



**2006–07 Calendar Errata– Record of Updates to Print Calendar Issued January 2006**

<b>Page</b>	<b>Section Header</b>	<b>Column</b>	<b>Original Error</b>	<b>Correct Text</b>	<b>Comments</b>
62	Provincial (grade 12 level)	1		ELD 092 and ELD 094	add
73	Academic Term 2 (Winter)	3	MATH 216 Elementary Statistics	MATH 216 <b>Applied</b> Statistics	
82	Managing for Government	3	the short tem	the short <b>term</b>	
88	Golf Management	2	must compete 500 hours	must <b>complete</b> 500 hours	
88	Academic Term 5 (Fall)	3	GOLF 250 Managing Club Operations	GOLF 250 Managing <b>Golf</b> Club Operations	
90	Required Courses	1	BUS 210 Human Resource Mgmt. Foundations	BUS 210 <b>HR Management Foundations</b>	
92	Professional Accounting	3	completion fo the PACE	completion <b>of</b> the PACE	
95	CMA	3	250-370-4130	250-370- <b>4137</b>	
96	Chartered Accountant (CA)	1	250-370-4130	250-370- <b>4137</b>	
96	Credit Union	1	250-370-4130	250-370- <b>4137</b>	
96	Local Government	2	...in Co-operation with Camosun...	...in co-operation with Camosun...	
96	Local Government	2	Open Learning Agency	<b>Thompson Rivers University-Open Learning</b>	
127	Academic Term 1 (Quarter 3)	1	COMP 162 Introductions to...	COMP 162 Introduction to...	
128	Academic Term 5 (Quarter 2)	1	COMP 249 Oracle DBA	COMP 249 <b>Database Administration</b>	wrong title
129	Academic Term 1 (Quarter 1)	2	MATH 172 Basic Technical Math's 1	MATH 172 Basic Technical <b>Mathematics</b> 1	
129	Academic Term 2 (Quarter 2)	3	MATH 173 Basic Technical Math's 2	MATH 173 Basic Technical <b>Mathematics</b> 2	
132	Academic Term 3	1		ELEX 159 Electronic Communications (3.0 credits)	add to Quarter 3
134	Electronics Engineering Bridge	2	Electronics Engineering Bridge The Electronics Engineering Bridging program...	<b>Electrical</b> Engineering Bridge The <b>Electrical</b> Engineering Bridging program...	
164	COMP 249	2	COMP 249 Databse Administration	COMP 249 <b>Database</b> Administration	
169	ECCE 150	1	...C+ in English 12 or assessment	<b>Prerequisite(s):</b> C+ in English 12 or assessment	
177	ENGR 158 Applications in Computing	1	(2 credits) Q1, Q4 (1, 3, 0, 0)	(2 credits) <b>Q1</b> (1, 3, 0, 0)	Q1 only
213	<b>Index: R</b>	3	Refund Policy.....48	<b>remove</b>	duplicate info

# President's Welcome

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## *The freedom choice brings.*

As a student today, you are faced with countless choices: full-time or part-time, college or university, stay near home or study away.

At Camosun College, we provide you, our students, with enough freedom to make clear choices: hands-on learning, smaller classes, dedicated instructors, flexible schedules, friendly campuses and over 70 different programs to select from in adult upgrading, the applied arts and sciences, trades, technologies, business and health and human services.

In the next decade, Canada will face critical skill shortages in nearly every one of these economic sectors because of baby-boomer retirements and economic growth. In BC alone, more than one million jobs will open

up. Forty-four per cent of these openings will require a college education (only 29 per cent will require university completion).

Camosun College is an important part of the solution. Here you can choose to gain entry level skills to get into the workforce in short order, learn new skills to stay abreast of technological change, or ladder your education from the certificate level to a diploma and onto an applied degree, like Camosun's first-ever Bachelor Degree in Business Administration, Accounting.

Since 1971, Camosun College has graduated more than 70,000 students. Our graduates' successes speak for themselves. Ninety-one per cent of Camosun's recent graduates are either working or continuing with further studies. Ninety-three per cent of our trades apprentices are currently working.

Camosun helps you get the right combination of skills and knowledge to meet your particular career and educational goals. We want you to succeed, so remember to take advantage of all the services our campuses have to offer: academic advising, learning skills, career resources, writing services, employment services, libraries, child care, recreation, athletics and more.

Thank you for choosing Camosun College. Enjoy your time here and get involved in your campus community. Best wishes on a successful year and a rewarding journey ahead.

Dr. Elizabeth Ashton

President  
Camosun College

# 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 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.

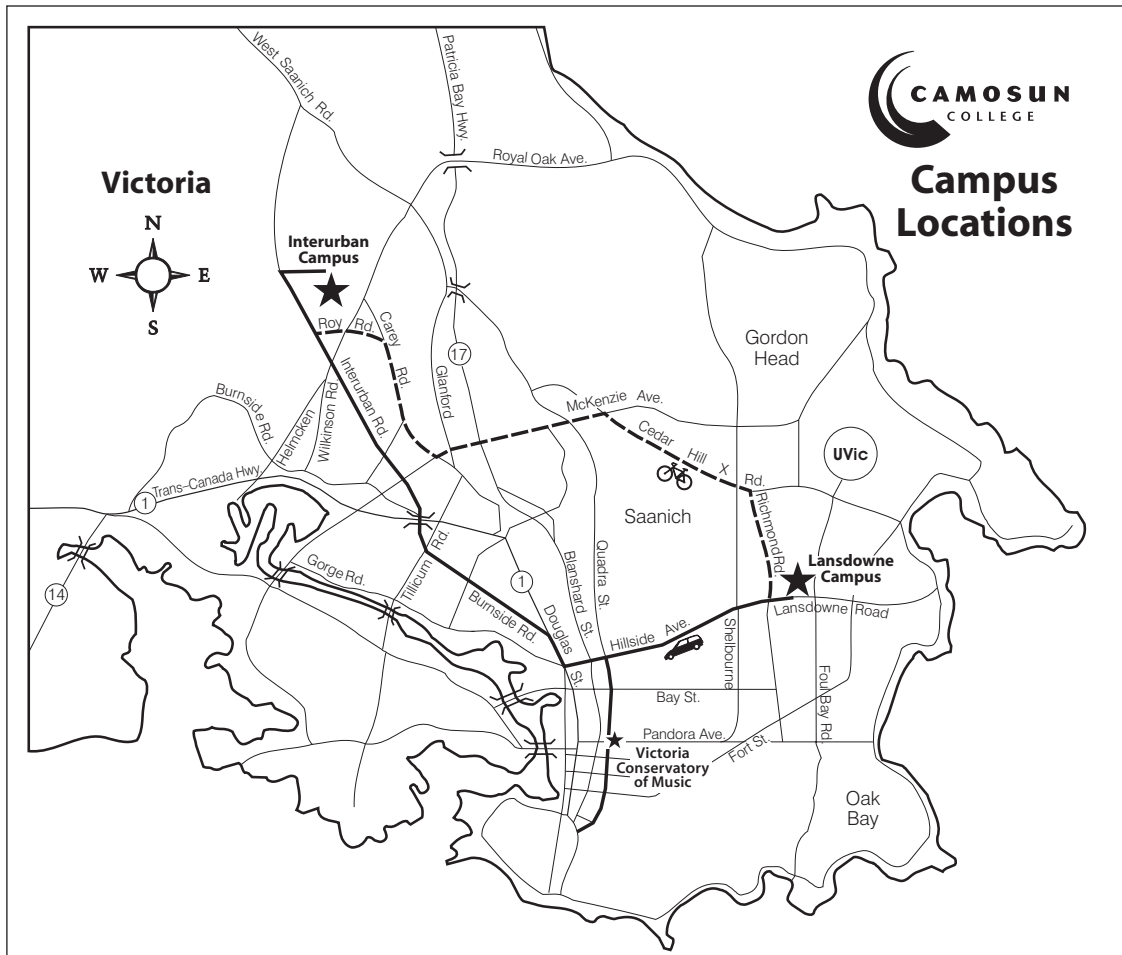
From the inception of the Institute, local interest in a community college grew. On October 9, 1970 Victoria residents voted in favour of establishing a college, and soon plans for "Juan de Fuca" College were underway. The provincial government formally approved the college on October 27, 1970.

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 35 years of excellence in education and service to its community. Now one of the leading community colleges in the province, Camosun serves more than 8,200 students in credit and vocational programs and another 9,500 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 3,700 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 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.

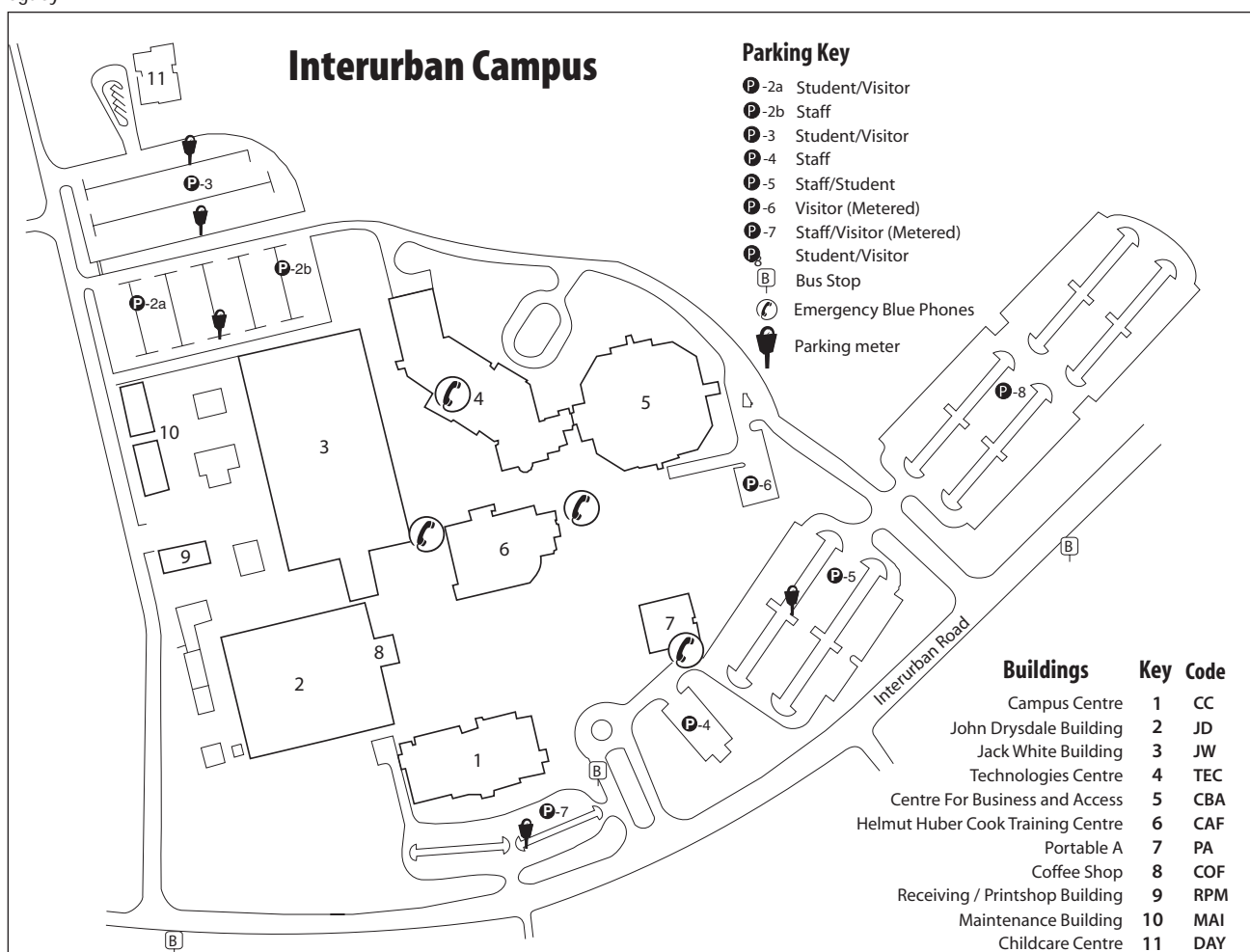
Atop the hill, overlooking the campus, you'll find the Technology Centre and the Centre for Business and Access.

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

In the campus Childcare Centre, infants and toddlers 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 is also the future site of a centre for academic and athletic excellence: the Pacific Sport Institute – still in the development stages.



# 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.

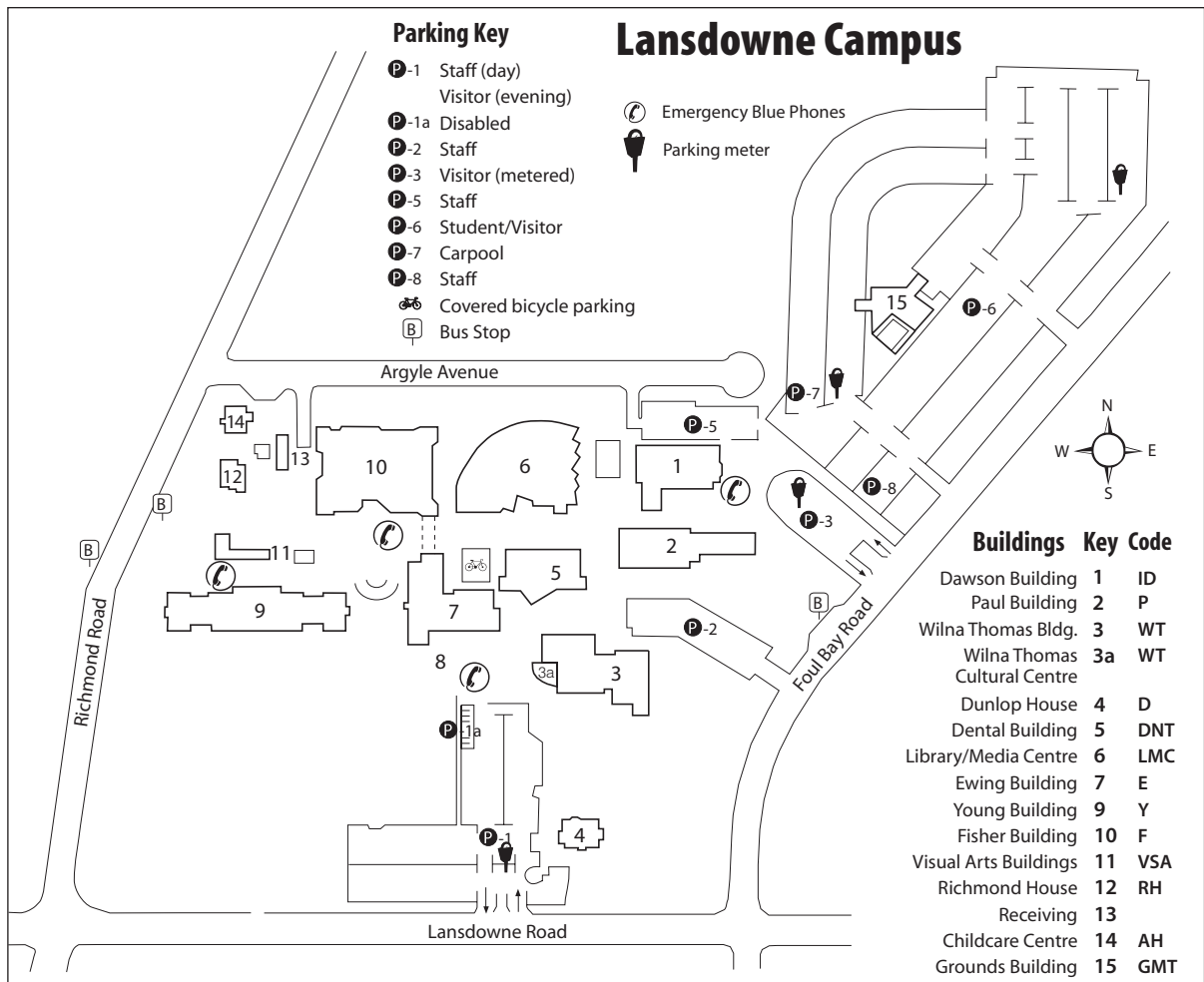
The campus facilities are surrounded by scenic tree-lined grounds. The Alan Batey Library, opened in 1991, is located prominently in the centre of the campus. The Dental Health Education Centre, opened in 1990, stands opposite the Library. The newest facility on campus is the Wilna Thomas Building with its adjoining Cultural

Centre. The Isabel Dawson building is the centre for most student services including Information & Registration, academic advising, financial aid, assessment, 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 30 children on campus.

In the southeast corner of the campus the Dunlop House serves as a lovely heritage setting for the Hotel/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 2006/2007

2006 College Closures	
January 2	New Year's Day
February 10	College Connections Day
April 14	Good Friday
April 17	Easter Monday
May 22	Victoria Day
July 3	Canada Day
August 7	BC Day
September 4	Labour Day
October 9	Thanksgiving
November 13	Remembrance Day
December 25 - January 1	Holiday Break

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

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 2006

## Important Dates 2006

## Quarter System 2006

February 2006	2006/2007 College Calendar available.	February 2006
January 2	<i>New Year's Day Holiday Observed – College Closed.</i>	January 2
January 3	<i>College reopens after Holiday Break.</i>	January 3
January 9	Most Winter '06 and Quarter 2 credit programs/courses commence.	January 3
January 23	<b>Fee Deadline:</b> For students enrolled in Winter '06 and Quarter 2. Students who wish to withdraw must drop class(es) prior to 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 17
February	Winter '06 and Quarter 2 Final Examination Schedule posted.	February
February 9	<i>Student Services Closed.</i>	February 9
February 9-10	Reading Break 2006. <b>Note:</b> Students in Trades and in programs offered on the Quarter System remain in school February 9.	February 10
February 10	<i>College Connections Day – College Closed.</i>	February 10
February 14	Deadline to apply for Winter 2006 Foundation Bursaries.	February 14
	Last day to WITHDRAW from most Quarter 2 '06 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 2 '06 courses.	February 21*
February 28	Application deadline for University Transfer, Associate Degree, College Preparatory and specified Part-time Career programs for Spring '06, Summer '06 and Spring/Summer '06.	
February 28	Application deadline for current BC/Yukon High School students to apply in order to be provisionally considered for September 2006 based upon their interim grades in May 2006.	February 28
March	Spring/Summer 2006 and Quarter 3 and 4 Timetable available on Camlink.	March
March 1	Deadline to submit Application to Graduate/Request for Credentials for inclusion in June 2006 Graduation Ceremony.	March 1
March 13*	Last day to WITHDRAW from most Winter '06 courses without a failing grade. Last day to CHANGE to AUDIT for most Winter '06 courses.	
	Last day to request \$100 deposit refund after withdrawing from ALL Quarter 3 '06 courses.	March 13
	Last day of instruction for most Quarter 2 '06 courses.	March 17
	Examination period for Quarter 2 '06.	March 20-24

\* 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 [info@camosun.bc.ca](mailto:info@camosun.bc.ca)).

	Most Quarter 3 '06 courses commence.	April 3
April 13	Last day of instruction for most Winter '06 courses.	
	<b>Fee Deadline:</b> For students enrolled in Quarter 3 '06. Students who wish to withdraw must drop class(es) prior to 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 18
April 14	<i>Good Friday – College Closed.</i>	April 14
April 17	<i>Easter Monday – College Closed.</i>	April 17
April 18	Last day to request \$100 deposit refund after withdrawing from ALL Spring '06 (7-week) and Spring/Summer '06 (14-week) courses.	
April 18-22, 24-26	Examination period for Winter '06.	
May	Fall 2006 and Quarter 1 Timetable available on Camlink.	May
May	Spring '06, Spring/Summer and Quarter 3 Final Examination schedule posted.	May
May 1	Application deadline for University Transfer, Associate Degree, College Preparatory and specified Part-time Career programs for Fall 2006.	
May 8	Most Spring '06 (7-week) courses commence.	
May 8	Most Spring/Summer '06 (14-week) courses commence.	
May 15	<b>Fee Deadline:</b> For students enrolled in Spring '06 (7-week). Students who wish to withdraw must drop class(es) prior to 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 22	<i>Victoria Day – College Closed.</i>	May 22
May 23	<b>Fee Deadline:</b> For students enrolled in Spring/Summer '06 (14-week). Students who wish to withdraw must drop class(es) prior to fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	
	Last day to WITHDRAW from most Quarter 3 '06 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 3 '06 courses.	May 23*
	Last day to request \$100 deposit refund after withdrawing from ALL Quarter 4 '06 courses.	June 5
June 7*	Last day to WITHDRAW from most Spring '06 (7-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring '06 courses.	
June 13	Last day to request \$100 deposit refund after withdrawing from ALL Summer '06 (7-week) courses.	
June 16	College Graduation Ceremony 2006.	June 16
	Last day of instruction for most Quarter 3 '06 courses.	June 16
	Examination period for Quarter 3 '06.	June 19-23
June 23	Last day of instruction for most Spring '06 (7-week) courses	
	Most Quarter 4 '06 courses commence.	June 26
June 26-28	Examination period for Spring '06.	
July	Summer '06 and Quarter 4 '06 Final Examination Schedule posted.	July
July 3	<i>Canada Day Observed – College Closed.</i>	July 3
July 4	Deadline to submit Application to Graduate/Request for Credentials for inclusion in October 2006 Graduation Ceremony.	July 4
July 5	Most Summer '06 (7-week) courses commence.	
July 10*	Last day to WITHDRAW from Spring/Summer '06 (14-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring/Summer '06 (14-week) courses.	
July 12	<b>Fee Deadline:</b> For students enrolled in Summer '06 (7-week) and Quarter 4 '06. Students who wish to withdraw must drop class(es) prior to 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 10
August 4*	Last day to WITHDRAW from Summer '06 courses without a failing grade. Last day to CHANGE to AUDIT for most Summer '06 courses.	

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August 7	<i>British Columbia Day – College Closed.</i>	August 7
August 11	Last day of instruction for most Spring/Summer '06 (14-week) courses	
	Last day to WITHDRAW from most Quarter 4 '06 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 4 '06 courses.	August 14*
August 14-18	Examination period for Spring/Summer '06 (14-week) courses	
August 16	Last day to request \$100 deposit refund after withdrawing from ALL Fall '06 courses.	
August 22	Last day of instruction for most Summer '06 ( 7-week) courses	
August 23-24	Examination period for Summer '06 courses.	
September 4	<i>Labour Day – College Closed.</i>	September 4
September 5	Most Fall '06 credit programs/courses commence.	
	Last day to request \$100 deposit refund after withdrawing from ALL Quarter 1 '06 courses.	September 5
	Last day of instruction for most Quarter 4 '06 courses.	September 8
	Examination period for Quarter 4 '06.	September 11-15
September 19	<b>Fee Deadline:</b> For students enrolled in Fall '06. Students who wish to withdraw must drop class(es) prior to 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 '06 credit programs/courses commence.	September 25
October	Fall '06 and Quarter 1 '06 Final Examination Schedule posted.	October
October	Winter '07 and Quarter 2 '07 timetable available	October
October 9	<i>Thanksgiving Day – College Closed.</i>	October 9
	<b>Fee Deadline:</b> For students enrolled in Quarter 1 '06. Students who wish to withdraw must drop class(es) prior to 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 10
October 10	Last day for new Fall '06 and Quarter 1 students who have extended health and/or dental benefits to opt out of the Student Benefits Plan.	October 10
October 10	Deadline to apply for Fall 2006 Foundation Bursaries.	October 10
October 27	College Graduation Ceremony 2006	October 27
October 31	Application deadline for University Transfer, Associate Degree, College Preparatory and specified Part-time Career programs for Winter 2007.	October 31
November 7*	Last day to WITHDRAW from most Fall '06 courses without a failing grade. Last day to CHANGE to AUDIT for most Fall '06 courses.	
November 13	<i>Remembrance Day Observed – College Closed.</i>	November 13
	Last day to WITHDRAW from most Quarter 1 '06 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 1 '06 courses.	November 14*
	Last day of instruction for most Quarter 1 '06 courses.	December 8
December 9	Last day of instruction for most Fall '06 courses.	
December 11-16, & December 18-19	Examination period for Fall '06 and Quarter 1 '06.	December 11-15
	Last day to request \$100 deposit refund after withdrawing from ALL Quarter 2 '07 courses.	December 12
December 18	Last day to request \$100 deposit refund after withdrawing from ALL Winter '07 courses.	
December 25 – January 1	<i>Holiday Break – College Closed</i>	December 25 – January 1

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January 2	<i>College reopens after Holiday Break.</i>	January 2
	Most Quarter 2 '07 credit programs/courses commence.	January 2
January 8	Most Winter '07 credit programs/courses commence.	
January 22	<b>Fee Deadline:</b> For students enrolled in Winter '07 and Quarter 2 '07. Students who wish to withdraw must drop class(es) prior to 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 22	Last day for new Winter '07 students who have extended health and/or dental benefits to opt out of the Student Benefits Plan.	January 22
February	2007/08 College Calendar available.	February
February	Winter '07 and Quarter 2 '07 Final Examination Schedule posted.	February
February 8	<i>Student Services Closed.</i>	February 8
February 8-9	<b>Reading Break 2007. Note:</b> Students in Trades and in programs offered on the Quarter System remain in school February 8.	February 9
February 9	<i>College Connections Day – College Closed.</i>	February 9
February 13	Deadline to apply for Winter 2007 Foundation Bursaries.	February 13
	Last day to WITHDRAW from most Quarter 2 '07 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 2 '07 courses.	February 20*
February 28	Application deadline for current BC/Yukon High School students to apply in order to be provisionally considered for September 2007 based upon their interim grades in May 2007.	February 28
February 28	Application deadline for University Transfer, Associate Degree, College Preparatory and specified Part-time Career programs for Spring '07, Summer '07 and Spring/Summer '07.	
March	Spring/Summer 2007 and Quarter 3 and 4 Timetable available on Camlink.	March
March 1	Deadline to submit Application to Graduate/Request for Credentials for inclusion in June 2007 Graduation Ceremony.	March 1
March 12*	Last day to WITHDRAW from most Winter '07 courses without a failing grade. Last day to CHANGE to AUDIT for most Winter '07 courses.	
	Last day to request \$100 deposit refund after withdrawing from ALL Quarter 3 '07 courses.	March 12
	Last day of instruction for most Quarter 2 '07 courses.	March 16
	Examination Period for Quarter 2 '07.	March 19-23
	Most Quarter 3 '07 courses commence.	April 2
April 6	<i>Good Friday – College Closed.</i>	April 6
April 9	<i>Easter Monday – College Closed.</i>	April 9
April 14	Last day of instruction for most Winter '07 courses.	
April 16	Last day to request \$100 deposit refund after withdrawing from ALL Spring '07 (7-week) and Spring/Summer '07 (14-week) courses.	
	<b>Fee Deadline:</b> For students enrolled in Quarter 3 '07. Students who wish to withdraw must drop class(es) prior to 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 16
April 16-21, & April 23-24	Examination period for Winter '07.	
May	Spring '07, Spring/Summer '07 and Quarter 3 '07 Final Examination schedule posted.	April
May	Fall 2007 and Quarter 1 Timetable available on Camlink.	May
May 1	Application deadline for University Transfer, Associate Degree, College Preparatory and specified Part-time Career programs for Fall 2007.	May 1
May 7	Most Spring '07 (7-week) courses commence.	
May 7	Most Spring/Summer '07 (14-week) courses commence.	

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May 14	Fee Deadline: For students enrolled in Spring '07 (7-week). Students who wish to withdraw must drop class(es) prior to 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 21	<i>Victoria Day – College Closed.</i>	May 21
	Last day to WITHDRAW from most Quarter 3 '07 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 3 '07 courses.	May 22*
June	College Graduation Ceremony 2007.	June
	Last day to request \$100 deposit refund after withdrawing from ALL Quarter 4 '07 courses.	June 4
June 6*	Last day to WITHDRAW from most Spring '07 (7-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring '07 courses.	
June 13	Last day to request \$100 deposit refund after withdrawing from ALL Summer '07 (7-week) courses.	
	Last day of instruction for most Quarter 3 '07 courses.	June 15
	Examination period for Quarter 3 '07.	June 18-22
June 22	Last day of instruction for most Spring '07 (7-week) courses.	
	Most Quarter 4 '07 courses commence.	June 25
June 25-27	Examination period for Spring '07.	
July	Summer '07 and Quarter 4 '07 Final Examination Schedule posted.	July
July 2	<i>Canada Day Observed – College Closed.</i>	July 2
July 3	Deadline to submit Application to Graduate/Request for Credentials for inclusion in October 2007 Graduation Ceremony.	July 3
July 4	Most Summer '07 (7-week) courses commence.	
July 9*	Last day to WITHDRAW from Spring/Summer '07 (14-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring/Summer '07 (14-week) courses.	
July 11	<b>Fee Deadline:</b> For students enrolled in Summer '07 and Quarter 4 '07. Students who wish to withdraw must drop class(es) prior to 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 9
August 3*	Last day to WITHDRAW from Summer '07 courses without a failing grade. Last day to CHANGE to AUDIT for most Summer '07 courses.	
August 6	<i>British Columbia Day – College Closed.</i>	August 6
August 11	Last day of instruction for most Spring/Summer '07 (14-week) courses.	
	Last day to WITHDRAW from most Quarter 4 '07 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 4 '07 courses.	August 13*
August 13-17	Examination period for Spring/Summer '07 (14-week) courses.	
August 14	Last day to request \$100 deposit refund after withdrawing from ALL Fall '07 courses.	
August 21	Last day of instruction for most Summer '07 (7-week) courses.	
August 22-23	Examination period for Summer '07 (7-week) courses.	
September 3	<i>Labour Day – College Closed.</i>	September 3
	Last day of instruction for most Quarter 4 '07 courses.	September 7
	Examination period for Quarter 4 '07.	Sept 10-14
September 4	Most Fall '07 credit programs/courses commence.	
	Most Quarter 1 '07 credit programs/courses commence.	September 24

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# Camosun College Student Society

## Welcome from the CCSS and Local 75 of the Canadian Federation of Students

Your Student Society is a service provided to you, the student, to help make your post-secondary experience both more enjoyable and productive. As a student society that functions on all of Camosun's campuses, we are comprised of a board of 22 students who pride themselves in giving back to the college community. Camosun College is also a member of the Canadian Federation of Students, which is a national student organization focused on the progression of student rights, and the advancement of post-secondary education.

Some of our key issues are the advocacy of student rights, such as tuition costs, and providing a student friendly environment. We do this through a number of programs such as our Walk Safer program, our U-Pass, our food bank, the International Student Identity Card and our student handbook. The CCSS also funds other resources such as the Women's Centre, First Nations Student Association (FNSEA), Pride Centre and the Students with Disabilities Lounge.

Our society also provides members who are full-time students with a health and dental plan, and have recently been able to offer an optical plan. Along with our student representatives, there are our many volunteers and staff members who are available to provide you with assistance. All of these services, along with our clubs and entertainment events, are made possible through the student fees you pay as a member of the CCSS.

You are welcome to attend our many functions such as our beverage gardens, guest speakers and movie nights. As a student, we also encourage you to become involved in the preservation of student rights by becoming not only informed of the current issues, but by also participating in student movement campaigns and functions.

Tuition costs continue to soar, and it is up to us to help mitigate this with our voice and our actions. So please stop by the Student Society office on your campuses and enjoy your time at Camosun College.

Vishal Ahuja  
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 office.

### 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 250-370-3644 or stop into your nearest Student Society office.

## Child Care Support

Phone: 250-370-4880

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

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 fees collected 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

FNSEA 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 at [myidealhome.com/ccss](http://myidealhome.com/ccss). Contact the CCSS office.

## Levies and Fees

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

Phone: 250-370-3429

Lansdowne Campus: F 114  
Interurban Campus: CC 133

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

## Student Benefits Plan

Phone: 250-370-1614  
Email: [ccssplan@camosun.bc.ca](mailto:ccssplan@camosun.bc.ca)

Lansdowne Campus: RH 101  
Interurban Campus: CC 117

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 post-secondary 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

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

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 at [www.camosunstudent.org](http://www.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 student council. Elections are held twice per year and any student can run for a position on the 21-member council. 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 for all students.

## Where Are We?

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

*Hours of operation for Academic Advising are under review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

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

MTW	9 am to 4 pm
R	9 am to 5:30 pm
F	9 am to 2 pm

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

MT	11 am to 1 pm and 2 pm to 4 pm
W	9 am to 1 pm
R	9 am to 11:30 am and 1 pm to 3 pm
F	Closed

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.

## Advising Seminars

Advising Seminars are available to all new students to University Transfer, Associate Degree, College Preparatory, Access and most part-time career programs. Applicants to these programs should plan to attend. Information on the seminars is provided to new students within their registration package. The purpose of the Advising Seminar is to help students:

- understand the course selection process;
- learn how to create a timetable and to use web registration;
- learn about transferring to a university;
- locate information about other student services.

Advising Seminars provide the resources for new students to develop an educational plan and prepare for registration. Students requiring further assistance may book an appointment with an advisor by calling 250-370-3550 or by using the drop-in service.

## 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 literacy, 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

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 2 pm plus occasional evenings and Saturdays

## Assessment Fees

All assessment fees are non-refundable.\*

- \$10 each English and mathematics testing;
- \$20 for the Computer Skills assessment (for admission to Applied Communication);
- \$20 for out-of-town assessments.

## 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.*

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 English 092 & 094 to upgrade their English skills.*

Students with a "C" in English 10 or 11 may enrol in English 092 or English 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 with the School of Access by calling 250-370-3295 for an interview and placement into an upgrading class.*

Assessment tests are designed to be written once only. Computer Skills tests may be written twice. Completed assessments become the property of Camosun College.

## 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. There is a \$20 non-refundable fee (payable in advance) to have the tests sent to another institution for administration. Call 250-370-3597 or email [assessment@camosun.bc.ca](mailto:assessment@camosun.bc.ca).

## Language Placement Tests

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 information.

Testing of students with 0 – 2 years of English Language study will occur 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.

## Audio Visual Services

Lansdowne Campus: LMC  
Phone: 250-370-3617  
Email: avlans@camosun.bc.ca

Interurban Campus: CC 237B  
Phone: 250-370-4606  
Email: avint@camosun.bc.ca

Students may need to prepare audio-visual (AV) materials, borrow AV equipment for assignments and presentations, or learn to operate AV Equipment. Instructors can help students order materials and equipment. For classroom use, students may borrow overhead, film, opaque and slide projectors, video cameras, VCR's and television monitors, digital or film cameras, cassette recorders, CD players, headphones, microphones, flipcharts and other audio visual items. Students should plan to book equipment at least 48 hours in advance. A valid Camosun student photo ID must be presented when borrowing equipment.

## 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, 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)  
Phone: 250-370-4880

Camosun College Child Care Services provides full-time quality childcare in a safe, supportive and stimulating environment where children are free to grow to their potential. Qualified staff create environments where different caring and learning experiences can occur for your child.

Our Centres, located on each campus, provide educational settings that students from relevant Health and Human Services programs can obtain supervised practicums.

The Interurban facility has 40 full-time 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, 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 and 7:30, 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 fundraising 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 Microlabs

General Purpose 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 & 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  
Daley, Linda, BScN, MEd  
Johnson, Nancy, BA, MEd  
Mclsaac, Susan, PhD, R.C.C.  
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 202  
Phone: 250-370-3312  
TTY/TDD 250-370-3311

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

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 disability from a physician or medical specialist;
2. Schedule an appointment with 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. Teach. Cert.

Instructors:

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

## 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 the 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 on financial assistance.

## 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 & Student 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

Student photocopiers can be found in the following locations:

Lansdowne Campus		Copy Card	Coin
Fisher Foyer 1st floor	Copy Centre	8.5¢	N/A
	Copy Centre*	9.5¢*	N/A
Library 1st floor	Reference Area	8.5¢	10¢
	Reference Area	8.5¢	10¢
	By library Rm 112	N/A	10¢
Dawson Building, 2nd floor	By Career Resource Centre	N/A	10¢

\*100% recycled, 100% chlorine free paper used in this copier

Interurban Campus		Copy Card	Coin
Campus Centre Library, 3rd Flr	Copy Centre Copy Centre transparency machine	8.5¢	10¢ N/A
CBA, 2nd floor	In Atrium	8.5¢	N/A
Tech. Building, 2nd floor	Hallway by room 263	8.5¢	N/A

## Photocopy Services

Photocopies are available for 10¢ each from coin operated copiers (libraries only), or 8.5¢\* 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 (MasterCard or Visa) 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.*

\*Copies will cost 1¢ more on copiers that offer 100% recycled, chlorine-free paper.

## Printing in Computer Labs

Most credit students have been given a Print account with a one-time credit to print 20 single sided black & white prints in Camosun's computer labs. To print beyond 20 print credits, you will need to add money to your print account.

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

See information available in the GP computer labs on how to add Print Credits to your account.

## Printing in Camosun's Imaging Centre Printshop

The Camosun Imaging Centre Printshop offers 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 pamphlet "Student Photocopying and Printing at Camosun College", available online at [camosun.ca/printshop/student\\_services.php](http://camosun.ca/printshop/student_services.php) or in hard copy in the GP Computing Labs.

## 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

Lansdowne Campus: E 202  
Phone: 250-370-3676  
Email: [languagehelpcentre@camosun.bc.ca](mailto:languagehelpcentre@camosun.bc.ca)

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

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 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

Lansdowne Campus: LMC  
Phone: 250-370-3619

Interurban Campus: CC 340  
Phone: 250-370-3828

In the library students can find books, magazines, newspapers, videos, DVD's and links to websites and other electronic resources.

The two libraries have over 300 study spaces.

Services include the loan of books, magazines and videos; instruction and help for students in their research. The library will arrange interlibrary loans and will refer students to other libraries as necessary. The libraries have VCR's and DVD players as well as photocopiers. There are a number of group meeting rooms and computers with internet access and Microsoft Office.

## 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 they are 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, his or her registration file will be flagged. All 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  
Phone: 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 [www.gallivan.ca](http://www.gallivan.ca).

### 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. Two parking dispensers 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

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) For more information, visit:

Lansdowne: ID200

Interurban: Maintenance Building

## 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

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. Please apply at Interurban, Maintenance Building 110, phone 250-370-3889 or Lansdowne, see Cashiers in ID 200. Phone 250-370-3041.

## 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

## 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 Audio-Visual 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;
- 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	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 Services

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. 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

Student Employment Services 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 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.

## 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

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 grade point average 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 Student Employment Services). Each student's form will be reviewed and assessed by the Student Employment Services office 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

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. In 2006, TRU-OL is becoming part of Thompson Rivers University - Open Learning.

Camosun College works in partnership with TRU-OL to offer a collaborative Bachelor of Business Administration degree. 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

Applications for Camosun programs can be submitted online using the Post Secondary Application Service of BC (PASBC) website at [pas.bc.ca](http://pas.bc.ca).

Those who choose to apply using paper application forms must mail or drop off their form to the campus offering the program or course. The Campus is specified under "Location" in each of the program descriptions contained in this calendar.

Students who wish to apply to Camosun College should:

1. Review the Admission Policy and Application Submission sections of this chapter;
2. Submit an Application for Admission with appropriate application fee.
3. Review the Information and Registration policies and procedures found in this chapter.

## 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 non-academic nature that will optimize students' access and success.

As defined in the College's Mission and Values Statement, 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.

### a) Domestic Students

Applicants who are in possession of valid documentation confirming their legal status as Canadian citizens, permanent residents, or convention refugees.

### b) International Students

Applicants who are not domestic students who meet the guidelines established for International students studying in Canada by Citizenship and Immigration Canada. (*Note: Admission requires proof of Permanent Resident status at the time of application*).

### All applicants must be:

- a) at least 18 years of age by the end of their first academic term; or
- b) Grade 12 graduates, 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 qualified, first served" basis.

## Special College Admission

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

Provisional program admission will be granted to BC/Yukon high school applicants who apply for Fall admission in their Grade 12 year on the basis of interim high school grades to determine whether students meet the qualifications for program admission. 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).
- 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.

## Admissions Process

All prospective students must submit an application. It is recommended that applicants apply online using the Post Secondary Application Service of BC, PASBC website found at [pas.bc.ca](http://pas.bc.ca).

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

- ensure they are complete;
- determine applicants satisfy the College's admission policy;
- ensure application fee (if required) is enclosed;
- determine Admission Requirements are attached.

Admissions will notify applicants in writing of receipt of their application (within six 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.

### Notes:

1. *Students must use their legal name on college application forms.*
2. *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. 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.*
3. *Some programs/courses have grade 10 level admission requirements/prerequisites. If so, students must ensure grade 10 transcripts are submitted.*
4. *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.*

## Applications

### Application Deadlines

*Application deadlines may be extended or suspended. For more information contact the Information & Registration office.*

### Career Programs

Applications are accepted year-round from *qualified* applicants. Acceptance of an application does not guarantee enrolment, as registration is dependent upon seat availability.

Applications with incomplete qualifications will be held for up to twelve months but will not be considered qualified until all admission requirements are complete and submitted.

Applications are processed on a first-come, first-served basis and registration dates are assigned based on the date of qualification.

### University Transfer, Associate Degree, College Preparatory and Specified Part-Time Career Programs

An application deadline is in place for students applying to University Transfer, Associate Degree, College Preparatory and specific part-time career programs (BUSADMIN1, ACBT2, CJ2, ENVR2 and ENVR3) for academic terms as follows:

Academic Term	Must apply by
Fall Semester	May 1
Winter Semester	October 31
Spring & Summer term	February 28

*Application deadlines may be extended or suspended. For more information contact the Information & Registration office.*

*Note: BC and Yukon high school students enrolled in Grade 12 and wishing to apply for Fall programs under provisional admission must apply between September 15 and February 28 annually. High school applicants applying March 1 onwards will follow regular admissions deadlines.*

## Application Submission

Applicants should first read, and clearly understand, the academic and non-academic requirements for their programs or courses. Questions regarding programs or courses should be directed to an Information & Registration officer at the campus offering the program or course.

To apply, all prospective students must:

- submit an application (it is recommended that applicants apply online using the Post Secondary Application Service of BC, PASBC website found at [pas.bc.ca](http://pas.bc.ca));
  - pay the \$35 non-refundable application fee. 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 one-time 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. *(\*All transcripts submitted become the property of Camosun College and will not be returned to students.)*
  - meet the College admission policy and specific admission requirements (prerequisites) for their selected program or course according to published deadlines.

**Note:** *Admissions requires proof of Permanent Resident Status at the time of application.*

### Application Categories

Applicants are encouraged to apply as soon as possible. Qualified applicants are those who have completed all admission requirements.

BC/Yukon Secondary School students currently enrolled in Grade 12 may apply:

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

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. Seat offers in career programs are based on space availability.

*\*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.*

## **Program Admission Requirements**

Program admission requirements are listed in this calendar. All admission requirements and course prerequisites must be met with a "C" minimum grade (unless otherwise noted). Assessment or competency testing may be necessary for students who do not have documentation of certain admission requirements.

Students/applicants with dated admission requirements are strongly recommended to write assessment tests. Please call 250-370-3597 to schedule.

Camosun College 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 prerequisites must be academic.

## **Program Admission Requirement Assessments**

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

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

Camosun accepts the Language Proficiency Index (LPI) scores of 5 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 250-370-3598 for information.

## **Transfer Credit Assessments**

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. 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.

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.

Transfer credit will be assessed when transcripts are submitted. A written evaluation will generally be mailed within six to eight 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.

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

For courses in which students received a "P" (50%) grade or higher, transfer credit may be awarded. Although transfer credit will be granted for passing grades ("D" or "P" grades), a letter grade of "C" minimum (and in some cases a higher grade is required) will be required for courses to be used as a prerequisite.

## **Prior Learning Assessment**

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.

## **International Baccalaureate and Advanced Placement**

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.

## Information & Registration

Email: info@camosun.bc.ca  
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

MTW	9 am to 4 pm
R	9 am to 5:30 pm
F	9 am to 4 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. Information & Registration Officers provide information related to all programs, courses, certificates, diplomas and degrees offered at the College. Support and guidance regarding Registration processes and policies is also provided to our continuing students.

Individuals interested in a particular College Career Program may benefit from attending a free "Program Information Session". These sessions are offered by the particular School and provide information about admission, program details and career opportunities. The sessions schedule is available on the college website.

General information regarding processes, policies and programs is on the college website. New and continuing students are encouraged to refer to the college calendar and program information brochures. Both of these publications will answer many questions for students. For additional assistance, please contact Information & Registration by phone, email or in-person.

## Registration Process

Students will receive information about registration from the Information and Registration office.

## Camlink

Camosun College uses a web-based registration system called camlink. Most new and continuing students are required to register using camlink.

## Registration Deposit

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: Admission to the College or payment of a registration deposit in no way guarantees entry to a specific college program as this is dependent upon academic and other prerequisites and upon the availability of seats.*

## Registration Status

### New Student

A new student is one who applies to a college program and has never attended the College (excluding Continuing Education general interest courses). In terms of registration priority and processes, new student status will normally follow continuing students.

### Career/Vocational Access Student

Students enrolled in Access programs (Business Access and Technology Access) 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.

## Registration Priority

For most college programs, seats will only be offered to students once they provide proof of satisfying admission requirements (provided seats are still available). Further information will be provided at the time of application.

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 students, and new applicants.
- 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

For career and vocational programs, a program applicant list will be used to contact the appropriate number of qualified applicants for entry into programs. Notification will be made by mail or phone, and applicants will pay a \$150 non-refundable registration deposit by a deadline date. This process generally begins in winter of each year and will continue until programs are full. Continuous intake programs are ongoing. Students who have paid their registration deposit will then be contacted to register in their full program. This registration will need to be completed by a deadline date.

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.

Applicants who are offered a space in a program but are unable to accept may defer their space one time.

## University Transfer, Associate Degree, College Preparatory or Part-Time Career Program Students

Continuing students generally have registration priority over new students, new applicants or returning students for registration in these program areas. New students (status), new applicants or returning students in these programs



receive a registration date (camlink) from the Information & Registration office. New students are encouraged to attend an Advising Seminar prior to their registration date. This information, for new students, is mailed out in their registration package.

## Prerequisite Assessments

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.

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

## 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. Revenue Canada 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.

## Audit Registration

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

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;
- must change to audit during the first 66% of an academic term;
- 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;
- will not have an audit grade calculated in the GPA.

## 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.

If a student does not attend classes and does not officially withdraw (via camlink or Student Services) prior to 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.

## 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 University Transfer, Associate and Applied Degree, College Preparatory and specified part-time career programs, will be automatically enrolled from the waitlist until the Thursday prior to the last day to add classes, before 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).*

## Access Foundation Waitlist Procedure

Students may waitlist for Access Foundation and 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.

## 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;
- ensure the Information & Registration office has their current address and phone numbers on file at all times.

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, or other admission requirements.

Students will not receive academic credit for courses for which they have not paid fees.

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

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 to avoid being withdrawn for lack of prerequisites.

## Change 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: Access Foundation level courses may accept students up to two months after the start of classes, with permission of the School.

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

### Seat Deferral

Accepted students may defer their seat offer 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.

### 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.

Students can withdraw from courses up to the tuition fee deadline without tuition charge. 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 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.

### Extenuating Circumstances

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 Withdrawal for Medical/Compassionate Reasons form from Information & Registration.

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

### 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.

## Student File Restrictions

If a restriction has been placed on a student file, 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, etc.

There are several reasons for placing restrictions on student files; and restrictions are initiated by the department indicated:

- The submission of a dishonoured cheque or credit card for payment of fees – Accounts 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 – Accounts office;
- The submission of a dishonoured cheque or credit card for payment of Child Care fees – Accounts office /Child Care;
- The non-payment of fees (including ancillary fees) – Information & Registration office.

# Fees & Financial Policies & Procedures

## Application Fee

A non-refundable application fee of \$35 for new applicants or returning 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.

## Registration Deposit

Most new and continuing students will be 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.

\*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.

## Continuing Education (CE) Programs

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.

## Tuition Fees

### 2006/2007 Fee Schedule

Tuition rates are approved annually and changes will take effect in September 2006. For updates, check the College website and publications beginning May 2006.

The Camosun tuition fee model is based on students paying according to the amount of instruction received (course hour equivalents). For self-paced programs, tuition fee rates will be set on the basis of weeks of full-time attendance. For the purpose of assigning tuition rate (cost per course hour equivalent) programs with similar operating features are grouped into categories.

## Program & Course Fees

Fees vary by course and by program. A complete listing of the current 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 which is published in timetables.

## Continuing Education Fees

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).

## Student Society Fees & Levies

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). These fees provided are for 2006/07.

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 [www.gallivan.bc.ca](http://www.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.

[camosun.ca/resources/index.php](http://camosun.ca/resources/index.php)

## 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.

## 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 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.

### 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

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

Online banking, a new payment option, will be available to students soon. Please refer to [camosun.ca](http://camosun.ca) (check camlink) for current information.

### Sponsored Students

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 \$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 of Registration Deposit

- 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 [info@camosun.bc.ca](mailto:info@camosun.bc.ca).

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

### Transfers of the Registration Deposit

- 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 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;
- 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.
- Students must notify Student Services if they would like their deposit transferred.

### Tuition Fee Refund

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 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 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 Programs

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.

### Camosun College International Refunds

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

### Continuing Education (CE)

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 Work Term Refunds

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 Department 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 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.

### Refunds for Medical/Compassionate Withdrawals

To request a refund (less the \$150 non-refundable deposit) after the Fee Deadline for Medical or Compassionate reasons, obtain a 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 (ELTELEC, ELTPLUMB, WELD) and self-paced Access (ELD, FDN) courses, before the scheduled end of the course. In the case of early completion for these students, tuition for the entire unused weeks and ancillary fees for the total unused months will be refunded.

### Student Society Fees and Levies Refund

Refunds\* are not provided after published fee deadlines for these fees. This includes the Recreation & Athletics levy, Child Care levy, Student Society levy, UPass, and Student Benefit (Extended Health & Dental) fees.

*\*Early completers in self-paced vocational and access programs will be eligible for refund for those full months of ancillary 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.*

Inquiries about the non-refundable Student Society fees and levies should be directed to the Student Society.

### Sponsored Students

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

### Miscellaneous Fees and Charges

Application Fee (non-refundable)	\$35
Calendar	
(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

### Assessment Fees\*

Assessment or Competencies	\$10
Computer Skills Assessment	\$20
Keyboarding Assessments	\$25
Out-of-Town Assessment	\$20

### 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;
- 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.

### 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.

# Student Records

## Transcripts

### 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.

### 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.

## 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.

## 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:

- **Applied Degree:** acknowledges completion of an approved, advanced level, specialized program (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.*

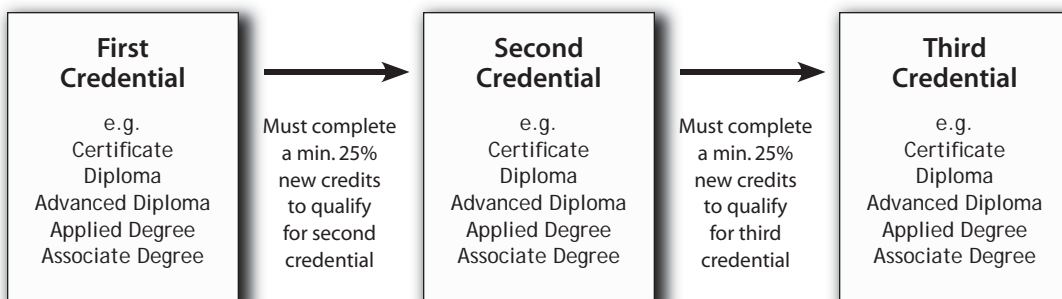
### Multiple Credentials

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 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, and the College Preparatory program in which a minimum of 10 semester credits must be completed at Camosun College.

To be awarded an applied 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 Applied Degree program at Camosun College.

The following chart outlines the steps required to acquire a subsequent or higher level credential:



## Timelines Governing Completion of Programs

The College cannot guarantee that courses or programs will be available for students to complete graduation requirements beyond the time limit of twice the normal length of that program. 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.

Students who are unable to complete their studies within a period twice the normal length of the program may be required to repeat certain courses, to complete additional courses or to 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 16, 2006 for all students who will complete their requirements by April 30, 2006. Students must submit their Application to Graduate/Request for Credential by March 1, 2006;
- October 27, 2006 for all students who will complete their requirements by September 15, 2006. Students must submit their Application to Graduate/Request for Credential by July 4, 2006;
- June 2007 (TBA) for all students who will complete their requirements by April 30, 2007. Students must submit their Application to Graduate/Request for Credential by March 1, 2007;
- October 2007 (TBA) for all students who will complete their requirements by September 15, 2007. Students must submit their Application to Graduate/Request for Credential by July 3, 2007.

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

# Academic Policies & Procedures

## Grading Systems

The following two grading systems are used at Camosun College:

### Standard Grading System (GPA)\*

Percentage	Grade	Description	Grade Point Equivalency
95-100	A+		9
90-94	A		8
85-89	A-		7
80-84	B+		6
75-79	B		5
70-74	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

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

### 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 the 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. Courses assigned these grades can not be used as prerequisites for other courses.

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".
IP	In progress: A temporary grade assigned for courses that are designed to have an anticipated enrolment that extends beyond one term. No more than two IP grades will be assigned for the same course.
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 in writing. A 'CW' grade is appealable through the Academic Conduct Policy immediately upon receipt, through the Student Appeals Policy.

## 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)..



## 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 Academic Progress policy refer to [camosun.ca/policies/E-1.1.pdf](http://camosun.ca/policies/E-1.1.pdf).

## 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, 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 of "2.0" is normally required to graduate from a Camosun College program. Where a higher grade point average 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;
- 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.

## 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 (PLA)

### Purpose/Rationale

The purpose of this policy is to provide guidelines to determine the equivalencies of students' prior learning experiences to formal college credits.

### Scope

This policy applies to all current or prospective Camosun College students requesting formal assessment of their prior learning experiences for College credits.

### 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 prior learning 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. (See definition.)
- 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.

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);
- documented learning from life and work experiences and accomplishments.

### Limits

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.

### 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.

## 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 & Registration Office to determine whether they meet College's admission 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 & Registration office.

### Non Base-funded PLA Courses

Tuition fees are established by the department offering the program or course.

## Refunds

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 Student Records Department by the faculty.

## Repeating a Course

Any student who has previously taken a regular (non-PLA) module or course, whether successful or unsuccessful, cannot be assessed for prior learning for that same course until at least one full academic term has lapsed. 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

### Purpose/Rationale

The purpose of this policy is to provide clear expectations of appropriate academic and non-academic 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 multi-stage 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-enrol:** 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 Non-academic

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

### 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 multi-stage 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

### 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.

All fines and penalties will be published, minimally, in the College Calendar. See the Fees and Financial Policies Section of the Calendar.

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.

## 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;
- 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.

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:

Paul Merner  
Director, Educational Research & Development  
Interurban Campus  
Phone: 250-370-4547  
Fax: 250-370-4546

# 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.*

## BC Student Assistance Program (BCSAP)

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 BC Student Assistance 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 BCSAP

BCSAP 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 [bcsap.bc.ca](http://bcsap.bc.ca) for faster application processing.*

## BC Student Loans

One BCSAP 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 BCSAP 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 for High Need Part-time (CSG/HNPT)

Canada Study Grants for High Need Part-Time (CSG/HNPT) 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 in the Camosun College calendar.

## Canada Study Grant for Students with Permanent Disabilities

CSG's 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 grants. These are non-repayable grants 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.

## Camosun College Foundation Bursaries

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

Students may apply for 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;
- 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;
- the second Tuesday in February for Winter.



The following Camosun College Foundation Bursaries are expected to be available in the 2006/2007 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 application to be considered for all Open Bursaries.

- Adele & Robert F. McAdams
- Al A. Hayman Bursary
- 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 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
- 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
- PEO Sisterhood Chapter AR
- 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

## 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 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 PROGRAM OPTIONS

- 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 ADMINISTRATION

- Annie Graham Memorial *Single parent enrolled in a Business Diploma program*
- AXA Pacific Insurance Company Bursary
- Bill Wansbrough Memorial

- Dr. William H. Moore
  - Ivy Blanch (Pat) Bevan Memorial *Student from a rural community*
  - Lorne Thompson 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*
  - Kelly Horrigan Memorial
  - 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 RESTAURANT MANAGEMENT, TOURISM, TRAVEL COUNSELLING**
- Attractions Victoria
  - Don Proudfoot Memorial  
*Awarded to a Hotel & Restaurant Management student*
  - 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 and 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

**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 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
- 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 (ELT)**

- Canadian Tire Bursary
- Charlie Hewitt Memorial Bursary
- Denny Rand Memorial
- Vintage Car Club of Canada
- Wayne Blackwell Memorial

**420 CULINARY ARTS**

- Helmut Huber Memorial
- Olga Bertello Memorial
- Perry Allnutt & Martin Wilkinson Memorial, established by Hotel Grand Pacific  
*Level 3 student*

**430 ELECTRICAL (ELT)**

- D. Dreidger Memorial

**440 TRADES (ELT)**

- Bill and Linda Murphy
- Hugh Peet Memorial Bursary
- Ray Scott Memorial
- Shirley Embra Building Trades  
*Carpentry, Fine Furniture, Plumbing, Electrical*

**442 FINE FURNITURE**

- Philip R. Smith

**443 WELDING (ELT)**

- Society of Materials International (V.I. Chapter)

**450 COMPUTER SYSTEMS PROGRAMS**

- Data Processing Management Association
- HTS Hi-Tech Systems Ltd

**455 COMPUTER 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, AL A. HAYMAN 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*

**650 LOIS M. SMITH/COMMONWEALTH BURSARY FOR ATHLETES**

- *Student athlete holding card from national sports federation*

**660 M'AKOLA HOUSING SOCIETY**

- *First Nations student who lives off reserve*

**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****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**

- *Suffering from Epilepsy or Parkinson's*

**810 VICTORIA REAL ESTATE BOARD - BOB MELANSON**

- *Dependants of board*

**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.

## Other Awards for Camosun College Students

These awards are for Camosun College students, however, they differ from Foundation bursaries in their application and selection processes. Application deadlines are variable. Deadline details are available at [camosun.ca/divisions/registrar/finaid/scholarships.php](http://camosun.ca/divisions/registrar/finaid/scholarships.php).

### Irving K. Barber BC Scholarship

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/sp/awards/ike\\_barber.htm](http://aved.gov.bc.ca/student-services/sp/awards/ike_barber.htm).

## The Peter and Muriel Mixon Animal Rights Endowment Award

For full-time 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 further information.

## Datatel Scholars Foundation

Full or part-time students (minimum six credit hours) can apply for up to four different awards on one online application.

- **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 <http://www.datatel.com>.

## BC Health Care Bursary & BC Nurses Education Bursary

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: <http://aved.gov.bc.ca/student-services/forms/print.htm>.

## The Executive Network Inc/ Donald Family Annual Leadership Awards

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.

## National In-Course Awards: 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 at [awardforexcellence.ca](http://awardforexcellence.ca).

## Fairfax Financial Holdings Limited Program

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 at [www.aucc.ca/scholarships/open/fairfax.html](http://www.aucc.ca/scholarships/open/fairfax.html).

## CN Scholarship for Women in Non-Traditional Programs

For female student enrolled in a non-traditional program such as trade, civil engineering or computer engineering. See application for list of eligible programs. See Camosun College Financial Aid & Awards for applications.

## 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.

## External Awards

Financial awards are available to students from sources outside the College. These may include service clubs, labour unions, businesses and charitable organizations. Each organization administers its own awards, including making decisions on application processes, applicant specifications, deadlines and award amounts. These awards are not specifically for Camosun College students and students will need to apply directly to donors. External award websites and award information of interest to Camosun College students is available at [camosun.ca/divisions/registrar/finaid/scholarships.php](http://camosun.ca/divisions/registrar/finaid/scholarships.php).

# Camosun College International

## Administration

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

Lansdowne Campus:  
Isabel Dawson Building 201

Interurban Campus:  
Campus Center 230

Phone: 250-370-4812 or  
250-370-3681

Fax: 250-370-3689

Director: Dawn Sutherland

Associate Director: Thevi Pather

Administrative Assistant:  
Karen Boyarchuk

Camosun College has been a leader in the field of international education since 1983. Starting with an enrolment of just 6 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 four units in the CCI department.

- International Student Services Unit
- Customized Training and Consulting Services Unit
- International Development Unit
- Study Abroad Unit

Through the activities of this department and each of its four 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

Phone: 250-370-4812 or  
250-370-3681

MTW	9:00 am to 4:00 pm
R	9:00 am to 5:30 pm
F	9:00 am to 2:00 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 personnel, advisors, counsellors, housing coordinator and writing assistant.

## Admissions

International students must be a minimum of 18 years old by the last day of the first academic session AND have completed the equivalent of grade 10 in a 12 grade system OR possess a grade 12 graduation certificate from a recognized institution.

To study English (ESL) in Camosun College's English Language Development Department (ELDD), 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 pre-requisites. Students must meet all pre-requisites prior to enrolling in post-secondary programs. All pre-requisites 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.ca/international/becoming/programs](http://camosun.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.ca/international/becoming/programs](http://camosun.ca/international/becoming/programs).

Programs begin in September and January, with some programs, especially English language training, starting in May and July.

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 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.

## 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.ca/international/homestay](http://camosun.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).

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## 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.

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## 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 3-month waiting period, CCI will advise students regarding a private insurance plan available to them.

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## 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.

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## Tuition Fees and International Students

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)                      \$100.00

For current tuition fees, please see [camosun.ca/international/becoming/costs](http://camosun.ca/international/becoming/costs).

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## 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) A 20% administration fee of the total fees assessed will be retained for withdrawals up to the end of the first day of class.
- b) 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 6 calendar days following the first day of the course for a term.

*\*No refunds will be provided after the periods indicated above.*

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## Customized Training and Consulting Services Unit

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.

[camosun.ca/international/custom-training](http://camosun.ca/international/custom-training)

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## International Development Unit

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.

[camosun.ca/international/development](http://camosun.ca/international/development)

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## Study Abroad Unit

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.

[camosun.ca/international/study.abroad](http://camosun.ca/international/study.abroad)

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## Information

For more information about International Education at Camosun College 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

For current program information see:  
[camosun.ca/international/study-abroad](http://camosun.ca/international/study-abroad).

# 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  
Burton, Toni, BA  
Duggan, Susan, CACE, MA  
Magahay, Wendy, BA, Dip Ed, MEd  
McCay, Lynn, BSc  
Pasquale, JoAnne  
Phone: 250-370-4578

Carr, Paula, BA, MEd, CTC, MCC  
Giffon, Karen, A.A., CPP, Cert. Bus,  
Cert. Con. Res.

Graham, Elaine, MA, CPP  
Stephens, Karen, Dip., MA  
Phone: 250-370-4565

Plante, Ybo  
Phone: 250-370-4563

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
- Hospital Unit Clerk
- Leadership Development
- Managing Conflict in the Workplace
- 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.

Camosun College International provides flexible, responsive programs and services on a contract basis to international clients.

# Co-operative Education

## Administration

Website: [camosun.bc.ca/coop](http://camosun.bc.ca/coop)

Phone: 250-370-4405

Fax: 250-370-4110

Acting Director:

John Meredith, PhD. (Cand)

Administrative Assistant:

Alvina Snell

Lansdowne Campus: F 128

Interurban Campus: CC 251

## 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-op 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 co-operative work experience. The "Co-op" designation requires completion

of at least two paid work terms (3 in the Bachelor of Business Administration program) of progressively greater challenge, followed by a final academic term. The Internship designation requires completion of one work term, which may be paid or unpaid, 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-op office (or hyperlink to Criteria doc after EMT approval).

## Programs with Co-operative Education Options

Co-operative work experience is available in only some Camosun programs. In most of these it is optional, meaning that a student may graduate from the program without co-op experience.

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.

The following programs offer co-operative work experience leading to the Co-op and/or Internship designations:

### Internship (Optional)

Applied Chemistry and Biotechnology Diploma

Applied Communications Diploma

### Coop (Optional)

Bachelor of Business Administration - Accounting Option

Business Administration Diploma  
(all options)

Civil Engineering Technology Diploma

Computer Systems Technology Diploma

Electronics Engineering Technology Diploma

Environmental Technology Diploma

Human Resource Management Advanced Diploma

Managing for Government Advanced Diploma

Mechanical Engineering Technology Diploma

Office Administration Certificate

Professional Golf Management Advanced Diploma

Public Administration Diploma

### Coop (Mandatory)

Hotel Restaurant Management Diploma

## Admission requirements

Co-operative education at Camosun College is selective. Students are admitted to co-operative work terms on the basis of academic achievement and demonstrated employability skills.

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 "C+";
- 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.

## Work term schedules

The schedule of co-op work terms differs from one program to another. Typically, students alternate between on-campus studies and work terms varying from three to 12 months in length. A 'parallel' pattern, which would allow students to combine part-time studies and part-time co-op employment, is under discussion for some programs. For information on work term schedules for specific programs, see the relevant program section of the Calendar. It is the student's responsibility to plan a sequence of studies that will allow completion of the requirements for the intended credential and designation.

## 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. During the co-op term, department members work with students and employers to develop customized learning plans for each work placement, and periodically monitor students in the field. At the end of the work term, they evaluate students on their field-based learning, and help them integrate their field experience into their further studies.



The department participates in setting Camosun standards and requirements for experiential learning, and provides leadership and support for programs where Co-op and Internship options are offered.

### Work term grades

Co-operative work terms are considered Camosun College courses. Work term grades appear on the student's official transcript at "COM" (complete), "NC" (not complete) or "DST" (complete with distinction). 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.

Students are graded on the basis of work term assignments (typically including a work term portfolio), as well as participation in structured learning activities. The employer's assessment of the student's performance on the work term also contributes to the work term grade.

### 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;
- 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.

### Application process

Students interested in participating in co-op should attend a Workplace Education Prep orientation for their program area. Orientations are normally held during the first six weeks of the academic year, and are tailored to students in particular programs or Schools.

Normally, the co-op 'cycle' involves the following steps:

In the first six weeks of the academic year:

- watch for notices and announcements;

- attend a Workplace Education Prep orientation session for your program area or School.

At least one term prior to the work term:

- submit an "Application for Co-operative Work Experience" form to the Co-op office;
- enrol in and complete COOP 100.

During the term prior to the work term:

- conduct a placement search, with assistance and guidance of the Co-op staff.

During the application period for the work term:

- Web declare and pay the non-refundable \$150 deposit.

By the registration deadline for the work term:

- register in the work term.

Within 15 days of the start of the work term:

- work term tuition is payable in full;
- submit a work term learning plan for approval by Co-op Field Instructor;
- participate in a Co-op on-site meeting (actual or virtual);
- submit all assignments.

Usually during the term following the work term:

- Attend a post-employment meeting.

### International students

International students are eligible to participate in co-operative work terms in compliance with Canadian immigration regulations. The international student tuition fee structure applies to co-operative work terms.

### General Regulations

The Co-op application process includes: attendance at a Co-op orientation; submission of a Co-op application form; and participation in a learning expectation meeting.

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.

Students accepted into Co-operative Education register and pay a non-refundable registration deposit of \$150 generally one full semester or quarter before the Co-op 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. The balance of Co-op tuition is due and payable 15 days after the start of the semester/quarter in which the work term takes place. Specific details will

be provided during Co-operative Education orientations and on the Co-op Schedule of Activities. (See Co-operative Education fee and refund policies).

Work terms vary in length according to each program's schedule and are related to the student's program of study and individual interests.

In order to receive credit for the work term, student-developed positions must be approved by the Co-operative Education faculty.

International students may participate in Co-op programs unless excluded by Canadian Immigration Regulations relating to employment. The full international fee structure will apply to international students on Co-op.

To graduate from a Co-operative Education program, students must satisfactorily complete the minimum number of work terms and maintain the academic standing required by the program.

For further information on Co-op, contact the Co-operative Education department: 250-370-4405.

# 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;
- 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;
- 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. 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 Programs and First Nations

BIOL 060	Introduction to Biology
COMP 030	Fundamental Computer Studies
COMP 040	Intermediate 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 Mathematics 1
MATH 033	Fundamental Mathematics 2
MATH 034	Fundamental Mathematics 3
MATH 052	Intermediate Mathematics 1
MATH 053	Intermediate Mathematics 2
MATH 072	Advanced Mathematics 1
MATH 073	Advanced Mathematics 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

MARK 265	Consumer Behaviour
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

# First Nations Education & 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

Services:  
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;
- cultural activities and learning.

Our website includes a First Nations Student Resource Guide with information about college and community services. Please see [camosun.ca/fnes](http://camosun.ca/fnes).

## Bursaries and Awards

- Winona Wood Award for First Nations Women
- Eualu Howard Memorial Award for First Nations students
- Tsa Qwa Supp Scholarship for Nuw Chah Nulth students
- The Dorothy Price Treasure Box of Awards for First Nations students:
- First Nations Studies Achievement Award
- Yaay'us Award for working students
- Mino-Ayaa Wellness Award
- Treasure Box Award in Memory of James Dick
- Dedl'alus TE Ten Award for First Nations parents
- The CSETS Award for Coast Salish Trades students
- The Saanich Indian School Board Award
- The Mamawi-Atoskiwin Emergency Bursary
- The Allen and Loreen Vandekerkove Family Foundation Bursary for First Nations Health and Human Services students
- The Lekwungen Award for Songhees students

## First Nations Programs

### First Nations Academic Upgrading

Fundamental to Provincial level courses in Mathematics, English and Computer Studies are offered at Songhees Nation, The Victoria Native Friendship Centre and Beecher Bay Reserve. 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

A 10-month certificate program delivered through the School of Health and Human Services that 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

A 38-week certificate program delivered through the School of Health and Human Services that 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 First Nations 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 First Nations 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 First Nations 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 First Nations 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, along with faculty, will be required to maintain attendance in FNCS 111, FNCS 112, FNCS 211, and FNCS 212 which are weekly one credit circles.
- 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 115*	FNCS Introduction	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 115*	FNCS Introduction	3.0
SOC 106	First Nations (Canada Present)	3.0
One (1) UT elective		3.0
<b>Total Credits</b>		<b>16.0</b>

\*FNCS 115 is a six credit course offered over the Fall and Winter terms.

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.

An interest in working in the fields of First Nations Health or Education is essential. Potential students will attend an orientation or interview that will provide them with information about these fields.

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, ENGL 050 or assessment;
- 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 Mathematics 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 Mathematics 2	4.0
<b>Total Credits</b>		<b>20.0</b>

\*FNHE112 is a 6-credit course offered over the Fall and Winter terms. FNS 092 is a 3-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

Phone: 250-370-4562

Fax: 250-370-4546

Director: Peter Rehor, 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; an approach that centers upon exercise adoption and adherence, health enhancement and athletic excellence through change of behaviour and social responsibility; and an approach that integrates lifestyle management throughout the curriculum and focuses on total self, not just activity and sport.

The new Exercise and Wellness Diploma commencing in September 2006, along with the Sport and Exercise Management and Coach and Athlete Development Diplomas (refer to proposed implementation dates) will provide a strong background and integrate into the proposed Applied Degree in Sport and Fitness Leadership. The three diploma programs will each be two years in length and the applied degree program will consist of four years full-time equivalent study.

A tentative schedule for implementation is as follows:

- Exercise and Wellness Diploma - commencing September 2006
- Sport and Exercise Management Diploma - commencing September 2007
- Coach and Athlete Development Diploma - commencing September 2008
- Sport and Fitness Leadership Applied Degree - commencing September 2008

## Exercise and Wellness

- *Diploma in Exercise and Wellness Professional Work Experience Designation*

*This program commences September 2006.*

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 and Exercise Management

*This has a proposed start date of September 2007 and is under development. Please refer to camosun.ca for current information.*

The Sport and Exercise Management Diploma program prepares graduates to function as managers of facilities, programs, services 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 to support sport programs and make contributions to the following four key sector areas: social context and public policy, research and development, resources and growth and program and service delivery. Possible career options for the graduates of the diploma program include municipal positions in recreation, sporting organizations at all levels, YM/YWCA's and sport tourism.

## Coach and Athlete Development

*This has a proposed start date of September 2008 and is under development. Please refer to 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.

## The Sport and Fitness Leadership

*This has a proposed start date of September 2008 and is under development. Please refer to camosun.ca for current information.*

This Sport and Fitness Leadership Applied 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.

## Standard 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.ca/policies/E-1.1.pdf](http://camosun.ca/policies/E-1.1.pdf).

# Sport & Exercise Education Programs & Credentials

## Diploma Program

### Exercise and Wellness

- *Diploma in Exercise and Wellness Professional Work Experience Designation*

### Exercise and Wellness

The Exercise and Wellness Diploma is a two- year program comprised of 20 courses (60 credits). This diploma-level program studies physical activity and other healthy lifestyles as they contribute to optimal health and wellness throughout the life span. Although physical activity and exercise are the central focus of our study, the program also includes healthy lifestyle promotion, including healthy nutrition, smoking cessation, stress management and successful aging.

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 of physical activity, exercise testing and prescription, as well as nutrition, stress management, social/cultural issues and factors involved in health behaviour change.

Students are exposed to the latest research and practice designed to enhance fitness, wellness and healthy living through laboratory and field experiences. The Exercise and Wellness program is an outstanding internship that provides pre-professional experience in all segments of fitness, wellness, health promotion and the allied health professions in metropolitan Victoria, Vancouver and throughout British Columbia and Canada.

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.

This diploma is an ideal preparation for transfer to the Applied Degree in Sport and Fitness Leadership which is planning 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:** EXWELL

#### 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 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);
- 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;
- It is expected that students will obtain certification from two (2) sporting and fitness licensing programs;
- Submit a program questionnaire provided by Camosun College and complete a Fitness Test;
- CPR and First Aid certifications are mandatory for enrollment in the "practical" component of the program. Opportunity will be provided to obtain CPR and First Aid certification prior to the enrollment in the Lifetime Sport activity and Facility-based activity classes;
- The program may also require field based instruction in a variety of environmental conditions.

#### 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 Professional Work Experience Term (EXA 202) in order to qualify for a Diploma in Exercise and Wellness - Professional Work Experience Designation.

## Year 1

Academic Term 1 (Fall)		Credits
SPEX 110	Fitness for Life	3.0
BIOL 141	Anatomy for Sport Education	3.0
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>15.0</b>

Academic Term 2 (Winter)		Credits
PHYS 160	Biomechanics of Sport	3.0
BIOL 142	Physiology for Sport Education	3.0
EXW 121	Lifetime Sports II	3.0
HLTH 110	Health in Today's World	3.0
EXW 130	Life Cycle Fitness	3.0
<b>Total Credits</b>		<b>15.0</b>

## Year 2

Academic Term 3 (Fall)		Credits
SPEX 210	Exercise Physiology	3.0
BUS	TBA*	3.0
EXW 220	Lifetime Sports - Fitness Programs	3.0
EXW 230	Behavioral Fitness	3.0
ENGL 165	Sport Literature	3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 4 (Winter)		Credits
EXW 240	Fitness and Health Assessment	3.0
SPEX 250	Instr. Design and Program Planning	3.0
PHIL 270	Issues in Health and Wellness	3.0
CHEM 210	Introduction to Nutrition	3.0
BUS	TBA*	3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 5 (Spring/Summer)		Credits
EXW 201	Professional Work Experience Preparation	n/a
EXW 202	Professional Work Experience	6.0
<b>Total Credits</b>		<b>6.0</b>

*\*The TBA courses are being developed. Please refer to [camosun.ca](http://camosun.ca) for current information.*

# School of Access

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## 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

Continuing Education & Contract Training  
Program Coordinators:

Lynn McCay, BSc  
Phone: 250-370-4785  
Catherine Blakesly  
Phone: 250-370-4773

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

## School Statement

The School of Access is committed to providing education to adult learners of varying ages, backgrounds and abilities. The School offers creative and quality programs to enable students to develop the self-esteem, knowledge and skills required for further academic studies and 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.ca/policies/E-1.1.pdf](http://camosun.ca/policies/E-1.1.pdf).

## 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

All academic upgrading students have access to Help Centres. 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.

The Help Centres offer:

- assistance with coursework;
- 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);
- 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, Beecher Bay Tribal Learning 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)

#### Academic Upgrading Foundations

- *Certificate in Fundamental Academic Upgrading*
- *Certificate in Intermediate Academic Upgrading*

#### Grade 12 Equivalency

- *BC Adult Graduation Diploma*

#### College Preparatory

- *Certificate in College Preparatory*

## Access to Career Programs

The following Access programs allow students to fulfill admission requirements and complete coursework related to their chosen academic program.

### Business Access

- *Certificate in Business Access*

### Civil Engineering Technology Access

- *Certificate in Civil Engineering Technology Access*

### Computer Systems Technology Access

- *Certificate in Computer Systems Technology Access*

### Electronics and Computer Engineering Technology Access

- *Certificate in Electronics and Computer Engineering Technology Access*

### First Nations Civil Engineering Technology Access

- *Certificate in First Nations Civil Engineering Technology Access*

### First Nations Health and Education Access

- *Certificate First Nations Health and Education Access*

### Mechanical Engineering Technology Access

- *Certificate in Mechanical Engineering Technology Access*

## Adult Special Education

### Employment Training

- *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*
- *Certificate in Distribution Services*

### 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*

### Graphic Design/Animation Access (ESL)

- *Certificate in Graphic Design/Animation Access (ESL)*

### Health Studies Access (ESL)

- *Certificate in Health Studies Access (ESL)*

### Home Support/Resident Care Attendant (ESL)

- *Certificate in Home Support and Resident Care Attendant*

## Continuing Education Certificate Programs

### Teaching English as a Foreign Language (TEFL)

- *Certificate in Teaching English as a Foreign Language.*

## Academic Upgrading

(Formerly Adult Basic Education and College Preparatory)

Upgrading courses in English, mathematics, science and computer literacy are designed for adults who want to work towards a high school diploma (BC Adult Graduation Diploma), or who need review for further study and training, or for employment. Most Fundamental and Intermediate level upgrading classes are self-paced, allowing for work on areas needing improvement or review.

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.

Academic Upgrading 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.

Course offerings vary from time to time during the year. However, both daytime and evening classes are usually scheduled year round.

## 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.; at the Songhees Employment Training Program 250-386-1319 located on Admirals Road; and at the Beecher Bay Tribal Learning Centre 250-474-0367, located on East Sooke Road.

## Foundations Academic 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.

Classes are available in a classroom format, or through Distributed Education and BCcampus, on a part-time or full-time basis, daytime, evenings and weekends, English, mathematics, and computer literacy courses are also offered in various other locations in the community.

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.

\*Contact the Assessment Centre at 250-370-3597 to book an assessment test if required. A \$10 fee applies.

### Fundamental

COMP 030  
ENGL 032 and ENGL 033  
MATH 032, MATH 033, MATH 034, MATH 037,  
and MATH 038

### Intermediate

COMP 0040, COMP 060  
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 Mathematics 2

OR

MATH 034 Fundamental Mathematics 3

OR

MATH 037 Fundamental Mathematics for Culinary Arts

OR

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 Entry Level Training 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 Academic Upgrading courses, OR two (2) of the Intermediate Academic Upgrading courses: 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; plus the BEST program, as follows:

## Courses

### One (1) of:

ENGL 050	Intermediate English
<i>OR</i>	
ENGL 057	Intermediate English for Culinary Arts
<i>OR</i>	
ENGL 058	Intermediate English for Trades
<i>OR</i>	
ENGL 059	Intermediate English for Home Support/Resident Care Attendants (HS/RCA)

*OR* equivalent:

### AND one (1) of:

MATH 053	Intermediate Mathematics 2
<i>OR</i>	
MATH 057	Intermediate Math for Trades
<i>OR</i> equivalent;	

*AND:*

BEST Program Completion.

## BC Adult Graduation Diploma

### (Grade 12 Equivalency)

To complete this provincially recognized diploma, which is a common credential between the college and the secondary school system, students must be 19 years of age or older (or may be 18 if out of school for one year) and complete five (5) courses which include:

Courses	Credits
<b>One (1) of:</b>	
ENGL 092	Provincial English Composition 3.0
<i>AND</i>	
ENGL 094	Provincial English Literature 2.0
<i>OR</i>	
ENGL 140	Technical/Professional English 3.0
<i>OR</i>	
ENGL 150	English Composition 3.0
<b>AND one (1) of:</b>	
MATH 072	Advanced Mathematics 1 4.0
<i>AND</i>	
MATH 073	Advanced Mathematics 2 4.0
<i>AND</i>	
MATH 092	Provincial Mathematics 1 4.0
<i>AND</i>	
MATH 093	Provincial Mathematics 2 4.0
<i>OR</i>	
MATH 105	Algebra and Pre-calculus 6.0
<i>OR</i>	
MATH 115	Pre-calculus 4.0

*AND* one (1) of the following two options:

### Option 1: Credits

#### One (1) of:

Social Studies 11	
<i>OR</i>	
First Nations 12	
<i>OR</i>	
SOC 106	First Nations (Canada Present) 3.0

#### AND two (2) of:

BIOL 080	Inquiry Into Life	4.0
CHEM 110*	General College Chemistry	3.0
MATH 105	Algebra and Pre-calculus	6.0
<i>OR</i>		
MATH 115	Pre-calculus	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:

1. Please consult with an academic advisor to plan your studies for this credential.
2. Secondary school academic courses may be used as part of this credential. However, a minimum of three out of the five courses must be taken as an adult student and a minimum of one course must be successfully completed at Camosun College. An accumulative grade point average of 2.0 (a "C" average) must be achieved.
3. 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.

## College Preparatory

College Preparatory courses prepare adults for entry into post-secondary courses. They are not designed to be equivalent to high school courses.

Students may take Academic Upgrading courses in English, mathematics, science and computer literacy at the advanced and provincial levels for a variety of reasons:

- to complete admission requirements for a program at Camosun College, or another post-secondary institution;
- to complete requirements to obtain the BC Adult Graduation Diploma;
- to upgrade knowledge and skills in specific areas;
- to satisfy personal interests or goals.

### 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 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 dated, 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.

## College Preparatory courses:

### Advanced (grade 11 level)

BIOL 060*	Introduction to Biology	4.0
CHEM 060*	Introduction to Chemistry	4.0
MATH 072	Advanced Mathematics 1	4.0
MATH 073	Advanced Mathematics 2	4.0
PHYS 060*	Introductory Physics	4.0

### Provincial (grade 12 level)

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 Mathematics 1	4.0
MATH 093	Provincial Mathematics 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.

## Career and Education Exploration

### Better Employment Strategies and Techniques (B.E.S.T.)

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;
- 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;
- assist students to explore education and training opportunities at Camosun College and elsewhere.

The program may be taken on a full-time or part-time basis, with courses offered days, evenings and weekends.

**Length:** Full-time, eight weeks

**Part-time** Varies

**Location:** Interurban

**Starting:** Varies

**Program Code(s):** BEST

**Admission Requirement(s):**

- There are no formal prerequisites as some students have limited education while others have a university degree; 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:

**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

### 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 may include First Aid/CPR, Superhost, Foodsafe Level 1 and a modified WHMIS certificate.

For more information, phone 250-370-4941.

**Length:** Four months

**Location:** Interurban Campus

**Starting:** Fall, Winter  
(Intakes may be ongoing;  
contact the ASE department)

**Program Code(s):**

ASE1	Level 1
ASE2	Level 2

ASEDS Distribution Services

**Specialization Code(s)**

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 strength and endurance;
- 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.
- 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.
- Students who successfully complete all program requirements will receive a Certificate in Employment Training Level 1, with a specialization in either Gardening and Customer Service, or Food and Customer Service.
- Students who successfully complete all program requirements will receive a Certificate in Employment Training Level 1, with a specialization in either Gardening and Customer Service, or Food and Customer Service. Students subsequently complete Employment Training Level 2 will receive a Certificate in Employment Training Level 2.

## Certificate in Distribution Services

**Core Courses**

ASE 025	Work Experience 1
ASE 038	Directed Studies in Employment

## Certificate in Employment Training Level 1

**Core Courses**

ASE 021	Essential Employment Skills
ASE 022	Effective Job Search Skills
ASE 025	Work Experience Level 1
ASE 026	Certification

**Additional course required for Food and Customer Service Specialization:**

ASE 030	Food and Customer Service
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**Additional course required for Gardening and Customer Service Specialization:**

ASE 035	Gardening and Customer Service
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## 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 021*	Essential Employment Skills	2 hrs
ASE 022*	Effective Job Search Skills	2 hrs
ASE 025**	Work Experience Level 1	6 hrs
ASE 026*	Certification Course	7 hrs
ASE 030*	Food and Customer Service	8 hrs
ASE 031	Applied Numeracy	4 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

*\*If not previously taken, may also be available to students. Permission of the instructor is required.*

*\*\*Work Experience Level 1 must be completed prior to taking Work Experience 2.*

## English Language Development – ELD

**(Formerly English as a Second Language — ESL)**

The ELD 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.

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):**

ELD 1

ELD 2

**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.
- 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 both ELD 092 and ELD 094 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

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

These courses focus on the development of all English language skills needed to enter Advanced 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 and are recognized prerequisites for entry into Camosun college-level courses and programs.

ELD 092	Provincial English Composition
ELD 094	Provincial English Literature

## 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

## Certificate in 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:** January

**Admission Requirement(s):**

- Submit proof of successful completion of ELD 050; or CLBPT 7 in Listening/Speaking and CLBPT 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;
- 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 Requirements**

- Successful completion of ELD 079 and ELD 099, plus successful completion of one (1) of the following options: a "C" in ELD 092 and ELD 094, or a "C" in ENGL 140, or an IELTS score of 6.5, or CLBPT 9, or Grade 12 English equivalency from another institution.

**Program Code(s):** ACPE

**Academic Term 1**

ELD 079, plus (if required): ELD 072, or ELD 092, or ELD 094, or ENGL 140 and ELD 060; or ELD IELTS, or ELD TOEFL, as follows:

ELD 079	Advanced Workplace Comm.
<b>And one of:</b>	
ELD 072	Advanced English
ELD 092	Provincial English Composition
ELD 094	Provincial English Literature
<b>OR</b>	
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 plus (if required): ELD 092, or ELD 094, or ENGL 140 and ELD 060; or ELD IELTS, or ELD TOEFL as follows:

ELD 099	Canadian Workplace Practice
<b>And one of:</b>	
ELD 092	Provincial English Composition
ELD 094	Provincial English Literature
<b>OR</b>	
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.

## Graphic Design/Animation Access (ESL)

This two-semester full-time program is designed for English as a Second Language students who wish to study graphic design, mixed media and animation while they are studying ESL.

Upon completion of the program, students will have achieved a level of English required to enter university transfer and other program courses. The portfolios produced in ART 118 and ART 119 can contribute to the portfolio requirement for entry into the Visual Arts program.

**Length:** Eight months

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):** GDAACC

**Admission Requirement(s):**

- Submit proof of ELD 050; or IELTS 5.5; or TOEFL 527, TOEFL 197 or TOEFL 71; or Canadian Language Benchmark 7; or assessment.

**Program Completion Requirement(s):**

- A minimum of "C" in each course is required to graduate from the program.

Academic Term 1 (Fall)		Credits
ART 118	Graphic Design Basics	3.0
ELD 072	Advanced English	3.0
ELD 074	Academic Communication Skills	2.0
ELD 060	ELD Support Course	0.0
<b>Total Credits</b>		<b>8.0</b>

Academic Term 2 (Winter)		Credits
ART 119	Mixed Media and Animation	3.0
ELD 092	Provincial English Composition	3.0
<i>AND</i>		
ELD 094	Provincial English Literature	3.0
<i>OR</i>		
ENGL 140	Technical Professional English	3.0
<i>AND</i>		
ELD 060	ELD Support Course	0.0
<b>Total Credits</b>		<b>9.0</b>

## Health Studies Access (ESL)

This two-semester full-time program is designed for English as a Second Language students who wish to learn about Health Studies while they are studying ESL. Upon completion of the program, students will have achieved a level of English required to enter university transfer and other program courses.

**Length:** Eight months

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):** HSACC

**Admission Requirement(s):**

- Submit proof of ELD 050; or IELTS 5.5; or TOEFL 527, TOEFL 197 or TOEFL 71; or Canadian Language Benchmark 7; or assessment.

**Program Completion Requirement(s):**

- A minimum of "C" in each course is required to graduate from the program.

Academic Term 1 (Fall)		Credits
ELD 072	Advanced English	3.0
ELD 074	Academic Communication Skills	2.0
ELD 060	ELD Support Course	0.0
HLTH 110*	Health in Today's World	3.0
<b>Total Credits</b>		<b>8.0</b>

Academic Term 2 (Winter)		Credits
ELD 092	Provincial English Composition	3.0
<i>AND</i>		
ELD 094	Provincial English Literature	3.0
<i>OR</i>		
ENGL 140	Technical Professional English	3.0
<i>AND</i>		
ELD 060	ELD Support Course	0.0
HLTH 112	Holistic Health and Healing	3.0
<b>Total Credits</b>		<b>9.0</b>

*\*HLTH 110 normally requires a pre-requisite of English 12. However, for this Access program, students can enter HLTH 110 with the co-requisites of ELD 060, ELD 072 and ELD 074. The language support courses will be relevant to the content courses and will provide students with the language skills they require to complete the program successfully.*

## Continuing Education

### Program Coordinators

Lynn McCay, BSc  
Phone: 250-370-4785

Catherine Blakesly  
Phone: 250-370-4773

Email: cectinfo@camosun.bc.ca

### Teaching English as a Foreign Language

*This program is under review and currently not being offered. Please refer to camosun.ca for current information.*

This certificate program provides hands-on teaching experience, supported by instruction in the knowledge, skills, attitudes and intercultural awareness required to teach English to non-native speakers. Students will learn methodologies, instructional skills and cross-cultural communication techniques while they integrate knowledge in a real-life ESL classroom.

The Camosun College TEFL certificate provides students with a recognized credential and the skills to take up employment teaching English abroad. The program has been approved and recognized by TESL Canada as a sound pre-service course for new teachers. In addition, with this certificate, students who have completed an undergraduate university degree or a three-year teacher training certificate from a recognized teacher's college may be eligible to receive TESL Canada Level 1 accreditation. This accreditation is internationally recognized.

# School of Access Faculty Listing

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## Academic & Career Foundations

Chair: Alison Bowe  
Phone: 250-370-4911

Ainsley, Darryl, BSc, BEd, MSc  
Auchinachie, Jill, BEd, Prof. Teaching Cert., MEd  
Bowe, Alison, BSc(Eng), MSc(Eng), PEng  
Dreier, Jennifer, BEd, Prof. Teaching Certificate  
Haig, Graham, BA, Grad. Dip., Prof. Teaching Cert.  
Mai, Nicolas, BA, MSc, Prof. Teaching Cert., Dip. Spec. Ed.  
McFadden, Rick, BIE  
Montesano, Colin, BSc, Prov. Instructor Dip.

## Access to Career and Academic Programs

Chair: Carole May  
Phone: 250-370-3122

May, Carole, BA, BEd, MA

## 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: TBA  
Phone: 250-370-3475

Bissley, Marc, BA  
Buck, Martin, BEd, MEd  
Child, Kaleb, BEd  
Kunen, Mark, BA, Prof. Teaching Cert.

## English Dept. Access Curricular Unit

Chair: Tim Chamberlain  
Phone: 250-370-3123

Bigauskas, Ray, BA, BEd  
Chamberlain, Tim, BA, Prof. Teaching Certificate, MA  
DePledge, Norma, BEd, MA  
Dumoncaux, Ann, BSc, BEd, BA, MA  
Goddard, Don, BEd, MEd  
Jones, Roselyn, BA, Prof. Teaching Cert.  
May, Carole, BA, BEd, MA

## English Language Development

Chair: Jamie Baird  
Phone: 250-370-4945

Albano-Crockford, Mice, BA, MEd, Prof. Teaching Cert., TEAL Cert., Dip. Spec. Ed.  
Baird, Jamie, BA, MA Appl. Ling.  
Baron, Sony, MA, BA Appl. Ling.  
Brix, Ann, BA Appl. Ling.  
Chia, Pei Mei, BA, Dip. Appl. Ling.  
Dyer, Cliff, BSc, TESL Cert., MEd  
Frayling, Amanda, BA, MSc  
Hamilton, Suzanne, BA, BEd, TELD Cert., MEd  
Hampton, John, BA, MA, Dip. Appl. Ling.  
Hill, Rowena, BA  
Hosty, Joan, BEd, MEd  
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, TELD, Teaching Cert.  
Taylor, Linh, BA Appl. Ling., MA Ling.  
Waterman, Stella, BEd, Prof. Teaching Cert.  
West, Elizabeth, BA, Dip. App. Ling., MA

## Math Dept. Access Curricular Unit

Chair: Wayne Matthews  
Phone: 250-370-3107

Ballinger, George, BSc, M Math, PhD  
Lai, Raymond, BSc, PhD  
Matthews, Wayne, BSc, MSc, Prof., Teaching Cert.  
Stevenson, James, BSc, Prov., Instructor Dip.  
Toporowski, Stan, BSc, MSc  
Tschritter, Richard, BSc, Prof. Year Teaching, MA  
Verjinschi, Bogdan, BSc, MSc  
Wrean, Pat, BSc, PhD

## Student Access Services

Chair: Jennifer Dreier  
Phone: 250-370-3850

Bissley, Marc, BA  
Dreier, Jennifer, BEd, Prof., Teaching Cert.  
Edmond, Linda, BEd

# School of Arts and Science

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## 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. Applied Communication and Environmental Technology allow 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 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.ca/policies/E-1.1.pdf](http://camosun.ca/policies/E-1.1.pdf).

## 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 (F104A, Lansdowne Campus).



# 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

## Career Programs

### Applied Chemistry & Biotechnology

- *Diploma in Applied Chemistry and Biotechnology*
- *Diploma in Applied Chemistry and Biotechnology Laboratory Internship Option*

### 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*

### Music Diploma (with options)

- *Diploma in Music (Options)*

### Music Foundations

- *Certificate in Music Foundations*

### Visual Arts

- *Diploma in Visual Arts*

## 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  
MUS 115  
PHIL 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 110, HLTH 112  
PSC all UT courses  
PSYC all UT courses  
SOC all UT courses  
SOCW 211, SOCW 212  
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 230\*  
BUS 231  
CHEM all UT courses  
COMP\* all UT courses  
GEOG 100, 110, 204, 206, 210, 214, 216  
GEOS all UT courses  
MATH all UT courses\*  
PHYS all UT courses  
PSYC 110, 215

*\*Satisfies Mathematics or Statistics or Computer Science requirement.*

**Note:** *BUS, COMP, and MATH courses do not satisfy the laboratory science requirement.*

## Associate of Arts Degrees

Length: Two years

Location: Lansdowne Campus

Starting:

ADARTS1 Fall

ADARTS 2 Winter, Spring, Summer

Program Code(s):

ADARTS1 First Year

ADARTS2 Second Year

Major Codes:

ANTH Anthropology

ASIA Asia-Pacific Studies

CRIM Criminal Justice

ENGL English

FREN French

GENA General Arts

GEOG Geography

HIST History

PHIL Philosophy

PSC 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.
- 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 Mathematics, 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.
- three (3) open elective courses (Arts, Science or other areas)

For a total of 20 courses

## Associate of Arts Degree Majors

In addition to General Arts, several Associate of Arts Degree majors 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
- Criminal Justice\*
- 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.*

## 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);
- two (2) open elective courses from (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 majors 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
- Mathematics
- Mathematics & Physics
- Physics

Length: Two years

Location: Lansdowne Campus

Starting:

ADSCI1 Fall

ADSCI2 Winter, Spring, Summer

Program Code(s):

ADSCI1 First Year

ADSCI2 Second Year

Major Codes:

BIOL Biology

CHEM Chemistry

COMP Computer Science

GENS General Science

GIS Geographic Information Science

MATH Mathematics

MATHP Mathematics & Physics

PHYS Physics

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;
- Submit proof of a letter grade of "C+" or higher\* in Mathematics 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.*

## 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 Majors:

- Anthropology
- Business
- Commerce
- Economics
- Education
- English
- French
- Geography
- History
- Linguistics
- Pacific and Asian Studies
- Philosophy
- Political Science

- Psychology (Arts)
- Recreation & Health Education
- Sociology
- Women's Studies

*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 Majors:

- Astronomy
- Biochemistry or Microbiology
- Biology
- Chemistry
- Computer Science
- Earth Sciences
- Economics
- Geography
- Kinesiology
- Linguistics
- Mathematics
- Physics
- Psychology (Science)

*\*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;
- 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

Major Codes:

ARTS	Arts
BUS	Business or Commerce
EDUC	Education
SCI	Science

Admission Requirement(s):  
(Arts, Business, Education, Psychology Majors)

- Submit proof of a letter grade of "C+" or higher in English 12 or assessment.

Admission Requirement(s):  
(Science Majors)

- 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 one Math or Science at the grade 11 or 12 level.

## Notes:

1. *University Transfer students are recommended to attend an Advising Seminar prior to registration.*
2. *Academic Advisors are available to help with educational planning.*
3. *Each course's prerequisite (as noted in the course description) must be satisfied with a "C" grade (or higher as noted).*

## 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 18 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 wish to have 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 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;
- 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.*

## Program Completion Requirement(s):

- In order to graduate, students must complete all program courses achieving an overall cumulative GPA of at least 2.0.

Academic Term 1 (Fall)		Credits
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
<i>OR</i>		
MATH 108	Applied Calculus	4.0
PHYS 104	General College Physics 1	4.0
<i>OR</i>		
PHYS 114	Fundamentals of Physics 1	4.0
<b>Total Credits</b>		<b>19.5</b>

Academic Term 2 (Winter)		Credits
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
<i>OR</i>		
MATH 216	Applied Statistics	4.0
PHYS 105	General College Physics 2	4.0
<i>OR</i>		
PHYS 115	Fundamentals of Physics 2	4.0
<b>Total Credits</b>		<b>16.5</b>

Academic Term 3 (Spring)		Credits
CHEM 231	Organic Chemistry 2	4.0
COMP 156	Computer Concepts	3.0
<b>Total Credits</b>		<b>7.0</b>

Academic Term 4 (Fall)		Credits
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>

Academic Term 5 (Winter)		Credits
BIOL 203	Microbiology 2	4.0
<i>OR</i>		
CHEM 220	Inorganic Chemistry	4.0
<i>OR</i>		
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>

Academic Term 6 (Spring/Optional)		Credits
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.

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

**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;
- 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):**

- In order to graduate, students must complete all program courses achieving an overall cumulative GPA of at least 2.0. An internship is a mandatory component of this program which students must successfully complete and students may be required to complete their internship outside of Victoria.

**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)		Credits
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)		Credits
COMM 101	Internship 1	6.0
<b>Total Credits</b>		<b>6.0</b>

Academic Term 3 (Fall)		Credits
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)		Credits
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	3.0
(1) elective (any 100-level or higher)		3.0
<b>Total Credits</b>		<b>17.0</b>

*\*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)		Credits
COMM 201	Internship 2	6.0
<b>Total Credits</b>		<b>6.0</b>

**Criminal Justice**

*Students are strongly encouraged to attend a Criminal Justice information session prior to starting their first semester.*

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 who wish to qualify for both the Diploma in Criminal Justice and the Associate of Arts Degree 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.

**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 11 or MATH 072 or submit proof of a letter grade of "C" or higher in MATH 172 or MATH 073 or Math 12 or Applications of Math 12 or assessment.

**Program Completion Requirement(s):**

- The Criminal Justice program is subject to an academic progress policy. Please consult the Department for more information.

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)		Credits
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)		Credits
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
<b>OR</b>		
PSYC 130	Contemporary Issues	3.0
<b>Total Credits</b>		<b>16.0</b>

*\*Students are strongly recommended to take MATH 116 before or concurrently with SSRM 280.*

*\*\*SFU transfer students should take PSYC 130.*

Academic Term 3 (Fall)		Credits
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 notes following)	3.0
Elective 4	(see notes following)	3.0
Elective 5	(see notes 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 of a "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 Criminal Justice 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 "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 "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

Has articulated 18 of the 20 courses in the program, which allows students to receive credit for two years of the three-year Ottawa degree. The current transfer GPA has been set between a "B-" and a "B+". The University may give admission priority to those students enrolling in the honours program in Criminology. The GPA for admission to the Honours Program is set at a minimum of "B+". Consult the Criminal Justice department for more information.

Students wishing to transfer to the Criminology degree program should take the following electives:

- Elective 1 ENGL 160
- Elective 2 CRIM 288 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

## 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. In order to be eligible for participation in a Work Term leading to either designation, students must achieve and maintain a "C+" or higher in all courses or a minimum cumulative Grade Point Average (GPA) of "B-" (4.0); and complete 72 credits in the program, including all of the ENVR courses from the first five academic terms, before the first work term.

Part-time students wishing to participate in a work term must apply during the fourth academic term and have their program plan approved by the Program Chair. In order to receive a Co-operative Education designation, two four-month work terms must be completed satisfactorily, each with a minimum length of 12 weeks, and ending in an academic term. To receive the Internship designation, students must complete at least one approved 12-week work term.

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:

Non-Co-op: 24 months

Co-op: 32 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;
- 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.*

Program Completion Requirements:

- Students must obtain an overall cumulative GPA of at least 2.0 and successfully complete all program requirements in order to qualify for the Environmental Technology Diploma.

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 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	Environmental Geography	3.0
ENVR 251	Technical Communications	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

COOP 100	Workplace Education Prep	0.0
ENVR 112	Introduction to GIS	3.0
ENVR 206B	Environmental Biotechnology	2.0
ENVR 207	Applied Geomorphology	3.0
ENVR 210	Aquatic Environments	3.0
GEOG 220	Natural Resource Systems	3.0
GEOG 100	Physical Geography	4.0
<b>Total Credits</b>		<b>18.0</b>

Academic Term 5 (Winter) Credits

CHEM 121	College Chemistry 2	4.0
ENVR 140	Fundamentals of GIS	3.0
ENVR 208A	Research Project Design	1.0
ENVR 215	BC Biodiversity 2	4.0
ENVR 222	Urban & Regional Envir.	3.0
ENVR 229	Quantitative Assessment	4.0
<b>Total Credits</b>		<b>19.0</b>

Work Term 1 (Spring/Summer) Credits

ENVR 101	Co-op Work Experience 1	6.0
<b>Total Credits</b>		<b>6.0</b>

Academic Term 6 (Fall or Winter) Credits

CHEM 253	Environmental Chemistry	4.0
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>19.0</b>

Work Term 2 (Fall or Winter) Credits

ENVR 201	Co-op Work Experience 2	6.0
<b>Total Credits</b>		<b>6.0</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>

## Music Foundations

*This program is under review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

The Certificate Program in Music Foundations is offered in partnership with the Victoria Conservatory of Music, and allows a student to major in performance studies. In addition, the student will take Theory studies, a survey of Music History, and Musicianship, as well as begin or continue second instrument/voice studies. Two semesters of first-year college English are required of all students.

Length: Eight months  
(Two (2) 16-week terms)

Location: Off Campus  
Victoria Conservatory of Music

Starting: Fall

Program Code(s): MUF



#### Admission Requirement(s):

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;

#### AND

- An audition in principal instrument/voice is required\*. Students must demonstrate:
  - Victoria Conservatory of Music Grade 7 – 8 level;
  - OR
  - Royal Conservatory of Music, Toronto, Grade 9 level.

\*For audition requirements for Jazz, consult the complete information package online at [vcm.bc.ca](http://vcm.bc.ca) or request a copy from the Registrar of Post-Secondary Programs of the Conservatory of Music.

#### Auditions:

All arrangements for practical auditions, theory entrance exams, and musicianship assessments will be made by the Victoria Conservatory of Music. The auditions will take place in March or April.

The completion of the audition process will be an interview with the Chair of the Music program and the respective Department Head.

#### Application:

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  
Toll free: 1-866-386-5311  
Fax: 250-386-6602  
email: [registrar@vcm.bc.ca](mailto:registrar@vcm.bc.ca)  
website: [vcm.bc.ca](http://vcm.bc.ca)

**Application Deadline:** February 28 annually

#### Program Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 4.0 to receive the certificate. In addition, students must complete all of the required Music courses with a "B-" final grade.

Course		Credits
ENGL 150	English Composition	3.0
ENGL 160	Introduction to Literature	3.0
MUF 100	First Instrument/Voice Study	6.0
MUF 110	Piano Study	3.0
OR		
MUF 111	Second Instrument/Voice Study	3.0
MUF 140	Master Class	1.0
MUF 160	Musicianship Foundation	3.0
MUF 161	Theory Studies Foundation1	6.0
OR		
MUF 162	Theory Studies Foundation 2	6.0
MUS 115	A Survey of Music History	3.0
<b>One (1) Large Conducted Ensemble of:</b>		
MUS 145, 146, 147, 148, or 149		2.0
<b>Total Credits</b>		<b>30.0</b>

**Note:** MUF 161 or MUS 162 with a letter grade of "B-" ensures that the student does not have to write the Theory entrance examination should they apply for the Diploma in Music program.

## Music Diploma

*This program is under review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

The diploma program is offered in partnership with the Victoria Conservatory of Music and allows a student to major in composition, performance studies or jazz. All majors include second instrument studies and courses in Harmony, Music History, and Musicianship. Two semesters of first year college English are required of all students.

While some graduates may seek employment in orchestras or become private studio teachers in the community, many students choose to continue post-secondary studies at university.

Program majors include: classical guitar, composition, classical studies in the wind instruments including flute, clarinet, saxophone, oboe, bassoon, trumpet, trombone, French horn, tuba, percussion, voice, strings (violin, viola and cello), piano, collaborative piano and jazz.

Candidates who wish to specialize in the collaborative piano major must enter first year as a piano major. Application to enter the collaborative piano major is made by March 15 in the first year of study. In special instances, a Piano major may earn the double major of Piano and Collaborative Piano.

Students who successfully complete the Performance and Teacher Training along with the theoretical components of the Diploma program, may be eligible to apply for the AVCM (Associate of the Victoria Conservatory of Music) certificates in Performance and Teacher Training.

**Length:** Two years  
(Four 16-week semesters)

**Location:** Off Campus  
Victoria Conservatory of Music

**Starting:** Fall

#### Program Code(s):

MUSIC1

MUSIC2

#### Admission Requirement(s):

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;

#### AND

- An audition in principal instrument/voice is required\*. Students must demonstrate:
  - Victoria Conservatory of Music Grade 9 level;
  - OR
  - Royal Conservatory of Music, Toronto, Grade 10 level;

#### AND

- Theory\*\*:
  - Victoria Conservatory of Music Grade 7 (Rudiments);
  - OR
  - Royal Conservatory of Music, Toronto, Grade 2 (Rudiments).

\*Applicants without formal certification in their instrument/voice may, at the discretion of the examiners, be accepted on the basis of the audition.

For audition requirements for Jazz, consult the complete information package online at [vcm.bc.ca](http://vcm.bc.ca) or request a copy from the Registrar of Post-Secondary Programs of the Conservatory of Music.

\*\*Written theory entrance exam at this level is taken at the time of the audition. Students with a "B-" or higher in MUF 161 or MUF 162 are exempt from the theory entrance exam.

#### 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.

Musicianship (Aural skills, sight singing, etc.) will be assessed at the audition. If a student does not have a high enough level of preparation in this area, remedial work must be undertaken prior to the commencement of the academic year. The cost of the remedial work is the responsibility of the student.

Auditions will take place in the latter part of March and early April.

The completion of the audition process will be an interview with the Chair of the Music program and the respective Department Head.

**Program Participation Requirement(s):**

- Students must complete each music course with a letter grade of "B-" or higher to proceed to the next level of that course.

**Program Completion Requirement(s):**

- Students must achieve an overall cumulative GPA of at least 4.0 to receive this diploma, and complete all of the required Music courses with at least a "B-" final grade.

**Application:**

All applications and enquiries concerning enrolment in the program should be directed to:

- Registrar of Post-Secondary Programs, Victoria Conservatory of Music  
907 Pandora Avenue  
Victoria BC V8V 3P4
- Phone: 250-386-5311 (Local 264)  
Toll free: 1-866-386-5311 (Local 264)  
Fax: 250-386-6602  
email: registrar@vcm.bc.ca  
website: vcm.bc.ca

**Application Deadline:** February 28 annually

**Instrument or Voice Major**

First Year		Credits
ENGL 150	English Composition	3.0
ENGL 160	Introduction to Literature	3.0
MUS 100	First Instrument/Voice Study 1	6.0
MUS 110	Second Instrument/Voice Study 1	3.0
One (1) Teacher Training:		
	MUS 120, 121, 122, 123, or 124	6.0
One (1) Large Conducted Ensemble:		
	MUS 145, 146, 147, 148, or 149	2.0
MUS 160	Musicianship 1	6.0
MUS 162	Harmony 1	6.0
MUS 164	Music History 1	6.0
<b>Total Credits</b>		<b>41.0</b>

*See following for additional courses for each specialization.*

**Additional Required Courses for Winds, Guitar, String Major**

MUS 130	Chamber Ensemble 1	2.0
<b>Total Credits</b>		<b>43.0</b>

**Additional Required Courses for Piano Major**

MUS 130	Chamber Ensemble 1	2.0
MUS 170	Collaborative Piano 1	2.0
<b>Total Credits</b>		<b>45.0</b>

**Additional Required Courses for Voice Major**

MUS 150	Italian Diction	3.0
MUS 180	Drama/Movement 1	3.0
<b>Total Credits</b>		<b>47.0</b>

Second Year		Credits
MUS 200	1st Instrument/Voice Study 2	8.0
MUS 210	2nd Instrument/Voice Study 2	3.0
One (1) Teacher Training:		
	MUS 220, 221, 222, 223, or 224	6.0
One (1) Large Conducted Ensemble:		
	MUS 245, 246, 247, 248, or 249	2.0
MUS 260	Musicianship 2	6.0
MUS 262	Harmony 2	6.0
MUS 264	Music History 2	6.0
<b>Total Credits</b>		<b>37.0</b>

*See following for additional courses for each specialization.*

**Additional Required Courses for Winds, Guitar, Strings Major**

MUS 230	Chamber Ensemble 2	2.0
One (1) elective chosen from list following		3.0
<b>Total Credits</b>		<b>42.0</b>

**Additional Required Courses for Piano Major**

MUS 230	Chamber Ensemble 2	2.0
MUS 270	Collaborative Piano 2	2.0
One (1) elective chosen from list following		3.0
<b>Total Credits</b>		<b>44.0</b>

**Additional Required Courses for Collaborative Piano Major**

MUS 230	Chamber Ensemble 2	2.0
MUS 270	Collaborative Piano 2	2.0
MUS 272	Collaborative Piano Studies	6.0
<b>Total Credits</b>		<b>47.0</b>

**Additional Required Courses for Voice Major**

MUS 250	German Diction	1.5
MUS 251	French Diction	1.5
One (1) elective chosen from list following		3.0
<b>Total Credits</b>		<b>43.0</b>

**Composition Major**

First Year		Credits
ENGL 150	English Composition	3.0
ENGL 160	Introduction to Literature	3.0
MUS 101	Composition Study 1	6.0
MUS 111	Instrumental/Vocal Study 1	5.0
MUS 130	Chamber Ensemble 1	2.0
One (1) Large Conducted Ensemble:		
	MUS 145, 146, 147, 148, or 149	2.0
MUS 160	Musicianship 1	6.0
MUS 162	Harmony 1	6.0
MUS 164	Music History 1	6.0
MUS 166	Modern Media	3.0
One (1) elective chosen from list following		3.0
<b>Total Credits</b>		<b>45.0</b>

Second Year		Credits
MUS 201	Composition Study 2	8.0
MUS 211	Instrumental/Vocal Study	5.0
MUS 230	Chamber Ensemble 2	2.0
One (1) Large Conducted Ensemble:		
	MUS 245, 246, 247, 248, or 249	2.0
MUS 260	Musicianship 2	6.0
MUS 262	Harmony 2	6.0
MUS 264	Music History 2	6.0
MUS 274	Conducting	3.0
One (1) elective chosen from list following		3.0
<b>Total Credits</b>		<b>41.0</b>

**Jazz Major**

First Year		Credits
ENGL 150	English Composition	3.0
ENGL 160	Introduction to Literature	3.0
MUS 100	First Instrument/Voice Study 1	6.0
MUS 110	Second Instrument/Voice Study 1	3.0
MUS 115	Survey of Music History	3.0
MUS 131	Jazz Combo/Improvisation 1	3.0
MUS 148	Honour Jazz Orchestra	2.0
MUS 161	Jazz Language	6.0
MUS 162	Harmony 1	6.0
MUS 165	Jazz Survey 1	5.0
MUS 166	Modern Media 1	3.0
<b>Total Credits</b>		<b>43.0</b>

Second Year		Credits
MUS 200	First Instrument/Voice Study 2	8.0
MUS 210	Second Instrument/Voice Study 2	3.0
MUS 231	Jazz Combo/Improvisation 2	3.0
MUS 248	Honour Jazz Orchestra 2	2.0
MUS 255	Business of Music	3.0
MUS 262	Harmony 2	6.0
MUS 265	Jazz Survey 2	5.0
MUS 267	Jazz Composition and Arranging	6.0
<b>Total Credits</b>		<b>36.0</b>

**Required electives:**

Course		Credits
MUS 136	Opera Studio 1	3.0
MUS 150	Italian Diction	3.0
MUS 166	Modern Media	3.0
MUS 180	Drama/Movement 1	3.0
MUS 236	Opera Studio 2	3.0
MUS 250	German Diction	1.5
MUS 251	French Diction	1.5
MUS 255	Business of Music	3.0
MUS 274	Conducting	3.0
MUS 280	Drama/Movement 2	3.0
MUS 190	Special Studies 1	3.0
<b>OR</b>		
MUS 290	Special Studies 2	3.0

**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 (BEEd, 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.

Because of the way each succeeding term in the program builds upon skills and concepts developed or refined in courses they are currently taking, 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.

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, 128, 150, 170, 175, 180, 190 and 228 are university transfer courses, generally offered in the evening. See course descriptions later in this calendar.*

**Length:** Two years

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):**

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 (scheduled by Camosun College in November and April);
- 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 Requirements:**

- Students must complete all program courses and achieve an overall cumulative GPA of at least 2.0 in order to qualify for this diploma.

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
<b>Total Credits</b>		<b>15.0</b>

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
<b>Total Credits</b>		<b>15.0</b>

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
<b>Total Credits</b>		<b>15.0</b>

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
<b>Total Credits</b>		<b>15.0</b>

## 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 Mathematics 11 or assessment;
- Submit proof of a letter grade of "C" or higher in Chemistry 11;
- 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 & Pre-calculus	6.0
<b>OR</b>		
MATH 115	Pre-calculus	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: Graham Shorthill  
Phone: 250-370-4447

Doran, Jamie, BSc, PhD  
Khalifa, Nasr, BSc, PhD  
Meanwell, Neil, BSc, PhD  
Shorthill, Graham, BSc, MSc, Dip. Ed.

## Applied Communication

Chair: Rick Caswell  
Phone: 250-370-3396

Bryce, Andrew, BA, Dip. Comm.  
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  
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  
Duncan, Howard, BSc, MSc, PhD  
Gell, Alan, BSc, MSc, PhD  
Hamilton, Tark, BSc, AM, PhD  
Humphrey, Blair, BSc, MSc  
Khalifa, Nasr, 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, MA  
Young, Brian, BA, LL.B.  
Young, Michael, BA, MA

## 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  
Gascoyne, Deborah, BA, BEd, MA  
Iribarne, Jeanne, BA, MA, PhD  
Jensen, Bill, MA  
Kerins, Kristine, BA, MA  
Kess, Anita, BA, MA, Dip. App. Ling.  
Kirchner, Christine, BA, MA, Dip. App. 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  
Humphrey, Dianne, BSc, MSc  
Jarrett, Patricia, BSc  
Meanwell, Neil, BSc, PhD  
Sandford, Hilary, BSc, MSc  
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

Shirley, Karen, BA, MA  
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## Mathematics

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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  
Tilley, Peggy, BSc, MSc, M. Math  
Toporowski, Stan, BSc, MSc  
Trushel, Peter, BA, PhD  
Wrean, Patricia, BSc, PhD

## Music

(In association with the Victoria Conservatory of Music)

Executive Director: Bohdan Zajcew, BA, MA

Chair: Mary C.J. Byrne, BMus, MMus, PhD  
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Brown, Stephen, ARCT  
Byrne, Mary, BMus, MMus, PhD  
Clements, Gord, BMus, MMus  
Holliston, Robert, AVCM  
Hounsell, Joanne, BMus, Artist Dip., MMus  
Mony, Walter, PhD, Dip. Ed., ARCM, LRSM  
Syer, Jamie, BMus, MMus, MMA, DMA  
Wood, Winifred Scott, ARAM, LRSM, ATCM, AMM  
Zajcew, Bohdan, BA, MA

## Physics

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Luick, Nancy, BSc, MSc  
Nelson, Edgar, BSc, PhD  
Nemec, James, BSc, MSc, PhD  
Nienaber, Wilfred, BSc, MSc, PhD  
Ploughman, Elizabeth, BSc, MSc  
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Arden, Pearl, MA  
Caldwell, Judy, BA, MA, PhD  
Conklin, John, MA  
Gantly, Katrina, BA, MA  
Henry, Angela, BEd, MA  
Lenihan, Bev, BEd, MA  
Reagan, David, MA, EdD  
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Clark, Brenda, BA, MA  
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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  
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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

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## Administration

Website: [bus.camosun.ca](http://bus.camosun.ca)  
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Dean:  
Richard Olesen, BA, MA

Associate Dean:  
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Program Coordinators:  
Carr, Paula, BA, MEd, CTC, MCC  
Giffon, Karen, CPP, Cert. Bus,  
Cert. Con. Res., AA  
Graham, Elaine, MA, CPP  
Stephens, Karen, Dip., MA

## 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. Normally, you may repeat a course once to improve an unsatisfactory grade. The School reserves the right to remove a student from a course or program due to unsatisfactory academic performance. An appeal process will be available through the Program Exceptions Committee.

The Camosun College Academic Progress policy applies to all students. For information on the Academic Progress policy, please refer to [camosun.ca/policies/E-1.1.pdf](http://camosun.ca/policies/E-1.1.pdf).

## 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 does not schedule information sessions. Please visit our website for 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 & Credentials

## Applied Degree Program

### Bachelor Degree in Business Administration (Accounting)

- *Bachelor Degree in Business Administration – Accounting*
- *Bachelor Degree in Business Administration – Accounting, Co-operative Education Designation*

### Bachelor Degree in Business Administration - Human Resource Management & Leadership Major

(Under Development for 2007)

- *Bachelor Degree in Business Administration - Human Resource Management & Leadership Major*

### Bachelor Degree in Business Administration - Marketing and Corporate Communications Major

(Under development for 2007)

- *Bachelor Degree in Business Administration - Marketing and Corporate Communications Major*

## Advanced Diploma Programs

### Human Resource Management

- *Advanced Diploma in Human Resource Management*
- *Advanced Diploma in Human Resource Management, Co-operative Education Designation*

### Managing for Government

- *Advanced Diploma in Managing for Government*

### Professional Golf Operations

- *Advanced Diploma in Professional Golf Operations*

## Diploma Programs

### Business Administration

- *Diploma in Business Administration*
- *Diploma in Business Administration, Co-operative Education Designation*

Second year options:

- Accounting
- Finance
- General Business
- Management
- Marketing
- Tourism Management

### Golf Management

- *Diploma in Golf Management*
- *Diploma in Golf Management, Co-operative Education Designation*

### Hotel and Restaurant Management Co-operative Education

- *Diploma in Hotel & Restaurant Management, Co-operative Education Designation*

### Office Management

- *Diploma in Office Management*
- *Diploma in Office Management, Co-operative Education Designation*

### Public Administration

- *Diploma in Public Administration*
- *Diploma in Public Administration, Co-operative Education 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 Programs

### 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, Co-operative Education Designation*

## Transfer Equivalents

### University Transfer Options

University Degree Laddering Programs

## Continuing Education

### Hospital Unit Clerk

- *Certificate in Hospital Unit Clerk*

### Leadership Development

- *Certificate in Leadership Development*

### Managing Conflict in the Workplace

- *Certificate in Managing Conflict in the Workplace*

### 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*

# Applied Degree Program

## Bachelor in Business Administration – Accounting Major

The four-year Bachelor Degree in Business Administration Accounting Major is designed as a “two plus two” program; successful completion of the first four terms will result in an accounting diploma credential, plus two years of study to obtain the Bachelor Degree.

Students will be able to choose full or part-time studies. Third and fourth-year studies include financial accounting, management accounting, income tax, auditing, accounting theory, managerial economics, international trade and finance, business ethics, advanced operations management and business strategy. Students will also complete a minimum of two practical work terms before graduation, which may be recognized as part of the professional bodies own practical work experience requirement.

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: Four years

Part-time: Varies

Location: Interurban Campus

Starting: Fall

Program Code(s): BBA

### Admission Requirement(s):

Admission to the BBA program is at the start of Year 3.

- Submit proof of a letter grade of “C+” or higher in Math 12, or a “C” in MATH 105 or MATH 115, or equivalent;
- Completion of 20 of the 40 courses required for the degree with a minimum GPA of “B-” (70% or 4.0 of 9.0 GPA) 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 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.*

### Pre-Admission Procedure

Students who enrol in the Business Administration Diploma program, and have completed the Math admission requirement and who have the goal of moving directly into the BBA program, should identify themselves to the Admissions Department. Once identified, these students will be eligible in the second year of the Business Administration Diploma program, to receive provisional admission into the BBA program, based on anticipated completion of the admission requirements for the BBA program prior to BBA studies commencing. Students who fail to complete admission requirements for the BBA program will have their admission revoked.

### Program Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and successfully complete all required program courses, elective and two work terms to qualify for a BBA (Accounting) degree credential.

### 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 or Academic Term 4	Academic Term 4 or Work Term 2
3	Academic Term 5	Work Term 3 or Academic Term 6	Academic Term 6 or Work Term 3
4	Academic Term 7	Academic Term 8	

### First Year

Same as Business Administration Accounting Option, Year 1.

### Second Year

Same as Business Administration Accounting Option, Year 2.

### Third Year

<b>Academic Term 5 (Fall)</b>		<b>Credits</b>
ACCT 320	Management Accounting 2	3.0
ACCT 370	Income Tax 1	3.0
ACCT 380	Auditing 1	3.0
MATH 109	Finite Mathematics	3.0
One (1) elective		3.0
<b>Total Credits</b>		<b>15.0</b>

### Work Term 3 (Winter, or Spring/Summer)

BUS 203	Co-operative Work Experience 3	6.0
<b>Total Credits</b>		<b>6.0</b>

### Academic Term 6 (Winter, or Spring/Summer)

<b>Academic Term 6 (Winter, or Spring/Summer)</b>		<b>Credits</b>
ACCT 371	Income Tax 2	3.0
ACCT 310	Financial Accounting 5	3.0
ENGL 250	Advanced Composition	3.0
MATH 108	Applied Calculus	3.0
One (1) elective*		3.0
<b>Total Credits</b>		<b>15.0</b>

### Fourth Year

<b>Academic Term 7 (Fall)</b>		<b>Credits</b>
ACCT 400	Accounting Theory	3.0
BUS 400	Advanced Operations Management	3.0
ECON 205	Managerial Economics	3.0
PHIL 333	Ethics in Business	3.0
One (1) elective*		3.0
<b>Total Credits</b>		<b>15.0</b>

### Academic Term 8 (Winter)

<b>Academic Term 8 (Winter)</b>		<b>Credits</b>
ACCT420	Management Accounting 3	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>

### \*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 courses and no more than one ABT course.

### Notes:

1. A minimum of 15 courses must be taken at Camosun College including BUS 480 and at least seven (7) mandatory accounting courses.
2. BUS 140 is a required diploma course and prerequisite to BUS 141.
3. Two (2) work terms are required to graduate.
4. Three (3) work terms are required for a Co-op designation. Co-op Term 3 is optional.



# 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.

Co-operative Education is an optional component of this diploma that allows learners the opportunity to integrate their studies with a paid period of relevant work experience.

Graduates not already employed and those participating in the Co-operative Education option should expect that most employment possibilities in this field would be found beyond the Greater Victoria region.

### Length:

Part-time: Determined by the student and the availability of courses.

Full-time: One to two years depending on the availability of courses.

**Location:** Interurban Campus

**Starting:** Varies

**Program Code(s):** HRMADV

### Admission Requirement(s):

- College Diploma, Associate Degree or University Degree;

AND

- BUS 130 or equivalent;

### 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;

AND

- BUS 130 or equivalent.

*\*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;
- a letter of intent describing career plans in Human Resource Management.

### Notes:

1. *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.*
2. *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 General Business option allows them 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.*

### Program Participation 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

### Program Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and successfully complete all program courses in order to qualify for this advanced Diploma in Human Resource Management.

### Non-Co-op

Course		Credits
BUS 110	Introduction to Business	3.0
OR		
BUS 150	Introduction to Management	3.0
OR		
PADM 112	Intro to Public Administration	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>31.0</b>

### Co-op

Course		Credits
All courses as above except BUS 216**		
30.0		
AND		
COOP 100	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience	6.0
<b>Total Credits</b>		<b>36.0</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 Co-operative Education 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 Management Intermediate Certificate, which supports management staff in the municipal sector. See Departmental Chair for information.

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 BC campus.

**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):** MANGO

**Admission Requirement(s):**

- College Diploma, Associate Degree, University or College Degree;

**AND**

- BUS 130 or equivalent;

**OR**

- At least five years related work experience\* in the public sector;

**AND**

- 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\*;

**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;
- 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.

**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 an Advanced Diploma in Managing for Government.

**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	Client Relations and Ethics	3.0

**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

**Co-op Stream (Optional)**

*All courses above except PADM 219*

<i>AND</i>		
COOP 100	Workplace Education Prep	0.0
BUS 101	Co-operative Education Work Experience	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.

**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 of Professional Golf Management 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;
- 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.*

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>

## Diploma Programs

### Business Administration

Business Administration is a two year diploma program designed to provide graduates with a solid business education.

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. In Academic Term 2, course selection will vary depending on the intended option the student wants to enter in second year. All Business Administration and Public Administration Diploma programs have the same Academic Term 1 core curriculum.

The six areas of specialization are:

- Accounting
- Finance
- General Business
- Management
- Marketing
- Tourism Management

This diploma program is eligible for bridging to Camosun College's Bachelor of Business Administration or Athabasca University's Bachelor of Management. Diplomas in Business Administration (all options including co-op), Golf Management, Hotel and Restaurant Management, and Public Administration bridge to: Thompson Rivers University - Open Learning's Bachelor of Business Administration (BBA); University of Lethbridge's Bachelor of Management; to the University of Northern British Columbia's Bachelor of Commerce; and Royal Roads University's B.Comm. in Entrepreneurial Management. 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.

### 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

Students have the option of participating in Co-operative Education. Co-operative Education combines classroom study with *paid* practical work experience. Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities. Co-op employers range from small local businesses to large international industries and various levels of government.

In order to be eligible for Co-op, students must achieve and maintain a grade point average of at least 3.0 ("C+"), complete COOP 100 *and a minimum of 10 of the 11 first year courses*, and no more than four second year courses before the first work term. Of these 11 courses, students must have a "C" or higher in a prerequisite course and no "F's" in the remaining courses.

To be eligible for the second work term, students must complete a minimum of four second year courses with a term GPA of at least 3.0 ("C+"). All first year courses must be completed.

Part-time students may be eligible for Co-op but must apply in their first year.

### Program Completion Requirement(s):

- In order to receive a Co-operative Education designation, two, four-month work terms must be completed satisfactorily, each with a minimum length of 12 weeks.

### Business Access Certificate Program

This program allows students who do not yet have the necessary Math and English program requirements for direct entry to Business Administration to upgrade and, by doing so, to be guaranteed a seat in the next intake of the Business Administration program.

### Career Entry

The intent of the Career Entry Option to the Business Administration Diploma program is to recognize the academic and learning-through-experience that mature students may have gained. Recognition is provided through granting transfer credit for equivalent courses and/or credit through PLA for courses required in the diploma program.

The Career Entry option is designed for students applying to the Business Administration Diploma program who have a minimum of five years of business or related experience. In the professional judgment of the Program Leader, based on an assess-

ment of work and educational experiences; and following an interview between the applicant and the Program Leader, course transfer credit and/or credit through PLA may be granted.

Students may start the program in September, January or May. Contact the School of Business at 250-370-4565 for more information.

Students in the Career Entry stream may be eligible for Co-operative Education, and should contact the Co-op department as soon as their learning has been assessed. In order to be eligible for Co-op, students must achieve and maintain a grade point average of at least 3.0 ("C+"), complete COOP 100 and have a minimum of eight (8) courses remaining in their program. Depending on the number of courses remaining, a second work term may be an option. In order to receive a Co-operative Education Designation, one four-month work term must be completed with a minimum of 12 weeks.

### 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:

- 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.)
- cover letter outlining career goals and planned area of study (e.g. option of the 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;
- 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 Business Administration Diploma program is designed for students with limited or no business experience.

### 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.

## Business Administration Diploma

### Length:

Direct Entry, full-time: two years

Career Entry, full-time: min. of one year

Part-time: varies

Location: Interurban Campus

Starting: Fall and Winter

### Program Code(s):

BUSADMIN1 First Year

BUSADMIN2 Second Year

### Specialization Code(s):

ACCT Accounting

FIN Finance

GENB General Business

MARK Marketing

MGMT Management

TMGT Tourism Management

### Admission Requirement(s):

Students must meet admission requirements as appropriate through the following entry options:

- Successful completion of the Business Access program;

### OR

- Submission of documentation as indicated for Career Entry admission requirements;

### OR

- Submission of documentation as indicated for Direct Entry admission requirements.

### Pre-Admission Procedure for BBA

Students who enrol in the Business Administration Diploma program, and have completed Math 12 with a "C+" grade and who have the goal of moving directly into the Bachelor of Business Administration - Accounting Major (BBA) program, should identify themselves to the Admissions Department. Once identified, these students will be eligible in the second year of the Business Administration Diploma program to receive provisional admission into the BBA program, based on anticipated completion of the admission requirements for the BBA program prior to BBA studies commencing. Students who fail to complete admission requirements for the BBA program will have their admission revoked.

### Schedule:

#### Non-Co-op

Year	Sept-Dec	Jan-Apr
1	Academic Term 1	Academic Term 2
2	Academic Term 3	Academic Term 4

#### Co-op

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

### First Year

*The first Academic Term of first year is common to all options. Second-year options are listed following.*

Academic Term 1 (Fall)		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
<b>Total Credits</b>		<b>18.0</b>

Academic Term 2 (Winter)		Credits
ACCT 140*	Managerial Accounting	3.0
BUS 130	Business Communications	3.0
BUS 141	Management Information Systems	3.0
COOP 100	Workplace Education Prep (Optional)	0.0
ECON 102**	The Canadian Economy	3.0
MARK 110	Introduction to Marketing	3.0
<b>Total Credits</b>		<b>15.0</b>

*\*Accounting Option students take ACCT 111 in place of ACCT 140 and ECON 103 in place of ECON 102. Finance Option students should take ACCT 111 in Term 2 and ACCT 140 in Term 3.*

*\*\*ECON 103 or ECON 104 may be substituted with permission of the Program Chair.*

## Second Year

### Progression to Second Year Options

Students are encouraged to attend information sessions about second year Business Administration Options 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 must successfully complete a minimum of eight of the 11 first year courses (and, if relevant, has completed the specific individual first-year course requirements for the Accounting Option) before being admitted to second year and the program option of their choice.

## 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) programs, and continue further to the CMA (Certified Management Accountants) or the CGA (Certified General Accountants) or the CA (Chartered Accountants) 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 Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and successfully complete all required courses and electives in order to qualify for a Business Administration – Accounting Option Diploma
- In order to receive a Co-operative Education designation, two, four-month work terms must be completed satisfactorily, each with a minimum length of 12 weeks.

For more information, call 250-370-4137 or email [acctask@camosun.bc.ca](mailto:acctask@camosun.bc.ca).

### Non-Co-op

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 Accounting 1	3.0
BUS 220	Organizational Behaviour	3.0
BUS 241	Business Systems Analysis	3.0
OR		
FIN 220	Introduction to Investments	3.0
One (1) elective*		3.0
<b>Total Credits</b>		<b>15.0</b>

#### \*Required electives:

The two elective courses may be first, second, third or fourth-year Arts or Science University Transfer courses, or second, third or fourth-year Business courses, and include no more than one ABT course.

### Co-op Accounting Option

Work Term 1 (Spring/Summer)		
BUS 101	Co-operative Work Experience 1	6.0
<b>Total Credits</b>		<b>6.0</b>

**Academic Term 3 (Fall)**  
*Same as Academic Term 3 in Non-Co-op stream of Accounting Option.*

Work Term 2 (Winter)		
BUS 201	Co-operative Work Experience 2	6.0
<b>Total Credits</b>		<b>6.0</b>

**Academic Term 4 (Spring/Summer)**  
*Same as Academic Term 4 in Non-Co-op stream of Accounting Option.*

### Finance Option

The 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 Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and successfully complete all program courses and electives in order to qualify for a Business Administration – Finance Option Diploma.
- In order to receive a Co-operative Education designation, two, four-month work terms must be completed satisfactorily, each with a minimum length of 12 weeks.

### Non-Co-op

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/Spring/Summer)		Credits
BUS 290	Business Strategy Seminar	3.0
FIN 210	Business Finance 2	3.0
FIN 221*	Portfolio Management and Risk	3.0
OR		
FIN 231	Advanced Financial Planning	3.0
MARK 260	Client Relations and Ethics	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 Finance Option

Work Term 1 (Spring/Summer)		
BUS 101	Co-operative Work Experience 1	6.0
<b>Total Credits</b>		<b>6.0</b>

**Academic Term 3 (Fall)**  
*Same as Academic Term 3 in Non-Co-op stream of Finance Option.*

Work Term 2 (Winter)		
BUS 201	Co-operative Work Experience 2	6.0
OR		
BUS 203	Co-operative Work Experience 3	6.0
<b>Total Credits</b>		<b>6.0</b>

**Academic Term 4 (Spring/Summer)**  
*Same as Academic Term 4 in Non-Co-op stream of Finance Option.*

### General Business Option

The General Business option offers students the opportunity to select a variety of business 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 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 Business Administration – General Business Option Diploma.
- In order to receive a Co-operative Education designation, two, four-month work terms must be completed satisfactorily, each with a minimum length of 12 weeks.

### Non-Co-op

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. Students may also take ACCT 111 and/or BUS 242 as electives. Students may receive credit for up to two of: ECON 102, ECON 103 and ECON 104, one as an elective and one as a required first year course. Two electives may be 200-level ABT courses.

## Co-op General Business Option

### Work Term 1 (Spring/Summer)

BUS 101 Co-operative Work Experience 1 6.0

**Total Credits 6.0**

### Academic Term 3 (Fall)

*Same as the Academic Term 3 in Non-Co-op stream of General Business Option.*

### Work Term 2 (Winter)

BUS 201 Co-operative Work Experience 2 6.0

*OR*  
BUS 203 Co-operative Work Experience 3 6.0

**Total Credits 6.0**

### Academic Term 4 (Spring/ Summer)

*Same as Academic Term 4 in Non-Co-op stream of General Business Option*

## Management Option

The 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 Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and successfully complete all 21 required program courses and elective to qualify for a Business Administration – Management Option Diploma.
- In order to receive a Co-operative Education designation, two, four-month work terms must be completed satisfactorily, each with a minimum length of 12 weeks.

## Non-Co-op

### Academic Term 3 (Fall) Credits

BUS 214 Performance Skills for Managers 3.0

BUS 230 Elementary Statistics 3.0

BUS 232 Operations Management 3.0

Two (2) electives\* 6.0

**Total Credits 15.0**

### Academic Term 4 (Winter) Credits

BUS 280 Entrepreneurship 3.0

BUS 290 Business Strategy Seminar 3.0

Three (3) electives\* 9.0

**Total Credits 15.0**

### \*Required electives:

#### One (1) of: Credits

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

BUS 220 Organizational Behaviour 3.0

**And one (1) of any:**

MARK 200-level course 3.0

**And one (1) of:**

BUS 260 International Business and Trade 3.0

ECON 103 Principles of Microeconomics 3.0

*OR*

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

*OR*

Any other School of Business Accounting elective

**And one (1) of:**

BUS 242 Foundations of eBusiness 3.0

MARK 240 Internet Marketing 3.0

**And one (1):**

200-level School of Business course 3.0

## Co-op Management Option

### Work Term 1 (Spring/Summer)

BUS 101 Co-operative Work Experience 1 6.0

**Total Credits 6.0**

### Academic Term 3 (Fall)

*Same as Academic Term 3 in Non-Co-op stream of Management Option.*

### Work Term 2 (Winter)

BUS 201 Co-operative Work Experience 2 6.0

**Total Credits 6.0**

### Academic Term 4 (Spring/Summer)

*Same as Academic Term 4 in Non-Co-op stream of Management Option.*

## Marketing Option

The Marketing option is designed to prepare students for involvement in the exciting and growing fields of retail, public relations, advertising, sales and general marketing management. The course of studies is intended to develop practical skills for immediate use in the marketing environment. Considerable attention is given to learning how to communicate effectively with management, customers and the general public.

The Marketing diploma can be completed over four academic terms as a full-time student. Nine of the eleven courses in first year are common across the entire Business Administration programs.

After successful completion of the two-year program, students can do a block transfer to several other post-secondary institutions to continue on and complete a degree.

Graduates can expect to find employment opportunities in many facets of business, but the emphasis will be on applying marketing skills in the business environment.

### 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 Business Administration – Marketing Option Diploma.
- In order to receive a Co-operative Education designation, two, four-month work terms must be completed satisfactorily, each with a minimum length of 12 weeks.

## Non-Co-op

### Academic Term 3 (Fall) Credits

BUS 230 Elementary Statistics 3.0

MARK 210 Marketing Research 3.0

MARK 220 Advertising and Media 3.0

MARK 235 Creative Selling 3.0

MARK 265 Consumer Behaviour 3.0

**Total Credits 15.0**

### Academic Term 4 (Winter) Credits

BUS 290 Business Strategy Seminar 3.0

MARK 225 Public Relations 3.0

MARK 240 Internet Marketing 3.0

Two (2) electives\* 6.0

**Total Credits 15.0**

### \*Required electives:

*Of the two electives, one (1) may be any 200-level School of Business course, and, one (1) must be selected from the following courses:*

BUS 260 International Business and Trade 3.0

BUS 280 Entrepreneurship 3.0

MARK 230 Retail Merchandising 3.0

MARK 260 Client Relations and Ethics 3.0

## Co-op Marketing Option

### Work Term 1 (Spring/Summer)

BUS 101 Co-operative Work Experience 1 6.0

**Total Credits 6.0**

### Academic Term 3 (Fall)

*Same as Academic Term 3 in Non-Co-op stream of Marketing Option.*

### Work Term 2 (Winter)

BUS 201 Co-operative Work Experience 2 6.0

*OR*  
BUS 203 Co-operative Work Experience 3 6.0

**Total Credits 6.0**

### Academic Term 4 (Spring/Summer)

*Same as Academic Term 4 in Non-Co-op stream of Marketing Option.*

## Tourism Management Option

The 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 Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and successfully complete all program courses to qualify for a Business Administration — Tourism Management Option Diploma.
- In order to receive a Co-operative Education designation, two, four-month work terms must be completed satisfactorily, each with a minimum length of 12 weeks.

### Non-Co-op

Academic Term 3 (Fall)		Credits
TMGT 210	Tourism Management Perspective	3.0
And three (3) of:		
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
Plus 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
<i>OR</i>		
BUS 290H	Restaurant Mgmt Simulation	3.0
And one (1) of:		
BUS 210	HR Management Foundations	3.0
BUS 214	Performance Skills for Managers	3.0
BUS 220	Organizational Behaviour	3.0
BUS 280	Entrepreneurship	3.0
Plus three (3) electives**		9.0
<b>Total Credits</b>		<b>15.0</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;
- two (2) other School of Business courses. TOUR courses (Continuing Education) may be transferred with 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

	Sept-Dec	Jan-Apr	May-Aug
Year 1	Academic Term 1	Academic Term 2	Work Term 1
Year 2	Academic Term 3*	Work Term 2	Academic Term 4

### Co-op Alternative

	Sept-Dec	Jan-Apr	May-Aug
Year 1	Academic Term 1	Academic Term 2	Work Term 1
Year 2	Work Term 2	Academic Term 4	
Year 3	Academic Term 3*		

\*Students taking the Co-op option will take Work Terms 1 and 2 in place of Academic Term 3, which will follow Academic Term 4.

### Co-op Tourism Management Option

Work Term 1 (Spring/Summer)		Credits
BUS 101	Co-operative Work Experience 1	6.0
<b>Total Credits</b>		<b>6.0</b>

### Academic Term 3 (Fall)

Same as Academic Term 3 in Non-Co-op stream of Tourism Management Option.

### Work Term 2 (Winter)

BUS 201	Co-operative Work Experience 2	6.0
<b>Total Credits</b>		<b>6.0</b>

### Academic Term 4 (Spring/Summer)

Same as Academic Term 4 in Non-Co-op stream of Tourism Management Option.

### Golf Management

The Golf Management Diploma 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 of the program, along 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 is an optional component of this program. In order to graduate with a Co-operative Education designation, two work terms must be completed successfully, (both approximately

five months in length). Co-operative Education work term opportunities will be in a broad variety of areas within the golf industry provincially, nationally and internationally. Co-op students should normally be prepared to relocate outside of Victoria.

**Length:** Three years

**Location:** Interurban Campus

**Starting:** Fall

**Program Code(s):**

GOLF1	Year 1
GOLF2	Year 2
GOLF3	Year 3

**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;

OR

- Business Access Certificate.

**Program Completion Requirement(s):**

- Student must complete 91 credits and 500 hours of field experience in order to obtain a Diploma in Golf Management. 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.

**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
COOP 100	Workplace Education Prep	0.0
BUS 140	Business Software Applications	3.0
BUS 150	Introduction to Management	3.0
ENGL 150	English Composition	3.0
GOLF 110	Golf Management Intro	3.0
<b>Total Credits</b>		<b>15.0</b>

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
<b>Total Credits</b>		<b>15.0</b>

### Work Term 1 (Spring/Summer)

GOLF 101	Co-operative Work Experience 1 (Co-op students only)	6.0
<b>Total Credits</b>		<b>6.0</b>

### Academic Term 3 (Fall)

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
<b>Total Credits</b>		<b>15.0</b>

### Academic Term 4 (Winter)

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
<b>Total Credits</b>		<b>15.0</b>

### Work Term 2 (Spring/Summer)

GOLF 201	Co-operative Work Experience 2 (Co-op students only)	6.0
<b>Total Credits</b>		<b>6.0</b>

### Academic Term 5 (Fall)

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
<b>Total Credits</b>		<b>15.0</b>

### Academic Term 6 (Winter)

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 courses may be selected if approved by the Chair. Individual course pre-requisites must be met.

## Hotel and Restaurant Management

This two-year, full-time Co-operative Education 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**. Two work terms must be completed successfully, in order to graduate.

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 the Camosun 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 the Camosun 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.

Co-operative Education work terms must be completed successfully, (the first is five months and the second is four months in length). 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.

**Length:** Two years

**Location:**

Lansdowne and/or Interurban Campuses

**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;

- 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.

**Program Completion Requirement(s):**

- In order to qualify for the Hotel and Restaurant Management diploma, students must achieve an overall GPA of at least 2.0 and complete all program courses. Two work terms must be completed successfully, in order to graduate.

### Schedule:

	Sept-Dec	Jan-Apr	May-Aug
<b>Year 1</b>	Academic Term 1	Academic Term 2	Work Term 1
	Oct-Dec	Dec-Mar	Apr-Jun
<b>Year 2</b>	Academic Term 3	Work Term 2	Academic Term 4

### Academic Term 1 (Fall)

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	3.0
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
<b>Total Credits</b>		<b>21.0</b>

### Academic Term 2 (Winter)

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	3.0
HMG 280	Restaurant Management 1	4.0
<b>Total Credits</b>		<b>16.0</b>

\*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
<b>Total Credits</b>		<b>8.0</b>

### Academic Term 3 (Oct — Dec)

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
<b>Total Credits</b>		<b>12.0</b>



## Work Term 2 (Dec – Mar)

HMG 201 Co-operative Work Experience 2 6.0

**Total Credits 6.0**

## Academic Term 4 (Apr –Jun) Credits

BUS 290H Restaurant Management Simulation 3.0

BUS 214 Performance Skills for Managers 3.0

ECON 102 The Canadian Economy 3.0

*OR*

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 Business Administration Diploma 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 is an optional component of this program. A 3.0 ("C+") Grade Point Average must be achieved and maintained to be eligible for Co-op. An academic semester must follow the Co-op work term. Students should see Co-operative Education to work out an individual Co-op program plan.

### Length:

Office Admin Certificate, plus  
Non-Co-op: Eight months  
Co-op: 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;
- ACCT 110.

## Program Completion Requirement(s):

- Student must achieve an overall cumulative GPA of at least 2.0 in order to qualify for the Diploma in Office Management.

## Required Courses:

See Office Administration Certificate.

Courses	Credits
ACCT 140 Managerial Accounting	3.0
COOP 100 Workplace Education Prep (Co-op students only)	0.0
BUS 120 Business Law	3.0
BUS 150 Introduction to Management	3.0
BUS 210 HR Management Foundations	3.0
BUS 214 Performance Skills for Managers	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 Option

*Commenced after Office Administration Certificate and between Term 1 and Term 2.*

BUS 101 Co-operative Education Work Experience 1 3.0

*OR*

BUS 201 Co-operative Education Work Experience 2 3.0

**Credits 3.0**

### 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.*
2. *If a Co-op work term has been completed in Office Administration, COOP 100 is not required.*
3. *Students are not required to have a Co-op designation in Office Administration in order to access the Co-op option in the Office Management diploma.*

## 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 non-profit, 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 is an optional component of this program. In order to be eligible for Co-op, students must achieve and maintain a grade point average of at least 3.0 ("C+"), complete COOP 100 and a minimum of 10 of the 11 first year courses and no more than four second year courses before the first work term. Of these 11 courses, students must have a "C" or higher in a prerequisite course and no "F's" in the remaining courses. To be eligible for the second work term, students must complete a minimum of four second year courses with a term GPA of at least 3.0 ("C+"). All first year courses must be completed.

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 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

**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.

**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;
- Assessment by the Public Administration Program Leader.

**Note:** Career Entry students will also be able to seek Prior Learning Assessment.

**Program Completion Requirement(s):**

- Students must achieve an overall cumulative GPA of at least 2.0 and complete all program courses in order to qualify for a Diploma in Public Administration.
- In order to receive a Co-operative Education designation, two four-month work terms must be completed satisfactorily, each with a minimum length of 12 weeks.

**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	Performance Skills for Managers	3.0
<b>OR</b>		
BUS 215	Agreement Seeking at Work	3.0
MARK 225	Public Relations	3.0
<b>OR</b>		
MARK 260	Stakeholder Relations and Ethics	3.0
BUS 220	Organizational Behaviour	3.0

**Co-operative Option**

COOP 100	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0
BUS 201	Co-operative Work Experience 2	6.0

**Certificate Programs**

**Business Access**

This program is designed for students interested in the Business Administration Diploma program 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 Business Administration Diploma program in the next semester. Students who complete this program will receive transfer credit for one course (BUS 140/ABT 172\*\*) towards a Business Administration Diploma.

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;
- Submit proof of a letter grade of "B" or higher in Math 10, or a "B-" in 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 Mathematics 1	4.0
LRNS 102	Learning and Problem Solving Skills	1.0
BUS 140	Business Software Applications	3.0
ENGL 140	Technical/Professional Writing	3.0
BUS 110	Introduction to Business	3.0
ELD 060**	ELD Support Course	0.0
<b>Total Credits</b>		<b>14.0</b>

*\*Students must pass all required courses, get at least a "C+" in MATH 072, and have a cumulative GPA of 2.0 to complete the program.*

*\*\*ELD 060 is required for students entering with ELD 072 and ELD 074/079. 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:

- Business Administration Diploma Program;
- 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*	Performance Skills for Managers	3.0
Plus four (4) courses from the following:		
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
<i>OR</i>		
ECON 103	Principles of Microeconomics	3.0
<i>OR</i>		
ECON 104	Principles of Macroeconomics	3.0
FIN 110	Business Finance 1	3.0
<i>OR</i>		
BUS 120	Business Law	3.0
MARK 110	Introduction to Marketing	3.0
<b>Total Credits</b>		<b>12.0</b>
<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 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):**

- In order to qualify for the certificate, students must achieve an overall cumulative GPA of at least 2.0 and complete all required program courses and electives.

**Courses delivered by Camosun College:**

Core Courses		Credits
BUS 110	Introduction to Business	3.0
<i>OR</i>		
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. This six-course, 18-credit program ladders into the Intermediate Certificate Program in Local Government Administration, developed by the Local Government Management Association of BC and administered by the Provincial Board of Examiners, through the Ministry of Community, Aboriginal and Women's Services. Students interested in this opportunity should discuss their elective choices with the Program Leader.

Students who successfully complete this certificate and have local government work experience may apply to the Provincial Board of Examiners for an Intermediate Certificate in Local Government Administration. Students are encouraged to clarify their status in respect to eligibility at [civicinfo.bc.ca/board\\_guide/flowchart.pdf](http://civicinfo.bc.ca/board_guide/flowchart.pdf).

**Length:**

Part-time: Two years or less; determined by student and availability of courses

**Location:** Core courses by correspondence

**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;
- 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 Business Administration Diploma program.*

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 CMAs (Certified Management Accountants), the CGAs (Certified General Accountants) and the CAs (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;
- Submit proof of a letter grade of "C" or higher in Mathematics 11 or a "C+" or higher in MATH 072 or assessment.

**Program Completion Requirement(s):**

To qualify for a Professional Accounting Certificate, 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 Accounting 1	3.0
ACCT 320 Management Accounting 2	3.0
ACCT 370 Income Tax 1	3.0
ACCT 380 Auditing 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 371 Income Tax 2	3.0
ACCT 400 Accounting Theory	3.0
ACCT 420 Management Accounting 3	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

**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 Business Administration diploma program.

**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;
- 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 from 7:30 am until 10:30 pm.

**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.

## Legal Office Assistant

The Legal Office Assistant Certificate program is a one-year full-time program that prepares students for entry-level support positions. Legal office assistants 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.

Students in this program attend classes during the day and evening. They complete course study in substantive law, procedural law and legal and administrative skills. Courses offered are preset and require students to attend classes for three semesters, starting with the fall semester.

Successful graduates of this program who acquire work experience in a legal setting and have appropriate aptitudes and interests may also pursue advanced training as legal assistants.

**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 ABT 184 or assessment, (or a "C+" or higher in MATH 072);
- 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 from 7:30 am to 10:30 pm.*

**Program Completion Requirement(s):**

- Students must successfully complete at least 50 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.

**Academic Term 1 (Fall) Credits**

ABT 115*	Legal Office Keyboarding	*
ABT 140	Foundations of Law	3.0
ABT 142	Legal Office Accounting	3.0
ABT 160	Word Processing 1	3.0
ABT 170	Information Technology	3.0
ENGL 150	English Composition	3.0
<b>Total Credits</b>		<b>15.0</b>

**Academic Term 2 (Winter) Credits**

ABT 115*	Legal Office Keyboarding	*
ABT 146	Integrated Procedures Legal	3.0
ABT 150	Fundamental Civil Litigation	3.0
ABT 152	Family Law, Wills & Estates	3.0
ABT 154	Corporate Law, Criminal Law	3.0
ABT 167	Records Management	3.0
<b>Total Credits</b>		<b>15.0</b>

**Academic Term 3 (Spring/Summer) Credits**

ABT 115*	Legal Office Keyboarding	*
ABT 144	Word Processing 2-Legal	3.0
ABT 156	Real Estate Law & Conveyancing	3.0
ABT 178	Excel & Access Intermediate	3.0
One (1) elective**		3.0
ABT 149	Practicum (Legal Office)	3.0
<b>OR</b>		
One (1) elective**		3.0
<b>Total Credits</b>		<b>15.0 to 17.0</b>

*\*Taken during each academic term until mastery of 60 wpm is achieved. 2.0 credits granted upon completion.*

*\*\*Required electives:*

Students will select two three-credit courses or equivalents that support their particular career goals related to law and/or legal support services and obtain approval from the Department Chair or designate. **Note: Not all electives will be offered in each academic term; consult with program leader or department chair and refer to timetables.**

## 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;
- 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 from 7:30 am to 10:30 pm.

### Program Completion Requirement(s):

- Student 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 Medical Office Assistant Certificate.

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
<b>Total Credits</b>	<b>14.0</b>

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
<b>Total Credits</b>	<b>12.0 to 14.0</b>

Practicum (Spring) 3 weeks, optional	Credits
ABT 139 Practicum (Medical Office)	3.0
<b>Total Credits</b>	<b>3.0</b>

\*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 additional credentials within the office administration field.

Co-operative Education is an optional component of this program for students

who are intending to advance to the Office Management Diploma. Specific selection criteria will be provided during a Co-op orientation. A 3.0 ("C+") Grade Point Average must be achieved and maintained to be eligible for Co-op.

Co-op orientation in Academic Term 1 is mandatory for students interested in applying for this Co-operative Education option. Students will complete one four-month work term with a minimum length of twelve weeks.

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:

Non-Co-op: Eight months

Co-op: 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;
- 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.

### Program Completion Requirement(s):

- Students must successfully complete all program courses and obtain a keyboarding speed of 45 wpm with 5 or fewer errors to qualify for a Certificate in Office Administration.

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	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.

Work Term 1 (Spring & Summer)	Credits
ABT 101 Co-operative Experience 1 (Optional)	6.0
<b>Total Credits</b>	<b>6.0</b>

### Notes:

1. Some of the courses may be offered in the evenings during some of the semesters.
2. Students wishing to move on to the Office Management Diploma are required to submit proof of a letter grade of "C" or higher in Math 11 plus are required to take ACCT 110 (which can be taken in place of ABT 184).

## Office Administration Certificate with Co-operative Education Designation

To receive a Co-operative Education designation, one four-month work term (ABT 101\*) must be completed satisfactorily (from May to August) with a minimum length of 12 weeks or 360 hours.

## 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;
- meet college admission requirements and individual course prerequisites (as outlined in the course descriptions found later in this calendar).

## Canadian Institute of Traffic and Transportation

C.I.T.T.	Camosun Equivalent
Commercial Law	BUS 120
Economics	ECON 103 & ECON 104
English Composition	ENGL 150 & ENGL 160
Marketing	MARK 110 and one(1) of: MARK 210 MARK 235 or MARK 265
Mathematics	BUS 231

## 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 Accounting 1	ACCT 220 & ACCT 320
MA2 Management 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 370 & ACCT 371

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 or email us at [acctask@camosun.bc.ca](mailto:acctask@camosun.bc.ca).

## 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&2 Management Accounting 1 & 2	ACCT 220 & ACCT 320 BUS 130
TX1 Taxation	ACCT 370 & ACCT 371
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 or email us at [acctask@camosun.bc.ca](mailto:acctask@camosun.bc.ca). Camosun also offers the CMA Fast Track program. Call 250-370-4122 for details.

## 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 370 & ACCT 371
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
Mathematics	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 or email us at [acctask@camosun.ca](mailto:acctask@camosun.ca).

## 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
<b>Management Studies Program (MSP)</b>	<b>Camosun Equivalent</b>
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 ECON104

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

I.C.B	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	BUS 110
Management Option	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 Equivalent	Camosun Equivalent
Principles of Buying	See Continuing Education

Principles of Quality	"
Principles of Inventory and Operations Control	"
Principles of Transportation	"
Management Studies Area	School of Business Equivalent
Business Finance	FIN 210
Financial Accounting	ACCT 110 & ACCT 111
Human Relations	BUS 220
Introduction to Management	BUS 110*
Macroeconomics	ECON 104
Managerial Accounting	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 CAFPP 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	Camosun Equivalent
Licensing Part 1 + exam	FIN 220
Licensing Part 2 + exam	FIN 221

## University Transfer Business

### Thompson Rivers University - Open Learning (openlearning.tru.ca)

#### Business Administration Diploma Program

Students interested in completing Camosun College's Business Administration diploma program 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 Business Administration Diploma 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 Bachelor of Tourism Management degree.



## 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 Program

- 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 Degree Program

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.

For more information, visit [uleth.ca/man](http://uleth.ca/man).

### University of Northern British Columbia

#### Bachelor of Commerce Degree

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;
- 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

This program's modular format is designed for the adult part-time learner. The program will appeal to those aspiring to a leadership role as well as those who are seasoned leaders or managers looking to formalize their learning in this area or simply seeking individual learning opportunities. Designed to develop practical skills, this 125 hour part-time program consists of fundamental, core courses enhanced by a wide range of electives. A different assortment of the program modules will be offered three times per year – fall, winter and spring.

**Length:** 125 hours

Learners must complete the core and elective program 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.

## Managing Conflict in the Workplace

With the demands of downsizing and change that are happening in the workplace today, learning new ways to manage the dynamics of conflict can greatly improve opportunities for career advancement. There is an increased demand for managers and supervisors, as well as union representatives and co-workers to understand and address conflicts that can seriously affect the work environment. Increased skills to assist oneself and others to resolve conflict issues constructively will greatly improve changes for job advancement as an employee, supervisor or manager. The primary goal of the program is to enhance skills applicable within participants current work situations and roles, however, job advancement may be a secondary benefit for some participants. Although the program focuses on workplace applications, these skills are also valuable and transferable to relationships and situations outside the work setting.

Completion of the program certificate requires completion of four (4) core courses (totaling 49 hours) plus a total of 21 hours of selected elective courses (combined total of 70 hours), plus an individual assessment of skills.

**Length:** 70 hours

**Location:** Interurban Campus

**Starting:** Fall, Winter, Spring

**Program Code(s):** MCIW

**Admission Requirement(s):**

- There are no admission requirements for this part-time program. MCIW 500V Essential Communications Skills in Conflict is the prerequisite to all other courses. See individual course descriptions in the Continuing Education calendar.

## 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) programming language and Sequel Query Language (SQL).

There are nine courses, plus a completion project. (A full-time Fast Track option is offered occasionally. An application process and documented prerequisites are required. See BSCM 587V on the Continuing Education website at [camosun.ca/ce](http://camosun.ca/ce).) 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.

*Note: Although it is possible to complete all courses in as little as one semester, it is recommended that learners apply their learning to actual database applications in the workplace, and stretch the program out over one semester.*

## MS-Office Program

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):** MSFAST

**Admission Requirement(s):**

- There are no admission requirements for the part-time program. All courses have prerequisites. Refer to the individual course descriptions in the Continuing Education calendar.

## Tourism

The Certificate in Tourism program explores career options and prepares individuals for entry-level positions in the eight 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:** Eight 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.

## 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.

## Web Design

The 324-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 Software Human Resource 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:** 324 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 Macromedia Studio software suite and Adobe Photoshop is required.

**Program Completion Requirement(s):**

- Students must successfully complete BSCM 671V, 672V, 673V and 599V 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, 599V) 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  
Levie, Paul, BA, CA  
Lindsay, Don, CMA, CHE  
Norrie, Keri, BA, CA  
Rasnick, Deborah, CGA  
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, Dip. Bus., BBA  
Lewis, Elaine, BA, MA, IDP  
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  
Tucker, Lynn, BA, Dip. Ed.  
Webster, LeaAnne, BEd.

## Continuing Education Program Coordinators

Phone: 250-370-4565

Tourism and Travel Counselling  
Carr, Paula, BA, MEd, CTC, MCC

Computer Training  
Graham, Elaine CPP, MA

## Business

Giffon, Karen, CPP, Cert. Bus, Cert. Con.  
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## Leadership

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Lee, Alec, B.Comm, MBA, MPA  
Mack, Catherine, Dip. Tech, MBA  
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Aitchison, Lee, Dip., TQ Cook  
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# School of Health and Human Services

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## Administration

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## 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 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, performance and time limits for completion. 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.ca/policies/E-1.1.pdf](http://camosun.ca/policies/E-1.1.pdf).

## 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.

# H&HS Programs and Credentials

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## Post-Degree Certificate

### Interprofessional Mental Health and Addictions

- *Post-Degree Certificate in Interprofessional Mental Health and Addictions*

## Career and Vocational Programs

### Certified Dental Assistant

- *Certificate in Certified Dental Assistant*

### Community, Family and Child Studies

- *Diploma in Community, Family and Child Studies*

### Community Mental Health Worker

- *Certificate in Community Mental Health Worker*

### Community Support Worker

- *Certificate in Community Support Worker*

### Dental Hygiene

- *Diploma in Dental Hygiene*

### Early Childhood Care and Education

- *Certificate in 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*

### 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*

### Nursing

- *Baccalaureate Degree in Nursing offered in partnership with UVic*

### Nursing Access for Practical Nurses

### 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*

### Medical Laboratory Assistant

- *Certificate in Medical Laboratory Assistant*

### Pharmacy Technician

- *Certificate in Pharmacy Technician*

## Post-Degree Certificate

### Interprofessional Mental Health and Addictions

*This program is currently under development. Refer to [camosun.ca](http://camosun.ca) for current information.*

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 an interprofessional team. As the focus of this program is on concurrent disorders, graduates may not be fully qualified for employment in addictions treatment centres.

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 part-time face-to-face components plus web-based distributed components. The program includes 12 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;
- Submit proof of a letter grade of "C" or higher in a 100-level English course.

*\*Some work experience involving mental health and addictions would be an asset but is not required for program admission.*

#### 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 Certificate 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.*

Academic Term 1 (Winter)		Credits
IMHA 510	Cultural and Care Contexts	1.0
IMHA 511	Therapeutic Relationships	2.0
IMHA 512	Assessment and Planning	3.0
IMHA 513	Interventions	3.0
IMHA 514	Interprofessional Issues	2.0
<b>Total Credits</b>		<b>11.0</b>

Spring Term (Spring)		Credits
IMHA 515	Practice	13.0
<b>Total Credits</b>		<b>13.0</b>

## Career and Vocational Programs

### Certified Dental Assistant

The Certified Dental Assistant program is designed to provide the learner with opportunities to develop knowledge, skills and values necessary for entry level practice as a Certified Dental Assistant in general dental practice. The CDA program provides educational experiences that promote: the development of self-awareness; confidence; professional integrity and values; and strategies for career development and effectively dealing with change.

The curriculum is designed to help the learner further develop critical thinking and problem solving skills with a focus on application to technology and professional, reflective, collaborative and empowered Certified Dental Assistant practice.

The graduate of the CDA program is prepared to function interdependently as an entry-level dental team member who provides care, support and services for individuals seeking dental health care. The dental team may include the client, dentist, certified dental assistant, dental hygienist, dental receptionist and other allied health personnel. The CDA graduate practices with supervision and/or direction of a dentist.

Upon successful completion of this Commission on Dental Accreditation of Canada fully accredited program, the graduate must write and pass the National Dental Assistant Examination to be eligible for licensure with the College of Dental Surgeons of British Columbia.

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;
- 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 an orientation or risk losing their seat in the program;
- 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 enrolled in the Certified Dental Assistant program must complete all CDA courses with at least 70% ("B-") in order to continue in the program.

### 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 Program 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	4.0
CDA 151	Professional Issues 2	2.0
<b>Total Credits</b>		<b>13.0</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 cooperative 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 practice 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 evening courses, distributed learning and summer institutes, based on resource availability.

Opportunities for prior flexible learning assessment of knowledge, values and skills gained through life and work experiences may be offered to learners who wish to acquire credit in selected courses in the CFCS program, resources permitting.

The CFCS Diploma offers graduates diploma-level recognition, and transfer credit towards university degree programs (e.g. School of Child and Youth Care, School of Social Work) including direct transfer into third year Child and Youth Care at the University of Victoria, University College of the Fraser Valley, or Malaspina University-College. Check the advising centre at the university of your choice for details. Certificate graduates from Human Services programs (e.g. CSW, ECCE and FNSW) can apply for transfer credit into year two of the diploma (see Program Leader).

### 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):

- While in the program students are required to obtain their Standard First Aid Certificate including CPR Level C prior to starting year two 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.



**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 including: ENGL 150, ENGL 160 or ENGL 164, PSYC 154, PSYC 256, HLTH 110 and two electives for a total of 60 credits with a GPA of at least 3.0 in order to graduate with this diploma.

Academic Term 1 (Fall)		Credits
CFCS 110	Foundations for Practice	3.0
CFCS 140	Intro to Community Resources and Supports	3.0
CFCS 160	Family and Community 1	3.0
ENGL 150	English Composition	3.0
HLTH 110	Health in Today's World	3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 2 (Winter)		Credits
CFCS 111	Professional Practice 1	2.0
CFCS 120	Lifespan Development 1	2.0
CFCS 121	Lifespan Development 2	2.0
CFCS 141	Service Learning	3.0
PSYC 154	Interpersonal Relations	3.0
ENGL 160	Introduction to Literature	3.0
<i>OR</i>		
ENGL 164	First Nations Literature	3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 3 (Fall)		Credits
CFCS 210	Diversity Across the Lifespan	3.0
CFCS 211	Professional Practice 2	2.0
CFCS 240	Practicum 1	4.0
CFCS 260	Family and Community 2	3.0
PSYC 256	Introduction to Counselling	3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 4 (Winter)		Credits
CFCS 220	Personal Leadership	3.0
CFCS 241	Practicum 2	6.0
Two (2) electives*		5.0
<b>Total Credits</b>		<b>15.0</b>

**Required electives:**

*\*Recommended courses for students interested in transferring to a CYC degree: CYC 201 (available through University of Victoria distance education, 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, or Thompson Rivers University - Open Learning SSWP 200 and SSWP 212, or University of Victoria Open University SOCW 200A and SOCW 200B.*

*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.

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;
- Must show documented, current completion of Standard First Aid including CPR Level C to the department prior to the start of practicum;
- Current Foodsafe Certificate completed within the last five years;
- 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:**

1. 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. Inability to be placed in a practicum will result in failure from a program.
2. 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 Community Mental Health Worker Certificate.

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
<b>Total Credits</b>		<b>18.0</b>

Practicum (6 weeks)		Credits
CMHW 140	Practicum	5.0
<b>Total Credits</b>		<b>5.0</b>

## Community Support Worker

The Community Support Worker program provides students with the knowledge, skills and values necessary to support people with developmental disabilities in the community.

Students will acquire knowledge of inclusive community living, creative adaptation, communication, personal support, advocacy and teaching strategies. The integration of classroom theory with practice occurs during practicum experiences in the Winter and Spring semesters.

Upon completion of the program, graduates qualify for a Community Support Worker Certificate. Opportunities for employment exist in schools (as special education assistants), in home, leisure, recreation and work environments.

Completion of this certificate provides transfer credit towards Year 2 of the Community, Family and Child Studies Diploma. Completion of the certificate also provides transfer credit to some degree programs (e.g. School of Child and Youth Care and Social Work), at other BC institutions such as the University of Victoria and Malaspina University College. Consult the advising centre of the university of your choice or check with an Academic Advisor for details.

**Length:** 10 months full-time  
Part-time study options are available

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code(s):** CSW

**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 life, volunteer or work experience within the last five years in a group setting with persons with developmental disabilities.

*\*Applicants with life experience with a person with a developmental disability may consult with the Chair or Program Leader.*

**Program Participation Requirement(s):**

On the **first day** of class students must be prepared to submit:

- A current criminal record check. 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.
- Documented, current completion of Standard First Aid (including CPR Level C) to the department.
- Upon entry in the program, students are strongly advised to have basic computer literacy including experience with keyboarding and email skills.

**Program Completion Requirement(s):**

- Students must complete all program courses with a letter grade of "C" or higher in order to qualify for this certificate.

**Notes:**

1. *A TB test, Hepatitis B and flu vaccination are highly recommended and are available at your local health clinic or through your physician.*
2. *Attendance at a program information session is highly recommended prior to application to this program.*

3. *Environments where CSW students gain practicum experience and are employed demand a high degree of fitness, health and wellness on the part of the student. Students who experience or demonstrate health and wellness difficulties may find it difficult to obtain practicum placements or employment. Concerned students are advised to consult with the Program Chair.*

Academic Term 1 (Fall)		Credits
CSW 110	Theory 1	3.0
CSW 120	Health and Wellness 1	3.0
CSW 140	Foundations of Community Living	3.0
ENGL 150	English Composition*	3.0
HHS 100	Framework for Practice	1.5
HHS 102	Professional Issues 1	1.0
PSYC 154	Interpersonal Relations*	3.0
<b>Total Credits</b>		<b>17.5</b>

Academic Term 2 (Winter)		Credits
CSW 111	Theory 2	3.0
CSW 121	Health and Wellness 2	3.0
CSW 141	Practice 2	6.0
HHS 103	Professional Issues 2	1.0
<b>Total Credits</b>		<b>13.0</b>

Practicum (6 weeks)		Credits
CSW 142	Practice 3	6.0
<b>Total Credits</b>		<b>6.0</b>

*\*Students are strongly encouraged to complete PSYC 154 and ENGL 150 prior to starting the program.*

## 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 4<sup>th</sup> (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);
  - One (1) elective (one semester).

*\*Camosun's Biology 150 & 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.
- 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 enrolled in the Dental Hygiene program must complete all DHYG courses with at least 70% ("B-") in order to continue in the program.

## Notes:

1. *BIOL 160 Microbiology for Dental Hygiene and BIOL 260 General Pathophysiology may be taken prior to beginning the program if seats are available.*
2. *A TB test, Hepatitis and flu vaccination are highly recommended and are available at your local health clinic or through your physician.*
3. *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 Program Chair prior to accepting a seat in the program.*
4. *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.*

## Year 1

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
<b>Total Credits</b>		<b>16.0</b>

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
<b>Total Credits</b>		<b>17.5</b>

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
<b>Total Credits</b>		<b>8.5</b>

## Year 2

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
<b>Total Credits</b>		<b>17.0</b>

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
<b>Total Credits</b>		<b>16.5</b>

Practicum (Spring)		Credits
DHYG 262	Clinical Theory & Practice 6	4.0
<b>Total Credits</b>		<b>4.0</b>

## 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 pre-schools 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.

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 at Toll-free 1-888-338-6622 (in Victoria 356-6501) or check the government website at [mcf.gov.bc.ca/childcare/educators](http://mcf.gov.bc.ca/childcare/educators).

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: 20 months

Location: Lansdowne Campus

Starting: Fall

Program Code(s): ECCE

Admission Requirement(s):

Certificate

- Submit proof of a letter grade of "C+" or higher in English 12 or TPC 12 or assessment;
- Submit proof of completion of 40 hours experience as an employee or volunteer in a *licensed* pre-school or group day care centre, *licensed* home-based family day care or child minding program within the past five years.

Diploma

- Submit proof of an ECCE Certificate from a recognized post secondary institution.

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.
- Submit a **criminal record check** and a **physician's letter** 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):

- As "C+" in each course is required in order to proceed through the program and to graduate with a Certificate or Diploma in Early Childhood Care and Education, with either an Infant/Toddler or Special Needs Specialty.

Notes:

1. *Students who need courses for licensing only, must contact the ECCE program leader to discuss their educational needs.*
2. *Students are strongly encouraged to complete PSYC 154 prior to starting in the program.*

3. Courses that complement the program, but are not needed for the certificate, are: ENGL 150, ENGL 160, ENGL 164, and PSYC 150.

## Certificate

### 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 Relations	3.0

**Total Credits** 19.0

### 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

**Total Credits** 17.0

### Work Term 1 (Spring) (7-weeks)

### Credits

ECCE 142	Practicum 3	5.0
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**Total Credits** 5.0

## 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 211	Professional Issues	2.0
ECCE 220	Health, Safety, and Nutrition 2	3.0
ENGL 150	English Composition	3.0
PSYC 255	Advanced Communication	3.0
OR		
PSYC 256	Introduction to Counselling	3.0

**Total Credits** 11.0

### Academic Term 4 (Winter)

### Credits

CFCS 220	Personal Leadership	3.0
CFCS 260	Family and Community	3.0
ECCE 240*	Supported Child Development	3.0
OR		
ECCE 250*	Infant and Toddler Development	3.0
ENGL 160	English Literature	3.0
OR		
ENGL 164	First Nations Literature	3.0

**Total Credits** 12.0

\*Offered in alternating years, defining specialties in either Special Needs or Infant/Toddler.

### Work Term 2 (Spring) (7-weeks)

### Credits

ECCE 260	Practicum	6.0
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**Total Credits** 6.0

## 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 Year 2 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. School of 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):

- In order to qualify for this certificate students must have a "C" grade minimum in all program courses.

### 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 Relations	3.0

**Total Credits** 14.5

### 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

**Total Credits** 19.0

Practicum (Spring) (6 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 or home support/community agency. 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. If necessary, classes and/or clinical placements 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 C will be provided within the program. Students will be responsible for the cost of this certification;
- Students are required to submit on the first day of classes a current Criminal Record check. 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):**

- In order to graduate from this program, students must achieve a minimum of 70% ("B-") in all HSRC courses, and successfully complete the clinical placement, plus successful completion of ENGL 059, FNS 114, FNS 116 and LRNS 103.

**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 Program 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. If necessary, classes and/or clinical placements may include weekends. Students in the part-time option will have classes run one evening and one full weekend day per week. Full-time students will attend classes Monday to Friday and 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 (February)

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;
- 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):**

- In order to graduate from this program, students must achieve a minimum of 70% ("B-") in all academic courses and successfully complete the clinical placements.

**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 Program 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 C 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 is under review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

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 C 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 interview administered by the Assessment Centre (phone 250-370-3597 for schedule information);
- Attend an interview with the HS/RCA 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.
- 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):**

- In order to graduate from this program, students must achieve a minimum of 70% ("B-") in all academic courses and successfully complete the clinical placements.

## Notes:

- 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 Program Chair.*
- Upon entry in the program, students are advised to have basic computer literacy including experience with keyboarding and basic Internet search and email skills.*
- 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>

## Nursing

The purpose of this program is to educate nurses to work with individuals, families, groups or communities from a health promotion perspective. The program will assist students to develop sensitivity to people's experiences with health and healing. By being aware of the nurse's professional role, students will learn to work as partners with clients and with other health care providers.

The Camosun College 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 five other BC colleges and university colleges as well as Aurora College (Yellowknife).

Students entering the program at Camosun College continue directly, (after two years, four months), to the University of Victoria for completion of a Baccalaureate Degree in Nursing.

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 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/or 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.

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). 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.

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.

Opportunities for prior learning assessment of knowledge, skills and attitudes gained through education, life and work experiences may be offered to learners who wish to acquire credit in selected Year 1 courses in the Nursing program, resources permitting.

**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):**

NURSE1 — First Year  
NURSE2 — Second Year  
NURSE3 — 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.

## 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 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.

## Program Completion Requirement(s):

- Students must complete each course in the program with a "C" grade minimum, and maintain a cumulative GPA of "C+" to progress from academic term to term, and to transfer to the University of Victoria. UVIC includes repeated and failed courses in the GPA calculation for all required Collaborative Nursing Program 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 BIOL 152, BIOL 153 (if available) and ENGL 150 as well as the two required program electives. In the planning for elective selection at Camosun College, Academic Advisors can assist with the course selection process. (PSYC 154, BIOL 150, BIOL 151 and HLTH 110 are not accepted as electives.)*
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.*

**Year 1**

Academic Term1 (Fall)	Credits
BIOL 152 Anatomy & Physiology 1	4.0
ENGL 150 English Composition	3.0
NURS 110 Professional Growth 1	3.0
NURS 120A Practice 1	3.0
NURS 140 Health 1: Health Styles	4.0
NURS 160 Self and Others 1	3.0
<b>Total Credits</b>	<b>20.0</b>

Academic Term 2(Winter)	Credits
BIOL 153 Anatomy & Physiology 2	4.0
NURS 120B Practice 2	7.0
NURS 141 Health 2: Facilitating Health in Families	3.0
NURS 161 Self and Others 2	3.0
One (1) elective*	3.0
<b>Total Credits</b>	<b>20.0</b>

Practicum (Spring) (6 weeks)	Credits
NURS 121 Consolidated Practice Experience 1	5.0
<b>Total Credits</b>	<b>5.0</b>

**Year 2**

Academic Term 3 (Fall)	Credits
BIOL 252 Pathophysiology for Nursing 1	3.0
NURS 210A Professional Growth 2A	1.5
NURS 220 Practice 3	9.0
NURS 230 Healing 1	6.0
<b>Total Credits</b>	<b>19.5</b>

Academic Term 4 (Winter)	Credits
BIOL 253 Pathophysiology for Nursing 2	3.0
NURS 210B Professional Growth 2B	1.5
NURS 221 Practice 4	9.0
NURS 231 Healing 2	6.0
<b>Total Credits</b>	<b>19.5</b>

Practicum (Spring) (6 weeks)	Credits
NURS 270 Consolidated Practice Experience 2	5.0
<b>Total Credits</b>	<b>5.0</b>

**Year 3**

Academic Term 5 (Fall)	Credits
One (1) elective*	3.0
NURS 320 Practice 5	9.0
NURS 330 Healing 3: Health Science	3.0
NURS 340 Health 3: Teaching/Prevention	3.0
PHIL 250 Biomedical Ethics	3.0
<b>Total Credits</b>	<b>21.0</b>

**Year 3 and 4 at UVic\*\***

6th, 7th and 8th Semester: See UVic calendar for program outline and course descriptions.

*"It is important to note that two 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. (PSYC 154, BIOL 150, BIOL 151 and HLTH 110 are not accepted as electives.) However, students planning to take 3rd and 4th year electives at UVic should consider any prerequisites to UVic courses (see UVic calendar re specific courses) in the planning for elective selection at Camosun College. Academic Advisors can assist with the course selection process.*

*\*\*One additional elective may be completed prior to entry to Year 3 at UVic.*

**Nursing Access for Practical Nurses**

This program offers currently BC Licensed Practical Nurses the opportunity to access the second year of the Camosun College Collaborative Nursing Program which in partnership with the University of Victoria, offers completion of a Baccalaureate Degree 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 Nursing Program for entry into Academic Term 3.

The nursing courses are offered over eight weeks and are a combination of self-study, a Distributed Education component, and weekly seminars (approximately 48 hours on campus).

**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 Chemistry 11;
- Submit proof of a letter grade of "C+" or higher in Biology 12 or BIOL 080 or BIOL 100;

**AND**

- Current BC licensure as a Practical Nurse and documentation of physical assessment and pharmacology courses;
- 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 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 Nursing program. CPR Level C must be maintained throughout the Nursing program.
- 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 maintain a cumulative GPA of “C+” to progress from academic term to academic term and successfully complete all clinical placements and preceptorship to transfer to the University of Victoria.

### Notes:

1. Upon entry to Academic Term 3 of the 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.

### Year 1

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/Summer)	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). Students are not restricted to these three possible electives: SOC 100, PSYC 110 and PSYC 150. In the planning for elective selection at Camosun College, Academic Advisors can assist with the course selection process.

**Note:** PSYC 154 and HLTH 110 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. If necessary, classes and/or clinical placements 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.

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;
- 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 Program Chair.
- 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>

Academic Term 2 (Winter)		Credits
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>

Academic Term 3 (Spring/Summer)		Credits
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>

Preceptorship (Summer/Fall)		Credits
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 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. Clinical placements and the preceptorship are arranged at local agencies and may involve evenings and weekends.

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 Camosun College RCA certificate or equivalent\*;
- Submit proof (such as an employer letter of reference) of 850 hours of satisfactory RCA work experience within the last five years.

*\*RCA certificates are accepted from all British Columbia public colleges and some private colleges. Note that LTCA or CCA 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 Program 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.
- 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
<b>Total Credits</b>		<b>33.0</b>

Academic Term 2 (Fall)		Credits
PNUR 113	Professional Issues	1.0
PNUR 163	Clinical Placement 3	6.0
PNUR 164	Preceptorship	6.0
<b>Total Credits</b>		<b>13.0</b>

## Continuing Education Programs

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 Lynn McCay at 250-370-4785 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

*This program is under review. Please refer to [camosun.ca](http://camosun.ca) for current information.*

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): TBA

**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;
- 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 II*, students must submit:

- Standard First Aid Certificate (including CPR Level C);
- 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.

## 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 every second Saturday from September to May each year. Students will have the opportunity to practice acquired skills in an arranged full-time, day-time, practicum within both a private laboratory and hospital laboratory setting. Hepatitis immunization is highly recommended.

**Length:** 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. 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 this certificate.

**Note:**

*Hepatitis B and the flu vaccine are highly recommended and are available at local health clinics or through a physician.*

## Pharmacy Technician

A Pharmacy Technician assists and supports the Pharmacist in providing health care and medications to patients in a variety of workplaces, including:

- hospital pharmacies;
- community pharmacies;
- home health care pharmacies;
- nursing home pharmacies;
- food processing companies;
- other more non-traditional settings.

The Pharmacy Technician program is offered annually on a part-time basis from January to November. Classes take place two evenings per week (6:30 pm — 9:30 pm) and Saturdays (9 am — 3 pm). The practicum includes two weeks full-time in a community pharmacy plus one three hour integration seminar and three weeks full-time in a hospital pharmacy. Practicum sites are arranged by Camosun College.

**Length:** 11 months (approx. 615 hours)

**Location:** Lansdowne Campus

**Starting:** TBA

**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 (academic) or assessment;
- Submit proof of a letter grade of "C" or higher in Biology 11;
- 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 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.*

# School of Health & Human Services Faculty Listing

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## Continuing Care

Chair: Sharon Dixon  
Phone: 250-370-3240

Dixon, Sharon, LPN, RN, BSN  
Giles-Pereira, Ros, RN, BScN  
Hall, Carly, RN, BSN  
King, Linda, RN, BScN  
Leslie, Bunny, RN, BScN, MSc  
Priebe, Carol, LPN  
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

Davies, Denise, BA, MA, ECE Cert.  
Ferriss, Anita, MA  
Leone, Linda, BA, ECE Cert., MA  
MacAulay, Karin, ECE, BEd, MEd  
McCrodan, Patty, P.T., BSc, MA  
McDonald, Wendy, NITA Cert.  
Meunier, Mary Ellen, ECE Cert., MA  
O'Dowd, Colleen, BA, ECCE Cert.  
Odynski, Patti, BA, MA  
Wells, Robert, BFA, Sp. Ed. Dip., MA

## Nursing

Chair: Carol Scobie  
Phone: 250-370-3259

Associate Chair: Elizabeth Hulbert  
Phone: 250-370-3268

Ashwood-Smith, Hannah, RN, DCH, MPH  
Beales, Janet, RN, BScN, MA  
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  
Cohen, Jan, RN, BSN, MEd  
Curtin, Anna, RN, BSN, MEd  
Douglas, Joan, RN, BSN, MEd  
Duncan, Sharon, RN, BSN  
Foster, Patty, RN, BScN, MN(c)  
Gibbs, Renate, RN, BSN, MA  
Greene, Eileen, RN, BSN, MEd  
Henry, Elizabeth, RN, BSN, MEd  
House, Isabelle, RN  
Hsieh, Nan, RN, BScN, MA  
Hughes, Margo, RN, BSN, MEd  
Hulbert, Elizabeth, RN, BScN, MSc.A.  
Jantzen, Darlaine, RN, MEd  
Jenkins, Sandra, RN, BSN, MEd  
Leweke, Paula, RN, BSN, MEd  
Lewis, Pat, RN, BSN, MEd  
Lindsay, Maureen, RN, BSN, MN  
Manchester-Duval, Phyllis, RN, BScN, MEd  
Mavretic, Mary, RN, BSN, MSN  
McKenzie, Eleanor, RN, BScN, MEd  
McLeod, Lynda, RN, BSN, MA  
Murphy-Dyson, Maureen, RN, BSN, MEd  
Parnell-Parmley, June, RN, BScN, MSN  
Perry, Dianne, RN, BSN, MEd  
Pettrak, Heidi, RN, BSN  
Scobie, Carol, RN, BScN, MN  
Smith, Cathy, RN, Lab Supervisor  
Stevenson, Katherine, RN, BSN, MSN  
Stewart, Sandy, RN, BSN, MA  
Szabo, Joanna, 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:  
Baldev Pooni, BSc, MSc, Dip. Ed

Associate Dean:  
Michael Conn, BSc, MSc, Prof.  
Teaching Cert.

Assistant to the Dean:  
Teresa Morriss

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 tradespersons, 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 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.ca/policies/E-1.1.pdf](http://camosun.ca/policies/E-1.1.pdf).

## 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 head, respectively. The School encourages full participation and active learning by attending all scheduled classes.

## 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 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.

## 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.

## 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. 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 permitted to take these programs on a part-time basis for direct university admission. 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).

## **Certificate Program**

### **AutoCAD Graphics, Computer Aided Design**

- *Certificate in AutoCAD Graphics, Computer Aided Design*

# Trades & Technology Programs and Credentials

## Technician & Trades Programs

### Entry Level Trades Training

#### Automotive Mechanical Repair

- *Certificate in Automotive Mechanical Repair (ELT)*

#### Carpentry

- *Certificate in Carpentry (ELT)*

#### Electrical

- *Certificate in Electrical (ELT)*

#### Heavy Duty/Commercial Transport Mechanic

- *Certificate in Heavy Duty Mechanic (ELT)*
- *Certificate in Commercial Transport Mechanic (ELT)*

#### Plumbing & Pipe Trades

- *Certificate in Plumbing and Pipe Trades (ELT)*

#### Sheet Metal Technician

- *Certificate in Sheet Metal (ELT)*
- *Certificate in Aircraft Structural Technician (ELT)*

## Pre-Employment Programs

### Culinary Arts

- *Certificate in Culinary Arts, Level 1*
- *Certificate in Culinary Arts, Level 2*
- *Certificate in Culinary Arts, Level 3*

### Fine Furniture

- *Certificate in Fine Furniture*

### Horticulture Technician

- *Certificate in Horticulture Technician*

### Welding

- *Certificate in Welding, Level C*
- *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\*\*
- Residential Construction Framing Technician\*
- Sheet Metal Worker\*\*
- Sprinkler Fitter\*\*
- Steam/Pipefitter\*\*
- Welder\*\*

All programs receive the BC Certificate of Apprenticeship.

\*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*

#### Computer Systems Technology

- *Diploma in Computer Systems Technology*
- *Diploma in Computer Systems Technology, Co-operative Education 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*

### 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*

### Computer Engineering Technology

- *Diploma in Computer Engineering Technology*
- *Diploma in Computer Engineering Technology, Co-operative Education Designation*

### Electronics Engineering Technology

- *Diploma in Electronics Engineering Technology*
- *Diploma in Electronics Engineering Technology, Co-operative Education Designation*

### Computer Engineering Bridge

- *Advanced Diploma in Computer Engineering Bridge*

### Electrical Engineering Bridge

- *Advanced Diploma in Electrical Engineering Bridge*

## **Integrated Mechanical Engineering Programs**

### **Computer Graphics Technician (Engineering)**

- *Certificate in Computer Graphics Technician (Engineering)*

### **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*

### **Mechanical Engineering Bridge**

- *Advanced Diploma in Mechanical Engineering Bridge*



## 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).

### Entry Level Trades Training

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 Entry Level programs (e.g. Carpentry, Sheet Metal Technician and Heavy Duty/Commercial Transport)*

Graduates of the Entry Level Training 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).*

### Automotive Mechanical Repair

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:** Six months

**Location:** Interurban Campus

**Starting:** September and March

**Program Code(s):** ELTAUTO

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 11 or assessment;
- Submit proof of a letter grade of "C" or higher in Mathematics 11 or Applications of Mathematics 11 or MATH 038 or assessment;

OR

- Successful completion of the Trades Assessment Test.

**Program Completion Requirement(s):**

- Students must obtain 80% ("B+" grade) to pass each module.

**Upon completion, student 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;
- 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 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:** Six months

**Location:** Interurban Campus

**Starting:** January, April, July & October

**Program Code(s):** ELTCARP

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 11 or assessment;
- Submit proof of a letter grade of "C" or higher in Mathematics 11 or Applications of Mathematics 11 or MATH 038 or assessment;

OR

- Successful completion of the Trades Assessment Test.

#### Program Completion Requirement(s):

- A minimum grade of "B-" (70%) mark overall is required to pass.

#### Upon completion, students will be able to:

- Describe the carpentry trade;
- 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;
- 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;
- 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;
- Use hand tools to construct a wood project.

#### Use Portable Power Tools

- Use and maintain portable power tools;
- Use and maintain power-actuated tools;
- Use and maintain chain saws.

#### Use Shop Equipment

- Use and maintain a table saw;
- Use and maintain a radial arm saw;
- Use and maintain miscellaneous shop equipment.

#### Use Survey Instruments

- Use optical levels.

#### Use Site Layout

- Layout building locations;
- Use Concrete Formwork;
- 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;
- Build hip roofs.

#### Electrical

The Electrical ELT 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):** ELTELEC

#### 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 Mathematics 11 or Applications of Mathematics 11 or assessment.

#### Program Completion Requirement(s):

- Students must obtain 80% ("B+" grade) to pass each module.

#### 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;
- 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;
- 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;
- 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;
- Industrial power electronics.

### Heavy Duty/Commercial Transport Mechanic

Camosun College's Heavy Duty/Commercial Transport Mechanic (Entry Level Trades Training) 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):** ELTHEAVY

**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 assessment;
- Submit documented proof of a letter grade of "C" or higher in Mathematics 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 "B-" (70%) mark overall is required to pass.

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;
- 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;
- 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;
- Service winches.

#### Electrical (4 weeks)

- Identify circuits and systems;
- Service batteries;
- Service starters;
- Service alternators.
- Engine Support Systems (4 weeks)
- Service fuel, oil, water, exhaust and air systems;
- Perform engine tune up procedures.

#### Work Experience (3 weeks)

### Plumbing and Pipe Trades

The Plumbing and Pipe Trades (Entry Level Training) 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 Entry Level Training 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):** ELTPLUMB

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 11 or assessment;
- Submit proof of a letter grade of "C" or higher in Mathematics 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.

**Program Completion Requirement(s):**

- Students must obtain 80% ("B+" grade) to pass each module.

Upon completion student 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 an 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.

### Sheet Metal Technician

This 25-week program will provide students with an opportunity to earn a certificate in Sheet Metal ELT and Aircraft Structural Technician ELT. Common tools and equipment are used in both industries and will be the focus of the common core. The Sheet Metal specialty will focus on skills and processes specific to the commercial sheet metal industry. The Aircraft Structural

specialty will focus on skills and processes specific to the aircraft sheet metal manufacturing industry.

**Length:** Six months (25 weeks)

**Location:** Interurban Campus

**Starting:** September

**Program Code(s):** SHTECN

**Specialization Code(s):**

AIRCRCR – Aircraft Structural

SHEET – Sheet Metal

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 11 or assessment;
- Submit proof of a letter grade of "C" or higher in Mathematics 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 "B-" (70%) mark overall is required to pass.

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

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:** Four months each level

**Location:** Interurban Campus

**Starting:**

Level 1: September, January, April

Level 2: September, January, April

Level 3: September, January

**Program Code(s):**

CULINA1 – Level 1

CULINA2 – Level 2

CULINA3 – Level 3

The program is divided into three training levels each of four months duration.

**Admission Requirement(s):**

- Candidates must submit proof of at least three (3) months of work experience related to cooking together with a letter of reference from their employer;

AND

- Submit proof of a letter grade of "C" or higher in English 10 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\*;
- 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;
- 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**

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. 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 craftwork 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.

**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):** HORTICULT

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 10;
- Submit proof of a letter grade of "C" or higher in Math 10;

**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; (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 Term One courses with a "C" grade or higher in order to progress to Term two.
- 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

## 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):** WELDC

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 10;
- 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 welding log book.

## 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;
- 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 welding log book.

## 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;
- Registered B Level Stamp in Log Book.

**Module**

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 welding log book.

## Welder Fitter Module

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.

# 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 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 minimum 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 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 ELT 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. 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
Residential Construction Framing Technician	6 months
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):

AUTOB	Autobody Repair
AUTOM	Automechanic
CARP	Carpentry
COOK	Cook Training
ELEC	Electrical
GASF	Domestic/Commercial Gas Fitter
PLMB	Plumbing
SPRI	Sprinkler Fitter
STMP	Steam/Pipefitter
SHEET	Sheet Metal
WELD	Welding

## 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: Six months (25 weeks)

Location: Interurban Campus

Starting: September, February

Program Code(s): **TBA**

Admission Requirement(s):

- Submit proof of a letter grade of "C" or higher in English 11 or assessment;
- Submit proof of a letter grade of "C" or higher in Mathematics 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 "DIST" grade (Distinction) to obtain a Certificate in Residential Construction Framing.

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;
- Understand residential construction building science.

## 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 and MED A1/A2/A3 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 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.

### 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 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 requirement 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;
- a certificate in Computer Systems Technology Access.

**Length:** Three months

**Location:** Interurban Campus

**Starting:** Quarter 3

**Program Code(s):** COMPACC

**Admission Requirement(s):**

- Submit proof of a letter grade of "C" or higher in English 10 or assessment;
- Submit proof of a letter grade of "B" or higher in Math 10 or assessment.

**Program Completion Requirement(s):**

- All Access students must complete all program courses and achieve an overall GPA of at least 2.0 in order to qualify for this certificate.
- 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 3)		Credits
MATH 172	Basic Technical Mathematics 1	4.0
ENGL 130	Advanced English for Careers	3.0
COMP 162	Introduction to Computer Web Applications	3.0
LRNS 102	Learning and Problem Solving Skills	1.0
<b>Total Credits</b>		<b>11.0</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.

### 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 is an optional component of this program. In order to be eligible for Co-op, students must achieve and maintain a grade point average of at least 3.0 ("C+") with no grade below a "C" and complete all first year course requirements including the Co-op seminar. Part-time students may be eligible for Co-op, 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 months

Technology Diploma: 1.75 years non-Coop  
2.25 years Co-op

**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;
- Submit proof of a letter grade of "B" or higher 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.

**Program Completion Requirement(s):**

- Students not participating in Co-op must complete all program courses and achieve an overall cumulative GPA of at least 2.0 in order to qualify for the Certificate and the Diploma.
- Students participating in Co-op must complete all program courses and achieve an overall cumulative GPA of at least 2.0 to be eligible for the Diploma. In order to receive a Co-operative Education designation, two work terms must be completed satisfactorily (the first is three months, the second is six months). Co-op is not part of the certificate in Computer Systems Technician.

**Non-Co-op**

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	

**Co-op**

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.*

**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	Mathematics for Computing 1	4.0

**Total Credits 15.0**

**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
COOP 100	Workplace Education Prep (Co-op Diploma students only)	0.0

**Total Credits 16.0**

**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 188	Embedded Systems Applications	3.0
COMP 199	Year One Project	3.0

**Total Credits 16.0**

**Work Term 1 (Quarter 4)**

COMP 101	Co-operative Work Experience 1	5.0
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**Total Credits 5.0**

**Academic Term 4(Quarter 1) Credits**

COMP 230	Systems Analysis and Design	3.0
COMP 235	Software Engineering	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

**Total Credits 15.5**

**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

**Total Credits 15.0**

**Work Term 2 (Quarters 3 & 4)**

COMP 201	Co-operative Work Experience 2	10.0
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**Total Credits 10.0**

**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 Communication 3	1.5

**Total Credits 14.5**

**Software Engineering Bridge**

The Software Engineering Bridge program is offered by Camosun College with the full support and co-operation of 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 Software Bachelor of Engineering degree at the University of Victoria.

The program is intended for graduates with high academic standing. Preference is 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 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.

To obtain an application package, please call 250-370-4404.

**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 or by email at 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;

**AND**

- Obtain a minimum "C" average in all courses;
- 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.

Students not achieving the necessary standard to enter the third year of Engineering at UVIC may, if they wish, re-apply to the Bridge program in any subsequent year, though they will be given a lower priority for two years. If re-accepted, they must repeat the entire Bridge program, though they will be permitted one credit per quarter for a subject in which they previously earned a "C" or higher.

Students repeating the Bridge program do so on probation, which means they must obtain a "C" or higher in all Bridge courses.

Academic Term 1 (Quarter 4)		Credits
CHEM 150	Engineering Chemistry	4.0
MATH 101	Calculus 2	4.0
MATH 251	Matrix Algebra for Engineers	3.0
MATH 254	Probability and Statistics	3.0
ELEX 284	Signal and Systems Analysis	3.0
<b>Total Credits</b>		<b>17.0</b>

Academic Term 2 (Quarter 1)		Credits
MATH 222	Discrete Mathematics	3.0
MECH 210	Mechanics for Electrical Engineers	2.0
ENGR 284	Engineering Laboratory	3.0
ELEX 285	Digital Signal Processing	3.0
ECON 297	Economics for Engineers	3.0
<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 surveying and technical drawing 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 surveying; 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 assessment;
- Submit proof of a letter grade of "B" or higher in Math 10 or assessment.

**Program Completion Requirement(s):**

- Access students must achieve an overall cumulative GPA of at least 2.0 in order to qualify for this certificate.

Pre-Quarter Courses		Credits
ENGR 190	Orientation	1.0
<b>Total Credits</b>		<b>1.0</b>

Academic Term 1 (Quarter 1)		Credits
CIVL 121	Graphics and Computing 1	2.0
ENGL 130	Advanced English for Careers	3.0
MATH 172	Basic Technical Mathematics 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 Mathematics 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 surveying and technical drawing 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 surveying; AND
- a certificate in First Nations Civil Engineering Technology Access.

**Length:** Six months  
**Location:** Victoria Native Friendship Centre and Interurban Campus  
**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 assessment;
- Submit proof of a letter grade of "B" or higher in Math 10 or assessment.

**Program Completion Requirement(s):**

- Access students must achieve an overall cumulative GPA of at least 2.0 in order to qualify for this certificate.

Academic Term 1 (Quarter 1)		Credits
CIVL 121	Graphics and Computing 1	2.0
ENGL 130	Advanced English for Careers	3.0
FNCS 111	FNCS Seminar 1	1.0
MATH 172	Basic Technical Mathematics 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 Mathematics 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 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 is optional component of this program. In order to be eligible for Co-op, students must achieve and maintain a "C" grade or higher in all courses, complete all first year courses, including the Co-op seminar, and be fully enrolled in the term preceding the work term.

Students may complete the program without the Co-operative Education option in approximately one year and nine months.

### Length:

Non-Co-op: One year, nine months

Co-op Two years, six months

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 Mathematics 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;
- 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.*

### 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 this diploma.
- In order to receive a Co-operative Education designation, a minimum of nine months and a maximum of 12 months of Co-op work terms must be completed satisfactorily.

### Non-Co-op

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	

### Co-op

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		

*\*A minimum of nine months and a maximum of 12 months of Co-op work terms must be completed to receive a Co-operative Education designation. Upon approval, students may participate in a first work term following Academic Term 3.*

Pre-Quarter Courses		Credits
ENGR 190	Orientation	1.0
<b>Total Credits</b>		<b>1.0</b>

Academic Term 1 (Quarter 1)		Credits
CIVL 131	Graphical Communications 1	4.0
CIVL 151	Surveying 1	3.0
ENGL 170	Technical/Professional Communications 1	3.0
MATH 185	Technical Mathematics 1	3.0
PHYS 191	Physics 1 Civil/Mechanical	3.0
<b>Total Credits</b>		<b>16.0</b>

Academic Term 2 (Quarter 2)		Credits
CIVL 132	Graphical Communications 2	1.0
CIVL 152	Surveying 2	2.0
CIVL 177	Statics & Strength of Materials	4.0
ENGL 180	Technical & Professional Communications 2	1.5
MATH 187	Technical Mathematics 2	3.0
PHYS 192	Physics 2 Civil/Mechanical	3.0
<b>Total Credits</b>		<b>14.5</b>

Academic Term 3 (Quarter 3)		Credits
COOP 100	Workplace Education Prep (Co-op students only)	0.0
CIVL 133	Graphical Communications 3	1.0
CIVL 153	Surveying 3	1.5
CIVL 162	Soils 1	2.0
CIVL 175	Environmental Engineering 1	1.0
CIVL 290	Mechanics of Materials	3.0
ENGR 276	Fluid Dynamics 1	2.0
MATH 189	Technical Mathematics 3	3.0
<b>Total Credits</b>		<b>13.5</b>

Work Term 1 (Quarter 4)		Credits
CIVL 101	Co-op Work Experience 1	5.0
<b>Total Credits</b>		<b>5.0</b>

Academic Term 4 (Quarter 1)		Credits
CIVL 163	Soils 2	3.0
CIVL 251	Highway Design	3.0
CIVL 255	Urban Services	4.0
CIVL 277	Hydrology and Hydrogeology	3.0
CIVL 293	Structural Design Theory	4.0
<b>Total Credits</b>		<b>17.0</b>

Work Term 2 (Quarter 2)		Credits
CIVL 101	Co-op Work Experience 1	5.0
<i>OR</i>		
CIVL 202	Co-op Work Experience 2	5.0
<b>Total Credits</b>		<b>5.0</b>

Academic Term 5 (Quarter 3)		Credits
CIVL 265	Soils 3	2.0
CIVL 266	Managing Construction Projects	2.0
CIVL 282	Environmental Engineering 2	1.5
CIVL 295	Structural Design	5.0
ENGR 253A	Technical Report 1	1.5
ENGR 278	Engineering Economics	1.0
<b>Total Credits</b>		<b>13.0</b>

Work Terms (Quarter 4 & 1)		Credits
CIVL 201	Co-op Work Experience 2	10.0
<b>Total Credits</b>		<b>10.0</b>

Academic Term 6 (Quarter 2)		Credits
CIVL 252	Highway Design Project	2.0
CIVL 260	Urban Planning	5.0
CIVL 268	Construction Materials	3.0
CIVL 272	Fluid Dynamics 2	2.0
CIVL 283	Environmental Engineering 3	1.5
ENGR 253B	Technical Report 2	1.5
<b>Total Credits</b>		<b>15.0</b>

## Civil Engineering Bridge

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.

For further information contact the Program Head for UBC Engineering Bridge Programs at 250-370-4443 or email [UBCBridge@camosun.bc.ca](mailto:UBCBridge@camosun.bc.ca).

**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\*\*;
- 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.

Civil Engineering Technology includes Municipal, Environmental and Structural. Graduates of other Civil options may be accepted upon evaluation of the diploma program.

### 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\*;
- 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 or by email at [engbridge@camosun.bc.ca](mailto: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 Thermo-dynamics	3.0
PHYS 295	Physics (Engineering Bridge)	4.0
<b>Total Credits</b>		<b>19.0</b>

### Integrated Electronics Engineering Program

*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 either:

- The Network and Electronics Technician program;
- The Electronics and Computer Engineering Technology program.

Along with upgrading in Mathematics, Physics and English, students will obtain skills in the field of computers and Computer Aided Design, and will obtain a better understanding of digital and analogue electronics and develop skills in the use of test equipment.

Graduates not pursuing further education in the Network and Electronics Technician or Electronics Engineering or Computer Engineering Technology programs may consider seeking employment at an entry level position in such areas as electronics assembly, schematic capture and printed circuit board production and repair.

**Length:** Six months (24 weeks)

Location: Interurban Campus

Starting: Quarter 2\*

\* A mandatory orientation session is part of the program. Please see website for dates.

Program Code(s): ELECACC

Admission Requirement(s):

- Submit proof of a letter grade of "C" or higher in English 10 or assessment;
- Submit proof of a letter grade of "B" or higher in Mathematics 10 or assessment.

Program Completion Requirement(s):

- Access students must complete all program courses and achieve an overall GPA of at least 2.0 in order to qualify for this certificate.

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	Advanced English for Careers	3.0
LRNS 102	Learning and Problem Solving Skills	1.0
MATH 172	Basic Technical Mathematics 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 Mathematics 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 trouble-shooting hardware to maintaining and installing operating systems. Students can then choose to write the "A+" certification examinations;

- covers the essentials of networking that will prepare them to write the Cisco Certified Network Associate (CCNA) examination;
- meets the competencies listed in the blueprint of the International Electronics Technician Common Core.

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;
- technical sales support.

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;
- Submit proof of a letter grade of "C" or higher in Mathematics 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.

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>

## Electronics Engineering Technology and Computer Engineering Technology

*These diploma programs are an integral part of the Integrated Electronics program.*

These programs share a common first year curriculum. Students will initially apply to the common first year program and subsequently apply to enter either Electronic 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 is an optional component of both these programs. In order to be eligible for Co-op, students must:

- Achieve and maintain a "C" grade or higher in all courses;
- Have all first year courses complete, including the Co-op seminar;
- And be enrolled full-time in the term preceding the work term.

Length:

Non-Co-op: 2.25 years

Co-op: 2.75 years

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 "B" or higher in Principles of Mathematics 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;
- Submit proof of a letter grade of "C" or higher in Applied Physics 12 (strongly recommended) or Physics 11 or PHYS 151.

### 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 this diploma.
- In order to receive a Co-operative Education designation, a minimum of nine months and a maximum of 12 months of Co-op work terms must be completed satisfactorily.

*Note: Graduates of this program with a GPA of at least 5.0 ("B") may apply to the Engineering Bridging 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.*

### Schedule:

#### Non-Co-op

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			

#### Co-op

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	

*\*A minimum of nine months and a maximum of 12 months of Co-op work terms must be completed to receive a Co-operative Education designation. Upon approval, students may participate in a first work term following Academic Term 3.*

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 Mathematics 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 Mathematics for Electronics 4	2.0
<b>Total Credits</b>	<b>13.0</b>

Academic Term 3 (Quarter 3)	Credits
COOP 100 Workplace Education Prep (Co-op students only)	0.0
ELEX 131 Engineering Applications in C	3.0
ELEX 162 Digital Techniques 2	3.0
ELEX 165 Embedded Systems 1	3.0
MATH 175 Mathematics 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 micro-controllers 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 micro-controllers and their applications.

Graduates are prepared for employment in areas such as:

- Computer-aided design (CAD);
- Instrumentation and data acquisition;
- Micro-controller system design;
- Process control hardware and software;
- Software development and support;
- Data communications systems and local area networks.

### Co-operative Education Option

Work Term (Quarter 4)	Credits
ELEX 101 Co-operative Work Experience 1	5.0
<b>Total Credits</b>	<b>5.0</b>

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>

Work Term (Quarters 3 & 4)	Credits
ELEX 102 Co-op Work Experience 1	10.0
<i>OR</i>	
ELEX 201 Co-op Work Experience 2	10.0
<b>Total Credits</b>	<b>10.0</b>

Academic Term 6 (Quarter 1)	Credits
ELEX 230 Microprocessor Architecture	3.0
ELEX 233 Systems Engineering	3.0
ELEX 234 Advanced Architecture	3.0
ELEX 264 Embedded Systems 3	4.0
<b>Total Credits</b>	<b>13.0</b>

Work Term (Quarter 2)	Credits
ELEX 202 Co-op Work Experience 2	5.0
<i>OR</i>	
ELEX 203 Co-op Work Experience 3	5.0
<b>Total Credits</b>	<b>5.0</b>

Academic Term 7 (Quarter 3)	Credits
ELEX 252 Communications Systems 3	3.0
ELEX 285 Digital Signal Processing	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>

### Non-Co-op

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>

### Electronics Engineering Technology

The intent of this second year option is to provide students with the necessary fundamentals to work in a 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 cover a broad spectrum of opportunities in the electronics industry including research and development, design, production, maintenance, sales and service of electronics systems.

Graduates are prepared for employment in areas such as:

- Computer-aided design (CAD);
- Analogue and digital circuitry;
- Communications systems design and installation;
- Electronic control systems;
- Design and testing of micro-electronics systems;
- Technical and sales support.

**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 Diploma in Electronics Engineering Technology.

**Co-op Option**

Work Term (Quarter 4)	Credits
ELEX 101 Co-op Work Experience 1	5.0
<b>Total Credits</b>	<b>5.0</b>

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>

Work Term (Quarters 3 & 4)	Credits
ELEX 102 Co-op Work Experience 1 <i>OR</i>	10.0
ELEX 201 Co-op Work Experience 2	10.0
<b>Total Credits</b>	<b>10.0</b>

Academic Term 6 (Quarter 1)	Credits
ELEX 230 Microprocessor Architecture	3.0
ELEX 241 Fundamentals of Control	3.0
ELEX 242 Power Electronics	3.0
ELEX 264 Embedded Systems 3	4.0
<b>Total Credits</b>	<b>13.0</b>

Work Term (Quarter 2)	Credits
ELEX 202 Co-op Work Experience 2 <i>OR</i>	5.0
ELEX 203 Co-op Work Experience 3	5.0
<b>Total Credits</b>	<b>5.0</b>

Academic Term 7 (Quarter 3)	Credits
ELEX 252 Communications Systems 3	3.0
ELEX 285 Digital Signal Processing	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>

**Non-Co-op Option**

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>

**Computer Engineering Bridge**

The Computer Engineering Bridging 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 is 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 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 4

**Program Code(s):** COMPBRIDGE

**Admission Requirement(s):**

- A diploma in Computer Engineering Technology or Electronics 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.*

**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.

For further information or to receive an application package contact the Program Assistant at 250-370-4404 or by email at [engbridge@camosun.bc.ca](mailto: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 twelve of the fourteen courses and modules in the Electronics or Computer Engineering Bridge program;

**AND**

- Obtain a minimum overall GPA of 2.0 for the Bridge program;
- 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.

Students not achieving the necessary standard to enter the third year of Engineering at UVic may, if they wish, re-apply to the Bridge program in any subsequent year, though they will be given a lower priority for two years. If re-accepted, they must repeat the entire Bridge program, though they will be permitted one credit per quarter for a subject in which they previously earned a "C" or higher.

Students repeating the Bridge program do so on-probation, which means they must obtain a "C" or higher in all Bridge courses.

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 Mathematics	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>20.0 or 21.0</b>

\*ELEX 214 and ELEX 216 are presented as two modules in sequence.

## Electrical Engineering Bridge

The Electronics Engineering Bridging 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 is 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 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.

To obtain an application package, please call 250-370-4404.

**Length:** Six months  
**Location:** Interurban Campus  
**Starting:** Quarter 4  
**Program Code(s):** ELECBRIDGE  
**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.

### 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 Technology Bridge to Electrical Engineering.

For further information or to receive an application package contact the Program Assistant at 250-370-4404 or by email at 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 twelve of the fourteen courses and modules in the Electronics Engineering Bridge program;

### AND

- Obtain a minimum overall GPA of 2.0 for the Bridge program;
- 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.

Students not achieving the necessary standard to enter the third year of Engineering at UVIC may, if they wish, re-apply to the Bridge program in any subsequent year, though they will be given a lower priority for two years. If re-accepted, they must repeat the entire Bridge program, though they will be permitted one credit per quarter for a subject in which they previously earned a "C" or higher.

Students repeating the Bridge program do so on-probation, which means they must obtain a "C" or higher in all Bridge courses.

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 or 21.0</b>

\*ELEX 214 and ELEX 216 are presented as two modules in sequence.

## Integrated Mechanical Engineering Program

### Computer Graphics Technician – Engineering

The Computer Graphics Technician – Engineering Program produces graduates that have a foundation in engineering science and working knowledge of graphics based software applications used within engineering and architectural design.

The program includes a special emphasis in 2D and 3D computer aided design, 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 computer hardware and networking.

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: aircraft manufacturing, bio-medical engineering, metal fabrication, environmental engineering, equipment manufacturing, electro-mechanical design and packaging, robotics and automation, research and development and, Internet service providers and developers.

The Computer Graphics Technician – Engineering Program consists of three 12-week terms that span a nine-month period. A graduate may return to complete the Mechanical Engineering Technology Program and use some of the courses completed in this Technician program as credits for the Technology program.

It is highly recommended that applicants have experience with windows based computers.

**Length:** Nine months  
**Location:** Interurban Campus  
**Starting:** Quarter 1  
**Program Code(s):** COMPGRTECN  
**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 Mathematics 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 this certificate.

Pre-Quarter Courses		Credits
ENGR 190	Orientation	1.0
<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
ENGR 152	Technical Publishing	3.0
MECH 179	CAD Networks/Hardware	3.0
PHYS 150	Technical Physics 1	3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 2 (Quarter 2)		Credits
ENGR 178	Commercial Practices 1	3.0
MATH 173	Basic Technical Mathematics 2	5.0
MECH 153	Mechanical Components & 3D/CAD	4.0
PHYS 151	Technical Physics 2	3.0
<b>Total Credits</b>		<b>15.0</b>

Academic Term 3 (Quarter 3)		Credits
ENGR 154	Design Visualization	3.0
ENGR 188	Commercial Practices 2	3.0
ENGR 189	CAD Projects	5.0
ENGR 198	Technical Specification	2.0
MECH 299	Engineering and Society	1.0
<b>Total Credits</b>		<b>14.0</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;
- 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.

Pre-Quarter Courses		Credits
ENGR 190	Orientation	1.0
MECH 161A	Manufacturing Processes 1	1.0
<b>Total Credits</b>		<b>2.0</b>

Academic Term 1 (Quarter 1)		Credits
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>

Academic Term 2 (Quarter 2)		Credits
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>

Academic Term 3 (Quarter 3)		Credits
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 Computer Graphics and Manufacturing Technician (Engineering) certificates. While upgrading in Mathematics, 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 assessment;
- Submit proof of a letter grade of "B" or higher in Math 10 or assessment.

**Program Completion Requirement(s):**

- Access students must complete all program courses and achieve an overall GPA of at least 2.0 in order to qualify for this certificate.

Pre-Quarter Course		Credits
ENGR 190	Orientation	1.0
<b>Total Credits</b>		<b>1.0</b>

Academic Term 1 (Quarter 1)		Credits
ENGR 151M	Engineering Drawing 1/2D CAD	3.0
ENGR 158	Applications in Computing	2.0
MATH 172	Basic Technical Mathematics 1	4.0
MECH 161A	Manufacturing Processes 1	1.0
PHYS 150	Technical Physics 1	3.0
<b>Total Credits</b>		<b>13.0</b>

Academic Term 2 (Quarter 2)		Credits
ENGL 130	Advanced English for Careers	3.0
LRNS 102	Learning and Problem Solving Skills	1.0
MATH 173	Basic Technical Mathematics 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 is an optional component of this program. In order to be eligible for Co-op, students must:

- achieve and maintain a "C" grade or higher in all courses;
- have all first year courses complete, including the Co-op seminar;
- be enrolled full-time in the term preceding the work term.

**Note:** Graduates of this program with a cumulative GPA of at least 5.0 ("B") may apply for entrance to the Mechanical Engineering Bridge program which bridges to Mechanical Engineering at the University of Victoria. See the Mechanical Engineering Bridge program later in this chapter.

**Length:**

Non-Co-op: Two years

Co-op: Two years, nine months

**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;
- 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.*

**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 this diploma.
- In order to receive a Co-operative Education designation, a minimum of nine months and a maximum of twelve months of Co-op work terms must be completed satisfactorily.

- Students may complete this program in 24 months without a Co-operative Education designation by completing Academic Term 7 instead of a work term in Quarter 3.

**Non-Co-op**

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.*

**Co-op Option (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	

*\*A minimum of nine months and a maximum of 12 months of Co-op work terms must be completed to receive a Co-operative Education designation. Upon approval, students may participate in a first work term following Academic Term 3.*

Pre-Quarter Courses	Credits
ENGR 190 Orientation	1.0
MECH 161A Manufacturing Processes 1	1.0
<b>Total Credits</b>	<b>2.0</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 Mathematics 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 276 Fluid Dynamics 1	2.0
MATH 187 Technical Mathematics 2	3.0
COOP 100 Workplace Education Prep (Co-op Students Only)	0.0
MECH 175 Dynamics	2.0
MECH 183 Computer-Aided-Manufacturing/CAM	3.0

**Total Credits 13.0**

**Work Term 1 (Quarter 4) Credits**

MECH 101 Co-op Work Experience 1	5.0
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**Total Credits 5.0**

**Academic Term 4 (Quarter 1) Credits**

ELEX 248 Electronics for Mechanical 2	2.0
MATH 189 Technical Mathematics 3	3.0
MECH 255 Mechanics of Machines	3.0
MECH 261 Thermodynamics 1	2.0
MECH 286 Introduction to Control Systems	3.0

**Total Credits 13.0**

**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

**Total Credits 13.0**

**Work Term 1 or 2 Credits**

MECH 101 Co-op Work Experience 1	5.0
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**OR**

MECH 202 Co-op Work Experience 2	5.0
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**Total Credits 5.0**

**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

**Total Credits 13.5**

**Work Term 2 or 3 (Quarter 1 & 2) Credits**

MECH 201 — Co-op Work Experience 2	10.0
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**OR**

MECH 233 Co-op Work Experience 3	10.0
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**Total Credits 10.0**

**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

**Total Credits 14.0**

## 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 at UVic 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 is 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 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.

To obtain an application package, please call 250-370-4404.

**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 or by email [engbridge@camosun.bc.ca](mailto: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 Bridging program;

AND

- A minimum of a "C" average in all courses;
- 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 Bridge.

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	Introduction to Differential Equations	3.0
PHYS 210	Electricity and Magnetism	4.0
<b>Total Credits</b>		<b>20.0</b>

## Continuing Education Certificate Program

### 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;
- 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

**And one (1) of:**

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, CA, TQ, IP  
Moore, Roger, CA, TQ, IP  
Murray, Geoff, BA (hons), CA, TQ, IP  
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, PhD, ID, PEng  
Broom, Zoë, BASc, MA, PEng  
Burrage, Peter, BASc, MEd, ID, PEng  
Gibbs, Ross, Dip. Tech., BEng, BSc  
(Computer Science), BSc (Math), PEng  
Vliet, Larry, Dip. Tech.

## Computer Science

Chair: Gord Stuart  
Phone: 250-370-4459  
Fax: 250-370-4702

Ayers, Tim, BComm, BSc  
Baril, Suzanne  
Barker, Deryk, BEd, 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, MSc, PhD  
Thorndyke, Rob, BSc, MSc  
Weston, Marla, BSc PhD  
Wilkinson, Gordon, BSc, MEng, PEng, CLS

## 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

## 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  
Cartier, Ward, Dip. Tech., BSc, MASc  
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  
Warren, Russ, Dip. Tech.  
Yang, John, BSc, BEng, ID

## Mechanical Engineering Technology

Chair: Kathy Tarnai-Lokhorst  
Phone: 250-370-4511  
Fax: 250-370-4525

Bartlett, James, BSc, MSc  
Hedge, Peter, F.M.S, Dip. Ed.  
Heerah, Imtehaze, BEng (Hons.), MASc  
Lyle, Ross, Dip. Tech., BEng, PEng  
Spaulding, Will, BSc, MSc, PEng  
Stephen, Jeffrey, BEng, Dip. Tech  
Tarnai-Lokhorst, Kathy, BASc, PEng  
Wakefield, Derek, BSM.E., PEng

## Mechanical/Metal Trades

Chair: Ray Fischer  
Phone: 250-370-3786  
Fax: 250-370-4428

Alexander, Kevin, ID, TQ, IP, Registered "A"  
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  
Mawle, Rick, ID, CA  
Ooievaar, Andre, IP, CA, TQ

## Nautical

Chair: Oxford, Ivan, MM, MNI, ID  
Phone: 250-370-4016  
Fax: 250-370-3898

## 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
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
HNC	N/A
ID	Instructor's Diploma
IP	Inter Provincial
MASc	Masters of Applied Science
M.C.P.	Master in City Planning
MC	Master Certificate
MM	Master Mariner
MNI	Member of the Nautical Institute
MSc	Masters of Science
PEng	Professional Engineer
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 (practicum) or Co-operative education work hours per week.

*Note: When a class is offered over different lengths\* (e.g. offered in the fourteen 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 Description

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 250-370-3598 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.

## Applied Academic Prerequisites

Technical and Professional Communications (TPC) 12 may be used as prerequisite to any course requiring English 12.

Application 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.

## 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* or TPC 12	ENGL 092 or ELD 092 and one of: ENGL 094 or ELD 094
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 Mathematics 11 prerequisite for Business courses (e.g. BUS, ECON, FIN etc.) may be satisfied with a "C" in Mathematics 11 or Applications of Math 12 or a "C+" grade in MATH 072.

\*\*\*Mathematics 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.

## 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
CSW	Community Support Worker
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
FNS	First Nations Studies
FSW	First Nations Family Support Worker
FNHE	First Nations Health and Education
FREN	French
FURN	Fine Furniture
GEOG	Geography
GEOS	Geoscience
GOLF	Golf Management
HHS	Health and Human Services
HIST	History
HLTH	Health
HMGT	Hospitality Management
HSRC	Home Support/Resident Care Attendant

IESA	International Ed Study Abroad
IMHA	Interprofessional Mental Health and Addictions
JAPN	Japanese
KORE	Korean
LRNS	Learning Skills
MARK	Marketing
MATH	Mathematics
MECH	Mechanical Engineering
MUF	Music Foundations
MUS	Music
NURS	Nursing
PADM	Public Administration
PHIL	Philosophy
PHYS	Physics
PNUR	Practical Nursing
PSC	Political Science
PSYC	Psychology
SCI	Science
SOC	Sociology
SOCW	Social Work
SPEX	Sport and Exercise
SSRM	Social Science Research Methods
TMGT	Tourism Management
WELD	Welding

## English Language Development (Formerly English as a Second Language)

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 paid 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 (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 115 Legal Office Keyboarding

► (2 credits) F,W,PS (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 a minimum of 60 wpm with 5 or fewer errors.

Prerequisite(s): Assessment of a keyboarding speed of 35 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.

Co-requisites: 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 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 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 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 140 Foundations of Law**

▶ (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 them for later, specialized legal courses.

Prerequisite(s): English 12 or TPC 12 or ENGL 092 or assessment.

**ABT 142 Legal Office Accounting**

▶ (3 credits) P or S (3,5,0,5,0,0)

This course introduces students to basic accounting procedures required to maintain financial records in legal offices. Topics covered 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): Mathematics 11 or Applications of Mathematics 12 or "C+" in MATH 072 or assessment.

**ABT 144 Word Processing 2 - Legal**

▶ (3 credits) W (0,4,0,0)

Following Word Processing 1, this course introduces students to three elements that are gradually integrated: (1) WordPerfect—efficiently using this software; (2) Legal Documents—properly preparing legal documents using WordPerfect; and (3) Transcription—transferring spoken words to written form using WordPerfect and other electronic tools.

Prerequisite(s): ABT 160.

**ABT 146 Integrated Procedures - Legal**

▶ (3 credits) W (1,2,0,1)

This course focuses on how legal offices function and how legal office assistants (or secretaries) are expected to work within them. Students complete tasks relating to a variety of different files and develop their professional communication and time/task management skills. In addition, students participate in field experiences, including court, law library and registry orientations.

Prerequisite(s): ABT 140.

Corequisite(s): ABT 144, ABT 150, ABT 152 and ABT 154.

**ABT 149 Practicum (Legal Office)**

▶ (3 credits) W (0,0,0,35 for 3 weeks)

This practicum is designed to provide the student with the opportunity to observe and experience office settings within the legal field. The student will be given an opportunity to practice the skills taught in the Legal office Assistant program.

Prerequisite(s): Successful completion of terms 1 and 2 of the Legal Office Assistant program within the last 12 months with an average grade of "C+" or higher.

**ABT 150 Fundamental Civil Litigation**

▶ (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): ABT 140.

**ABT 152 Family Law, Wills & Estates**

▶ (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 two areas—family law and wills and estates—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 areas.

Prerequisite(s): ABT 140.

**ABT 154 Corporate Law, Criminal Law**

▶ (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 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): ABT 140.

**ABT 156 Real Estate Law and Conveyancing**

▶ (3 credits) P,S (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): ABT 146.

**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 (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 1**

▶ (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 (4,0,0,0)

This course provides students with a foundation in computer skill. 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-Corequisite(s): ABT 160.

### **ABT 172 MS Office Suite Fundamentals**

▶ (3 credits) F, W (0,4,0,0)

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 paid 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) P or S (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 276 Database – MS Access (Under Review)**

▶ (3 credits) F, W, PS (0,3,0,0)

This course will familiarize students with Access database software. Upon completion, students will be able to create a database structure, enter and maintain records, selectively retrieve information and prepare reports.

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.

## **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 majors. 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, difference 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: 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: ACCT 204 or ABT 140 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 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 include: 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 (Formerly ACCT 212)**

▶ (3 credits) W,P,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 Accounting 2 (Formerly ACCT 221)**

▶ (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 include: 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 370 Income Tax 1 (Formerly ACCT 270)**

▶ (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 371 Income Tax 2 (Formerly ACCT 271)**

▶ (3 credits) W,P,S (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 370.

### **ACCT 380 Auditing 1 (Formerly ACCT 280)**

▶ (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 Accounting 3 (Formerly ACCT 222)**

► (3 credits) F,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.

## **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.

## **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.

### **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): Successful completion of all 1st 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): Successful completion of all 1st 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): Successful completion of all 1st 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): Successful completion of all 1st 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): Successful completion of all 1st 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): Successful completion of all 3rd 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): Successful completion of all 3rd 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): Successful completion of all 1st 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): Successful completion of all 1st 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 in on black and white photography. Students are introduced to historic and contemporary photographers. (T)

Prerequisite(s): Successful completion of all 1st 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): Successful completion of all 3rd 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): Successful completion of all 1st 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): Successful completion of all 3rd 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): Successful completion of all 1st 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): Successful completion of all 3rd 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).

## Adult Special Education

Note: ASE courses are open to students in the ASE programs only.

### ASE 021 Essential Employment Skills

► (0 credits) 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

► (0 credits) F,W (2,0,0,0)

This course will enable students to undertake an effective job search. Coursework will include telephone and interview skills, job search techniques, asking effective questions and resume preparation.

### ASE 025 Work Experience Level 1

► (0 credits) F,W (0,0,0,6)

The Level 1 work experience placement will provide students an opportunity to gain hands-on experience and practice and develop skills learned onsite 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

► (0 credits) 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

► (0 credits) 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

► (0 credits) 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 035 Gardening and Customer Service

► (0 credits) 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

► (0 credits) F,W (0,0,0,0)

The Level 2 work experience placement will provide students with another, more intensive opportunity to gain hands-on experience and practice and develop skills learned onsite 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

► (0 credits) 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

► (0 credits) 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 will 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.

## Asia-Pacific

### 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 will be analyzed. (T)

Prerequisite(s): ASIA 110 or ASIA 111, or ANTH 140 or GEOG 240.

### 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): ASIA 110 or ASIA 111 or ANTH 140 or GEOG 240.

### ASIA 212 Asia-Pacific Research Methods

► (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): ASIA 110 or ASIA 111 or ANTH 140 or GEOG 240.

## ASIA 214 Asia-Pacific Popular Culture

► (3 credits) F or W (3,0,0,0)

Students examine the spread of popular culture and contemporary forms within the Asia-Pacific, as well as cross-cultural exchanges between East and West. "Traditional" world regional societies were marked by distinct cultural practices. With economic globalization many argue that practices become commoditized and globalized too. Topics and regions are instructor dependent. (T)

Prerequisite(s): ASIA 110 or ASIA 111 or ANTH 140 or GEOG 240.

## 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.

Prerequisite(s): ASIA 110 or ASIA 111 or SOC 100 or ANTH 140 or GEOG 240.

## 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): ASIA 110 or ASIA 111 or ANTH 140 or GEOG 240.

## 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): ASIA 110 or ASIA 111 or ANTH 140 or GEOG 240.

## 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): ASIA 110 or ASIA 111 or ANTH 140 or GEOG 240.

## 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.

## 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.

## Biology

*Note: Mathematics 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 and 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.

Prerequisite(s): "C+" in English 12.

### **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 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. (T)

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. (T)

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: aspects of endocrine, neurological, cardiovascular, congenital and genetic 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 respiratory, 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.

### **BIOL 266 Biology for Engineers**

► (1.5 credits) Q3 (3,0,1,0)

This course is an introduction to the basic principles of biology. Topics include: cell structure and function, biological macromolecules, cellular metabolism, molecular genetics, population growth and evolution theory. A weekly tutorial emphasizes interpretation of data, problem solving and the practical applications of biotechnology in bioremediation, genomics pharmaceutical and food sciences.

*Open to ENGBRIDGE students only.*

## **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 paid work experience is facilitated and monitored by the College.

Prerequisite(s): 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: the Canadian constitution, and significant aspects of both common and statute law as it pertains to negligence and other torts, contracts, the debtor-creditor relationship, employment, principals and agents, partnerships and corporations, personal and real property, intellectual property and insurance. (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 to 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; and a "B" in Math 10 or "B-" in MATH 053 or MATH 057, or "C" in Math 11 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 Computer Systems Technology 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. (T)

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 paid work experience is facilitated and monitored by the College.

Prerequisite(s): BUS 101, all first year courses and a minimum of 4 second year courses complete with a 3<sup>rd</sup> 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) 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): 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 Performance Skills for Managers**

► (3 credits) F,P (6,0,0,0)

Focusing on the practical skills managers use on a daily basis. Learners will analyze situations, study contemporary approaches to dealing with problems and learn the performance/people skills needed to manage situations. Specific Topics include: managing change; managing time/stress; problem solving and decision making; delegating; dealing with conflict; managing meetings; performance appraisal and coaching.

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.

Prerequisite(s): BUS 210.

### **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 (4,0,0,0)

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.

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 (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 (Formerly BUS 142)**

► (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) F, P or 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) 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, P or 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 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.

Prerequisite(s): BUS 230, PHIL 330, ENGL 250 or written approval from the Department Chair.

### **BUS 460 International Business and Trade**

► (3 credits) W (3,0,0,0)

This course examines theories of international trade, trade policy, economic intergration, currency markets, exchange rate systems, the balance of payments, international financial institutions.

Prerequisite(s): ECON 103 or ECON 104, 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.

## 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.

## 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): CDA 110, CDA 120, CDA 140, CDA 150.

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): CDA 110, CDA 120, CDA 140, CDA 150.

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

► (4 credits) W (1,0,0,8)

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 provide care to clients in private dental offices. Self-reflective journals are prepared.

Prerequisite(s): CDA 110, CDA 120, CDA 140, CDA 150.

Corequisite(s): 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): CDA 111, CDA 121, CDA 141, CDA 151.

### 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): CDA 110, CDA 120, CDA 140, CDA 150.

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 program.

### 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

► (2 credits) W (2,0,0,0) 7-weeks

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 (3,0,0,00)

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) F (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.

### **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 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.

## **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 Topics include: 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.

Open to ENGBRIDGE 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 ENGBRIDGE students.

**CHEM 150B Engineering Chemistry 2**

► (2 credits) Q3 (3,1.5,0,0)

A continuation of CHEM 150A.

Prerequisite(s): CHEM 150A.

**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 Nutrician 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 265 Inorganic Chemistry - Engineers**

► (2 credits) Q2 (2,0,0,0)

Topics include: metals, their isolation, bonding, reactivity; industrial uses, complexes, chelating agents, electrochemical processes, corrosion, metallurgy and water treatment. Organometallic compounds and chemistry of non-metals, emphasizing H, C, Si, N, P, O, S and Cl, are studied. Applications to energy supply, oil, gas, explosives, polymers, ceramics and environmental chemistry are considered.

Open to ENGRIDGE students only.

### **CHEM 267 Physical Chemistry - Engineers**

► (3 credits) Q3 (5,0,0,0)

Designed for students in the Chemical Engineering Bridge program, Topics include: the physical properties of compounds and materials, the laws of thermodynamics, chemical thermodynamics and equilibrium, properties of solutions and reaction kinetics. Emphasis is placed on the application of these topics to chemical engineering problems.

Open to ENGRBRIDGE students only.

### **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.

## **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 enrol. 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 enrol. 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 enrol. 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 enrol. Speakers of other Chinese languages should enrol in CHIN 221. (T)

Prerequisite(s): CHIN 200.

### **CHIN 220 Mandarin 1 – Chinese Speakers**

► (4 credits) TBA (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 enrol. 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 enrol. Directed Studies only. (T)

Prerequisite(s): CHIN 220.

## **Civil Engineering**

Note: *CIVL courses are only open to students in the Civil Engineering programs.*

### **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): COOP 100 plus completion of Academic Terms 1, 2 and 3 with no marks below a "C".

### **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): COOP 100 plus completion of Academic Terms 1, 2 and 3 with no marks below a "C".

### **CIVL 121 Graphs 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**

▶ (4 credits) Q1 (0,5,0,0)

This is an introduction into graphical presentation of technical material in the form of hand sketches, computer drafted drawings, tables and graphs. Students are taught to record, file and present information. Software taught in this course includes computer-aided drafting (CAD), spreadsheets, word processing and databases.

## **CIVL 132 Graphical Communications 2**

▶ (1 credit) Q2 (2,0,0,0)

This is an intermediate level course into aspects of hand drafting using basic portable drafting tools (scales, triangles). Students are taught to draft typical styles of civil engineering drawings both by hand and using industry accepted software.

Prerequisite(s): CIVL 131.

## **CIVL 133 Graphical Communications 3**

▶ (1 credit) Q3 (0,2,0,0)

To use CAD functions to produce engineering drawings.

Prerequisite(s): CIVL 122 or CIVL 132.

## **CIVL 151 Surveying 1**

▶ (3 credits) Q1, Q3 (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 163 Soils 2**

▶ (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 177.

## **CIVL 175 Environmental Engineering 1**

▶ (1 credit) Q3 (2,0,0,0)

This course addresses environmental factors such as: water, air, sound and soil pollutants; humanity'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 covered.

Open to CIVIL students only.

## **CIVL 177 Statics & Strength of Materials**

▶ (4 credits) Q2 (4,2,0,0)

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. Stress-strain relationships. Statically determinate and indeterminate problems. Structural properties and thermal stresses and strains. Theories of bending, shear, torsion and bearing.

Prerequisite(s): MATH 185 and PHYS 191.

Pre or Corequisite: MATH 187.

## **CIVL 201 Co-operative Work Experience 2**

▶ (10 credits) 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): CIVL 101 or 102 plus completion of all Academic Term four courses with no mark below a 'C'.

## **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): Successful completion of CIVL 101 or 102 plus Academic Term 4 courses with no mark below a 'C'.



**CIVL 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): Approval of Co-op department.

**CIVL 251 Highway Design**

► (3 credits) Q1 (3,2,0,0)

This course is an introduction to highway design. Topics covered are Highway Department organization, methods of traffic type and volume determination, theory of Geometric Road Design, use of the BC Design and Surveys manual for vertical and horizontal alignments, culvert and drain path design, cross section structural design and illumination.

Prerequisite(s): CIVL 153, MATH 187, PHYS 192.

**CIVL 252 Highway Design Project**

► (2 credits) Q2 (4,0,0,0)

The students are divided into design teams. Each team designs the construction layout of a "Local Collector Highway", two to four kilometers in length, to BC Highway specifications. The project area will be an undeveloped corridor around the campus.

Prerequisite(s): CIVL 251.

**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 "proforma" will be produced.

Prerequisite(s): CIVL 133.

Pre or Corequisite(s): CIVL 251, CIVL 277.

**CIVL 260 Urban Planning**

► (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 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 163, CIVL 290.

**CIVL 266 Managing Construction Projects**

► (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.

Prerequisite(s): CIVL 133, CIVL 251.

Corequisite: ENGR 278.

**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 272 Fluid Dynamics 2**

► (2 credits) Q2 (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 276.

**CIVL 277 Hydrology and Hydrogeology**

► (3 credits) Q1 (4,1,0,0)

Students will be introduced to geologic settings and characteristics. They will prepare maps showing gravimetric or volumetric water content, hydraulic conductivity, matric suction and reports of surveys of the vadose zone. Ground water contamination movement into wells, storm water management and storm sewer design will be studied in detail.

Prerequisite(s): ENGR 276, MATH 189.

Corequisite(s): CIVL 163.

**CIVL 282 Environmental Engineering 2**

► (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 272, MATH 185.

**CIVL 283 Environmental Engineering 3**

► (1.5 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): MATH 185.

Corequisite: CIVL 272.

**CIVL 290 Mechanics of Materials**

► (3 credits) Q3 (4,0,0,0)

This course covers: mechanics of materials, structural analysis and calculated loads using NBC. Topics include: combined loading and superposition, plane stress transformation, including Mohr's circle, strain energy concepts, deflection by direct integration/moment area methods; statically indeterminate analysis, virtual work, slope deflection, moment distribution/stiffness matrix; column theory including Euler and critical load parameters.

Prerequisite(s): CIVL 177.

**CIVL 293 Structural Design Theory**

► (4 credits) Q1 (6,0,0,0)

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 290, MATH 189.

**CIVL 295 Structural Design**

► (5 credits) Q3 (6,1,0,0)

To design, analyze and provide specifications for structures in wood, steel, reinforced concrete and masonry in accordance with BC Building Code, limit states design.

Prerequisite(s): CIVL 293.

Corequisite(s): CIVL 265.

**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 (2,0,0,0)

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 are examined. The principles of Psychosocial Rehabilitation (PSR) will be explored.

### **CMHW 111 Community Mental Health 2**

► (3 credits) W, P, S (4,0,0,0)

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 (4,0,0,0)

This course assists students to develop skills and technique to promote facilitative communication. The impact of self and communications 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 (4,0,0,0)

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 (2,0,0,0)

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. Ethical principles of practice will be discussed.

### **CMHW 130 Health Care Basics**

► (3 credits) W, P, S (2,4,0,6,0,0)

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 (2,0,0,0)

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 CMHW as a member of the community health team.

Prerequisite(s): CMHW 110, CMHW 115, CMHW 120, CMHW 125, CMHW 130, CMHW 135.

## **Communication**

*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) P/S (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 scriptwriting, 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) P/S (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.

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.

## **Co-op**

### **COOP 100 Workplace Education Prep**

► (0 credits) F, W, P 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.

## **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 offered online in partnership with the province's BC campus initiative, will further develop the computer skills introduced at the fundamental level. The goal is to help adult learners see the computer as a tool and help them become more self-confident and function more efficiently with it in both the college and work environment.

Prerequisite(s): COMP 030 or equivalent, ENGL 030 or equivalent, internet access.

### **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): COOP 100 plus 45 program credits with a minimum GPA of 3.0 ("C+").

### **COMP 102 Co-operative Work Experience 1**

► (10 credits) Q3 & Q4, 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): COOP 100 plus 45 program credits with a minimum GPA of 3.0 ("C+").

### **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 (4,2,2,0)

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 ENGBRIDGE students only.

### **COMP 132 Programming Using Java**

► (4 credits) F,W,Q2 (4,2,0,0)

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.

### **COMP 139 Applied Computer Programming**

► (4 credits) W,P,Q3 (4,1,0,0)

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.

### **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 (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.

Prerequisite(s): English 12 or assessment.

### **COMP 155 Database Concepts (Formerly COMP 258)**

► (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) Q1, Q2, 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.

### **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 Introduction to Computers Web Applications**

► (3 credits) Q3 (3,2,0,0)

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): Math 10 or assessment and English 12 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.

**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/Corequisite(s): COMP 132.

**COMP 173 Computer Network Programming (Formerly COMP 273)**

► (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, servers, JSP, PHP and CGI.

Pre/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)

Prequisite(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.

Prequisite(s): COMP 112.

**COMP 188 Embedded Systems Applications (Formerly COMP 288)**

► (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++.

Prequisite(s): COMP 183.

**COMP 199 Year One Project**

► (3 credits) Q3 (0,3,0,0)

In this project course a team of student implements the business system defined in BUS 242.

Pre/Corequisite(s): COMP 139, BUS 242.

**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.

Prequisite(s): COMP 101 or COMP 102 plus 60 program credits with a minimum GPA of 3.0 ("C+").

**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.

Prequisite(s): COMP 101 or COMP 102 plus 60 program credits with a minimum GPA of 3.0 ("C+").

**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.

Prequisite(s): COMP 201 or COMP 202 or approval of Co-op department.

**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)

Prequisite(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)

Prequisite(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)

Prequisite(s): MATH 126 and COMP 132 and one of MATH 100, MATH 108, MATH 110 or 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)

Prequisite(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)

Prerequisite(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 Oracle database administration, and covers many of the topics necessary for the Oracle Certified Professional designation.

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, J2EE, JDBC, EJB, XML and related technologies as practiced by professionals using modern databases such as Oracle. (T)

Prerequisite(s): COMP 155 or COMP 258, and COMP 173 or COMP 273.

### **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.

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 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.

## **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 and CRIM 154.

## **Community Support Worker**

Note: *CSW courses are restricted to students in the Community Support Worker program.*

### **CSW 110 Theory 1**

► (3 credits) F (4,0,0,0)

This theory course introduces students to the concepts and principles basic to the understanding of supporting people with disabilities. Students will learn to apply the problem solving process and support strategies to facilitate and enhance people's inclusive community living.

### **CSW 111 Theory 2**

► (3 credits) W (4,0,0,0)

Building on CSW 110, this course provides further opportunities for students to apply support strategies using a problem-solving approach to their work for individuals with diverse abilities.

Prerequisite(s): CSW 110, CSW 140.

### **CSW 120 Health and Wellness 1**

► (3 credits) F (4,0,0,0)

This course introduces basic concepts and issues related to health and wellness. Students will explore the personal meaning of health, the value of caring and the support strategies as they relate to health and wellness. The classroom and health lab are the learning environments for this course.

### **CSW 121 Health and Wellness 2**

► (3 credits) W (4,0,0,0)

This course is a continuation of CSW 120. Students will further explore support strategies related to health, wellness and environmental issues for themselves and individuals with diverse abilities.

Prerequisite(s): CSW 120.

### **CSW 140 Foundations of Community Living**

► (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.

### **CSW 141 Practice 2**

▶ (6 credits) W (2,0,0,12)

This course provides opportunities for the further development of students' knowledge, skills and values while in a supervised practicum setting. Students are in the field two days/week, and weekly seminars assist students in integrating and applying their learning to the support of persons with diverse abilities.

Prerequisite(s): CSW 140, HHS 100.

Pre or Corequisite(s): CSW 111, CSW 121, HHS 103.

### **CSW 142 Practice 3**

▶ (6 credits) P (2,0,0,22)

This six week practicum experience provides students with the opportunity to integrate and consolidate the knowledge, skills and values learned in the program.

Prerequisite(s): CSW 141.

## **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): 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): 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): BIOL 260, DHYG 121, 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): BIOL 260, DHYG 121, 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): 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): 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, department, 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): 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 (4,0,0,9)

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, communication, self-evaluation, and professionalism are included. Radiology is introduced at a pre-clinical level.

Prerequisite(s): DHYG 160, BIOL 160, DHYG 110, DHYG 120.

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 (4,2,0,9)

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): 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): 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): 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): 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): DHYG 125  
Corequisite(s): DHYG 230, DHYG 260.

### **DHYG 224 Periodontology 3**

► (2 credits) W (2,0,0,0)

(Formerly DHYG 225)

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): 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 study of oral pathology, with an emphasis on recognition, significance and accurate description of the clinical appearance of intraoral mucosal lesions. The process of differential diagnosis of oral pathology is also considered.

Prerequisite(s): 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 intraoral mucosal lesions, characteristics of submucosal oral pathologies and common lesions of the face.

Prerequisite(s): 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): 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): 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): 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): 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): 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): 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 to provide consistent comprehensive clinical dental hygiene care. Emphasis on the transition into private dental practice setting will occur.

Prerequisite(s): 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): 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): 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 or assessment.

### 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): "C+" in 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): "C+" in 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): "C+" in 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): "C+" in 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): "C+" in 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): "C+" in ECCE 140.

Pre or Corequisite(s): "C+" in 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): "C+" in ECCE 141, 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 or assessment.

### 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): "C+" in 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 from birth to age twelve. An emphasis will be placed on the role and responsive environments for young children, in partnership with families and community.

Prerequisite(s): "C+" in ECCE 142.

## **ECCE 240 Supported Child Development**

► (3 credits) W (3,0,0,0)

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): "C+" in ECCE 142.

## **ECCE 250 Infant and Toddler Development**

► (3 credits) W (3,0,0,0)

This course is designed to prepare 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 and ECCE settings will be integral to this course to meet the diverse needs of infants, toddlers and their families.

Prerequisite(s): "C+" in ECCE 142.

## **ECCE 260 Practicum**

► (6 credits) P (0,0,2,14)

This practicum and seminar experience is designed to provide the student with opportunities to apply and consolidate knowledge and skills at an advanced level. The student will be involved in all aspects of providing care and education for young children. Practicum requirements may be completed in settings which allow students to refine their skills in working with infants and toddlers, or children with diverse abilities.

Prerequisite(s): "C+" in CFCS 211, CFCS 220, CFCS 260, ECCE 220, ENGL 150, ENGL 160 or ENGL 164, PSYC 255 or PSYC 256; or an ECCE Certificate from a recognized post secondary institute.

Pre or Corequisite(s): "C+" in ECCE 240, ECCE 250.

## **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. It is recommended that ECON 103 be taken prior to ECON 104. (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.

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.

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 and (MATH 108 or MATH 100) or permission of the Chair.

## **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.

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**

► (0 credits) 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.

Prerequisite(s): Assessment.

### **ELD 033 English Basics 1**

► (0 credits) 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.

Prerequisite(s): ELD 032 or assessment.

### **ELD 034 English Basics 2**

► (0 credits) 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.

Prerequisite(s): ELD 033 or assessment.

### **ELD 035 English Essentials 1**

► (0 credits) 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.

Prerequisite(s): ELD 034 or assessment.

### **ELD 036 English Essentials 2**

► (0 credits) 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.

Prerequisite(s): ELD 035 or assessment.

### **ELD 047 Workplace Speaking & Listening**

► (0 credits) 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**

► (0 credits) 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.

Prerequisite(s): ELD 036 or assessment.

### **ELD 056 ELD for Resident Care**

► (0 credits) 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**

► (0 credits) F, W, PS (10-20,2-5,0,0)

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 (Formerly ENGL 083E)**

► (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) 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 Comm.**

► (0 credits) F, W (8,2,0,0)

This course prepares internationally-trained non-native English speaking professionals 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 CLBPT 7 for Listening/Speaking or IELTS 5.5 for Listening/Speaking.

### **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 assessment.  
Corequisite(s): ELD 092.

### **ELD 099 Canadian Workplace Practice**

- ▶ (0 credits) F,W (Wks 1 & 2: 8,0,0,0; Wks 3 to 13: 2,0,0,34; Wks 14 & 15: 4,0,0,0)

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**

- ▶ (0 credits) 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**

- ▶ (0 credits) 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.

### **ELD QKSTRT – ELD Quick Start**

- ▶ (0 credits) 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.

## **Electronics**

*Open to students in the Electronics and Computer Engineering Technology Access, Computer Engineering Technology, Electronics Engineering Technology, Electrical Engineering Bridge, Electrical Technician, and Network and Electronics Technician, programs.*

### **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): COOP 100 plus completion of Academic Terms 1, 2 and 3 with no marks below a "C".

### **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): COOP 100 plus completion of Academic Terms 1, 2, and 3 with no marks below a "C".

### **ELEX 122 Shop Skills for Electronics**

- ▶ (0.5 credit) Pre-Q1, Q2, 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 ELEC1, 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 & 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 102 plus completion of Academic Terms 4 and 5 with no marks below a "C".

**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 no marks below a "C".

**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): Upon approval of Co-op department.

**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 ENGBRIDGE 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 ENGBRIDGE 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; Kirchhoff'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 ENGBRIDGE 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. 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 Program. Writing skills and reading skills will be developed and improved. This course cannot be used as a prerequisite for ENGL 092.

Pre-requisite(s): ENGL 033 or assessment for Career Preparation.

### **ENGL 058 Intermediate English/Trades**

► TBA (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.

Pre-requisite(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, Q1 (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 Business Administration program or the Certificate in Academic and Professional English.

Prerequisite(s): "C" in English 11 or "B" in ENGL 050 or (ELD 072 and 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 154 Creative Writing: Fiction**

▶ (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. (T)

Pre or Corequisite(s): ENGL 150.

**ENGL 156 Creative Writing: Poetry**

▶ (3 credits) W'06 (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. This course alternates with English 158 in Fall '05. (T)

Pre or Corequisite(s): ENGL 150.

**ENGL 158 Creative Writing: Playwriting**

▶ (3 credits) W'07 (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. This course alternates with ENGL 156. (T)

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, P or S (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 262 Women's Literature**

▶ (3 credits) 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 works). (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.

## **Engineering**

### **ENGR 140A Geographic Information Systems 1**

► (3 credits) Q2 (1,4,0,0)

This course introduces concepts of GIS: vocabulary; fundamental concepts of vector topology; components of a GIS map; use of external and internal attribute information; creation and maintenance of a GIS map along with its database; and, the applications of GIS in engineering.

Prerequisite(s): CIVL 131.

### **ENGR 141 Geographic Information Systems 2**

► (4 credits) Q3 (1,5,0,0)

This advanced course introduces the use of computers in performing environmental oriented tasks such as resource, land use, flora/fauna mapping, and reporting extraction using Geographic Information Systems software for Windows. It will also train the student in the use of Geodetic Positioning Systems for the purpose of attribute information acquisition.

Prerequisite(s): ENGR 140A.

### **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 ENGRBRIDGE 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**

► (3 credits) Q1 (1,3,2,0)

In this course 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.

Pre or Corequisite(s): ENGR 151M, MECH 179.

### **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): MECH 153.

Corequisite(s): ENGR 189.

### **ENGR 158 Applications in Computing**

► (2 credits) Q1 (1,3,0,0)

Introduction to MS DOS, Windows, word processing and problem-solving using spreadsheet software. Introduction to data bases.

Prerequisite(s): Mathematics 10 or assessment and English 10 or assessment.

### **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.

**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 (4,1,0,0)

This course is a continuation of Commercial Practices 1. This in-depth study will include a variety of projects on the AutoCAD system.

Prerequisite(s): ENGR 178.

**ENGR 189 CAD Projects**

► (5 credits) Q3 (2,4,2,0)

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 3D Studio VIZ.

Prerequisite(s): All Academic Term 2 courses.

**ENGR 190 Orientation**

► (1 credit) Pre-Q1 (15,0,0,0)

Survival techniques for Engineering Technology students incorporated into an orientation course.

**ENGR 198 Technical Specification**

► (2 credit) 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; and tenders. The students will also learn how to create simple websites to display technical information.

Prerequisite(s): ENGR 152.

Corequisite(s): ENGR 189.

**ENGR 240 Material and Energy Balances**

► (3 credits) Q3 (4,0,0,0)

A quantitative account of the redistribution of material and/or energy that occurs during biochemical phenomena. This basic tool of process engineering can be used to model and design industrial chemical processes, conduct life-cycle analysis, and analyze industrial ecology.

Open to ENGRBRIDGE students only.

**ENGR 242 Transport Phenomena**

► (3 credits) Q2 (3,1,0,0)

Topics include: fluid properties and their static and dynamic forces during laminar and turbulent flows in series and parallel pipe networks; application of energy, continuity, and momentum equations; fluid flow measurement in open channels and pipes; forces due to fluids in motion including lift and drag; dimensional analysis and similitude.

Open to ENGRBRIDGE students only.

**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.

**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.

**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.

Open to ENGRBRIDGE students only.

Prerequisite(s): ENGR 264.

**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 ENGRBRIDGE students only.

**ENGR 276 Fluid Dynamics 1**

► (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 177.

**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 ENGBRIDGE 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 ENGRBRIDGE students only.

## 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 (0,0,0,35)

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 "B-" (4.0).

### 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 Environmental Geography (Formerly ENVR 107A)

► (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 (both 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 112 Introduction to GIS

► (3 credits) F (1,2,0,0)

An introduction to computer-based analytical tools and concepts in environmental analysis. A specific environmental analysis project provides the experience of working with a spatial data set. Students design and carry out the analysis by organizing and analyzing the data using current software tools (Arc View). (T)

**Prerequisite(s):** COMP 156 or COMP 158E.

### 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 (0,0,0,35)

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 a "B-" (4.0).

### 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 (48 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 (2,3,0,0)

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) 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) F,W,P (2,3,0,0)

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,W (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) P (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) P (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 multi-variate analysis, and non-parametric tests. A problem-based approach uses data sets from environmental and ecological fields.

Prerequisite(s): ENVR 119 and MATH 116 or 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 a "B-" (4.0). 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) F (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 and 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.

## Exercise and Wellness

### 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 (1,1,0,1)

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.

Prerequisite(s): SPEX 210.

## 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): FIN 110.  
Pre or Corequisite: ACCT 111.

### 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 115 Introduction**

► (6 credits) F,W (3,0,0,0)

Examines the traditions, societies, and cultures of First Nations peoples from before European contact until the present. Emphasizes the maintenance/ revitalization of cultural identity and pride, government structures and other forms of leadership. Students will trace the historic paths of 1. Culture; 2. Governance; 3. Everyday life; and 4. Conflict and resolution. (T)

### **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 115 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 115 or permission of FNCS Chair.

### **FNCS 242 First Nations and 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 115 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 115 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-Corequisite(s): FNS 114.

Open to FNHS/RCA students only.



## 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.

## 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 6 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.

## **Fine Furniture**

### **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.

## 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 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,W (2,3,0,0)

An introduction to the basics of digital geomatics including geographic information systems (GIS) and digital remote sensing. (T)

Prerequisite(s): Any first-year GEOG course.

### **GEOG 216 Quantitative Methods**

► (3 credits) F or W (3,2,0,0)

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 course and any first-year ENGL course.

### **GEOG 222 Economic Geography**

► (3 credits) F,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 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,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.

## 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.

## 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 paid 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 fundraising and sponsorship; establishing budgets and timelines; risk management; marketing strategies; utilizing volunteers; registration; scorekeeping 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 paid 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. non-profit 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.

## 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 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 condition, 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 B.C. 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 B.C. 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 socio-economic 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) W (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.

## **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.

### **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.

## **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 B.C., Canada and the world. This full-time paid 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.

### **HMGT 182 Beverage Operations**

▶ (3 credits) F,W (1,4,0,0 - alt weeks)

The students gain theoretical and practical experience of running their own pub operation by obtaining the necessary licenses, purchasing food and beverages, cashiering, bartending, serving, managing and conducting inventory and financial controls. Bi-weekly, students rotate through these positions during the fall and winter semesters.

Open to HRADMGMT students only.

### **HMGT 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.

### **HMGT 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.

### **iHMGT 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.

### **HMGT 201 Co-operative Work Experience 2**

► (6 credits) W (0,0,0,35)

See description for HMGT 101. This work term will normally involve an out of town placement.

Prerequisite(s): HMGT 101 and 43 credits toward a Hotel and Restaurant Management diploma. These credits must include HMGT 280 and HMGT 281.

### **HMGT 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): HMGT 180.

### **HMGT 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): HMGT 280.

### **HMGT 283 Hotel Operations 2**

► (3 credits) F (4,0,0,0 for 10 weeks)

This course will build on HMGT 186 and will provide more expertise in the area of front office management, pricing, yield management, hotel security, hotel personnel management and hospitality sales, and Cornell Hotel Administration Simulation (CHASE).

Prerequisite(s): HMGT 186.

## **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, CO2 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 merchandizing; 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.

## **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.

## **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.

## **Interprofessional Mental Health and Addictions**

### **IMHA 510 Cultural and Care Contexts**

► (1 credit) W (25,0,0,0 for one week)

This one-week face-to-face 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**

► (2 credits) W (5,0,0,0)

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 Planning**

► (3 credits) W (TBA)

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 510.

### **IMHA 513 Interventions**

► (3 credits) W (6,0,0,0 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. Application is included through role play, case study, and class discussion.

Prerequisite(s): IMHA 510.

### **IMHA 514 Interprofessional Issues**

► (2 credits) W (TBA)

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 510.

### **IMHA 515 Practice**

► (13 credits) P (TBA)

This course provides student 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 510, IMHA 511, IMHA 512, IMHA 513, IMHA 514.

## **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 enrol. (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 enrol. (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 enrol. (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 enrol. (T)

Prerequisite(s): JAPN 200 or departmental assessment.

## **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 the pronunciation, script, vocabulary, and sentence pattern. Cultural and historical notes are added to enhance understanding. *Native speakers of Korean may not enrol.*

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 enrol.*

Prerequisite(s): KORE 100 or departmental assessment.

## **Learning Skills**

### **LRNS 100 Effective Learning and Study Skills**

► (0.5 credit) F,W,P,S (1.5 to 4,0,0,0)

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) Q1 (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) Q1 (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.

## 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 (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: 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 Advertising and Media

► (3 credits) F (3,1,0,0)

The student will gain an understanding of how advertising fits into the marketing milieu: advertising philosophy and purpose; organization of the advertising function; advertising agencies; creative processes; copy, layout; media - newspapers, radio, TV, magazine, direct mail, outdoor, public relations; overall strategies and campaigns. Basic computer literacy is recommended. Students will use Corel Draw for their final project.

Prerequisite(s): MARK 110.

### MARK 225 Public Relations

► (3 credits) W,Q1 (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 such as media relations including media releases and distribution. The emphasis of the course is on the strategic function of public relations. Specific discussion on issues management, internal communication, crisis communication and public relations ethics will be highlighted.

Prerequisite(s): MARK 110.

### 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,S,Q2 (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) 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 Client Relations and Ethics

► (3 credits) W (2,0,1,0)

This course focuses on the marketing issues and techniques common in the accounting, investment and financial planning industries. Topics will include selling intangibles, client relations, ethical issues and professional ethics, legal requirements and restrictions, adaptive and internet selling, client acquisition, referrals, behaviour and assessment.

Prerequisite(s): MARK 110.

### MARK 265 Consumer Behaviour

► (3 credits) F (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. (T)

Prerequisite(s): MARK 110.

## Mathematics

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 Mathematics 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 Mathematics. Topics include: whole numbers, decimals, fractions, and practical problem-solving.

Prerequisite(s): Assessment.

### **MATH 033 Fundamental Mathematics 2 (Formerly ABMA 030)**

► 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 Mathematics. Topics include: proportion, percent, measurement, geometry, graphs, and practical problem-solving.

Prerequisite(s): MATH 032.

### **MATH 034 Fundamental Mathematics 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 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 Entry Level Training programs. Topics include: whole numbers, fractions, decimals, proportion, percent, powers, roots, graphs, formulas, measurement, and geometry.

Prerequisite(s): MATH 034 or assessment.

### **MATH 052 Intermediate Mathematics 1**

► M (6,4,0,0)

This course covers the first part of ABE Intermediate Mathematics, 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 Mathematics 2**

► M (6,4,0,0)

This course covers the second part of ABE Intermediate Mathematics, 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 provides the skills required for further study in Electrical ELT, 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 Mathematics 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 Mathematics 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 Pre-calculus. Topics include: factoring review, 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): "B-" in or a "C+" in Math 11 or assessment.

### **MATH 092 Provincial Mathematics 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): "B-" in MATH 073 or "B" in Math 11 or "C" in Math 12 or assessment.

### **MATH 093 Provincial Mathematics 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): "B-" 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. Credit may be obtained for only one of MATH 100 and MATH 108. (T)

Prerequisite(s): "B " in one of Math 12, MATH 105, MATH 108, MATH 115, MATH 174B, MATH 185 or assessment.

### **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 103 Introductory Analysis**

► (3 credits) W- alternate years (3,0,0,0) (not offered 2005/06)

An important course with many interesting gems for anyone wishing to pursue a career in mathematics or the sciences. Topics include: logic, proof techniques, the real number system, set theory, limits, continuity and sequences. (T)

Prerequisite(s): "B+" in MATH 100 or a "C" in MATH 101.

### **MATH 105 Algebra and Pre-calculus**

► (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: 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 11 or "B-" in MATH 073 or "C" in Math 12 or "B-" in MATH 092 or assessment.

Note: Credits may be obtained for only one of MATH 105 and 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. Credit may be obtained for only one of MATH 100 and MATH 108. (T)

Prerequisite(s): MATH 105 or MATH 115 or MATH 174B or MATH 185 or a "C+" in one of Math 12 or MATH 173 or a "C" in Math 12 together with a "C+" in Calculus 12 or assessment.

### **MATH 109 Finite Mathematics**

► (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): Math 12 or MATH 093 or MATH 105 or MATH 115 or a "B" in MATH 092 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 Mathematics 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 Mathematics 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 Pre-calculus**

► (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 and MATH 115.

### **MATH 116 Elementary Statistics**

► (4 credits) F,W,P,S (4,1-alt.wks,0,0)

For students in 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 Math 11 or a "C" in MATH 073 or Math 12 or Applications of Math 12 or assessment.

### **MATH 126 Basic Discrete Mathematics**

► (3 credits) W (4,0,0,0)

For students in Mathematics 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. Credit will be given for only one of MATH 126 or MATH 222. (T)

Prerequisite(s): MATH 100 or MATH 110.

### **MATH 161 Mathematics 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 162 Mathematics for Computing 2**

► (3 credits) Q2, Q3 (4,0,0,0)

Topics include: logic, inference, predicate logic, mathematical induction, set theory, combinatorics, probability, expectation, measures of central tendency and dispersion, normal distribution, statistical inference. (T)

Prerequisite(s): MATH 161 or assessment.

### **MATH 172 Basic Technical Mathematics 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 Mathematics 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 Mathematics 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 Mathematics 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 Mathematics 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 Mathematics 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 Mathematics 2**

► (3 credits) Q2, Q3 (4,1,0,0)

Use of calculators and computer programs are stressed throughout. Topics include: antiderivatives, 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 Mathematics 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 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 Mathematics**

► (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 (e.g. MATH 100 and MATH 101, or MATH 100 and MATH 110, or MATH 108 and MATH 109).

Open to ENGBRIDGE 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): "A-" in MATH 110 or "B" in MATH 111 or "C+" in MATH 220.

### **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 ENGBRIDGE 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 ENGBRIDGE 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 263 Ordinary and Partial DE's**

► (2 credits) Q3 (5,0,0,0)

Topics include: first order equations, geometric interpretation; direction fields and integral curves, higher order linear equations, solutions of constant coefficient equations and their applications; numerical solutions; Fourier series, linear systems, heat diffusion, Laplace, and wave equations.

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.

### **MATH 265 Computational Methods**

► (1.5 credits) Q3 (3,0,0,0)

Topics include: boundary value problems, root-finding methods, methods for solving simultaneous algebraic linear equations, curve-fitting methods, interpolation or approximation methods, and integration methods.

Open to ENGBRIDGE students only.

## **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): COOP 100 plus completion of Academic Terms 1, 2, and 3 with no marks below a "C".

### **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): COOP 100 plus Academic Terms 1, 2, and 3 with no marks below a "C".

### **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**

▶ (1 credit) Pre-Q1 (20 hours total), Q1 (0,2,0,0)

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 set of the instrument.

Prerequisite(s): Entrance requirements to Mechanical Technology Access or Computer Graphics Technician.

**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 co-planar and three dimensional force systems. Material properties of a wide variety of ferrous and non-ferrous 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'Alambert'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 COMPGRTECN 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 no mark below a "C".

**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 no mark below a "C".

**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 no marks below a "C".



**MECH 210 Mechanics for Electrical Engineers**

► (2 credits) Q1 (5,0,0,0)

Review of vector algebra. Introductions to statics and dynamics

Open to ENGBRIDGE 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 ENGBRIDGE 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 no marks below a "C".

**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 276, 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): MATH 187, CHEM 160, ENGR 276.

**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 Bauschinger 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 276, 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 276.

**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 microcontrollers 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.

## **Music and Music Foundations**

**Note:** Course descriptions for Music courses reserved for full-time Music students may be obtained by contacting the School of Arts & Science or the Conservatory.

### **MURS 115 A Survey of Music History**

► (3 credits) F (3,0,0,0)

This course is for "classical" music lovers who have not studied music but wish to increase their general knowledge and concert-going enjoyment. It's a survey of Western music from Classical Greece to the present, focusing on a few representative, important works. Parallel cultural, social, and political events are discussed. (T)

Prerequisite(s): English 12 or assessment.

## **Nursing**

**Note:** *NURS courses are restricted to students in the Nursing programs.*

### **NURS 104 Professional Foundations**

► (4 credits) P (3,0,0,0)

This course focuses on the philosophy and foundational concepts of the Camosun Collaborative Nursing Program (CNP), 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 (3,0,0,0)

This course features the utilization of decision-making processes in nursing for client case studies including the application of biological, pharmacological, nursing and social science concepts. Students will do a self-assessment of their learning needs regarding first year nursing psychomotor skills and will have opportunities to review and practice these skills.

Prerequisite(s): ENGL 150, BIOL 151 or BIOL 153.

Corequisite(s): NURS 104.

### **NURS 110 Professional Growth 1**

► (3 credits) F (3,0,0,0)

The philosophical foundations and the concepts of the nursing program are explored. The history of nursing, including a gendered analysis of the profession is examined. Nursing within the health care system is emphasized, and the relationship between theory, practice, and research. Critical thinking, critical reflection, and critical writing are introduced.

Pre or Corequisite(s): NURS 120A, NURS 140, NURS 160.

### **NURS 120A Practice 1**

► (3 credits) F (0,3,0,3)

This course provides an introduction to nursing practice with opportunities to learn basic nursing and assessment skills. Participants have opportunities to experience nurses' work in a variety of settings. In addition, participants are introduced to the concept of family in relationship to nursing and health promotion.

Pre or Corequisite(s): NURS 110, NURS 140, NURS 160.

### **NURS 120B Practice 2**

► (7 credits) W (0,3,0,8)

This nursing practice experience provides opportunities to develop caring relationships with individuals/families experiencing chronic health challenges. Participants reflect upon the complexities of caring for families with chronic health challenges and develop sensitivity toward the experience of health as viewed through the individual's/family's perspective.

Prerequisite(s): Semester 1 of Year 1 of the Nursing program.

Pre or Corequisite(s): NURS 141, NURS 161, BIOL 153.

### **NURS 121 Consolidated Practice Experience 1**

► (5 credits) P (0,0,0,24)

This consolidated practice experience is designed to provide opportunities to develop caring relationships with individuals and families experiencing chronic health challenges. Participants have opportunities to consolidate learning from the first year of the program in a variety of settings.

Prerequisite(s): Completion of Academic Term 1 and Academic Term 2 of the Nursing program.

### **NURS 140 Health 1: Health Styles**

► (4 credits) F (3,0,0,0)

This course explores the personal meaning of health, health assessment, maintenance and prevention. Participants examine significant theoretical and conceptual frameworks of health in relation to self. Participants have the opportunity to identify personal resources, challenges to health, and recognize the complexity of the change process, related to health-promoting behaviour.

Pre or Corequisite(s): NURS 110, NURS 120A, NURS 160.

### **NURS 141 Health 2: Facilitating Health in Families**

► (3 credits) W (3,0,0,0)

This course focuses on family theory and families' experience with chronic health challenges. Participants engage with individuals and a family to understand the family's personal meaning of health, healing, and health promotion in relation to chronic health challenges.

Prerequisite(s): NURS 140.

Pre or Corequisite(s): BIOL 153, NURS 120B, NURS 161.

### **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 Self and Others 1**

► (3 credits) F (3,0,0,0)

This course focuses on the learner's personal discovery of self, and self in relation to others. Through interaction and reflection, emphasis is placed on how personal beliefs, values, experiences, and perceptions have shaped self over time, and impact on caring experiences with self and others (individual, family and groups).

Pre or Corequisite(s): NURS 110, NURS 120A, NURS 140.

## **NURS 161 Self and Others 2**

► (3 credits) W (3,0,0,0)

Relational practice with individuals, families and groups from a diverse background of age, culture and experience are explored. Participants explore caring and how the connection between caring and relationship provides the context for health and healing. Theories of caring and relational practice across a range of contexts are explored.

Prerequisite(s): NURS 160.

Pre or Corequisite(s): NURS 120B, NURS 141.

## **NURS 210A Professional Growth 2A**

► (1.5 credits) F (1.5,0,0,0)

This course builds on the philosophy and concepts examined in Professional Growth 1 as well as examining an introduction to teaching strategies related to theoretical perspectives and teaching across the lifespan. Emphasis is placed on the role of the nurse as educational advocate.

Prerequisite(s): NURS 110 or successful completion of the Nursing Access for Practical Nurses (NAPN) program.

Pre or Corequisite(s): NURS 220.

## **NURS 210B Professional Growth 2B**

► (1.5 credits) W (1.5,0,0,0)

This course builds on the philosophy and concepts examined in Professional Growth 1 and 2A. Emphasis is placed on examining and exploring the professional practice of nursing and the standards for practice.

Prerequisite(s): NURS 210A.

Pre or Corequisite(s): NURS 221.

## **NURS 220 Practice 3**

► (9 credits) F (4,0,0,12)

This nursing practice experience provides the opportunity to develop caring relationships with people experiencing episodic health challenges. Experiences include nurses' work in the care of individuals and families in a variety of acute care settings as well as in the transition from hospital to home.

Prerequisite(s): NURS 121 or successful completion of the Nursing Access for Practical Nurses (NAPN) program.

Pre or Corequisite(s): BIOL 252, NURS 230.

## **NURS 221 Practice 4**

► (9 credits) W (4,0,0,12)

This course is a continuation of Nursing Practice 2, with a focus on increasingly complex episodic health challenges. There are opportunities for participants to refine their clinical decision-making and to explore and utilize the expertise of a variety of health team members.

Prerequisite(s): NURS 220.

Pre or Corequisite(s): BIOL 253, NURS 231.

## **NURS 230 Healing 1**

► (6 credits) F (2,4,0,0)

The focus of this course is on people's experience with healing with particular reference to episodic health challenges. Participants integrate theory and concepts of health as they relate to healing. Participants develop a repertoire of nursing practice skills including critical thinking, decision-making, interpersonal, organizational and psychomotor skills to promote healing.

Prerequisite(s): NURS 121 or successful completion of Nursing Access for Practical Nurses (NAPN) program.

Pre or Corequisite(s): BIOL 252, NURS 210A, NURS 220.

## **NURS 231 Healing 2**

► (6 credits) W (2,4,0,0)

Participants in this course develop an understanding of people's experience with healing related to a variety of increasingly complex episodic health challenges. Participants further develop their nursing practice skills including critical thinking, interpersonal, organizational and psychomotor skills to promote healing. Emphasis is placed on an increase in participant self-directedness.

Prerequisite(s): NURS 230.

Pre or Corequisite(s): NURS 210B, NURS 221.

## **NURS 270 Consolidated Practice Experience 2**

► (5 credits) P (0,0,0,24)

In this six week consolidated practice experience opportunities are provided to develop caring relationships with individuals and families experiencing increasingly complex episodic health challenges. Students have opportunities to consolidate learning from the first and second year of the program in a variety of settings.

Prerequisite(s): Completion of Academic Term 4.

## **NURS 320 Practice 5**

► (9 credits) F (3,0,0,13)

The focus of this nursing practice experience is prevention, primarily in acute care settings utilizing community as a resource. The integration of the practice of teaching/learning is an essential element. In addition, participants have opportunities to broaden their experience of nurse's collaborative roles within an interdisciplinary team.

Prerequisite(s): NURS 270.

Pre or Corequisite(s): NURS 330, NURS 340.

## **NURS 330 Healing 3: Health Science**

► (3 credits) F (3,0,0,0)

This course provides opportunities for the participants to building on their nursing knowledge and understanding of health and natural sciences in relation to complex episodic and chronic health challenges. This advanced course will focus on current topics and emerging knowledge related to a variety of health care contexts.

Prerequisite(s): NURS 270.

Pre or Corequisite(s): NURS 320 and NURS 340.

## **NURS 340 Health 3: Teaching/Prevention**

► (3 credits) F (3,0,0,0)

The emphasis of this course is health teaching for prevention. Participants examine a variety of teaching/learning theories, perspectives, and strategies that underlie meaningful interactions with individuals, families and groups. They explore and critique prevention programs, basic concepts of epidemiology, the nurse's role in prevention and the significance of interdisciplinary collaboration.

Prerequisite(s): NURS 270.

Pre or Corequisite(s): NURS 320.

## Public Administration

### **PADM 112 Intro to Public Administration (Formerly PADM 210 and 220)**

► (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 credentialized program.

Prerequisite(s): ENGL 12 or TPC 12 or assessment.

### **PADM 227 Government Services (Formerly PADM 221)**

► (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.

## 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 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 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.

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 enrollment 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.

## **Physics**

### **PHYS 060 Introductory Physics**

► (4 credits) F,W,P (4,1 to 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 (2,1 (2 on alt weeks),2,0)

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 (5,1 (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 ENGBRIDGE 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 ENGBRIDGE students only.

## **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 (3,6,0,0 for 12 weeks)

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 (3,6,0,0 for 12 weeks)

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 (3,9,0,0 for 6 weeks, 3,6,0,3 for 3 weeks)

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**

► (6 credits) P,F (3,12,0,0 for 4 weeks, 3,0,0,12 for 5 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 psychogeriatric 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 practicum 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.

## **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): English 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): English 150 and one first-year PSC course.

### **PSC 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): English 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): English 150 and one first-year PSC course.

## **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. 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.

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 life span 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 Relations**

► (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.

### **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.

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 bedwetting, tantrums, non-compliance, 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 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: neuroanatomy, 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) Pending

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.

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.

Prerequisite(s): PSYC 110 or PSYC 130 or PSYC 154 or PSYC 160.

### **PSYC 264 Applied Behaviour Analysis**

▶ (3 credits) W,P (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.

## Science

### SOC 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.

## 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 240 Society & Technological Change**

► (3 credits) W (3,0,0,0)

An analysis of the social forces responsible for changing patterns of technological innovation in modern industrial societies and the effects of technological change on the organization of work and on social aspects of human interaction. (T)

Prerequisite(s): SOC 100, 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.

## **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.)

## **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 210 Exercise Physiology**

► (3 credits) F (2,2,0,0)

Musculoskeletal and 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 and physiological principles behind the development of muscular strength, endurance, cardiovascular training and flexibility programs.

Prerequisite(s): BIOL 141, BIOL 142.

### **SPEX 250 Instr.Design & Program Planning**

► (3 credits) W (3,0,0,0)

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): "C+" in English 12 or TPC 12 or assessment.

## **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.

## **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, socio-economic 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.

## **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.

# Glossary

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**Academic Appeals Committee (AAC):** The final tribunal for appeals by students on academic conduct.

**Academic Conduct:** Matters that relate to the achievement of academic goals and student learning such as grades, and inappropriate academic conduct such as plagiarism and cheating. This policy does not cover incidents of unacceptable student behaviour or issues of safety.

**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.

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

**Admission:** The permission to enrol granted to an applicant. Also, the process by which a prospective student submits an application and credentials, and receives a decision regarding admission to a program.

**Admission Requirement(s):** Prerequisites for admission to a program.

**Applicant (Incomplete):** Applications which are submitted without proof of admission requirements. Incomplete applications will be held for a maximum of 12 months. Once admission requirements are submitted, the application is considered qualified, based upon the date admission requirements are submitted.

**Applicant (Qualified):** Qualified applicants are those who have completed all admission requirements.

**Application deadline:** The date by which the completed application form and all required supporting documents must be submitted to the Admissions Office.

**Application:** Either the form or the process of applying for admission to a program.

**Assessment:** An assessment of a student's current skills in a particular area (usually English or mathematics).

**Audit:** Registration in a course for interest purposes but not as a candidate for credit. No credit will be issued, full fees must be paid and college admission requirements and course prerequisites must be met.

**Bursary:** A monetary grant based on demonstrated financial need.

**Camlink:** The College's web-based interface which students use to register in/drop courses, to view grades and other services.

**Camlink ID:** The seven-digit student number unique to each student assigned to students upon application to the college, and is used to access camlink (e.g. C0001234).

**Chair:** The educational leader of a department.

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

**Continuing Student:** 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.

**Co-operative Education:** Some programs offer Co-operative education options which enable students to integrate academic study with alternating paid Co-op terms in co-operating employer organizations.

**Copyright Collective:** A copyright collective represents a defined group of creators and licenses the use of the copyrighted works of those creators.

**Copyright License:** A legal contract that allows the College to use copyrighted works usually in a defined format for educational purposes. Licenses can be with Collectives or commercial agents.

**Corequisite:** A course that must be taken at the same time as the stated course. Withdrawal from a corequisite course will automatically result in withdrawal from the courses requiring that corequisite.

**Course Outline:** The standard outline for a course distributed to students at the beginning of the course.

**Credential:** Either a certificate, diploma, associate degree or applied degree bestowed as official recognition for the completion of the requirements of a program.

**Credit:** Each course has a credit value which reflects the amount of work required in the course. A three-credit course offered in a semester would require 7-10 hours of in-class and out-of-class work each week.

**Dean:** The educational leader of one of the education schools at the College.

**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.

**Defer:** Applicants who are unable to accept their seat in a career program may defer their seat one time.

**Distance Education (DE):** Courses where curriculum is offered through a variety of media, where no components are offered on campus. DE courses are noted on timetables with section numbers starting with "D".

**Distributed Education (DE):** Learning and teaching that includes choices from a variety of learning technologies such as delivery over the Internet or the radio or by correspondence or a combination of distance education media with on-campus components. DE courses are noted on timetables with section numbers starting with "D".

**Elective:** An elective is normally a university transfer course that students select outside of their major area of study, to fulfill program graduation requirements.

**Fee Deadline:** The date course fees are due and is the last day fees are refundable. This date is usually 14 days after the semester/quarter begins or 7 days after the term begins. (Refer to the Important Dates section of the Calendar for exact dates).

**Final Grade:** The official grade verified by Student Services.

**Flag or Restriction:** An action placed on a student file withholding permission to register, to have a transcript issued etc., until the student has fulfilled some delinquent financial or other obligation to the college.

**FOIPOP:** Refers to the Freedom of Information/Protection of Privacy Act.

**Full-Time:** Enrolment in at least a 60% course load\* for their program of studies\*\*. Some external agencies may set different requirements and guidelines.

\*In the case of Access programs, this translates to a minimum of 20 hours per week.

\*\*Some programs at the College (e.g. technologies) require students to carry the full-course load as outlined in this calendar.

**Grade:** A letter grade (which represents a percentage range as per the College's Grading Policy) awarded at the conclusion of a course.

**Grade Point:** The value (ranging from 0.0 to 9.0) given to each final grade (e.g. "A+" = 9.0, "F" = 0.0).

**Grade Point Average (GPA):** The total of grade points averaged over the number of credits contributing points of 0.0 and greater.

**Graduation:** The process of receiving formal recognition, usually by the granting of a credential (certificate, diploma, associate degree or applied degree) for having completed a program of study.

**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).

**Incomplete Application:** see Applicant (incomplete).

**Informal Appeal:** An informal appeal process that provides the student with steps to resolve the academic concern.

**Letter of Permission:** A letter provided by the Student Services (Academic Advising) to a currently enrolled Camosun student to take courses at another institution.

**Minimum Course Load:** Required number of credits or courses to be eligible for a student loan (60% of a full course load, or for students with permanent disabilities 40% of a full course load).

**New Student:** One who applies to a college program and has never attended the College (excluding Continuing Education general interest courses). In terms of registration priority and processes, new student status will normally apply for the complete academic year.

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

**Non-profile:** Courses or programs which are not subsidized by the government.

**Non-Refundable:** Where this notation appears it should be noted that refunds will not be provided under any circumstances.

**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.

**Opt-Out (UPass or medical/dental):** The process of requesting exemption from paying for and receiving the service.

**Part-Time:** Attending less than full-time. In the case of university transfer, usually fewer than three courses.

**Permission to Register:** Usually provided by an instructor or Chair. Enables a student to register in a course.

**Petition:** A notation placed on courses to allow a certain registration activity to take place.

**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.

**Pre or Corequisite:** A course that must be taken either at the same time or before a stated course.

**Prerequisite(s):** A requirement that must be met before entry into the course. Course prerequisites require a minimum grade of 'C' or 'COM' unless otherwise noted.

**Prior Learning Assessment:** Assessment by some valid and reliable means by departmental faculty, of what has been learned through non-formal education/training or experience, that is worthy of credit in a course on program offered by that department of Camosun College.

**Program Admission Requirement(s):** Requirements that must be met to qualify for admission to the program.

**Program Code(s):** A code (listed in the College calendar) used by the Student Services to identify the program of studies.

**Program Completion Requirements:** Requirements that must be met before the credential will be awarded.

**Program Participation Requirement(s):** Requirements that must be met throughout the program (e.g. immunization, external certifications, equipment).

**Qualified:** see Applicant (Qualified).

**Quarter:** An academic term which is 11 weeks in length (not including the exam period).

**Registration:** The procedure by which students are assigned to class. Most students register on the web using camlink.

**Registration Deposit:** A \$150.00 non-refundable registration deposit which must be paid at least three business days prior to registration or as a payment at the time of admission as an indication that an applicant is accepting a seat offer.

**Reserved Courses:** Courses on the timetable that are reserved for program students. Non-program students may register or waitlist once the reserves are dropped (refer to the date reserves will be dropped on the course comment line on the timetable).

**Resident Credit:** Resident credit is equivalent to having earned the credit at Camosun College for graduation purposes. For College credentials at least 25% of the required program or program credits must be completed at Camosun College. The exception to this rule is the College Preparatory program in which a minimum of 10 semester credits must be completed at Camosun College.

**Restricted Courses:** Courses on the timetable that are restricted to program students.

**Restriction or Flag:** An action placed on a student file withholding permission to register, to have a transcript issued, etc., until the student has fulfilled some delinquent financial or other obligation to the college.

**Self-paced Courses:** Delivery of course curriculum in a manner suited to the students learning needs.

**Semester:** An academic term which is 14 weeks in length (not including the exam period).

**Seminar:** A group of students who meet regularly for reports and discussions in an area of research under the guidance of an instructor.

**Student Number:** A seven digit number (e.g. C0001234) assigned to each applicant/student. Used for all registration and other college activities. Also referred to as camlink ID number.

**Student Services:** The department that is responsible for maintaining all student records, admitting all students, maintaining the registration system, administering financial assistance, etc.

**Synonym:** A numeric code for a course listed on the timetable.

**Term:** An academic period which is at least seven weeks in length (not including the exam period).

**Timetable:** Published several times each year, the timetable lists all the courses and labs offered for the academic year or session. Includes course ID, course number, name, time, classroom location and faculty for each course and lab offered.

**Transcript:** The history of your academic performance at a post-secondary institution.

**Transfer Credit:** Granted to students who attended another post-secondary institution. Transfer credits are courses taken at the other institution and counted toward your Camosun program.

**Web Declare:** A student process on camlink for students to set themselves up for upcoming registration periods, and to reference their personal registration date.