3 credits) F (3,0,0,0)

This course enhances students' appreciation of the "classical" music of Western culture, from classical Greek to the late twentieth Century, by listening to and discussing various important and seminal works of music in the context of parallel social, political, and cultural developments. No prior experience with classical music is required. (T)

**Prerequisite(s):** English 12 or assessment.

### **MUS 120 Harmony 1**

▶ (3 credits) F (3,0,0,0)

This course will include review of the rudiments of music and study of the harmonic language used in Western classical music from 1600 to 1900, with concentration on music from the Baroque and Classical period. *Required for Diploma in Music.* (T)

**Prerequisite(s):** Admission to Diploma in Music; or Grade 7 VCM Theory or Grade 2 RCM Rudiments and permission of the instructor.

### **MUS 121 Harmony 2**

▶ (3 credits) W (3,0,0,0)

A continuation of MUS 120, this course will include study of the harmonic language used in Western classical music from 1600 to 1900, with concentration on music of the Baroque and Classical periods. *Required for Diploma in Music.* (T)

**Prerequisite(s):** "B-" in MUS 120.

### **MUS 122 Musicianship 1**

▶ (1 credit) F (2,0,0,0)

This is a comprehensive ear-training course that covers basic aural skills, including sight singing, melodic and rhythmic dictation, error detection, as well as keyboard skills using basic harmonic progressions. *Required for Diploma in Music and Diploma in Jazz Studies.* (T-pending)

**Prerequisite(s):** Placement Assessment.

**Corequisite(s):** MUS 110 or JAZZ 124.

**Pre or Corequisite(s):** MUS 126 or higher; or Keyboard proficiency placement into one of MUS 127, MUS 226, or MUS 227.

### **MUS 123 Musicianship 2**

▶ (1 credit) W (2,0,0,0)

A continuation of MUS 122, this is a comprehensive ear-training course that covers elementary aural skills, sight singing, dictation, and error detection. Emphasis is on supporting keyboard skills using harmonic progression, providing basic accompaniments and transposition, and introducing melodic improvisation. *Required for Diplomas in Music and Jazz Studies.* (T-pending)

**Prerequisite(s):** "B-" in MUS 122.

**Corequisite(s):** MUS 121 or JAZZ 125

**Pre or Corequisite(s):** MUS 127 (Keyboarding Skills 2) or higher; or keyboard proficiency placement into one of MUS 226, or MUS 227.

### **MUS 126 Keyboard Skills 1**

► (1 credit) F (1,0,,5,0)

This course provides a comprehensive foundation of essential keyboard skills. Course content is provided through group instruction. *Open to students in Certificate in Music Foundations, Diploma in Music, and Diploma in Jazz Studies whose first instrument is not keyboard.*

**Prerequisite(s):** Placement assessment.

### **MUS 127 Keyboard Skills 2**

► (1 credit) F (1,0,,5,0)

This course assists students to expand skills and knowledge of the keyboard. Regular participation in piano master class is required. Course content is provided through group instruction. *Open to students in Certificate in Music Foundations, Diploma in Music, and Diploma in Jazz Studies whose first instrument is not keyboard.*

**Prerequisite(s):** "B-" in MUS 126; or admission to Certificate in Music Foundations, Diploma in Music or Diploma in Jazz Studies with placement assessment.

### **MUS 130 Chamber Music 1**

► (1 credit) F (1,0,0,,5)

In small groups students prepare a selection of introductory masterworks from the chamber music literature in single-instrument or mixed-instrument settings. Regular coaching and scheduled performance in master class and recitals is required. *Keyboard majors in first year Diploma in Music are required to take either MUS 130 or MUS 132.* (T-pending)

### **MUS 131 Chamber Music 2**

► (1 credit) F (1,0,0,,5)

In small groups students prepare a selection of accessible masterworks from the chamber music literature, either in single-instrument or mixed-instrument settings. Regular coaching and scheduled performance in master class and recitals is required. *All keyboard majors in Diploma in Music are required to take either MUS 131 or MUS 133.* (T-pending)

### **MUS 132 Collaborative Piano 1**

► (1 credit) F (1,0,0,,5)

Piano students, focusing on the performance collaboration between piano and voice, are assigned to work with a singer for the duration of the semester. Regular coaching and scheduled performances in master classes and recitals are required. *All Keyboard majors are required to take either MUS 130 or MUS 132.*

### **MUS 133 Collaborative Piano 2**

► (1 credit) F (1,0,0,,5)

Piano students, focusing on the performance collaboration between piano and voice, are assigned to work with a singer for the duration of the semester. Regular coaching and scheduled performances in master classes and recitals are required. *All Keyboard majors are required to take either MUS 131 or MUS 133.*

### **MUS 140 Chamber Orchestra 1**

► (2 credits) F (2,1 optional,0,,6)

A large ensemble of strings, winds, brass and percussion focusing on classic and contemporary literature for orchestra. *(Required for bowed string, and harp majors. Woodwind, brass and percussion majors in Music Foundations and Music Diploma must take one or both MUS 140 and MUS 146: assignment and placement by audition.)*

**Prerequisite(s):** Admission to Certificate in Music Foundations or Diploma in Music; or by placement audition with permission of the instructor.

### **MUS 141 Chamber Orchestra 2**

► (2 credits) W (2,1 optional,0,,6)

MUS 140 continued: an ensemble of strings, winds, brass and percussion focusing on classic and contemporary literature for orchestra. *Required for bowed string and harp majors. Woodwind, brass and percussion majors in Music Foundations and Music Diploma must take one or both of MUS 141 and 147: placement by audition.*

**Prerequisite(s):** "B-" in MUS 140 or MUS 146, or by placement audition with permission of the instructor.

### **MUS 142 Conservatory Chorale 1**

► (2 credits) F (3,1 optional,0,,6)

A large, mixed-voice ensemble focusing on works of classical literature for accompanied and *a capella* voices. *Conservatory Chorale is required for piano, guitar, composition and voice majors in Certificate in Music Foundations and Diploma in Music.*

**Prerequisite(s):** Admission to Certificate in Music Foundations or Diploma in Music; or by placement audition with permission of the instructor.

### **MUS 143 Conservatory Chorale 2**

► (2 credits) W (3,1 optional,0,,6)

A continuation of MUS 142: a large, mixed-voice ensemble focusing on works of classical literature for accompanied and *a capella* voices. *Conservatory Chorale is required for piano, guitar, composition and voice majors in Certificate in Music Foundations and Diploma in Music.*

**Prerequisite(s):** "B-" in MUS 142, or by placement audition with permission of the instructor.

### **MUS 146 Wind Ensemble 1**

► (2 credits) F (2,1 optional,0,,6)

A large ensemble of woodwinds, brass and percussion focusing on works of classic and contemporary literature for wind ensemble. *Woodwind, brass and percussion majors in the Certificate in Music Foundations and Diploma in Music must take one or both of MUS 140 and MUS 146: assignment and placement by audition.* (T-pending)

**Prerequisite(s):** Admission to Certificate in Music Foundations or Diploma in Music; or by placement audition with permission of the instructor.

### **MUS 147 Wind Ensemble 2**

► (2 credits) W (2,1 optional,0,,6)

A continuation of MUS 146: a large ensemble of woodwinds, brass and percussion focusing on works of classic and contemporary literature. *Classical woodwind, brass and percussion majors in Music Foundations and Music Diploma must take one or both of MUS 141 and MUS 147: assignment and placement by audition.* (T-pending)

**Prerequisite(s):** "B-" in MUS 140 or MUS 146; or by placement audition with permission of the instructor.

### **MUS 150 Flute Pedagogy & Literature 1**

► (2 credits) F (2,0,0,0)

This elective provides instruction in pedagogy pertaining to teaching methods in flute technique for the elementary and intermediate flutist. Topics include lesson planning; tone development and intonation; finger technique; articulation; selecting appropriate and supplemental repertoire; and an overview of teaching styles and philosophies. *Not prerequisite to other Flute Pedagogy courses.* (T-pending)

**Prerequisite(s):** Admission to Diploma in Music; or Grade 10 VCM performance level on flute, with permission of the instructor.

### **MUS 151 Flute Pedagogy & Literature 2**

► (2 credits) F (2,0,0,0)

This elective provides instruction in flute pedagogy pertaining to teaching methods in techniques for the elementary and intermediate player. Topics include lesson planning; tone development and intonation; finger technique; articulation; selecting appropriate and supplemental repertoire; and an overview of teaching styles and philosophies. *Not prerequisite to other Flute Pedagogy courses.*

**Prerequisite(s):** Admission to Diploma in Music; or Grade 10 VCM performance level on flute, with permission of the instructor.



**MUS 152 Piano Pedagogy & Literature 1**

▶ (2 credits) F (2.5,0,0,0)

This course introduces practical experience in the art of piano pedagogy, especially as it applies to teaching of young elementary piano students. Topics include lesson planning; technique; style and interpretation; choosing appropriate repertoire; and an overview of teaching styles and philosophies. *Required course for keyboard majors in Diploma in Music.*

**Prerequisite(s):** Admission to Diploma in Music; or Grade 9 VCM performance level on piano and with permission of the instructor.

**MUS 153 Piano Pedagogy & Literature 2**

▶ (2 credits) F (2.5,0,0,0)

A continuation of MUS 152, this course offers experience in the art of piano pedagogy, especially as it applies to the teaching of young intermediate level piano students. *Required course for Keyboard majors in Diploma in Music*

**Prerequisite(s):** "B-" in MUS 152.

**MUS 154 Strings Pedagogy/Literature 1**

▶ (2 credits) F (2,0,0,0)

An elective course for strings majors, this course is designed to offer practical experience in the art of Strings pedagogy. Aspects of teaching covered include technique, interpretation, choosing appropriate repertoire and historical style.

**MUS 155 Strings Pedagogy/Literature 2**

▶ (2 credits) F (2,0,0,0)

A continuation of MUS 154, this course offers practical experience in the art of Strings pedagogy and covers aspects of teaching including technique, interpretation, choosing appropriate repertoire and historical style.

**Prerequisite(s):** "B-" in MUS 154.

**MUS 156 Voice Pedagogy & Literature 1**

▶ (2 credits) F (2,0,0,0)

The course is designed to offer practical experience in the basics of vocal pedagogy. Aspects of teaching covered include technique, interpretation, international phonetic alphabet (IPA), choosing appropriate repertoire, and vocal literature sessions. There are opportunities provided to observe studio teaching by senior vocal instructors.

**Prerequisite(s):** Admission to Diploma in Music; or Grade 9 VCM performance level on voice, with permission of the instructor.

**MUS 157 Voice Pedagogy & Literature 2**

▶ (2 credits) F (2,0,0,0)

A continuation of MUS 156, the course is designed to offer practical experience in the basics of vocal pedagogy. Aspects of teaching covered include technique, interpretation, international phonetic alphabet (IPA), choosing appropriate repertoire, and vocal literature sessions. There are opportunities to observe studio teaching by senior vocal instructors.

**Prerequisite(s):** "B-" in MUS 156.

**MUS 160 Italian Diction 1**

▶ (1 credit) F (1,0,0,0)

Students will learn the fine points of Italian diction by performing, speaking, reading, and listening. Students will cover the structure of the Italian sentence, including parts of speech, which will aid in translation of repertoire. *Elective course, offered in alternate years and subject to enrolment.* (T-pending)

**MUS 161 Italian Diction 2**

▶ (1 credit) F (1,0,0,0)

A continuation of MUS 160, students will learn fine points of Italian diction by performing, speaking, reading and listening. Students will cover structure of the Italian sentence, including parts of speech which will aid in translation of repertoire. *Elective course, offered in alternate years and subject to enrolment.* (T-pending)

**Prerequisite(s):** "B-" in MUS 160.

**MUS 162 Drama and Movement 1**

▶ (1 credit) F (1,0,0,0)

Students will be introduced to the basic techniques used by trained actors and to the approaches used in creating a dramatic character. *Elective course, offered in alternate years and subject to enrolment.* (T-pending)

**MUS 163 Drama and Movement 2**

▶ (1 credit) F (1,0,0,0)

A continuation of MUS 162, students will study the basic techniques used by trained actors and to the approaches used in creating a dramatic character. *Elective course, offered in alternate years and subject to enrolment.*

**Prerequisite(s):** "B-" in MUS 162.

**MUS 170 Media Skills and Technology 1**

▶ (1 credit) F (1,0,0,0)

This course introduces the concepts and applications of such technologies as basic acoustics, sound in theatres and concerts, recording, MIDI sequencing and editing, production and distribution of multimedia materials via CD, MP3 and the Internet. *Required for Diploma in Jazz Studies and Composition majors in Diploma in Music.* (T-pending)

**MUS 171 Media Skills and Technology 2**

▶ (1 credit) W (1,0,0,0)

A continuation of MUS 170, this course offers an introduction to concepts and applications of technologies such as basic acoustics, sound in theatres/concerts, recording, MIDI sequencing and editing, production and distribution of multimedia materials via CD, MP3 and the Internet, and music notation software.

**Prerequisite(s):** "B-" in MUS 170.

**MUS 172 Post-1900 Score Study 1**

▶ (1 credit) F (1,0,0,0)

This course includes study of the lives and works of selected post-1900 composers with an emphasis on the analysis of solo scores and compositional techniques of these composers. *Required for Composition majors in Diploma in Music.*

**Corequisite(s):** MUS 120.

**MUS 173 Post-1900 Score Study 2**

▶ (1 credit) F (1,0,0,0)

A continuation of MUS 172, this course includes study of the lives and works of selected post-1900 composers with an emphasis on the analysis of chamber music scores and compositional techniques of these composers. *Required for Composition majors.*

**Prerequisite(s):** "B-" in MUS 172.

**Corequisite(s):** MUS 121.

**MUS 190 Performance 1 Directed Studies**

▶ (1-4 credits) F (self-paced)

Students who undertake a special performance outside of scheduled program requirements may work with the Chair of Music and the appropriate Department Head to design a program of Directed Studies. The student and the Department Head will set the number of credits and hours at the time of the proposal.

**Prerequisite(s):** Permission of Chair of Music.

**Corequisite(s):** MUS 100 or JAZZ 104.

**MUS 191 Performance 2 Directed Studies**

▶ (1-4 credits) F (Self-paced)

Students who undertake special performance outside of scheduled program requirements may work with the Chair of Music and the appropriate Department Head to design a program of Directed Studies. The student and the Department Head will set the number of credits and hours at the time of the proposal.

**Prerequisite(s):** Permission of Chair of Music.

**Corequisite(s):** MUS 101 or JAZZ 105.



### **MUS 192 Music 1 Directed Studies**

► (1-4 credits) F (Self-paced)

Students who undertake special study or research outside of scheduled program requirements may work with the Chair of Music and the appropriate Department Head to design a program of Directed Studies. The student and Department Head will set the number of credits and hours at the time of the proposal.

**Prerequisite(s):** Permission of Chair of Music.

**Corequisite(s):** MUS 110; MUS 120.

### **MUS 193 Music 2 Directed Studies**

► (1-4 credits) F (Self-paced)

Students who undertake special study or research outside of scheduled program requirements may work with the Chair of Music and the appropriate Department Head to design a program of Directed Studies. The student and Department Head will set the number of credits and hours at the time of the proposal.

**Prerequisite(s):** Permission of Chair of Music.

**Corequisite(s):** MUS 111 and MUS 121.

### **MUS 200 First Instrument: Classical 3**

► (3 credits) F (1.5,0,0,.5)

A continuation of MUS 101, this class offers private study on first instrument/voice in repertoire, technique, and performance. *Required course for classical performance majors in Diploma in Music. Open to students in Diploma in Music only.*

**Prerequisite(s):** "B-" in MUS 101.

### **MUS 201 First Instrument: Classical 4**

► (3 credits) W (1.5,0,0,.5)

A continuation of MUS 200, this class offers private study on first instrument/voice in repertoire, technique, and performance. *Required course for classical performance majors in Diploma in Music. Open to students in Diploma in Music only.* (T-pending)

**Prerequisite(s):** "B-" in MUS 200.

### **MUS 202 First Instrument: Composers 3**

► (2 credits) F (1,0,0,.5)

A continuation of MUS 103, students majoring in music composition receive private piano study in repertoire and technique. *Composition students who already possess Grade 8 VCM Piano or equivalent may be given the opportunity to study an instrument other than piano at the discretion of the Chair of Music.*

**Prerequisite(s):** "B-" in MUS 103.

### **MUS 203 First Instrument: Composers 4**

► (2 credits) F (1,0,0,.5)

A continuation of MUS 202, students majoring in music composition receive private piano study in repertoire and technique. *Students who already possess Grade 8 VCM Piano or equivalent may be given the opportunity to study an instrument other than piano at the discretion of the Chair of Music.*

**Prerequisite(s):** "B-" in MUS 202.

### **MUS 206 Composition Study 3**

► (2 credits) F (1,0,0,.5)

This course is a continuation of MUS 107. Students study compositional techniques to gain knowledge and expertise in the development of their own unique style. The course aims to enhance students' understanding and development of post-1900 compositional systems, processes and techniques. *Required for Composition majors.*

**Prerequisite(s):** "B-" in MUS 107.

### **MUS 207 Composition Study 4**

► (2 credits) F (1,0,0,.5)

This course is a continuation of MUS 206. Students study compositional techniques to gain knowledge and expertise in the development of their own unique style. The course aims to enhance students' understanding and development of compositional systems, processes and techniques that include advanced harmonies of the post-Romantic legacy.

**Prerequisite(s):** "B-" in MUS 206.

### **MUS 208 AVCM Recital 1**

► (1 credit) F (.5,0,0,0)

This course provides enriched private studies for students of exceptional performance abilities on first instrument/voice in repertoire, technique and performance leading to full public recital in the second term (MUS 209).

**Prerequisite(s):** "B-" in MUS 101 having performed music at or above VCM Grade 10 level at the final jury.

**Corequisite(s):** MUS 200.

### **MUS 209 AVCM Recital 2**

► (1 credit) F (.5,0,0,3.5 total)

This course provides enriched private studies for students of exceptional performance abilities on first instrument/voice in repertoire, technique and performance leading to full public recital. *Students completing this course with a mark of 60% or better may apply for AVCM, Performance from the Victoria Conservatory of Music (additional requirements apply).*

**Prerequisite(s):** "B-" in MUS 208 - Performing music at or above VCM Grade 11 level.

**Corequisite(s):** MUS 201.

### **MUS 210 Music History 3**

► (3 credits) F (3,0,0,0)

A continuation of MUS 111, this course covers important developments in Western music from Classical and early Romantic periods (c. 1740-c. 1840), with reference to parallel events in art, literature, and architecture, as well as social, political, and economic history. *Required for Diploma in Music and Diploma in Jazz Studies.* (T)

**Prerequisite(s):** "B-" in MUS 111.

### **MUS 211 Music History 4**

► (3 credits) W (3,0,0,0)

A continuation of MUS 210, this course covers important developments in Western music from the mid-nineteenth century to the present day, with reference to parallel events in art, literature, and architecture, as well as social, political, and economic history. *Required for Diploma in Music and Diploma in Jazz Studies.* (T)

**Prerequisite(s):** "B-" in MUS 210.

### **MUS 220 Harmony 3**

► (3 credits) F (3,0,0,0)

A continuation of MUS 121, this course will include study of the harmonic language used from 1600 to 1900, with concentration on music of the Romantic period. *Required for Diploma in Music.* (T-pending)

**Prerequisite(s):** "B-" in MUS 121.

### **MUS 221 Harmony 4**

► (3 credits) W (3,0,0,0)

A continuation of MUS 220, this course will include study of the harmonic language used from 1600 to 1900, with concentration on music of the late Romantic period. *Required for Diploma in Music.* (T)

**Prerequisite(s):** "B-" in MUS 220.

### **MUS 222 Musicianship 3**

► (1 credit) F (2,0,0,0)

A continuation of MUS 123, this is a comprehensive ear-training course that covers intermediate aural skills, including sight, singing, dictation, error detection, and basic keyboard skills providing basic accompaniments, transpositions, and melodic improvisation and conducting. *Required for Diploma in Music and Diploma in Jazz Studies.* (T-pending)

**Prerequisite(s):** "B-" in MUS 123.

**Corequisite(s):** MUS 220 or JAZZ 224.

**Pre or Corequisite(s):** MUS 226 or keyboard proficiency placement into MUS 227.

**MUS 223 Musicianship 4**

▶ (1 credit) W (2,0,0,0)

A continuation of MUS 222, this is a comprehensive ear-training course that covers advanced aural skills, including sight singing, dictation, error detection, and basic keyboard skills providing basic accompaniments, transpositions, melodic improvisation and conducting. *Required for Diploma in Music and Diploma in Jazz Studies.* (T-pending)

**Prerequisite(s):** "B-" in MUS 222.

**Corequisite(s):** MUS 221 or JAZZ 225

**Pre or Corequisite(s):** MUS 227.

**MUS 226 Keyboard Skills 3**

▶ (1 credit) F (1,0,0,0)

This course focuses on increasing the students' abilities and competence in piano studies. Participation in piano master classes is required. Course content is provided through group instruction. *Open to students in Certificate in Music Foundations, Diploma in Music, and Jazz Studies whose first instrument is not keyboard.*

**Prerequisite(s):** "B-" in MUS 127 or admission to Certificate in Music Foundations, Diploma in Music or Jazz Studies with placement assessment.

**MUS 227 Keyboard Skills 4**

▶ (1 credit) F (1,0,0,0)

This course focuses on increasing abilities and competence in piano studies through group instruction. Participation in piano master classes is required. *Open to students in Certificate in Music Foundations. Required for students in Diploma in Music and Jazz Studies whose first instrument is not keyboard.*

**Prerequisite(s):** "B-" in MUS 226 or admission to Certificate in Music Foundations, Diploma in Music or Diploma in Jazz Studies, and with placement assessment.

**MUS 228 AVCM Theory Enrichment 1**

▶ (1 credit) F (1,0,0,0)

This course covers theoretical elements not covered in traditional harmony classes, but which form an enrichment for students wishing to pursue more in depth music theory study and/or challenge for AVCM in Performance or Teaching. Baroque contrapuntal techniques and the analysis of the fugues of Bach and others are covered.

**Prerequisite(s):** "B-" in MUS 121 or permission of the instructor.

**MUS 229 AVCM Theory Enrichment 2**

▶ (1 credit) F (1,0,0,0)

This course covers theoretical elements omitted in traditional harmony classes. They form an enrichment for students wishing to pursue music theory study in depth and/or challenge for AVCM in Performance or Teaching. Included is study of Baroque counterpoint and an introduction to post-1900 compositional techniques, including Schoenberg's serial technique.

**Prerequisite(s):** "B-" in MUS 228.

**MUS 230 Chamber Music 3**

▶ (1 credit) F (1,0,0,5)

In small groups students prepare a selection of accessible masterworks from the chamber music literature, either in single-instrument or mixed-instrument settings. Regular coaching and scheduled performance in master class and recitals is required. *All keyboard majors in Diploma in Music are required to take either MUS 131 or MUS 133. Open only to instrument major students in the Diploma in Music; or permission of the instructor.* (T-pending)

**MUS 231 Chamber Music 4**

▶ (3 credits) F (3,0,0,0)

Students work in small groups to study and prepare a selection of complex masterworks from the chamber music literature, either in single-instrument or mixed-instrument settings. Regular coaching and scheduled performance in master class and recitals is required. *Only open to instrument major students in the Diploma in Music; or permission of the instructor.* (T-pending)

**MUS 232 Collaborative Piano 3**

▶ (1 credit) F (1,0,0,5)

This course, designed for piano majors, focuses on the performance collaboration between piano and voice. Students will be assigned to work with a singer for the duration of the semester. Regular coaching and scheduled performances in master classes and recitals are required. *Open only to students in Diploma in Music (Piano Major); or permission of the instructor.*

**MUS 233 Collaborative Piano 4**

▶ (1 credit) F (3,0,0,5)

This course, designed for piano majors, focuses on the performance collaboration between piano and voice. Students will be assigned to work with a singer for the duration of the semester. Regular coaching and scheduled performances in master classes and recitals are required. *Open only to students in the Diploma in Music (Piano Major) or permission of the instructor.*

**MUS 240 Chamber Orchestra 3**

▶ (2 credits) F (2,1,0,6)

MUS 141 continued: an ensemble of strings, winds, brass and percussion focusing on classic and contemporary literature for full orchestra. *Required for bowed string and harp majors. Woodwind, brass and percussion majors in Music Diploma must take one or both of MUS 240 and 246 - assignment and placement by audition.*

**Prerequisite(s):** "B-" in MUS 141 or MUS 147 or by placement audition with permission of the instructor.

**MUS 241 Chamber Orchestra 4**

▶ (2 credits) W (2,1,0,6)

MUS 240 continued: an ensemble of strings, winds, brass and percussion focusing on classic and contemporary literature for full orchestra. *Required for bowed string and harp majors. Woodwind, brass and percussion majors in Music Diploma must take one or both of MUS 241 and 247- assignment and placement by audition.*

**Prerequisite(s):** "B-" in MUS 241 or MUS 246 or by placement audition with permission of the instructor.

**MUS 242 Conservatory Chorale 3**

▶ (2 credits) F (3,1,0,6)

A continuation of MUS 143: a large, mixed-voice ensemble focusing on works of classical literature for accompanied and a capella voices. *Conservatory Chorale is required for piano, guitar, composition and voice majors in Diploma in Music.*

**Prerequisite(s):** "B-" in MUS 143 or by placement audition with permission of the instructor.

**MUS 243 Conservatory Chorale 4**

▶ (2 credits) W (3,1,0,6)

A continuation of MUS 242: a large, mixed-voice ensemble focusing on works of classical literature for accompanied and a capella voices. *Conservatory Chorale is required for piano, guitar, composition and voice majors in Diploma in Music.*

**Prerequisite(s):** "B-" in MUS 242 or by placement audition with permission of the instructor.

**MUS 246 Wind Ensemble 3**

▶ (2 credits) F (2,1,0,6)

A continuation of MUS 147: a large ensemble of woodwinds, brass and percussion focusing on works of classical and contemporary literature. *Classical woodwind, brass and percussion majors in the Diploma in Music must take one or both of MUS 240 and MUS 241- assignment and placement by audition.* (T-pending)

**Prerequisite(s):** "B-" in MUS 141 or MUS 147 or by placement audition with permission of the instructor.

### **MUS 247 Wind Ensemble 4**

► (2 credits) W (2,1,0,6)

A continuation of MUS 246: a large ensemble of woodwinds, brass and percussion focusing on works of classical and contemporary literature for wind ensemble. *Classical woodwind, brass and percussion majors in the Diploma in Music must take one or both of MUS 241 and 247- assignment and placement by audition.* (T-pending)

**Prerequisite(s):** "B-" in MUS 240 or MUS 246 or by placement audition with permission of the instructor.

### **MUS 250 Flute Pedagogy & Literature 3**

► (2 credits) F (2,0,0,0)

This elective provides instruction in flute pedagogy, especially pertaining to the teaching and performance repertoire for elementary and intermediate flutists. Topics include style and interpretation; performance practice; selecting appropriate repertoire; setting appropriate performance opportunities for students; lesson and curriculum planning. *Not prerequisite to other Flute Pedagogy courses.* (T-pending)

**Prerequisite(s):** Admission to Diploma in Music; or Grade 10 VCM performance level on flute, with permission of the instructor.

### **MUS 251 Flute Pedagogy & Literature 4**

► (2 credits) F (2,0,0,0)

This course provides instruction in the art of flute pedagogy, especially pertaining to teaching and performance repertoire for intermediate and advanced flutists. Topics include style and interpretation; performance practice; selecting appropriate repertoire; setting appropriate performance opportunities for students; lesson and curriculum planning. *Not prerequisite to other Flute Pedagogy courses.* (T-pending)

**Prerequisite(s):** Admission to Diploma in Music; or Grade 10 VCM performance level on flute, with permission of the instructor.

### **MUS 252 Piano Pedagogy & Literature 3**

► (2 credits) F (2.5,0,0,0)

A continuation of MUS 153, this course offers experience and guidance in teaching intermediate and advanced students of all ages, as well as a survey of essential piano repertoire. *Required course for Keyboard majors in Diploma in Music.*

**Prerequisite(s):** "B-" in MUS 153.

### **MUS 253 Piano Pedagogy & Literature 4**

► (2 credits) F (2.5,0,0,0)

A continuation of MUS 252, this course provides further experience and guidance in teaching intermediate and advanced students of all ages, as well as a survey of essential piano repertoire. *Required course for Keyboard majors in second year of Diploma in Music.*

**Prerequisite(s):** "B-" in MUS 252.

### **MUS 254 Strings Pedagogy/Literature 3**

► (2 credits) F (2,0,0,0)

A continuation of MUS 155, this course offers practical experience in the art of Strings pedagogy and covers aspects of teaching including technique, interpretation, choosing appropriate repertoire and historical style.

**Prerequisite(s):** "B-" in MUS 155.

### **MUS 255 Strings Pedagogy/Literature 4**

► (2 credits) F (2,0,0,0)

A continuation of MUS 254, this course offers practical experience in the art of Strings pedagogy and covers aspects of teaching including technique, interpretation, choosing appropriate repertoire and historical style. (T-pending)

**Prerequisite(s):** "B-" in MUS 254.

### **MUS 256 Voice Pedagogy & Literature 3**

► (2 credits) F (2,0,0,0)

A continuation of MUS 157, the course is designed to offer practical experience in the art of vocal pedagogy. Technique, interpretation, choosing appropriate repertoire, and vocal literature sessions are covered. Aspects of teaching include an exploration of major categories of vocal literature, graded repertoire and demonstration teaching.

**Prerequisite(s):** "B-" in MUS 157.

### **MUS 257 Voice Pedagogy & Literature 4**

► (2 credits) F (2,0,0,0)

A continuation of MUS 256, the course is designed to offer practical experience in the art of vocal pedagogy. Technique, interpretation, choosing appropriate repertoire, and vocal literature sessions are covered. Aspects of teaching include an exploration of major categories of vocal literature, graded repertoire and demonstration teaching.

**Prerequisite(s):** "B-" in MUS 256.

### **MUS 260 French Diction**

► (1 credit) F (1,0,0,0)

This course will offer instruction to students in lyric diction for the French song literature. Students will be taught to understand the structure of the French sentences and parts of speech to aid in translation of the texts. Elective course, offered in alternate years and subject to enrolment. (T-pending)

### **MUS 261 German Diction**

► (1 credit) F (1,0,0,0)

This course will offer instruction to students in lyric diction for the German song literature. Students will be taught to understand the structure of the German sentences and parts of speech to aid in translation of the texts. Elective course offered in alternate years and subject to enrolment.

### **MUS 270 Business of Music 1**

► (1 credit) F (1,0,0,0)

Aspects of business that might affect professional musicians are discussed including completion of contracts, preparation of grant applications and the development of business plans. Students will become aware of a variety of institutions related to the business aspects of music. *Required for Diploma in Jazz Studies.* (T-pending)

### **MUS 271 Business of Music 2**

► (1 credit) W (1,0,0,0)

A continuation of MUS 270, this course continues discussion of aspects of business that might affect professional musicians. Topics include completion of contracts, preparation of grant applications and development of business plans. Students discuss a variety of institutions related to business aspects of music. *Required for Diploma in Jazz Studies.*

**Prerequisite(s):** "B-" in MUS 270.

### **MUS 272 Post-1900 Score Study 3**

► (1 credit) F (1,0,0,0)

A continuation of MUS 173, this course includes study of the lives and works of selected post-1900 composers with an emphasis on the analysis of the small choral and orchestral scores and compositional techniques of these composers. *Required for Composition majors.*

**Prerequisite(s):** "B-" in MUS 173.

**Corequisite(s):** MUS 220.

### **MUS 273 Post-1900 Score Study 4**

► (1 credit) F (1,0,0,0)

A continuation of MUS 272. This course involves the study of the lives and works of post-1900 composers with an emphasis on the analysis of the large choral and orchestral scores and compositional techniques of these composers. *Required for Composition majors.*

**Prerequisite(s):** "B-" in MUS 272.

**Corequisite(s):** MUS 221.



**MUS 274 Conducting 1**

► (1 credit) F (1,0,0,0)

This course will cover the basic techniques of functional conducting, including introductory baton technique and beat patterning, introductory study of orchestration, and introductory score reading of chamber sized instrumental and choral works (up to 8 parts). *Required course for Composition majors in Diploma in Music.*

Corequisite(s): MUS 210, MUS 220, MUS 222.

**MUS 275 Conducting 2**

► (1 credit) F (1,0,0,0)

This course will cover the elementary techniques of functional conducting, including elementary baton technique and beat patterning, and introductory score reading of moderate-sized instrumental and choral works (up to 13 parts). *Required course for Composition majors in Diploma in Music.*

Prerequisite(s): "B-" in MUS 274.

Corequisite(s): MUS 211, MUS 221, MUS 223.

**MUS 290 Performance 3 Directed Studies**

► (1-4 credits) F (Self-paced)

Students who undertake a special performance outside of scheduled program requirements may work with the Chair of Music and the appropriate Department Head to design a program of Directed Studies. The student and the Department Head will set the number of credits and hours at the time of proposal.

Prerequisite(s): Permission of Chair of Music.

Corequisite(s): MUS 200 or JAZZ 204.

**MUS 291 Performance 4 Directed Studies**

► (1-4 credits) F (Self-paced)

Students who undertake a special performance outside of scheduled program requirements may work with the Chair of Music and the appropriate Department Head to design a program of Directed Studies. The student and the Department Head will set the number of credits and hours at the time of proposal.

Prerequisite(s): Permission of Chair of Music.

Corequisite(s): MUS 201 or JAZZ 205.

**MUS 292 Music 3 Directed Studies**

► (1-4 credits) F (Self-paced)

Students who undertake special study or research outside of scheduled program requirements may work with the Chair of Music and the appropriate Department Head to design a program of Directed Studies. The student and Department Head will set the number of credits and hours at the time of the proposal.

Prerequisite(s): Permission of Chair of Music.

Corequisite(s): MUS 210, MUS 220.

**MUS 293 Music 4 Directed Studies**

► (1-4 credits) F (Self-paced)

Students who undertake special study or research outside of scheduled program requirements may work with the Chair of Music and the appropriate Department Head to design a program of Directed Studies. The student and Department Head will set the number of credits and hours at the time of the proposal.

Prerequisite(s): Permission of Chair of Music.

Corequisite(s): MUS 211, MUS 221.

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**Music Foundations****MUSF 100 Instrument Foundations Classical 1**

► (2 credits) F (1,0,0,.5)

This course offers students private studies on first instrument or voice in repertoire, techniques, and performance with a focus on classical music. *Open to students in Certificate in Music Foundations; open to Diploma in Music students only by permission of Chair of Music. Required for Certificate in Music Foundations.*

**MUSF 101 Instrument Foundations Classical 2**

► (2 credits) W (1,0,0,.5)

This course offers students continued private studies on first instrument or voice in repertoire, techniques, and performance with a focus on classical music. *Open to students in Certificate in Music Foundations; open to Diploma in Music students only by permission of Chair of Music. Required for Certificate in Music Foundations.*

Prerequisite(s): "B-" in MUSF 100 or permission of the Chair.

**MUSF 102 Instrument Foundations Jazz 1**

► (2 credits) F (1,0,0,.5)

This course offers students private studies in their first instrument or voice with focus on developing instrumental or vocal skills in jazz style. Students will develop basic scalar and chordal exercises in preparation for improvisation, and explore the rhythmic and stylistic nuance in jazz performance. *Required for the Certificate in Music Foundations.*

**MUSF 103 Instrument Foundations Jazz 2**

► (2 credits) W (1,0,0,.5)

This course offers students private studies in their first instrument or voice with focus on developing instrumental or vocal skills in jazz style. Students will develop scalar and chordal exercises for improvisation, and continue to explore the rhythmic and stylistic nuance in jazz performance. *Required for the Certificate in Music Foundations.*

Prerequisite(s): "B-" in MUSF 102 or permission of the Chair of Music.

**MUSF 120 Theory and Musicianship 1**

► (3 credits) F (3,0,0,0)

This course is designed for students with beginning levels of understanding in music theory and musicianship. The course will deal with theoretical studies, ear-training, sight-singing, improvisation and rhythmic and melodic diction. All aural skills are directly related to the theoretical concepts. *Required for Certificate in Music Foundations.*

**MUSF 121 Theory and Musicianship 2**

► (3 credits) W (3,0,0,0)

This course continues music theory studies, ear-training, sight-singing, improvisation and rhythmic and melodic diction. All aural skills are directly related to the theoretical concepts.

Prerequisite(s): "B-" in MUSF 120 or permission of the instructor.



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## Nursing

**Note:** NURS courses are restricted to students in the Nursing programs.

*Between 2007 and 2011 the CAEN program will be undergoing revisions which affect course names, numbers, organization and content. Changes will be made year by year, and will not affect students currently in the program. However Camosun College calendars from 2007 onwards will reflect the revised curriculum. Students enrolled prior to September 2007 should consult the 2006-2007 calendar or Student Advising regarding course information.*

*Students who first enrolled prior to September 2007 who wish to reenter the revised program should consult the Nursing Department and Student Advising. Meeting the learning needs of these students will be addressed on a case by case basis.*

### NURS 104 Professional Foundations

► (4 credits) P (168 hours over 8 weeks)

This course focuses on the philosophy and foundational concepts of the Collaboration for Academic Education in Nursing (CAEN) program (of which the Camosun College Baccalaureate of Science in Nursing program is a part), the historical and current context of nursing, professional standards, associations and resources for Registered Nurses. This course fosters the development of the academic skills of critical reflection and critical writing for nursing.

**Prerequisite(s):** ENGL 150.  
**Corequisite(s):** NURS 105.

### NURS 105 Knowledge for Practice

► (4 credits) P (168 hours over 8 weeks)

This course features the utilization of decision-making processes in nursing including the application of biological, pharmacological, nursing and social science concepts. Students will do a self-assessment of, and be evaluated regarding, their first year nursing psychomotor skills and will have opportunities to review and practice these skills.

**Prerequisite(s):** ENGL 150, and BIOL 151 or BIOL 153.  
**Corequisite(s):** NURS 104.

### NURS 110 Professional Practice 1

► (3 credits) F (3,0,0,0)

Participants examine foundational concepts of the nursing curriculum and relate them to nursing practice. Participants critically reflect upon the history and evolution of nursing and the political and socioeconomic forces that shape the status of women. Standards of nursing practice and responsibility for safe and ethical nursing practice are also explored.

**Pre or Corequisite(s):** BIOL 152, NURS 130, NURS 160, NURS 180.

### NURS 111 Professional Practice 2

► (3 credits) W (3,0,0,0)

This course is an introduction to the discipline of nursing. Participants explore the historical development of nursing knowledge and theory as well as contemporary understanding of nursing as a discipline and the body of knowledge that defines it. Relationships between practice, theory and research are explored.

**Prerequisite(s):** BIOL 152, ENGL 150, NURS 110, NURS 130, NURS 160, NURS 180.  
**Pre or Corequisite(s):** BIOL 153, NURS 131, NURS 181.

### NURS 130 Health and Healing 1

► (4 credits) F (3,3,0,0)

Participants are introduced to the meaning of health (personal, family, community and societal) and to basic health assessment skills. They examine frameworks of health including health promotion, primary health care, prevention and determinants. Participants identify resources and challenges that impact health and recognize the diversity of beliefs, values and perceptions of health.

**Pre or Corequisite(s):** BIOL 152, NURS 110, NURS 160, NURS 180.

### NURS 131 Health and Healing 2

► (4 credits) W (3,3,0,0)

This course focuses on individual, family and community health assessment. Participants explore and critique theoretical and conceptual frameworks in relation to health assessment including early childhood development, family development, healthy aging and community development. Assessment within the context of decision making is explored. Opportunities to learn basic health assessment skills are continued in this course.

**Prerequisite(s):** BIOL 152, ENGL 150, NURS 110, NURS 130, NURS 160, NURS 180.  
**Pre or Corequisite(s):** BIOL 153, NURS 111, NURS 181.

### NURS 150 Nursing Applications 1

► (.5 credit) W (0,3,0,0)

This self-study package contains readings and questions for the nursing application of human anatomy and physiology knowledge (BIOL 150) including integrated themes of physical assessment, diagnostic testing, pharmacology, chronicity, nutrition and development.

**Prerequisite(s):** English 12 or assessment and Biology 12.  
**Pre or Corequisite(s):** BIOL 150.

### NURS 151 Nursing Applications 2

► (.5 credit) W (0,3,0,0)

This self-study package contains readings and questions for the nursing application of human anatomy and physiology knowledge (BIOL 151) including integrated themes of physical assessment, diagnostic testing, pharmacology, chronicity, nutrition and development.

**Prerequisite(s):** NURS 150 or BIOL 152.  
**Pre or Corequisite(s):** BIOL 151.

### NURS 160 Relational Practice 1

► (3 credits) F (3,0,0,0)

Participants discover nursing as interaction between people, and explore factors that influence their capacity for caring relationships with individuals, families, groups, populations, and communities. They question personal perspectives, attitudes, beliefs and values, and acknowledge differences. Emphasis is placed on a phenomenological attitude towards their own and other people's lives.

**Pre or Corequisite(s):** BIOL 152, NURS 110, NURS 130, NURS 180.

### NURS 170 Consolidated Practice Experience 1

► (5 credits) W (0,0,0,24)

Students consolidate Year 1 theory through developing healing relationships with clients (individuals/families). The practice experience consists of two weeks in the Nursing Learning Centre, learning skills foundational to providing personal care, and four weeks in a practice setting delivering personal care, utilizing assessment, relational and critical reflection and thinking skills.

**Prerequisite(s):** BIOL 153, NURS 111, NURS 131, NURS 181.

### NURS 180 Nursing Practice 1

► (3 credits) F (0,0,0,4)

This course enables participants to integrate their learning with their beginning understanding of nursing practice and health promotion. Participants engage with individuals and families in the community and meet nurses from a variety of practice areas to explore the breadth of nursing practice.

**Prerequisite(s):** BIOL 152, NURS 110, NURS 130, NURS 160.

## **NURS 181 Nursing Practice 2**

► (6 credits) W (0,0,0,7)

The participant will develop healing relationships with clients (groups, families and individuals) across the lifespan. Emphasis is 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 clients in the home, community, agencies, and care facilities.

**Prerequisite(s):** BIOL 152, ENGL 150, NURS 110, NURS 130, NURS 160, NURS 180.  
**Pre or Corequisite(s):** BIOL 153, NURS 111, NURS 131.

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## **Public Administration**

### **PADM 112 Intro to Public Administration**

► (3 credits) F, W (6,0,0,0 over 7-weeks)

The course will examine the framework of how the business of government at all three levels (municipal, provincial and federal) operates. It will address the principles of managing within government and will review the internal organization and external environment in which public sector managers must operate, including the impact of politics on decision making.

**Prerequisite(s):** "C" in English 12 or TPC 12 or assessment.

### **PADM 211 Planning in Government**

► (3 credits) P, S (6,0,0,0 over 7-weeks)

This course will highlight issues in resource management, and examine the need for strategic and operational planning for government. A project management focus will incorporate the general principles, practices, tools and resources associated with managing diverse projects within the public sector. A review of the impact of such plans on communities and the need to seek community input will be included.

**Prerequisite(s):** PADM 112.

### **PADM 219 Current Issues in Government**

► (1 credit) F, W (42 hours total)

This course will examine issues relevant to public sector management and will provide new topics each semester covering changes to legislation, external forces, stakeholder issues, and other trends. Students may take this course up to three times for credit in a credentialled program.

**Prerequisite(s):** ENGL 12 or TPC 12 or assessment.

## **PADM 227 Government Services**

► (3 credits) F, W (6,0,0,0 over 7-weeks)

This course focuses on the design, delivery, and management of government services at the federal, provincial, and municipal levels. It will cover issues related to providing services, including the transition of public policy into programs, performance management and service quality and leadership.

**Prerequisite(s):** PADM 112.

### **PADM 230 Public Finance in Canada**

► (3 credits) F, W (6,0,0,0 over 7-weeks)

This course provides an examination of the finance function in the three levels of government in Canada - federal, provincial (with an emphasis on British Columbia), and local. The course addresses the organization and responsibilities of public finance, discusses the major funding sources for government programs, and provides an introduction to some of the key issues and problems currently facing public finance officials.

**Prerequisite(s):** PADM 112.

### **PADM 240 Law and Administration**

► (3 credits) F, W (6,0,0,0 over 7-weeks)

This course will provide an introduction to the principles of administrative law, how legislation is created and the powers and duties of administrative authorities. The course will also examine the legal principles behind the provincial legislature and municipal bodies and their legal powers in a Canadian context. It will incorporate and overview of how policy becomes regulation and law.

**Prerequisite(s):** PADM 112.

### **PADM 260 Managing Multi-Party Decisions**

► (3 credits) W (2,0,0,0)

In this skill based course the emphasis is placed on the techniques necessary to manage decision processes which involve multiple stake holders. Resource allocation and zoning are examples of the types of processes covered in this course.

**Prerequisite(s):** PADM 112 or BUS 150.

### **PADM 276 Application Project**

► (2 credits) Varies (90 hours min.)

This course is designed as a capstone course. Students will work individually and with faculty supervision to complete a special project for their current employer or for another public sector client. The project will deal with a real organizational or operational issue requiring analysis and recommendations.

**Prerequisite(s):** PADM 112.

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## **Philosophy**

### **PHIL 100 Introduction to Philosophy**

► (3 credits) F, W (2,0,1,0)

An introduction to classical philosophical works concerning central philosophical issues such as the nature and possibility of knowledge, the existence of God, the nature of morality and justice, and the mind/body relationship. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **PHIL 102 Central Issues in Philosophy**

► (3 credits) F, W (2,0,1,0)

This course explores significant philosophical topics in metaphysics, ethics, and political philosophy. Questions likely to be discussed include the following: What is the self? How should we live? Do we have free will? Does our existence have meaning? What makes a society just? Classic and contemporary texts will be studied. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **PHIL 104 Philosophy of Sex and Love**

► (3 credits) F, W (2,0,1,0)

This course introduces students to philosophy through an exploration of love and sex, by examining the history of concepts and ideals of love; evaluating ethics around issues such as abortion, adultery, pedophilia, and birth control; exploring biological versus environmental causes of sexual orientation; and investigating the value of monogamy.

**Prerequisite(s):** "C+" in English 12 or assessment.

### **PHIL 110 Logic and Critical Thinking**

► (3 credits) F, W (2,0,1,0)

This course examines logical fallacies and issues such as distinctions between belief and attitude, objective and subjective, truth and validity. Real-life issues will be emphasized. In all cases the key question will be, "Have I been given good reasons for accepting a belief?" (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **PHIL 202 Contemporary Moral Issues**

► (3 credits) F (2,0,1,0)

This course emphasizes the serious moral issues facing us today. The views of both modern and historical thinkers in relation to these issues will be considered, but the emphasis will remain on contemporary issues. (T)

**Prerequisite(s):** English 150.

### **PHIL 203 Knowledge, Truth, and Belief**

► (3 credits) W (2,0,1,0)

This course is an introduction to issues in epistemology, the study of the definition, foundation, and justification of knowledge claims. The main focus of the course will be central works of the modern Rationalists and British Empiricists. Classical and contemporary texts will supplement these materials. (T)

**Prerequisite(s):** Any first-year PHIL course.

### **PHIL 204 Environmental Ethics**

► (3 credits) F,W (2,0,1,0)

This course focuses on theoretical ethical issues (e.g., do animals have moral standing?) as well as applied ethics (e.g., is it morally acceptable to eat meat?). There will be a major emphasis on common logical errors in constructing arguments. (T)

**Prerequisite(s):** ENGL 150 or any first-year PHIL course.

### **PHIL 205 Philosophy of Religion**

► (3 credits) W (2,0,1,0)

An introduction to philosophy of religion, the study of the arguments for the existence of God, related topics and historical discussions of these issues. (T)

**Prerequisite(s):** Any first-year PHIL course.

### **PHIL 206 The Good Life**

► (3 credits) W (2,0,1,0)

Everyone has heard of 'the good life'. Popular culture portrays it as having unlimited money and leisure time, but many people think otherwise. Rather than present a particular view, this course will survey a variety of philosophical theories of the good life from both Eastern and Western traditions. (T-Pending)

**Prerequisite(s):** ENGL 150 and any first-year PHIL course.

### **PHIL 207 Philosophy of Mind**

► (3 credits) F (2,0,1,0)

This course examines contemporary philosophical theories about the nature of consciousness. Topics include: mind-brain activity, artificial intelligence, intentionality, self-awareness, subjective experience, individuality, the puzzle of pain, cognition, and the relationship between mental and physical properties. (T)

**Prerequisite(s):** Any first-year PHIL course.

### **PHIL 210 Introductory Symbolic Logic 1**

► (3 credits) F (3,0,0,0)

Human beings daily engage in reasoning about their lives. This course investigates human reason through the academic discipline of logic. It contains a basic introduction to the ancient tradition (Aristotelian logic) and the modern tradition (translation, truth tables and derivations in sentence logic). (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **PHIL 212 Introductory Symbolic Logic 2**

► (3 credits) W (3,0,0,0)

We communicate our reasons through language, and studying language can reveal truths about reason. This course continues with sentence logic derivations and pursues translation and derivations in predicate logic. PHIL 210 is a mandatory prerequisite except for those with a background in mathematics who obtain permission of the Chair. (T)

**Prerequisite(s):** PHIL 210 or permission of the Chair.

### **PHIL 215 Philosophy of Science**

► (3 credits) W (2,0,1,0)

The focus is on major issues that occupy philosophers of science: science vs. pseudo-science; scientific progress; social influences on scientific discovery; and problems of ethical and religious value. Students will study the work of the leading philosophers of science of the 20th Century and publications of leading contemporary philosophers. (T)

**Prerequisite(s):** Any first year PHIL or any first year Science course.

### **PHIL 236 Social & Political Philosophy**

► (3 credits) F,W (2,0,1,0)

This course examines issues arising in Western political philosophy. Topics may include theories of justice; the relationship between politics and morality; theories of democracy; interrelationships among economic, class, racial and gender oppression; and the nature of rights, liberty, and political legitimacy. Readings will include both contemporary and classic historical texts. (T)

**Prerequisite(s):** ENGL 150.

### **PHIL 250 Biomedical Ethics**

► (3 credits) F (3,0,0,0)

This course analyzes such ethical issues that arise in professional health care delivery as patient/professional relationships, the idea of informed consent, euthanasia, abortion, genetic engineering, and reproductive technologies. (T)

**Prerequisite(s):** Enrolled in Nursing Year 3 or permission of the Chair.

### **PHIL 270 Issues in Exercise & Wellness**

► (3 credits) W (2,0,1,0)

With an emphasis on the development of reasoning and analytical skills, this course deals with ethical and conceptual issues related to fitness and wellness. It will investigate a broad range of philosophical issues, in areas such as ethics, politics, and technology, that are relevant to understanding the determinants of health.

**Prerequisite(s):** ENGL 150 and enrolment in Exercise and Wellness program, or instructor's permission.

### **PHIL 330 Ethics in Business**

► (3 credits) F (2,0,1,0)

Examining ethical issues arising in business settings, the course focuses on understanding ethical systems and concepts and the social/political context in which contemporary business operates. Topics include: corporate responsibility, employee rights, discrimination and affirmative action, conflicts of interest, "whistle-blowing," and general issues of honesty in business practice. (T)

**Prerequisite(s):** ENGL 150.

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## **Physics**

### **PHYS 060 Introductory Physics**

► (4 credits) F,W (4,2 alt weeks,0,0)

This course introduces students to the nature of physics. It is recommended for students who took Physics 11 several years ago. The curriculum acquaints students with concepts of physics, methods of problem-solving and data analysis, and includes measurement, graphical analysis, motion, forces, mechanical energy, electricity and nuclear energy.

**Pre or Corequisite(s):** MATH 072 or MATH 172 or Math 11 or assessment. (MATH 072 and MATH 073 recommended).

### **PHYS 104 General College Physics 1**

► (4 credits) F,W,S (4,2,0,0)

This is the first part of a survey of physics primarily for students in life sciences and non-science programs. Students explore kinematics, dynamics, work, energy and power, thermal energy, nuclear energy, fluids, circular motion and gravitation. Students are introduced to some recent developments in physics and their effect on society. (T)

**Prerequisite(s):** Physics 11 or PHYS 060 or PHYS 150 or departmental assessment, and one of MATH 073, MATH 173; or Math 11 or assessment.

**PHYS 105 General College Physics 2**

► (4 credits) W,P (4,2,0,0)

PHYS 105 continues the survey of general college Physics topics, including properties of electric and magnetic fields and simple DC circuits. PHYS 104 and PHYS 105 satisfy laboratory science requirements for students in non-science programs. (T)

**Prerequisite(s):** PHYS 104 or departmental assessment.

**PHYS 114 Fundamentals of Physics 1**

► (4 credits) F,W (4,2,0,0)

Designed as a foundation for further study in physical sciences, PHYS 114 surveys wave motion and standing waves, geometric optics, thermal energy, physical optics, atomic structure, nuclear structure and nuclear energy, particle kinematics and dynamics using calculus. As well, students develop skills in laboratory procedures, data analysis and problem-solving. (T)

**Prerequisite(s):** "C" in Physics 12, or "C" in PHYS 104, or "B" in PHYS 151, or departmental assessment.

**Corequisite(s):** MATH 100 (or MATH 108 with permission of the Chair of Physics).

**PHYS 115 Fundamentals of Physics 2**

► (4 credits) W,P (4,2,0,0)

Continuing from PHYS 114 with increased use of calculus, PHYS 115 investigates mechanical energy, linear momentum, curvilinear motion and rotational dynamics, forces and statics, electrostatics, electromagnetism, and oscillatory motion. PHYS 114 and 115 satisfy the first-year requirement for students in the physical sciences. (T)

**Prerequisite(s):** PHYS 114, MATH 100.  
**Corequisite(s):** MATH 101.

**PHYS 150 Technical Physics 1**

► (3 credits) Q1, Q2 (4,2 alt weeks,1,0)

PHYS 150 is a first course in physics with application to engineering technology, recommended for students who took Physics 11 several years ago. Students are introduced to the nature of physics and the methodology of problem-solving and data analysis. Topics include: measurement, graphs, 1-D kinematics, dynamics, mechanical and thermal energy.

**Pre or Corequisite(s):** MATH 172 or Math 11 or assessment.

**PHYS 151 Technical Physics 2**

► (3 credits) Q2, Q3 (4,2 alt weeks,1,0)

This course bridges Physics 11 (or PHYS 150) to the first year of Engineering Technology programs. Students investigate the concepts of kinematics, dynamics, equilibrium, geometric optics, mechanical waves and sound with applications to various technologies. Emphasis is on the development of skills in problem solving, laboratory procedure and data analysis.

**Prerequisite(s):** PHYS 150 or Physics 11.  
**Pre or Corequisite:** MATH 173.

**PHYS 154 Technical Physics 3**

► (4 credits) Q1 (4,2 alt weeks,1,0)

A physics course with applications relevant to Electronics Technology. Topics include: measurement, vectors, kinematics, dynamics, uniform circular motion, rotary motion, vibrations, waves, sound and light. (T)

**Prerequisite(s):** PHYS 151 (recommended) or Physics 11.

**PHYS 160 Biomechanics of Sport**

► (3 credits) W (2,2 on alt weeks,0,0)

This course is an introduction to Newtonian Mechanics in the context of human movement and the optimization of motor skills. The sequence of topics includes: terminology of biomechanics, Newton's Laws of Motion, forces, linear kinematics, work and energy, power, momentum, rotational kinematics, hydrostatics, and biomechanical analysis of sport.

**Prerequisite(s):** "C+" in Math 11 or equivalent.

**PHYS 191 Physics 1 Civil/Mechanical**

► (3 credits) Q1 (5,2 alt weeks,0,0)

A physics course enriched with applications relevant to civil and mechanical engineering technology. Topics include: measurement and units, vectors, kinematics, dynamics, work, energy and power, statics and rotational dynamics.

**Prerequisite(s):** PHYS 151 (recommended), Physics 11 or departmental assessment. Enrolled in Civil or Mechanical Engineering Technology.

**PHYS 192 Physics 2 Civil/Mechanical**

► (3 credits) Q2 (5,2 alt weeks,0,0)

A continuation of PHYS 191. Topics include: impulse, linear and angular momentum, simple harmonic motion, wave motion and standing waves, thermal properties of matter, electricity, simple DC circuits and electromagnetism.

**Prerequisite(s):** PHYS 191.

**PHYS 200 Mechanics 2**

► (4 credits) F (4,2,0,0)

A second-year, calculus-based course in classical mechanics and an introduction to special relativity. Topics include: rotational motion, torque and angular momentum; oscillatory motion; mechanical waves; fluid mechanics; kinetic theory of gases; gravitation and planetary motion. (T)

**Prerequisite(s):** PHYS 115, MATH 101.  
**Corequisite(s):** MATH 220, MATH 235 recommended.

**PHYS 210 Electricity and Magnetism**

► (4 credits) W (4,2,0,0) Q1 (4,2,1,0)

A calculus-based course in electricity and magnetism. Topics include: electrostatics, capacitance, dielectrics, electric circuits, magnetic fields, electromagnetic induction, Maxwell's equations. (T)

**Prerequisite(s):** PHYS 115 and MATH 101 or admission to Engineering Bridge. MATH 235 or MATH 250A recommended.

**PHYS 214 Science Laboratory Electronics**

► (4 credits) F (3,3,0,0)

An introduction to laboratory electronics and instrumentation. Topics include: D.C. circuits, A.C. circuits, solid state devices, integrated circuits, digital circuits. Students are required to pay a refundable deposit on lab equipment. (T)

**Prerequisite(s):** PHYS 115, MATH 100.

**PHYS 215 Introductory Quantum Physics**

► (4 credits) W (4,2,0,0)

An introduction to selected topics in modern physics, including: the quantum theory of light, atomic structure, matter waves, and quantum mechanics in one and three dimensions. (T)

**Prerequisite(s):** PHYS 200, MATH 220, MATH 235 recommended.

**Corequisite(s):** MATH 225.

**PHYS 291 Applied Thermodynamics**

► (3 credits) Q3 (4,2 alt weeks,1,0)

An introductory course in the application of thermodynamics to engineering. Topics include: the basic concepts and laws of thermodynamics, entropy balance, thermodynamic properties of pure fluids, physical phase equilibrium, thermodynamic potentials, availability, conversion of heat into work, refrigeration, liquefaction.

*Open to MINEBRIDGE students only.*



### **PHYS 295 Physics (Engineering Bridge)**

► (4 credits) Q3 (4,2,0,0)

A Physics course for students in the Civil and Mining Engineering Bridge program. Topics will be reviewed and expanded beyond those covered in technology programs including thermal energy, mechanical waves, sound, physical optics, geometric optics, elementary electricity and magnetism, simple AC and DC circuits.

*Open to CIVLBRIDGE and MINEBRIDGE students.*

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## **Practical Nursing**

**Note:** *PNUR courses are restricted to students in the Practical Nursing programs.*

### **PNUR 101 Anatomy and Physiology**

► (3 credits) F,P (4,0,0,0 – 12 weeks)

This course is an introduction to the human body. Learners explore the structure and function of main organ systems and discuss health promotion strategies to support optimal function of each system. The terminology of human anatomy and physiology will be stressed.

### **PNUR 110 Professional Growth (Access)**

► (2 credits) P (2,0,0,0 for 12 weeks)

This course assists the RCA graduate make the transition from role of RCA to practical nurse role. Focus is on legal, ethical, and philosophical bases for practice. Roles and responsibilities of the practical nurse are examined as is the importance of personal reflection, critical thinking and self-directed learning.

### **PNUR 111 Professional Growth**

► (1 credit) F (2,0,0,0 for 12 weeks)

This course introduces the evolution of practical nursing as a profession within the Canadian health care system. It focuses on legal, ethical and philosophical bases for practice. Roles and responsibilities are examined and importance of reflection and critical thinking is explored.

### **PNUR 113 Professional Issues**

► (1 credit) P,F (4,0,0,0 for 5 weeks)

This course prepares learner to take on role of licensed practical nurse. Learners explore role of advocate, partner and change agent. Standards of practice, professional and union affiliation, team membership and life long learning are also discussed. Students prepare for and practice writing the CPNR examination.

**Prerequisite(s):** PNUR 160 or PNUR 162.

### **PNUR 120 Health**

► (2 credits) P (3,0,0,0 for 12 weeks)

This course builds on previous learning about the concept of health as a dynamic process. Within the context of Canadian society, health is a holistic process directly influenced by an individual's choices. Health is an integration of physical, psychological, social, cognitive, spiritual and environmental dimensions.

**Pre or Corequisite(s):** PNUR 130.

### **PNUR 121 Health 1**

► (4 credits) F (5,0,0,0 for 12 weeks)

This course introduces the concept of health as a dynamic process. Within the context of Canadian society, health is a holistic process directly influenced by an individual's choices. Health is an integration of physical, psychological, social, cognitive, spiritual and environmental dimensions.

**Pre or Corequisite(s):** PNUR 131.

### **PNUR 122 Health 2 and Geropharmacology**

► (3 credits) W (5,0,0,0 for 9 weeks)

This course focuses on health promotion and wellness with aging individuals. Myths, stereotypes and prejudices related to aging are discussed. Issues such as aging family, personal adjustment and community resources are explored. The learner is introduced to knowledge, skills and issues related to medication use by older adults.

**Prerequisite(s):** PNUR 121.

**Pre or Corequisite(s):** PNUR 132.

### **PNUR 123 Health 3**

► (2 credits) P,F (4,0,0,0 for 5 weeks)

This course focuses on health promotion across the lifespan, for those experiencing acute or episodic health challenges. The role of the practical nurse in supporting health and healing will be explored. The importance of collaboration and accurate documentation within acute care practice is also examined.

**Prerequisite(s):** PNUR 120, PNUR 122.

**Corequisite(s):** PNUR 133.

### **PNUR 130 Healing and Pharmacology**

► (4 credits) P (5,0,0,0 for 12 weeks)

This course introduces healing as a holistic process. Chronic health challenges and/or disabilities across the lifespan, are explored. The exploration of healing modalities will include an examination of the role of the PN in the safe use of medications.

**Pre or Corequisite(s):** PNUR 101, PNUR 120.

### **PNUR 131 Healing 1 and Basic Pharmacology**

► (3 credits) F (3,0,0,0 for 12 weeks)

This course introduces healing as a holistic process. Challenges to health and healing are explored and topics such as social environments, legislation and community resources are discussed. Exploration of healing modalities, includes an examination of role of PN in safe use of medications.

**Pre or Corequisite(s):** PNUR 101, PNUR 121.

### **PNUR 132 Healing 2**

► (3 credits) W (6,0,0,0 for 9 weeks)

This course introduces the learner to the concept of healing as it applies to the aging individual. Physical health challenges, clinical manifestations and nursing interventions are examined. Exploration of healing modalities will encourage a holistic view of each client with an emphasis on autonomy and independence.

**Prerequisite(s):** PNUR 131.

**Pre or Corequisite(s):** PNUR 122.

### **PNUR 133 Healing 3**

► (5 credits) F,P (6,0,0,0 for 10 weeks)

This course focuses on promotion of healing across the lifespan for those experiencing acute health challenges. Common health challenges, clinical manifestations and appropriate nursing interventions are examined. Exploration of healing modalities encourages a holistic view. The importance of collaboration with other health care professionals is discussed.

**Prerequisite(s):** PNUR 130 or PNUR 132.

**Pre or Corequisite(s):** PNUR 123.

### **PNUR 140 Human Relationships**

► (2 credits) P (2,0,0,0 for 12 weeks)

This course is an introduction to effective interpersonal communication. Learners explore role of caring in human relationships and development of professional caring relationships. Learners gain awareness of interpersonal styles, group communication skills and adapted communication.

### **PNUR 141 Human Relationships 1**

► (2 credits) F (3,0,0,0 for 12 weeks)

This course is an introduction to effective interpersonal communication. Learners explore role of caring in human relationships and development of helping relationships. Learners gain awareness of interpersonal styles, group communication skills and adapted communication.

**PNUR 142 Human Relationships 2**

► (1 credit) W (2,0,0,0 for 9 weeks)

This course focuses on effective interpersonal communication with the older adult. Age-related changes and health challenges that interfere with communication will be examined. The learner will also be introduced to leadership skills required for effective team functioning.

**Prerequisite(s):** PNUR 141.

**PNUR 150 Nursing Arts**

► (4 credits) P (108 Total hours class /lab)

This course emphasizes the development of practical nursing skills needed for the promotion of health and healing with clients in community, home and continuing care settings. The learner integrates theory from other courses to provide organized, safe and caring nursing interventions.

**Pre or Corequisite(s):** PNUR 101, PNUR 110, PNUR 120, PNUR 130, PNUR 140.

**PNUR 151 Nursing Arts 1**

► (4 credits) F (108 Total hours class /lab)

► This practical course emphasizes basic nursing skills that support health promotion. Students learn nursing assessment skills and nursing intervention aimed at promotion of independence, activity, comfort and basic personal care. Classroom and lab experiences integrate theory from other courses to provide organized, safe and caring nursing interventions.

**Pre or Corequisite(s):** PNUR 101, PNUR 111, PNUR 121, PNUR 131, PNUR 141.

**PNUR 152 Nursing Arts 2**

► (4 credits) W (108 Total hours class /lab)

► This practical course integrates theory from other courses and emphasizes the development of nursing competencies required to promote health and healing with the older adult. The student will learn and practice nursing assessment, planning and interventions aimed at the unique needs of the older client.

**Prerequisite(s):** PNUR 161.

**Pre or Corequisite(s):** PNUR 122, PNUR 132, PNUR 142.

**PNUR 153 Nursing Arts 3**

► (5 credits) P,F (30,72,0,48 Total over 10 weeks)

This practical course develops nursing competencies required to promote health and healing with individuals experiencing acute or episodic health challenges. The learner builds on theory and practice from Academic Terms 1 and 2 to integrate new knowledge and skills relevant to the acute care setting. Effective teaching/learning strategies are explored.

**Prerequisite(s):** PNUR 160 or PNUR 162.

**Pre or Corequisite(s):** PNUR 113, PNUR 123, PNUR 133.

**PNUR 160 Clinical Placement**

► (3 credits) S (0,0,0,30 for 3 weeks)

This clinical placement provides the learner with opportunities to integrate theory and skills learned in the Access semester. Students have an opportunity to work with individuals experiencing chronic health challenges. Students experience community placements, which may include residential care, community care, palliative care, ambulatory care and day care.

**Prerequisite(s):** PNUR 101, PNUR 110, PNUR 120, PNUR 130, PNUR 140, PNUR 150 or permission of Chair.

**PNUR 161 Clinical Placement 1**

► (3 credits) F (0,0,0,30 for 3 weeks)

This clinical placement provides the learner with opportunities to integrate theory and skills learned in Academic Term 1. Students have an opportunity to work with individuals experiencing chronic health challenges. Students experience community placements which may include residential care, community care, palliative care, ambulatory care and day care.

**Prerequisite(s):** PNUR 101, PNUR 111, PNUR 121, PNUR 131, PNUR 141, PNUR 151 or permission of Chair.

**PNUR 162 Clinical Placement 2**

► (6 credits) W (0,0,0,30 for 6 weeks)

This clinical placement experience provides an opportunity to integrate theory and skills learned in Academic Terms 1 and 2. The student works with older adults in diverse care settings, which may include adult day centres, intermediate care facilities, extended care facilities, special needs units for psycho geriatric care.

**Prerequisite(s):** PNUR 122, PNUR 132, PNUR 142, PNUR 152 or permission of Chair.

**PNUR 163 Clinical Placement 3**

► (6 credits) S,F (0,0,0,30 for 5 weeks)

This clinical placement provides an opportunity to integrate theory and skills learned in Academic Terms 1, 2 and 3. Students work with clients of all ages experiencing acute or episodic health challenges. Clients are selected based on acuity and complexity of care required. Partnership, collaboration and advocacy within health care team are emphasized.

**Prerequisite(s):** PNUR 113, PNUR 123, PNUR 133, PNUR 153 or permission of Chair.

**PNUR 164 Preceptorship**

► (6 credits) S,W (0,0,0,32 for 5 weeks)

During this practical experience learners make transition from role of student to graduate practical nurse. Students work closely with a preceptor who acts as facilitator and mentor in assisting student to gain insights, awareness and knowledge towards effectively functioning as practical nurse. A program instructor collaborates throughout the experience.

**Prerequisite(s):** PNUR 163.

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**Political Science****PSC 104 Canadian Government**

► (3 credits) F (3,0,0,0)

This introductory course examines politics, political science, Canada's political roots, the economic and social setting, the constitution, and federalism. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

**PSC 106 Canadian Politics**

► (3 credits) W (3,0,0,0)

This introductory course examines political parties, elections, the role of the prime minister and Cabinet, the bureaucracy, the legislature, and the judiciary. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

**PSC 210 Political Thought**

► (3 credits) F (3,0,0,0)

This introductory course examines the political ideas and concepts at the root of modern political institutions and practices. Topics include: theories of legitimacy, justice, and democracy, as well as ideologies such as anarchism, communism, socialism, liberalism, conservatism, fascism, and feminism. (T)

**Prerequisite(s):** ENGL 150 and one first-year PSC course.

**PSC 212 Law and Politics**

► (3 credits) W (3,0,0,0)

This course introduces students to the law and politics of the constitution (including the Charter), emphasizing human rights. It examines the history of human rights in Canada, and how that led to the creation of the Charter, and examines some pros and cons of that document. (T)

**Prerequisite(s):** ENGL 150 and one first-year PSC course.

## SC 220 Comparative Politics

► (3 credits) W (3,0,0,0)

This course is an introduction to the comparative study of politics and the basic structures and processes of modern political systems, including an examination of selected foreign governments. There is a special focus on human rights issues. (T)

**Prerequisite(s):** ENGL 150 and one first-year PSC course.

## PSC 222 International Politics

► (3 credits) F (3,0,0,0)

This course will examine international politics through the study of the state system, international organizations, international violence, and international political economy. The course will include an examination of Canada's international role. (T)

**Prerequisite(s):** ENGL 150 and one first-year PSC course.

## PSC 224 International Conflict

► (3 credits) F (3,0,0,0)

This course examines the sources and nature of major contemporary international and national conflicts, including collective security vs. great power politics, regional conflicts, conflicts resulting from failed states, and the international response to terrorism. The role of international law and organizations in the realm of conflict resolution is also examined. (T-Pending)

**Prerequisite(s):** One of: CRIM 150, PSC 104, PSC 106, PSC 222.

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## Psychology

### PSYC 080 Introduction to Psychology

► (3 credits) F (3,0,0,0)

This course will serve as an introduction to psychology in general, and will also introduce the students to basic interpersonal and communication skills through experiential exercises. **Note:** *Credit granted for either PSYC 080 or PSYC 080E, but not both.*

**Prerequisite(s):** English 10 or assessment.

### PSYC 080E Introduction to Psychology

► (3 credits) F,W (3,0,0,0)

This course will serve as an introduction to psychology in general, and will also introduce the students to basic interpersonal and communication skills through experiential exercises. Restricted to non-native English speakers. **Note:** *Credit granted for either PSYC 080 or PSYC 080E, but not both.*

**Prerequisite(s):** ELD 050 or assessment.

## PSYC 110 Experimental Psychology

► (3 credits) F,W (2,1.5,0,0)

This course presents experimental methodologies used in psychology, including how data is collected, organized, and interpreted in psychological research. Topics include: psychobiology, sensation, perception, cognition, learning theory, memory, assessment, and experimental design. Topics are discussed and demonstrated in lectures and labs. Highly recommend Math 10 or Math 11 as prerequisite. (T)

**Prerequisite(s):** English 12 or assessment.

## PSYC 120 Personal Growth & Development

► (3 credits) F,W (3,0,0,0)

This course offers the student an academic and experiential introduction to models of personal growth. Topics include: psychoanalytic, behaviouristic, humanistic, and transpersonal approaches. (T)

**Prerequisite(s):** English 12 or assessment.

## PSYC 130 Contemporary Issues

► (3 credits) F,W (3,0,0,0)

This course acquaints students with major contemporary issues in psychology and considers their historical antecedents. Topics include: the application of psychological knowledge on lifespan development, personality, abnormal behaviour, social cognition, social influence, and social relations to a variety of contemporary social issues. Topics vary with instructor and changing problems. (T)

**Prerequisite(s):** English 12 or assessment.

## PSYC 150 Child Development

► (3 credits) F,W (3,0,0,0)

How children grow and develop physically, intellectually, emotionally, psychologically, and socially is the subject matter of this course. There is an emphasis on needs at any given age and stage and how these needs can best be met. (T)

**Prerequisite(s):** English 12 or assessment.

## PSYC 154 Interpersonal Skills

► (3 credits) F,W,P (3,0,0,0)

This course uses an experiential approach to develop self-awareness and increased understanding of others. Both communication theory and practical skills will be covered while working towards the goal of achieving successful and creative interpersonal relationships. (T)

**Prerequisite(s):** English 12 or assessment, or admission to the Health Studies Access (ESL) program.

## PSYC 160 Sport and Exercise Psychology 1

► (3 credits) F (3,0,0,0)

This course is an introduction to the concepts and principles of psychology that apply to the facilitating of sport and exercise and can be applied to counselling, teaching activity. Suitable for athletes, coaches, teachers and trainers, the course will examine and apply knowledge and skills to selected sport and exercise environments with a focus on communication competency. (T)

**Prerequisite(s):** English 12 or TPC 12 or assessment.

## PSYC 164 Behaviour Management

► (3 credits) F,W (3,0,0,0)

Basic learning principles are applied to everyday problems. How to deal effectively with such diverse situations as bed-wetting, tantrums, noncompliance, stealing and lying in children; adult problems such as obesity, smoking, incompatibility in marriage, headaches and phobias are considered. Learning is achieved through group discussion and creative role-play situations. (T)

**Prerequisite(s):** English 12 or assessment.

## Advisory Statement

*ENGL 150 is highly recommended for preparation to second year PSYC courses. As well, basic computer literacy, COMP 156 or equivalent is recommended for PSYC 200, PSYC 201, PSYC 210, PSYC 215, PSYC 250, and PSYC 252.*

## PSYC 200 Introduction to Personality

► (3 credits) F (3,0,0,0)

In this course, the student will achieve knowledge of the basic processes resulting in personality development, theories of personality, and methods of assessing personality, interpersonal behaviour and psychopathology. (T)

**Prerequisite(s):** PSYC 110 and one of either PSYC 120, PSYC 130, PSYC 150 or PSYC 164.

## PSYC 201 Research Methods in Psychology

► (3 credits) F,W (2,1.5,0,0)

This course introduces students to research techniques in psychology. The aim is to develop an understanding of the conceptual foundations of various research strategies. Topics include: formulating research designs and questions, measurement of variables, data analysis, drawing valid conclusions, and writing research reports. Labs and exercises include acquiring computer skills. (T)

**Prerequisite(s):** Math 10 or assessment. PSYC 110 and one of either PSYC 120, PSYC 130, PSYC 150 or PSYC 164.

**PSYC 203 Social Psychology**

▶ (3 credits) F,W (3,0,0,0)

This course focuses on the way in which people's thoughts, feelings, and behaviours are influenced by the presence of other people. It may include such topics as attitude change, propaganda, prejudice, cults, conformity, obedience, group influence, altruism, aggression, love, and attribution theory. (T)

**Prerequisite(s):** PSYC 110 and one of either PSYC 120, PSYC 130, PSYC 150 or PSYC 164.

**PSYC 205 Introduction to Groups**

▶ (3 credits) W (3,0,0,0)

This course is essential for successful involvement in groups at school, work and society. It uses an experiential approach to study topics of group dynamics (including group development, power, influence, leadership, decision making, norms, cohesion, creativity, and conformity) to understand group theory and gain practice in positive group interaction. (T)

**Prerequisite(s):** Any 100-level PSYC course or NURS 160.

**PSYC 210 History of Psychology**

▶ (3 credits) F,W (3,0,0,0)

This course traces the origins and growth of psychological thought. The emphasis will be on larger social-historical contexts that shaped thoughts about human psychology. The topics will cover contributions of early Greek thinkers, medieval and renaissance scholars, formal beginnings, and development of the discipline in the last two centuries. (T)

**Prerequisite(s):** PSYC 110 and one of either PSYC 120, PSYC 130, PSYC 150 or PSYC 164.

**PSYC 215 Biological Psychology**

▶ (3 credits) F,W (2,1,0,0)

This course introduces basic topics and methods of modern biopsychology. Topics include: neuro-anatomy, testing and experimental methods, neural conduction, brain damage, perception, sexual behaviour, drug addiction, and memory. Students access study guides and exercises on the internet. (T)

**Prerequisite(s):** PSYC 110 or any 100-level BIOL or CHEM course.

**PSYC 225 Clinical Neuroscience**

▶ (3 credits) W (2,1,0,0)

Clinical Neuroscience applies the theories of neuroscience to the assessment, management, and rehabilitation of neurological disease and injury. After a review of the history, research methods, and basics of neuroscience, and introduction to methods for assessment of neurological functioning, research, treatment and prevention of neurological disorders will be addressed. (T)

**Prerequisite(s):** PSYC 110 or any 100-level BIOL or CHEM.

**PSYC 228 Health Psychology**

▶ (3 credits) F,W (3,0,0,0)

This course provides an introduction to psychosomatic and behavioural medicine through an examination of the biological, psychological and social factors that play a role in the development, maintenance and promotion of health and wellness. Emphasis is placed on understanding health in the Canadian context within an international frame of reference. (T)

**Prerequisite(s):** PSYC 110.

**PSYC 233 Psychology of Motivation**

▶ (3 credits) F,W (3,0,0,0)

This course provides a survey of major theories of motivation and their application in a variety of settings. The theories that will be covered include: Cognitive Choice Theories, Need-Motive-Value Approaches, Self-Regulation-Metacognition Approaches, and Integrative Approaches. (T)

**Prerequisite(s):** PSYC 110.

**PSYC 239 Human Sexuality**

▶ (3 credits) F,W (2,0,1,0)

This course surveys the psychological and behavioural aspects of human sexuality, with particular emphasis on the influence of popular culture as well as an historical overview of human sexuality. (T)

**Prerequisite(s):** PSYC 110.

**PSYC 245 Drugs & Behaviour**

▶ (3 credits) F (2,1,0,0)

This course is an overview of the medical and non-medical use of drugs with cultural influences; a review of the scientific literature on drugs, behaviour, and the CNS; pharmacology, neuropharmacology; a survey of research methods used in psychopharmacology and the biochemical and neurophysiological bases of psychoactive drug action. (T)

**Prerequisite(s):** PSYC 110. (A first year chemistry or biology course is highly recommended.)

**PSYC 250 Psychopathology**

▶ (3 credits) F (2,0,1,0)

This introductory course on abnormal psychology includes a modern integration of theoretical perspectives, classification of psychological disorders, specific disorders (anxiety, mood, sexual, schizophrenia, personality, substance-abuse related), assessment, and treatment methods. Students have access to study material and exercises via computers/internet. Basic computer literacy, COMP 156 or equivalent recommended. (T)

**Prerequisite(s):** PSYC 110 and one of PSYC 120, PSYC 130, PSYC 150 or PSYC 164.

**PSYC 252 Criminal and Deviant Behaviour**

▶ (3 credits) W (2,0,1,0)

This course focuses on psychological models of the cause and treatment of abnormal and criminal behaviours. We examine specific disorders such as antisocial personality disorder and serial murder, as well as general factors related to criminal behaviour such as alcohol abuse. Basic computer literacy, COMP 156 or equivalent recommended. (T)

**Prerequisite(s):** PSYC 110 and one of PSYC 120, PSYC 130, PSYC 150 or PSYC 164.

**PSYC 255 Advanced Communication**

▶ (3 credits) F,W (3,0,0,0)

This course helps students improve their communication skills and study contemporary communication issues including conflict and power, gender communication, advanced listening, intercultural aspects, non-verbal communication, media effects, family and workplace interactions, dealing with diversity, and other current topics. (T)

**Prerequisite(s):** PSYC 154 or NURS 160.

**PSYC 256 Introduction to Counselling**

▶ (3 credits) F,W (3,0,0,0)

This course is designed to enhance the communication and helping skills of students interested in health, education or human services. Areas of focus will include the helping/counselling relationship and attitude, advanced listening skills, structured interview skills, the process of personal change and self-awareness and the helping process and issues. (T)

**Prerequisite(s):** PSYC 154.



### **PSYC 257 Intercultural Communication**

► (3 credits) W (3,0,0,0)

This course explores relevant concepts, attitudes and skills. Students develop an awareness and competence in effective communication in culturally diverse settings. Topics include: theories of culture and diversity, verbal and nonverbal intercultural communication, prejudice, discrimination, ethnocentrism and adapting to new cultures. Competence and practice in intercultural communication skills are emphasized. (T)

**Prerequisite(s):** PSYC 130 or PSYC 154 or PSYC 203.

### **PSYC 260 Sport and Exercise Psychology 2**

► (3 credits) W (3,0,0,0)

This course examines in depth the concepts and principles of psychology that govern sport and exercise. Students will apply skills and knowledge to selected activities. There is a focus on selected topics of research and their application to coaches, athletes, trainers and fitness instructors to improve performance and/or participation. (T)

**Prerequisite(s):** PSYC 110 or PSYC 130 or PSYC 154 or PSYC 160.

### **PSYC 261 Childhood Disorders: Analysis**

► (3 credits) W (3,0,0,0)

The course examines theoretical and research approaches to the understanding of psychological disorders related to childhood and adolescent development. Recent advances in classification and diagnosis of disorders such as autism, pervasive developmental disorder, learning disabilities, and attention deficit/ hyperactivity are some of the examples considered. (T-Pending)

**Prerequisite(s):** PSYC 110 and any first or second-year PSYC course.

### **PSYC 262 Childhood Disorders: Treatment**

► (3 credits) W (3,0,0,0)

This course focuses on current research and applications in the treatment of childhood disorders, including ADHD, communication and learning disorders, autism, behaviour disorders and others. Treatment approaches covered include pharmacological, cognitive-behaviour therapy, interpersonal and individualized education programs. Students will learn how to effect positive change in children with diverse needs. (T-Pending)

**Prerequisite(s):** "C" in PSYC 261.

### **PSYC 263 Psychopathology Practicum**

► (3 credits) W (0,0,7.5 x 2 weeks, 10 x 12 weeks)

This course entails a field placement involving the application of theory and research to child psychopathology. Focus will be on the development of applied skills including interviewing, observation and functional assessment, participation in team-based meetings evaluating an individualized education plan, and development, implementation and evaluation of a treatment strategy based on that plan. (T-Pending)

**Prerequisite(s):** "C" in PSYC 262.

*Open to CDPSCY students only.*

### **PSYC 264 Applied Behaviour Analysis**

► (3 credits) W (1,0,0,2)

This course is designed to teach students to assess behavioural excesses and deficits, and to set up programs to treat these behaviours using the principles of operant conditioning.

**Prerequisite(s):** PSYC 164.

### **PSYC 272 Adult Development**

► (3 credits) F,W (3,0,0,0)

This course takes the student beyond the developmental experience of childhood to examine the physical, intellectual and social changes of adulthood. Students will gain a greater understanding of the aging process that will have an impact on themselves and those around them. (T)

**Prerequisite(s):** PSYC 110 and one of either PSYC 120 or PSYC 150.

### **PSYC 288 Cultural Psychology**

► (3 credits) F,W (3,0,0,0)

This course examines various relationships between psychology and culture. Topics covered range from research methods and foundations to the cultural construction of self and identity, through various applied areas of cultural psychology including: language, thought and emotion in cultural context, development, mythology, health, clinical disorders, inter-group relations and social policy. (T)

**Prerequisite(s):** PSYC 110 or PSYC 130.

### **PSYC 290 Independent Studies**

► (3 credits) F,W,P,S (variable)

This course will involve a plan of psychological study not available through regular courses, developed in consultation with a supervising instructor. The plan will involve either in-depth library research, or a combination of library and field research or study. This course is available to individual students or a small group of students. (T)

**Prerequisite(s):** PSYC 110 or PSYC 201 and two other PSYC courses.

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## **Religion**

### **REL 100 World Religions of the West**

► (3 credits) F (2,0,1,0)

An introductory survey of Judaism, Christianity, and Islam, this course explores the sources, beliefs (including representative texts), and practices of these religions. The traditions of each will be studied in their cultural and political contexts from both historical and contemporary perspectives. (T-pending)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **REL 102 World Religions of the East**

► (3 credits) F (2,0,1,0)

An introductory survey of Hinduism, Buddhism, Sikhism, Chinese religions, and Shintiosm, this course explores the sources, beliefs (including representative texts), and practices of these religions. The traditions of each will be studied in their cultural and political contexts from both historical and contemporary perspectives. (T-pending)

**Prerequisite(s):** "C+" in English 12 or assessment.

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## **Science**

### **SCI 050 Foundations of Science**

► F,W (3,3,0,0)

This is a non-math based survey course of Science following four themes: the natural world, how scientists investigate the natural world, the impact of science on human society and preparation for future Science studies. This course is also suitable for students who wish to develop the skills necessary to successfully move on to other science courses.

**Prerequisite(s):** English 10 or ENGL 033 or ELD 050 or assessment.

**Corequisite(s):** ELD 060 if entering based on ELD 050.

### **SCI 100 Science for Arts and Education**

► (4 Credits) F,W (4,2,0,0)

This course surveys fundamental themes common to all scientific enquiry. Students explore aspects of the natural world, technology, the impact of technology on everyday life, and the history of scientific advancement. **Note:** *This broad science course may not meet the science requirement for some university programs.* (T)

**Prerequisite(s):** English 11 and Math 11.

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## Sociology

### **SOC 100 Social Structure and Organization**

▶ (3 credits) F, W (3,0,0,0)

Basic principles and methods of sociology are introduced. Emphasis is placed upon society as institutionalized human behaviour, the various factors which control or alter it, and the effects upon the individual and the group. The major objective of the course is to develop a critical understanding of modern society. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **SOC 101 Social Processes & Institutions**

▶ (3 credits) W (3,0,0,0)

This course will utilize the concepts and theories learned in SOC 100 to examine some of the substantive areas of sociology. Emphasis will be placed on the broad theoretical concerns inherent in each of these areas and in particular their application to Canadian society. (T)

**Prerequisite(s):** SOC 100.

### **SOC 104 First Nations (Canada Past)**

▶ (3 credits) F (3,0,0,0)

Students learn the social, economic, cultural, legal and political factors which influence First Nations in Canadian society. Emphasis is on pre-contact societies, the treaty process, legislation, resistance, and the manner in which the Canadian state developed policies, and practices that influenced Native life. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **SOC 106 First Nations (Canada Present)**

▶ (3 credits) W (3,0,0,0)

A critical examination of the position of First Nations in Canadian society with emphasis on the interaction between First Nations and the political, judicial, socioeconomic and value systems of the majority society. There will be an examination of contemporary land claim settlements and the development of aboriginal self-government. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **SOC 110 Women in Canadian Society**

▶ (3 credits) F or W (3,0,0,0)

A critical examination of the status of women in Canadian society. Theoretical perspectives on women's status will be analyzed. Special attention is paid to women's paid and unpaid labour, media portrayal, feminist organizations, women of colour, gender relations, and violence against women. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **SOC 112 Minority Relations in Canada**

▶ (3 credits) W (3,0,0,0)

A critical study of Canadian multiculturalism and ethnic relations. Topics for discussion will include race, racism, human rights, ethnicity and ethnic identity, ethnic stratification, the integration and politicization of Canadian minorities, and the political economy of ethnic relations. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **SOC 120 Social Systems & the Environment**

▶ (3 credits) W (3,0,0,0)

In this course social relations are seen within a larger biophysical context. Sociological analysis is applied to the understanding of the ideological and social-structural aspects of environmental sustainability. Economic activity, public policy, and social movements are analyzed by focusing on specific environmental issues at the regional and global levels. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

**Pre or Corequisite(s):** SOC 100 or ANTH 104.

### **SOC 160 Family and Community**

▶ (3 credits) F, W (3,0,0,0)

Students study the variety and dynamics of family and community in contemporary society with critical examination of significant issues. How families and communities adapt to change in society is discussed. Special attention is paid to changing trends, variations in families, gender relations, family violence, community oriented interventions, and social policies. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **SOC 162 Social Problems**

▶ (3 credits) F (3,0,0,0)

A critical discussion of the nature of social problems in modern society. Issues at the regional, national and global levels will be analyzed, as chosen by the instructor. Various theoretical approaches will be considered and alternative solutions addressing these issues will be presented. (T)

**Prerequisite(s):** "C+" in English 12 or assessment.

### **SOC 200 Industrialization & Social Change**

▶ (3 credits) F (3,0,0,0)

A socio-historical analysis of the development of industrial society, with emphasis on Canada. Topics to be examined include the role of ideologies, theories of social change, the character of advanced capitalist societies, development and underdevelopment, colonialism and imperialism, revolution and the global economy. (T)

**Prerequisite(s):** SOC 100, ENGL 150.

### **SOC 210 Class, Status, and Power**

▶ (3 credits) F (3,0,0,0)

This is an analysis of social stratification in industrial societies. Discussion focuses on the structure and function of social class systems and on social mobility. Emphasis will be placed upon theoretical perspectives which seek to explain social inequality, and their relevance to the understanding of social inequality in Canada. (T)

**Prerequisite(s):** SOC 100, ENGL 150.

### **SOC 220 Sociological Theory**

▶ (3 credits) W (3,0,0,0)

An analysis of major theoretical influences on the development of sociology, with particular attention to the classical works of outstanding figures and principal schools of thought. The course will also provide an introduction to the nature of social models, explanations and laws. (T)

**Prerequisite(s):** SOC 100, ENGL 150.

### **SOC 230 Aboriginal Research Methodology**

▶ (3 credits) F (3,0,0,0)

This course introduces students to qualitative research and indigenous research methodologies, methods, and techniques. It provides students with relevant research knowledge, strategies, skills and tools to do their own research in, and evaluate existing research on, First Nations communities. Hands-on experience is emphasized. (T)

**Prerequisite(s):** SOC 100 or SOC 104 or SOC 106 and ENGL 150.

### **SOC 250 Sociology of Deviance**

▶ (3 credits) W (3,0,0,0)

An examination of theories of deviance, the historical forces which have shaped these theories, the research based on them, and a critical evaluation of their contribution to our understanding of the causes of deviance. (T)

**Prerequisite(s):** SOC 100 and ENGL 150.

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## Social Work

### SOCW 211 Introduction to Social Work

► (3 credits) F (3,0,0,0)

This course is an introduction to knowledge, skills and value base for generalist social work practice that focuses both on private troubles and public issues. Informal helping and self-help groups are introduced, and the partnership of the client in any change effort is emphasized. (T)

**Prerequisite(s):** ENGL 150. (SOC 100 recommended.)

### SOCW 212 Social Welfare in Canada

► (3 credits) W (3,0,0,0)

This course presents an analysis of the history and structure of major social policies and programs in Canada with a focus on connecting private troubles and public issues. The course also reviews the social service and human rights responses to social problems, in particular problems of poverty and economic disadvantage. (T)

**Prerequisite(s):** ENGL 150. (SOC 100 recommended.)

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## Sport and Exercise

### SPEX 110 Fitness for Life

► (3 credits) F (1,1,0,1)

An overview of health promotion and wellness models as they relate to health, social, cultural, economic, international and environmental issues. The principles of exercise prescription for cardiovascular fitness, muscular strength and endurance are presented. Emphasis is placed on personal health, nutrition, stress and prevention of activity injuries.

**Prerequisite(s):** "C+" in English 12 or TPC 12 or assessment.

### SPEX 120 Kinesiology

► (3 credits) F (2,2,0,0)

Students will learn about the basic anatomical, physiological, and biomechanical aspects of sport performance. Students will have a balanced introduction to the principles, concepts and relationships of the major biophysical sub disciplines of kinesiology for movement and sport: anatomy, physiology, and biomechanics, through classroom, laboratory and field based experiences.

**Prerequisite(s):** "C+" in English 12 or "C" in ENGL 140, or "C" in ENGL 092 and ENGL 094, or "C" in ELD 092 and ELD 094, or assessment, and a "C+" in Math 11 or MATH 072 and MATH 073 or assessment.

Open to SPMG students only.

### SPEX 130 Sports Level 1

► (3 credits) W (1,0,0,3)

Students will learn and practice the rules, and the skills and abilities involved in playing a variety of individual sports. Students will also learn about the equipment, the required facilities, safety procedures, group management, and the special requirements related to managing individual sport.

**Prerequisite(s):** "B" in PE 11/CR 12 or assessment by Chair.

Open to SPMG students only.

### SPEX 140 Organization of Sport in Canada

► (3 credits) W (3,1,0,0)

Students will learn about the formal and the informal organization of sport in Canada including local, regional, provincial, national and international sport bodies and how sport in general is governed in Canada. Students will also learn about international sport organizations in terms of how they compare to the Canadian system.

**Prerequisite(s):** "C+" in English 12 or "C" in ENGL 140, or "C" in ENGL 092 and ENGL 094, or "C" in ELD 092 and ELD 094, or assessment.

Open to SPMG students only.

### SPEX 150 Introduction to Sport Mgmt

► (3 credits) F (2,2,2,0)

This course is designed to provide students with an overview of the basic organizational and business structures of sport, fitness, and leisure industries. The content areas include Professional, Olympic, and intercollegiate, as well as the exercise/fitness/sport promotion business sector.

**Prerequisite(s):** "C+" in English 12 or "C" in ENGL 140, or "C" in ENGL 092 and ENGL 094, or "C" in ELD 092 and ELD 094, or assessment.

Open to SPMG students only.

### SPEX 160 Sport Mktg & Promotions

► (3 credits) W (2,1,1,0)

This course is designed to assist students in creating and critiquing marketing, promotions and public relations efforts specific to sport. Emphasis will be placed on marketing concepts and strategies utilized specifically in and through sport and the sport industry. This course includes hands-on experience with a variety of sport organizations including the Chargers Intercollegiate Athletics programs.

**Prerequisite(s):** ENGL 150, SPEX 150.

Open to SPMG students only.

### SPEX 210 Exercise Physiology

► (3 credits) F (3,2,0,0)

Musculoskeletal & physiological responses and adaptation to exercise overload. Energy systems function under environmental stress, body composition. Metabolic and endocrine responses to exercise and somatic adaptations to thermal stress. Neuromuscular & physiological principles behind the development of muscular strength, endurance, cardiovascular training & flexibility programs. (T-Pending)

**Prerequisite(s):** BIOL 142, BIOL 142A.

### SPEX 230 Sports Level 2

► (3 credits) F (1,0,0,3)

Students will learn and practice the rules, skills, and the abilities involved in playing a variety of team sports. Students will also learn about the equipment, the required facilities, safety procedures, group management and the special requirements related to managing team sports.

**Prerequisite(s):** SPEX 130.

Open to SPMG students only.

### SPEX 250 Instructional & Program Design

► (3 credits) W (2,2,0,0)

Principles of planning, organizing, promoting and leading fitness and wellness programs. Exercise prescription design for behavioural change. Programming for individuals, families, schools, communities and corporations. Selection and implementation of exercise programs for people with musculoskeletal, neurological and neuromuscular impairments. Methods of direct, indirect and task oriented instructional strategies.

**Prerequisite(s):** EXW 120, EXW 121, EXW 220.

### SPEX 260 Life Cycle Sports

► (3 credits) W (2,2,0,0)

Students will learn about the different kinds of sports that abled and disabled individuals engage in over the course of their lives (with a focus on children, adolescents, and older adults), and study issues such as developmental advantages and the impact of aging processes on peak performance in various sports. And, consider the subsequent influence on sport participation at different points in the life cycle.

**Prerequisite(s):** SPEX 230.

Open to SPMG students only.

## **SPEX 270 Sociocultural Aspects of Sports**

► (3 credits) F (3,0,3,0)

Students will learn about the relationship between society and sport. Topics will include: sociological theories of sport, social history of sport, sport and socialization, sport and social stratification, gender and sport, violence in sport, sport and nationalism.

*Open to SPMG students only.*

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## **Sport Management**

### **SPMA 100 Sport Leadership Level 1**

► (3 credits) F (3,0,1,0)

This course is an overview and general analysis of various leadership and management theories and their application to sport management and the culture of sport. Topics will include: leadership styles, the culture of sport, roles and behaviours in the context of sport organizations and the implications of managing and leading in sport as compared to other industries and disciplines. Students will participate in a variety of self-assessment activities.

**Prerequisite(s):** "C+" in English 12 or "C" in ENGL 140, or "C" in ENGL 092 and ENGL 094, or "C" in ELD 092 and ELD 094, or assessment.

*Open to SPMG students only.*

### **SPMA 200 Behaviour in Sport Organizations**

► (3 credits) F (2,1,1,0)

Building on the foundational knowledge from the introduction to sport management and sport marketing courses, students will learn about behaviour in sport organizations. With an emphasis on non-profit sport organizations, students will learn about a variety of topics including: change management, leadership, conflict, motivation, staffing (particularly related to volunteers), decision making and teambuilding, organizational dynamics, politics and power issues specific to sport organizations.

**Prerequisite(s):** SPEX 140, SPEX 150, SPMA 100.

*Open to SPMG students only.*

### **SPMA 201 Sport Management Internship**

► (3 credits) PS (0,0,0,35)

This course gives students an opportunity to apply and extend academic knowledge while in a sport-related management setting. This eight-week academic internship/practicum provides the students with work experience which is facilitated and monitored by the college.

**Prerequisite(s):** COOP 100 and successful completion of Academic Terms 3 and 4.

*Open to SPMG students only.*

## **SPMA 220 Sport Technology**

► (3 credits) W (2,2,0,0)

Students will learn about leading edge technologies as these relate to sport. Using case studies, field trips, lab time and seminars, students will learn about the web, lab, and field-based sport technologies that support both the practice of sport and the enhancement of sport performance.

**Prerequisite(s):** SPEX 120, SPEX 150, SPEX 160.

*Open to SPMG students only.*

### **SPMA 250 Partnership/Stakeholder Mgmt**

► (3 credits) W (3,0,2,0)

Students will learn about perspectives in sport-related partnerships and stakeholder management. Students will examine the partnerships and stakeholder management in terms of event and association sponsorship, community involvement, grant and proposal preparation and sport advocacy.

**Prerequisite(s):** SPEX 140, SPEX 150, SPEX 160.

*Open to SPMG students only.*

### **SPMA 260 Sport Event Management**

► (3 credits) W (2,1,2,0)

This course includes an examination of contemporary planning models and practices for major sport events, including provincial, national and international events, tournaments and championships. The content areas include: feasibility studies, bidding, operational planning, implementation, monitoring, management, branding and promotion, evaluation and renewal of sport events.

**Prerequisite(s):** ACCT 110, SPEX 140, SPEX 150, SPEX 160, SPEX 270, SPMA 100 or permission of the Chair of Sport Management.  
**Corequisite(s):** SPMA 220 and SPMA 250 or permission of the Chair of Sport Management.

*Open to SPMG students only.*

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## **Social Science Research Methods**

### **SSRM 280 Social Science Research Methods**

► (3 credits) F,W (2,1.5,0,0)

This introductory course develops students' research and analytical skills. Topics include: sources and kinds of information, types and testing of theories and hypotheses, problem design and analysis, enquiry modes, data analysis and reporting, and ethics and politics of social research. (T)

**Prerequisite(s):** MATH 116 and a "C+" in English 12 or assessment.

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## **Tourism Management**

### **TMGT 210 Tourism Management Perspective**

► (3 credits) F (3,0,0,0)

The economic, social, cultural, political and technological dimensions of tourism management will be the focus of this course. Changing travel markets, industry structure, distribution methods, and evolving issues will be considered and managerial principles will be applied to industry problems.

**Prerequisite(s):** English 12 or assessment.

### **TMGT 220 Law for the Tourism Industry**

► (3 credits) F (3,0,0,0)

This course outlines Canadian Law applicable to the tourism industry, identifies areas where there may be potential legal problems and discusses the rights and liabilities relative to relationships within the tourism industry.

**Prerequisite(s):** English 12 or assessment.

### **TMGT 230 Service Operations**

► (3 credits) F (3,0,0,0)

Understand the nature of the service process and the service encounter including operations design, production and delivery to meet the expectations of the tourism market. Problems unique to industry operations will be investigated, such as seasonality, perishability and quality control.

**Prerequisite(s):** English 12 or assessment.

### **TMGT 240 Global Tourism**

► (3 credits) F,W (3,0,0,0)

The course will present applied knowledge of both global tourism geography and relevant geographical research skills. Areas covered will include socio-demographic and political trends, socioeconomic and environmental, impact of tourism development, cultural and landscape attractions and international tourism development.

**Prerequisite(s):** English 12 or assessment.

### **TMGT 250 Community Issues in Tourism**

► (3 credits) W (3,0,0,0)

The purpose of the course is to understand the impact of tourism within communities. Students will develop an understanding of tourism's relationship to other economic sectors, community concerns and benefits, special interest groups, the decision making process and principles of community planning.

**Prerequisite(s):** English 12 or assessment.



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## Welding

### **WELD 162 Welding Testing**

▶ (4 credits) Q1 (5,25,0,0 for 3 weeks)

This is a modular course designed to expose the student to welding techniques.

**Prerequisite(s):** MECH 161A.

**Pre or Corequisite(s):** ENGR 151M.