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General Information

Board of Governors

College Governance Executive Assistant
Phone: 250–370–3409

Campus Maps

College & Community Relations
Phone: 250-370-4269

College History

College & Community Relations

Phone: 250-370-4269

College Organization

College Governance Executive Assistant
Phone: 250–370–3409

Education Council

College Governance Executive Assistant
Phone: 250–370–3409

Mission & Values

College & Community Relations
Phone: 250-370-4269

President's Welcome

Executive Assistant to the President
Phone:250-370-3410

Services for Students

The following alphabetized list provides a quick overview of services available to students. If a particular service is not fully described on our website, you will find the details below. Otherwise, clicking on the name of a service will take you to our website, where you will find all the pertinent information.

Aboriginal Education & Community Connections

Email: aboriginal@camosun.bc.ca

Lansdowne Campus: E 272
Phone: 250-370-3299

Interurban Campus: CBA 128
Phone: 250-370-4870

Academic Advising

Email: academicadvising@camosun.bc.ca

Lansdowne Campus: ID Main floor

Interurban Campus: LACC 2nd floor

Academic Upgrading Help

Academic Upgrading Help Centre

Interurban Campus: CBA 109
Phone: 250-370-3945

Accident Insurance

WorkSafeBC (WSBC) provides coverage to students who are injured during the off-site practicum component of their college programs for practica that occur within BC. The only exception is that WSBC coverage is extended to the college's on-site Dental Clinic practicum students, and to those who are enrolled in an Apprenticeship course. WSBC 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 WSBC.

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 WSBC coverage.

Assessment Centre

Email: assessment@camosun.bc.ca

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

** If we miss your call, you may leave a message or hear a recorded message that includes the current test schedule. The same schedule is posted on our website. (Individual test times may be considered if circumstances warrant it.)*

Assessment Tests

Some applicants to the college will be referred to the Assessment Centre to assess mathematics, reading and/or writing skills. Which tests 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.

Out-of-Town Applicants

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

Tests for Other Institutions

The Assessment Centre provides services for entrance exams to other institutions, mid-term and final exams for distance education courses, and other tests that may require an independent invigilator. Times are arranged individually. This service is available for both pen and paper and online/computer exams. Arrange by email or phone.

Assessment Fees

All assessment fees are non-refundable and subject to change.

- $10 for each English and mathematics testing;
- $20 for Computer Skills assessment (for admission to Applied Communication);
- $20 for a single out-of-town assessment;
- $30 for two out-of town assessment tests;
- $40 for out-of-town English and Computer Skills tests for Applied Communication; and,
- $35 for most external tests (includes taxes).

AudioVisual Services

Lansdowne Campus: LMC 152
Phone: 250-370-3621
Email: avlan@camosun.bc.ca

Interurban Campus: LACC 238
Phone: 250-370-4606
Email: avint@camosun.bc.ca

Book Exchange (Used)

Email: ccss@camosunstudent.org

Lansdowne Campus: LMC 102
Phone: 250-370-3590

Interurban Campus: LACC 111
Phone: 250-370-3868

Bookstores

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

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

Bus Pass (UPass)

CCSS for more info: 250-370-3590

BC Transit
BC Transit Busline: 250-382-6161

Cafeteria Services

Lansdowne Campus:
Campus Caf: F Bldg, main floor
Phone: 250-370-3650

Interurban Campus:
Helmut Huber Cook Training Centre
Phone: 250-370-3780

Urban Diner, JD Bldg
Phone: 250-370-4004

Camosun College International (CCI)

Email: inted@camosun.bc.ca

Lansdowne Campus: ID 2nd floor
Phone: 250-370-3681

Interurban Campus: LACC 2nd floor
Phone: 250-370-4812

Camosun College Student Society (CCSS)

Email: ccss@camosunstudent.org

Lansdowne Campus: LMC 102
Phone: 250-370-3590

Interurban Campus: LACC 111
Phone: 250-370-3868

Campus Security

Emergencies should be reported to 250-370-3075.

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

Career Resource Centres

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

Interurban Campus: LACC 2nd floor
Phone: 250-370-4925

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**. Students should consult with Counselling Services regarding on-site chaplaincy service.

Chargers Athletics

Interurban Campus:
Pacific Institute for Sports Excellence (PISE)
Phone: 250-220-2505

Child Care Services

Applications for child care services may be completed over the phone or online.

Email: childcare@camosun.bc.ca
Phone: 250-370-4880

Lansdowne Campus: LCCC Bldg

Interurban Campus: ICCC Bldg

Classroom Restaurant

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

Clubs for Students

Lansdowne Campus:
lansdowne@camosunstudent.org

Interurban Campus:
interurban@camosunstudent.org

College & Community Relations (CCR)

Interurban Campus
Phone: 250-370-4269

Computing Resources

Email: helpdesk@camosun.bc.ca

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

Continuing Education & Contract Training

Email: cectinfo@camosun.bc.ca

Phone: 250-370-4578

Co-operative Education & Student Employment

Lansdowne Campus: F 128
Interurban Campus: LACC 251

Co-op and Internships
Email: co-op@camosun.bc.ca
Phone: 250-370-4410 I

Student Employment
Email: employ@camosun.bc.ca
Phone: 250-370-4181

Counselling Services

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

Interurban Campus: LACC 2nd floor
Phone: 250-370-4925

Dental Clinic

Email: smile@camosun.bc.ca

Lansdowne Campus: Dental Bldg

Recorded Info line: 250-370-3191
Appointments: 250-370-3184

Disability Resource Centres

Email: drc@camosun.bc.ca

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

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

Dunlop House Restaurant

Lansdowne Campus
Phone: 250-370-3144

English Help

Email: ehc@camosun.bc.ca

Academic Upgrading Help Centre
Interurban Campus: CBA 109
Phone: 250-370-3945

English Help Centre

Lansdowne Campus: E 202
Phone: 250-370-3131

English Help Centre (ESL)
Lansdowne Campus: E 202
Phone: 250-370-3676

English as a Second Language Lab

Interurban Campus: CBA 160
Phone: 250-370-4917

Enrolment Services

Email: camosun.ca/faq
Phone: 250-370-3550
Toll-free: 1-877-554-7555

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

Interurban Campus: LACC 2nd floor
Fax: 250-370-3750

Financial Aid & Awards

Lansdowne Campus: ID main floor
Phone: 250-370-3596

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

First Aid

Phone: 250-370-3075 (24 hours)

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

Lansdowne Campus: Y 116B

Interurban Campus: JW Bldg entrance, near Contract Training

First Nations Student Association

Email: fnsa@camosun.bc.ca

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

Fitness and Recreation

Lansdowne Campus: Y 116
Phone: 250-370-3602

Interurban Campus: LACC 116
Phone: 250-370-4413

Food Bank

Food banks are located at each CCSS office.

Email: ccss@camosunstudent.org

Lansdowne Campus: LMC 102
Phone: 250-370-3590

Interurban Campus: LACC 111
Phone: 250-370-3868

Graduation

Access and AECC
250–370–3295

Arts & Science
250–370–3298

Business
250–370–3943

Health & Human Services
250–370–3161

Sport & Exercise Education
250–220–2550

Trades & Technology
250–370–4400

Help Centres, Camosun

See Academic Upgrading, English Help, Math Help, Learning Skills, & Writing Centre

Help Centres, partner locations

Saanich Adult Education Centre
250-652-2214 Extension 237

Songhees Employment Learning Centre
Phone: 250-386-1319

Victoria Native Friendship Centre
Phone: 250.384.3211

Housing

CCSS maintains an internet listing service where you can find affordable accommodations and roommates.

Information Sessions

General inquiries at scheduled sessions:

Lansdowne Campus: F main

Interurban Campus: LACC main

Intercollegiate Athletics (Chargers)

Interurban Campus:
Pacific Institute for Sports Excellence (PISE)
Phone: 250-220-2505

Keyboarding Speed Assessments

Email: sofbus@camosun.bc.ca

For more information: 250-370-4565
To register: 250-370-3550, or click here

Learning Skills

Lansdowne Campus: LMC 139 & ID 202
Phone: 250-370-3583

Interurban Campus: LACC 2nd floor
Phone: 250-370-4960

Library Services

Lansdowne Campus: LMC Bldg
Phone: 250-370-3619

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

Lockers

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

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

Lost and Found

Lansdowne: ID 200
Phone: 250-370-3041

Interurban: PR Bldg
Phone: 250-370-3889

Math Help

Math Help Centre

Lansdowne Campus: E 342
Phone: 250-370-3319

Math Labs

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

Lansdowne Campus: E 224
Phone: 250-370-3503

Medical Coverage

CCSS Student Benefits Plan

Lansdowne: RH 101
Phone: 250-370-1614 (Lansdowne)
Email: ccssplan@camosun.bc.ca

Interurban: LACC 117
Phone: 250-479-5578
Email: interurbanplan@camosun.bc.ca

The Nexus

Email: nexus@nexusnewspaper.com

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

Ombudsman

Email: ombuds@camosun.bc.ca

Lansdowne Campus: P 222
Phone: 250-370-3405

Interurban Campus: LACC 234
Phone: 250-370-4444

Parking & Transportation

Parking rates and detailed info

Robbins Parking

Photo ID

Email: library@camosun.bc.ca

Lansdowne Campus: LMC Bldg
Phone: 250-370-3624

Interurban Campus: LACC 340 3rd floor
250-370-4630

Prayer/Meditation Space

Lansdowne Campus: Richmond House 307

Interurban Campus: CBA 123

Pride Collective

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

Printing & Copying

Email: printshop@camosun.bc.ca

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

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

Security/Safety

Emergencies should be reported to 250-370-3075.

Lansdowne Campus: 250-370-3057

Interurban Campus: 250-370-4043

Student Employment

Email: employ@camosun.bc.ca

Lansdowne Campus: F 128
Interurban Campus: LACC 251

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

Student Society (CCSS)

Email: ccss@camosunstudent.org

Lansdowne Campus: LMC 102
Phone: 250-370-3590

Interurban Campus: LACC 111
Phone: 250-370-3868

Study Abroad

studyabroad@camosun.bc.ca

Lansdowne Campus: ID 201
Phone: 250-370-3682

Testing

See Assessment Centre.

UPass (Bus Pass)

CCSS for more info: 250-370-3590

BC Transit
BC Transit Busline: 250-382-6161

Used Book Exchange

Email: ccss@camosunstudent.org

Lansdowne Campus: LMC 102
Phone: 250-370-3590

Interurban Campus: LACC 111
Phone: 250-370-3868

Village 900 am CKMO

Email: news@village900.ca

Lansdowne Campus: Y 305
Phone: 250 370-3658

Walk Safer Program

Lansdowne Campus
Phone: 250-370-3590
For walks call 250-370-3058

Welcome Week

Email: ccss@camosunstudent.org

Lansdowne Campus: LMC 102
Phone: 250-370-3590

Interurban Campus: LACC 111
Phone: 250-370-3868

Women's Centres

Email:
women.centre@camosunstudent.org

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

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

Writing Centre

Email: writingcentre@camosun.bc.ca

Phone: 250-370-3491

Lansdowne Campus: LMC 144

Important Dates 2011/2012

2011 College Closures	
January 1	New Year's Day
February 25	College Conversations Day
April 22	Good Friday
April 25	Easter Monday
May 23	Victoria Day
July 1	Canada Day
August 1	BC Day
September 5	Labour Day
October 10	Thanksgiving
November 11	Remembrance Day
December 25 - January 2	Holiday Break

2012 College Closures	
January 2	New Year's Day
February 17	College Conversations 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

These dates are compiled prior to the school year. The college reserves the right to modify or cancel any date, program, course, timetable or objective without notice or prejudice.

Semester System 2011	Important Dates 2011	Quarter System 2011
January 24	**Fee Deadline:** For students enrolled in Winter '11 and Quarter 2 '11. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees.	January 18
January 24	Last day for NEW Winter '11 and Quarter 2 '11 students who have extended health and/or dental benefits to opt out of the Student Benefits Plan.	January 24
February	2011/12 college calendar available.	February
February	Winter '11 and Quarter 2 '11 Final Examination Schedule posted.	February
February 8	Deadline to apply for Winter 2011 Foundation Bursaries.	February 8
	Last day to WITHDRAW from most Quarter 2 '11 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 2 '11 courses.	February 22
February 24	*Student Services closed.*	February 24
February 24-25	*Reading Break 2011*. Note: Students in Trades and in programs offered on the Quarter System remain in school February 24.	February 25
February 25	*College Conversations Day — college closed.*	February 25
March	Spring/Summer '11 and Quarter 3 and 4 '11 course schedules are available on Camlink.	March
March 4	Deadline to submit Application to Graduate/Request for Credentials form for inclusion in June 2011 Graduation Ceremony.	March 4
March 14*	Last day to WITHDRAW from most Winter '11 courses without a failing grade. Last day to CHANGE to AUDIT for most Winter '11 courses.	
	Last day to request $50 registration deposit refund after withdrawing from ALL Quarter 3 '11 courses.	March 14
	Last day of instruction for most Quarter 2 '11 courses.	March 18
	Examination Period for Quarter 2 '11.	March 21-25
	Most Quarter 3 '11 courses commence.	April 4
April 16	Last day of instruction for most Winter '11 courses.	
April 18	Last day to request $50 registration deposit refund after withdrawing from ALL Spring '11 (7-week) and Spring/Summer '11 (14-week) courses.	
	Fee Deadline: For students enrolled in Quarter 3 '11. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees.	April 18
April 18-21; 26-29	Examination period for Winter '11.	
April 22	*Good Friday — college closed.*	April 22
April 25	*Easter Monday — college closed.*	April 25
May	Spring '11, Spring/Summer '11 and Quarter 3 '11 Final Examination schedule posted.	May
May	Fall 2011 and Quarter 1 '11 course schedules are available on Camlink.	May
May 9	Most Spring '11 (7-week) courses and most Spring/Summer '11 (14-week) courses commence.	

May 16	**Fee Deadline:** For students enrolled in Spring '11 (7-week). Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	
May 23	*Victoria Day — college closed.*	May 23
May 24	**Fee Deadline:** For students enrolled in Spring/Summer '11 (14-week). Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	
	Last day to WITHDRAW from most Quarter 3 '11 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 3 '11 courses.	May 24
June 8*	Last day to WITHDRAW from most Spring '11 (7-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring '11 courses.	

	Last day to request $50 registration deposit refund after withdrawing from ALL Quarter 4 '11 courses.	June 6
June 15	Last day to request $50 registration deposit refund after withdrawing from ALL Summer '11 (7-week) courses.	

June 17	College Graduation Ceremony 2011.	June 17
	Last day of instruction for most Quarter 3 '11 courses.	June 17
June 24	Last day of instruction for most Spring '11 (7-week) courses.	
June 27-29	Examination period for Spring '11.	
	Examination period for Quarter 3 '11.	June 20-24
	Most Quarter 4 '11 courses commence.	June 27
July	Summer '11 and Quarter 4 '11 Final Examination Schedule posted.	July
July 1	*Canada Day — college closed.*	July 1
July 4	Deadline to submit Application to Graduate/Request for Credentials form for inclusion in October 2011 Graduation Ceremony.	July 4
July 6	Most Summer '11 (7-week) courses commence.	
July 11	Last day to WITHDRAW from Spring/Summer '11 (14-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring/Summer '11 (14-week) courses.	
July 13	**Fee Deadline:** For students enrolled in Summer '11 (7-week) courses and Quarter 4 '11. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	July 11
August 1	*British Columbia Day — college closed.*	August 1
August 5	Last day to WITHDRAW from Summer '11 courses without a failing grade. Last day to CHANGE to AUDIT for most Summer '11 courses.	
August 12	Last day of instruction for most Spring/Summer '11 (14-week) courses.	
	Last day to WITHDRAW from Q4 '11 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 4 '11 courses.	August 15
August 15-19	Examination period for Spring/Summer '11 (14-week) courses.	

August 16	Last day to request $50 registration deposit refund after withdrawing from ALL Fall '11 courses.	
August 24	Last day of instruction for most Summer '11 (7-week) courses	
August 25-26	Examination period for Summer '11 (7-week) courses	
	Last day to request $50 registration deposit refund after withdrawing from ALL Quarter 1 '11 courses.	September 2
September 5	*Labour Day — college closed.*	September 5
September 6	Most Fall '11 credit programs/courses commence.	
	Last day of instruction for most Quarter 4 '11 courses.	September 9
	Examination period for Quarter 4 '11.	September 12-16
September 20	**Fee Deadline:** For students enrolled in Fall '11. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	
	Most Quarter 1 '11 credit programs/courses commence.	September 26
October	Fall '11 and Quarter 1 '11 Final Examination Schedule posted.	October
October	Winter '12 and Quarter 2 '12 course schedules are available on Camlink	October
October 10	*Thanksgiving Day — college closed.*	October 10
October 11	Deadline to apply for Fall 2011 Foundation Bursaries.	October 11

	Fee Deadline: For students enrolled in Quarter 1 '11. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	October 11
October 11	Last day for Fall '11 and Quarter 1 '11 students who have extended health and/or dental benefits to opt out of the Student Benefits Plan.	October 11
October 28	College Graduation Ceremony 2011 at the end of October or beginning of November	October 28
November 8	Last day to WITHDRAW from most Fall '11 courses without a failing grade. Last day to CHANGE to AUDIT for most Fall '11 courses.	
	Last day to WITHDRAW from most Quarter 1 '11 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 1 '11 courses.	November 14
November 11	*Remembrance Day Observed — college closed.*	November 11
	Last day of instruction for most Quarter 1 '11 courses.	December 9
December 10	Last day of instruction for most Fall '11 courses.	
	Last day to request $50 registration deposit refund after withdrawing from ALL Quarter 2 '12 courses.	December 13
December 12-17 & December 19, 20	Examination period for Fall '11 and Quarter 1 '11.	December 12-16
December 19	Last day to request $50 registration deposit refund after withdrawing from ALL Winter '12 courses.	
December 25 — January 2	*Holiday Break — college closed*	December 25 — January 2

Important Dates 2012

Semester System 2012		Quarter System 2012
January 3	*College reopens after Holiday Break.*	January 3
January 9	Most Winter '12 and Quarter 2 '12 credit programs/courses commence.	January 3
January 23	**Fee Deadline:** For students enrolled in Winter '12 and Quarter 2 '12. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	January 17
January 23	Last day for NEW Winter '12 and Quarter 2 '12 students who have extended health and/or dental benefits to opt out of the Student Benefits Plan.	January 23
February	2012/13 college calendar available.	February
February	Winter '12 and Quarter 2 '12 Final Examination Schedule posted.	February
February 14	Deadline to apply for Winter 2012 Foundation Bursaries.	February 14
	Last day to WITHDRAW from most Quarter 2 '12 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 2 '12 courses.	February 20
February 16	*Student Services closed.*	February 16
February 16-17	*Reading Break 2012*. Note: Students in Trades and in programs offered on the Quarter System remain in school February 16.	February 17
February 17	*College Conversations Day — college closed.*	February 17
March	Spring/Summer '12 and Quarter 3 and 4 '12 course schedules are available on Camlink.	March
March 2	Deadline to submit Application to Graduate/Request for Credentials form for inclusion in June 2012 Graduation Ceremony.	March 2
March 13*	Last day to WITHDRAW from most Winter '12 courses without a failing grade. Last day to CHANGE to AUDIT for most Winter '12 courses.	
	Last day to request $50 registration deposit refund after withdrawing from ALL Quarter 3 '12 courses.	March 12
	Last day of instruction for most Quarter 2 '12 courses.	March 16
	Examination Period for Quarter 2 '12.	March 19-23
	Most Quarter 3 '12 courses commence.	April 2
April 6	*Good Friday — college closed.*	April 6
April 9	*Easter Monday — college closed.*	April 9
April 14	Last day of instruction for most Winter '12 courses.	
April 16	Last day to request $50 registration deposit refund after withdrawing from ALL Spring '12 (7-week) and Spring/Summer '12 (14-week) courses.	
	Fee Deadline: For students enrolled in Quarter 3 '12. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	April 16
April 16-21, 23, 24	Examination period for Winter '12.	

May	Spring '12, Spring/Summer '12 and Quarter 3 '12 Final Examination schedule posted.	May
May	Fall '12 and Quarter 1 '12 course schedules are available on Camlink.	May
May 7	Most Spring '12 (7-week) courses and most Spring/Summer '12 (14-week) courses commence.	
May 14	**Fee Deadline:** For students enrolled in Spring '12 (7-week). Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	
May 21	*Victoria Day — college closed.*	May 21
May 22	**Fee Deadline:** For students enrolled in Spring/Summer '12 (14-week). Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	
	Last day to WITHDRAW from most Quarter 3 '12 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 3 '12 courses.	May 22
June 7*	Last day to WITHDRAW from most Spring '12 (7-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring '12 courses.	
	Last day to request $50 registration deposit refund after withdrawing from ALL Quarter 4 '12 courses.	June 4
June 13	Last day to request $50 registration deposit refund after withdrawing from ALL Summer '12 (7-week) courses.	
June 15	College Graduation Ceremony 2012.	June 15
	Last day of instruction for most Quarter 3 '12 courses.	June 15
June 23	Last day of instruction for most Spring '12 (7-week) courses.	
	Examination period for Quarter 3 '12.	June 18-22
June 25-27	Examination period for Spring '12.	
	Most Quarter 4 '12 courses commence.	June 25
June 29	Deadline to submit Application to Graduate/Request for Credentials form for inclusion in October 2012 Graduation Ceremony.	June 29
July	Summer '12 and Quarter 4 '12 Final Examination Schedule posted.	July
July 1	*Canada Day*	July 1
July 2	*College closed*	July 2
July 4	Most Summer '12 (7-week) courses commence.	
July 10	Last day to WITHDRAW from Spring/Summer '12 (14-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring/Summer '12 (14-week) courses.	
July 11	**Fee Deadline:** For students enrolled in Summer '12 (7-week) courses and Quarter 4 '12. Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	July 9
August 6	*British Columbia Day — college closed.*	August 6
August 7	Last day to WITHDRAW from Summer '12 courses without a failing grade. Last day to CHANGE to AUDIT for most Summer '12 courses.	
August 11	Last day of instruction for most Spring/Summer '12 (14-week) courses.	
August 13-17	Examination period for Spring/Summer '12 (14-week) courses.	
	Last day to WITHDRAW from most Quarter 4 '12 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 4 '12 courses.	August 13
August 14	Last day to request $50 registration deposit refund after withdrawing from ALL Fall '12 courses.	
August 21	Last day of instruction for most Summer '12 (7-week) courses.	
August 22-23	Examination period for Summer '12 (7-week) courses.	
	Last day to request $50 registration deposit refund after withdrawing from ALL Quarter 1 '12 courses.	August 31
September 3	*Labour Day — college closed.*	September 3
September 4	Most Fall '12 credit programs/courses commence.	
	Last day of instruction for most Quarter 4 '12 courses.	September 7
	Examination period for Quarter 4 '12.	September 10-14
	Most Quarter 1 '12 credit programs/courses commence.	September 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 $50 registration deposit refund, students must fully withdraw from all courses 21 calendar days prior to the start of class (in writing on our website).

Academic Policies & Procedures

Freedom of Information and Protection of Privacy

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

Camosun College gathers and maintains information used for the purpose of admission, registration and other activities related to being a member of the Camosun College community and attending a post-secondary institution in British Columbia.

In signing an application for admission, all applicants are advised that both the personal information they provide and any other personal information placed into the student record will be protected and used or disclosed in compliance with the *Freedom of Information and Protection of Privacy Act*. Further, the information is used for administrative and statistical research purposes of the college and/or the ministries or agencies of the Government of British Columbia and the Government of Canada. The information will be protected, used, and disclosed in compliance with the *College and Institute Act* and the *Freedom of information and Privacy Act*. Camosun College may be required to disclose a student's personal information in the case of compelling circumstances where there is a risk to the health and safety of the student or of others.

If you have questions regarding Camosun College's collection and use of personal information, please contact:

Ian M. Brindle
Privacy Officer
Camosun College
Phone: 250-370-3016
brindle@camosun.bc.ca

Prior Learning Assessment (PLA) Policy

Purpose/Rationale

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

Scope

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

Principles

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

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

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

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

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

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

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

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

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

Definitions

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

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

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

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

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

Procedures

Application

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

- Begin the PLA application process before or up to and including the first week of the commencement of the regular (non-PLA) course. Exceptions may be made at the discretion of the Chair or Program Leader of the department.
- Consult with the Enrolment Services Office to determine whether they meet:
  - requirements; and,
  - the prerequisite requirements.
- Obtain a 'Prior Learning Assessment Application' form from the Enrolment Services 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.
- For a 'Prior Learning Assessment Application' form, click here.

Fees

Base-funded PLA courses: Tuition fees are assessed at 50% of the current college approved rate. Applicable levy fees are assessed by the Enrolment Services office.

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

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

Withdrawal

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

Grading

Upon completion of a PLA module or course:

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

Repeating a Course

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

Student Appeals

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

Standards of Academic Progress

Each school has standards of academic progress that students should familiarize themselves with upon enrolment in a program or course. These Standards of Academic Progress statements can be found in each school's chapter. For further information on the Camosun College Academic Progress Policy, click here.

Student Evaluation Procedure

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

Grade Changes

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

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

"I" grades will be accompanied by a form which describes the outstanding requirements for course completion. The instructor will provide a copy of this form to the student and the school office. Any "I" grade that has not been changed after the six-week period will be converted to an "F" grade. Extensions to this six-week period will be considered only 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* chapter of the Camosun College credit calendar.

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

Grade Notification

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

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

Note: *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 30 minutes of the examination;
- the use of calculators, cell phones, terminals or other information-processing devices;
- the access to washroom facilities during the final examination;
- the use of supplementary books, manuals or reference sources;
- the use of previously completed course material, studio or shop projects or experiments; and,
- the provision of special arrangements for any disabled students.

Retention of Records

All instructors' records of all student marks (e.g., marks, books, breakdowns of marks) shall be retained by the instructional area for 12 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 12 months after the submission of the final grade.

All students will be given the opportunity to review their final examination papers, but the ultimate disposal of both the examinations and completed papers is the sole responsibility of the appropriate department and/or faculty member. All instructors using a common examination must agree if these documents are to be returned to the students.

Academic Progress Policy

Purpose/Rationale

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

Scope/Limits

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

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

Principles

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

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

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

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

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

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

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

Definitions

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

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

Stages of Academic Intervention

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

Stage One
Intervention: Academic Alert

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

Stage Two
Intervention: Academic Probation

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

Notes:

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

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

College Process:

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

Stage Three
Intervention: Academic Removal

Students on Academic Probation who do not achieve a minimum GPA requirement in any subsequent semester or quarter will be removed from their program for a period of 12 months. Prior to registering into another program, the student must complete a new Personal Learning Plan (PLP).

College Process:

- At the end of each semester or quarter, the Registrar will notify the school of all students who have not achieved a minimum GPA of 2.0 more than once.
- The Dean will notify the student, in writing, that he/she has not met the minimum standard for progress for two academic terms and is therefore restricted from reregistering into the program for a period of 12 months. Re-admission is not automatic or guaranteed. The letter will specify any additional requirements related to re-admission to program, including an indication of when the student can reapply, the registration priorities of the program, and, when relevant, program application information.

- The Registrar will be notified and a notation will be placed on the student record indicating the academic removal.

Stage Four
Intervention: Academic Suspension

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

College Process:

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

Student Conduct Policy

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 does not apply to conduct related to harassment which 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 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, whenever possible, staff and faculty will identify where students can obtain extra support that is available through the college; and,
- 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 Unacceptable Student Conduct".*
- 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. *See the Student Appeals Policy.*

Imposed discipline will remain in place while an appeal is being considered.

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: To obtain an academic advantage through an act of deceit, fraud, distortion of the truth, or improper use of another person's effort.

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. *See "Plagiarism: Definition and Consequences".*

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 Unacceptable Student Conduct".*

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.

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 Appeals 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 Nonacademic

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

The Dean, Director, Chair or instructor will collaborate with College Safety in any investigation where a student's conduct may be (or is 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 Appeals 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.*

Plagiarism: Definition and Consequences

Representing the work of others as the student's own is plagiarism. Quoting and citing sources in a way that gives proper credit avoids plagiarism. When in doubt about how to acknowledge a source, students must consult with their instructor. Plagiarism includes the following:

- Submitting an entire assignment (e.g., paragraph, essay, report, lab report, technical drawing, exam, etc.) written by someone else. This is plagiarism even if making revisions to the original work.
- Submitting an assignment in which the student has copied or cut and pasted one or more passages from one or more other works or an internet site without enclosing those passages in quotation marks and providing clear, correct citations for those passages.
- Submitting an assignment in which the student takes one or more ideas from another work(s) without citing them, even when rewording or putting those ideas in his or her own words (that is, paraphrasing them). Students must provide clear, correct citations for theories, arguments, facts, stories, or other information that they did not come up with on their own.
- Submitting an assignment that an editor or tutor, whether amateur or professional, has partially or entirely rewritten for the student. A tutor is not a copy editor. A tutor's role is to explain general principles of writing, grammar, syntax, punctuation, and spelling.

- Submitting a group project which contains plagiarism. It is the responsibility of all members of the group to monitor the progress of the work to ensure that plagiarism does not occur.

Consequences for Plagiarism

Camosun College's Student Conduct Policy covers both academic honesty and student behaviour. Note that the consequences for plagiarism are those listed under "Academic Dishonesty" as part of this policy.

Examples of Unacceptable Student Conduct

Assault and Threatening Conduct

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

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

Conduct Endangering the Safety of Others

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

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

Failure to Comply with Reasonable Requests of College Employees

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

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

Disruptive Conduct/Disorderly Conduct

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

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

Unauthorized Entry or Presence

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

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

Misuse of Information

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

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

Theft of Personal or College Property

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

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

Vandalism/Intentional Damage or Misuse of Personal or College Property

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

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

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

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

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

Disrespectful or Demeaning Conduct

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

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

Making False, Frivolous or Vexatious Complaints

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

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

Student Appeals Policy

Purpose/Rationale

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

Scope/Limits

This policy applies to all students enrolled in college courses or programs and applies to the appeal of final grades including compulsory withdrawals from courses and disciplinary actions taken by the college.

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

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

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

Principles

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

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

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

A final stage of appeal (a formal hearing beyond the school) may be provided if, in the assessment of the Vice President of Education and 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 in paragraph three below.

Suspensions will be decided by the President and may be appealed to the Board of Governors within the time limit noted in paragraph three 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) days 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 of 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 aforementioned grounds for considering an appeal have been met.

The Vice President of Education and Student Services may:

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

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

The Student Appeal Panel

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

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

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

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

Definitions

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

Student Penalties and Fines Policy

Scope

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

Principles

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

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

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

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

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

Students who have incurred a penalty and/or fine must return to the issuing department to make payment. See the *Fees and Financial Policies & Procedures* chapter of the calendar for more information.

Guidelines

Paying Fines & Removal of Penalties

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

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

Appeals

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

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

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

OR

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

Withdrawal Policy

Purpose/Rationale

The purpose of this policy is to establish clear, consistent principles and guidelines for the course withdrawal process.

Scope/Limits

This policy applies to all students enrolled in college courses.

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

Principles

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. *See "Definitions" below.*

Withdrawing before or after the fee deadline:

- Prior to the fee deadline, students who drop courses will be refunded tuition and ancillary fees, but not the registration deposit.
- After the fee deadline, fees are nonrefundable.

If students do not officially withdraw prior to the fee deadline, they will be required to pay all outstanding fees, will receive no further service until all fees are paid, and may be assigned an "F" grade.

Withdrawing before or after the course withdrawal deadline:

- Prior to the course withdrawal deadline (and after the fee deadline), students must follow official course withdrawal procedures. *(See "Guidelines for Withdrawing".)* A "W" (withdrawal) status will be entered on the student's record to indicate an official withdrawal has taken place.
- After the course withdrawal deadline, students may no longer officially withdraw. Students who fail to successfully complete the course may be assigned an "F" grade.

Students experiencing extenuating medical or compassionate circumstances who wish to withdraw after the course withdrawal deadline and/or ask for a refund may apply for special consideration.

Definitions

Fee Deadline: The fee deadline is 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. Official fee deadline dates are published in the Camosun College calendar.

Course Withdrawal Deadline: The course withdrawal deadline is the last day students may withdraw from courses to avoid a possible academic penalty. Course withdrawal deadlines are set at 66% of course length regardless of the start and end dates (with the exception of self-paced courses—see "Scope/Limits"). Students may obtain official course withdrawal deadline dates from the following sources:

- For semester, term, and quarter courses with regular start and end dates, students must consult the Camosun College calendar.
- For courses with irregular start and end dates, students must contact Enrolment Services.
- Students enrolled in self-paced programs must consult Enrolment Services for withdrawal deadlines.

Withdrawal is not permitted for prior learning assessment (PLA) courses of one week's duration or less.

Guidelines for Withdrawing After the Fee Deadline and Before the Course Withdrawal Deadline

Forms: To avoid academic penalty, all students must submit a 'Request to Add, Audit, or Drop Course After Fee Deadline' form to Enrolment Services.

Signatures: In addition to completing this form, the following students must obtain signatures of approval by contacting the appropriate office:

- Students in career programs: In order to be fully informed of the implications of withdrawing from a course, students enrolled in career 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 in the International Education department.
- Loans: Students receiving student loans are advised to consult with a Financial Aid Advisor prior to withdrawing. Student loans may be affected by withdrawals when students fail to maintain enrolment in at least 60% of a full course load.

Requesting a Refund and/or Withdrawing for Medical or Compassionate Reasons After Deadlines

Students experiencing extenuating medical and/or compassionate circumstances who wish to withdraw from course(s) and/or request a refund after fee and/or course withdrawal deadlines must proceed as follows:

To request a refund after the fee deadline and before the course withdrawal deadline:

- Obtain a 'Request for Withdrawal for Medical/Compassionate Reasons' form from Student Services;
- Obtain appropriate documentation and write a letter of request and explanation to support the request (as explained in the form); and,
- Submit the form and documentation to Student Services for consideration.

To request a refund and official course withdrawal after the course withdrawal deadline:

- Obtain a 'Request for Withdrawal for Medical/Compassionate Reasons' form from Student Services. Obtain appropriate documentation and write a letter of request and explanation to support the request (as explained in the form);
- Submit the completed form and documentation to the Dean's Office—or, in the case of international students, the International Education Department—for approval; and,
- If approval of late course withdrawal is granted, submit the completed form and documentation to Student Services to request a refund.

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

Student Appeals

Students who wish to appeal decisions regarding final grades must refer to the "Student Appeals Policy" section.

Forms

The following forms are available online and through Student Services:

'Request to Add, Audit, or Drop Course After Fee Deadline'

'Request to Withdraw from Career or Vocational Program or Course(s) After Fee Deadline'

'Request for Withdrawal for Medical/Compassionate Reasons'

Admissions & Registration Policies & Procedures

Admission Policy

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

Purpose/Rationale

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

Scope/Limits

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

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

Principles

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

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

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

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

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

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

The college reserves the right to deny admission.

General College Admission

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

Domestic Students

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

International Students

Applicants who are not domestic students who meet the guidelines established for International students studying in Canada by Citizenship and Immigration Canada. For information on International Education applications, please refer to our website.

All applicants must be:

- high school graduates;

OR

- 19 years or older at the start of the student's first academic term unless special college admission is granted.

Applicants must indicate an intended primary program of study.

Special College Admission

1. Current British Columbia (BC) and Yukon High School Students

Provisional program admission will be granted to British Columbia (BC) and Yukon High School students who apply for Fall admission in their Grade 12 year. If interim and/or final high school grades fall below program admission requirements, applicants will be deemed ineligible for admission and advised on how to meet admission requirements These grades become the official version used to assess admission requirements to programs and courses unless more current/advanced grades exist or are provided.

Note: *Interim and final grades received by the Ministry of Advanced Education annually will be used to verify that program admission requirements have been met. If interim and/or final grades do not meet the program admission requirements, the seat, if offered, will be rescinded.*

2. 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.

3. 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.

4. 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.

Program Admission

1. 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.

2. BC/Yukon high school students can apply after September 15 until May 15 in their Grade 12 year. Applicants who apply under this category will be considered provisionally admitted.

We strongly recommend high school students apply by February 28 so interim secondary school marks can be transferred electronically to Camosun.

BC/Yukon high school students applying between March 1 and May 15 will need to take the extra step of personally submitting interim and final grades to the college. Applicants who apply under this category will be considered provisionally admitted.

High school students applying after May 15 will need to submit official sealed high school transcripts which indicate final grades.

Note: *Interim and final grades received by the Ministry of Advanced Education annually will be used to verify that program admission requirements have been met. If interim and/or final grades do not meet the program admission requirements, the seat, if offered, will be rescinded.*

3. Applicants to associate degree programs are encouraged to submit their application by April 15 to ensure priority in the registration process. Applications received after April 15 will be processed, but registration priority cannot be guaranteed.

4. Applicants to apprentice programs may apply on an ongoing basis for all levels. Click here to see the apprenticeship schedule for your trade.

5. To audit credit courses for general interest purposes, submit an audit application form. (The form is available on our website.) Prerequisites are not assessed when auditing a course; therefore, transcripts are not required.

6. Current students receive provisional application status when:

a. enrolled at Camosun College;

b. completing the academic admission requirements to their chosen program and they will complete the necessary course(s) *two months* prior to the program start;

c. all non-academic admission requirements to the program have been met.

How to Apply

Note: *For information on International Education applications, please refer to our website.*

1. Read and clearly understand the college admission policy and the academic and non-academic requirements for their program and courses.

2. Submit an application. Applicants are encouraged to apply online. Applications may also be downloaded from our web site or picked up from Enrolment Services at either campus. Paper applications may then be mailed, faxed or dropped off in person to either Enrolment Service department location.

3. Pay a non-refundable application fee of $36.41 (effective September 2011).

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

** Official paper transcripts must be submitted to Camosun College in an envelope sealed by the sending post-secondary or secondary institution.*

Other Applications

1. Apprentice (beyond Foundation level)

Complete a specific application form, which can be faxed, mailed, submitted in person or dropped off to either Enrolment Services office. Students must be registered with the Industry Training Centre (ITA) before registering in classes at Camosun. To obtain an ITA Individual ID number (formerly Trades Worker ID number or TWID), or for information on challenging a particular level, please visit the ITA website or call **1-866-660-6011**.

2. Audit for general interest

For more information and to access an application form to audit a course for general interest, see our website.

Admission Requirements

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

Course and program admission requirements are expressed in terms of BC secondary school courses and/or Camosun alternatives. (See our website for more information.) Students from out-of-province should be aware that out-of-province secondary school courses to be used as prerequisites must be academic.

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

For high school graduates 2007 onward, Camosun will not require BC provincial exam grades for courses in which the exams are optional for BC high school graduation. The only BC provincial exam mark Camosun requires for high school graduates 2007 onwards is English 12, or equivalent. (Home schooled students can write either the provincial exam for English 12, or English 12 First Peoples (EFP 12), or equivalent, or our English assessment). For all other admission requirements (math, biology, chemistry, physics), the provincial exam mark is optional. We will accept the higher of the exam/final or final grade only. For applicants who have completed the BC Adult Graduation Diploma program, provincial exams are not required.

For high school graduates between 1984-2006, provincial exams are required and will be used for admission and prerequisite requirements.

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

Assessment Tests

Assessment or competency testing of English, math, or computer skills may be necessary for students who do not have documentation of certain admission requirements. The purpose of assessment tests is to determine the level at which the student can be placed, which may result in placement into an appropriate upgrading course level. English and math tests are designed to be written only once. Computer Skills tests may be written twice. Completed assessments become the property of Camosun College.

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

- obtain an assessment of their English skills at the Assessment Centre prior to enrolling; or,
- enrol in a Camosun English alternative course as described on our website.

Students with a "C" in English 10 or 11 may:

- obtain an assessment of their English skills at the Assessment Centre; or,
- enrol in a Camosun English alternative course as described on our website.

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 English skills (call the Assessment Centre to book an appointment at **250-370-3597**); or,
- make an appointment for an alternate assessment through the School of Access by calling **250-370-3295**. Testing may result in placement at the Fundamental Math and/or the Fundamental or Intermediate English levels.

Also see our website for more information about assessment testing.

Assessment of Prior Learning

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

Assessment of Transfer Credit

Transfer credit is the process whereby official post-secondary transcripts (from recognized institutions) are evaluated to determine academic course equivalency towards Camosun College programs.

Official transcripts are evaluated by Academic Advisors once admission requirements for the program have been assessed by Enrolment Services.

Where admission to a program is based on transfer credit evaluation, this evaluation begins once an application and fees are processed by Enrolment Services and transcripts are forwarded to Academic Advising.

Credit is assessed/outlined for all courses relevant to the program of application.

Students with education from within Canada may be requested to submit detailed course outlines in order for the evaluation to begin.

Students with out-of-country transcripts are required to submit detailed course outlines before credit will be assessed. Transcripts and course outlines in languages other than English must be submitted with official translations into English.

Students who enrol in a course for which the transfer credit evaluation is pending are responsible for withdrawal from duplicate courses and are subject to all college refund and withdrawal policies in the event transfer credit is granted.

An evaluation form is mailed upon completion of the evaluation.

Processing timelines for general evaluations are approximately 8-10 weeks. Complex credit assessment that requires consultation with other educational personnel may take considerably longer. Therefore, it is important that all documentation related to the evaluation of credit be submitted well in advance of the program commencement.

Dean Assessment of Program Admission Requirements

A Dean or designate may ascertain upon assessment that a student can enter a program without meeting the defined admission requirements. The Dean or designate will provide the student with written permission for the student to present to the Enrolment Services office. This permission does not preclude the necessity of completing all program requirements.

Language Placement Tests

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

In place of a "C+" in English 12, Camosun accepts a Language Proficiency Index (LPI) score of 5 or higher; or an International English Language Testing System (IELTS) score of 6.5 overall, with a minimum of 6.5 in Reading and Writing, and a minimum of 6.0 in Listening and Speaking; or assessment. (Call **250-370-3597** for more information.)

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

International Credentials

Baccalaureate and Advanced Placement

Camosun College generally grants credit for International Baccalaureate and Advanced Placement subjects. Official documents outlining the courses and grades completed in these programs must be submitted and are subject to the processes as outlined in the "Assessment of Transfer Credit" section.

Admission Process

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

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

- ensure application fee is paid, if required;
- ensure applications are complete;
- determine applicant satisfies the college's Admission Policy; and
- determine admission requirements have been submitted and have been met.

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

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

Official notification of the status of an application will be mailed within four weeks of receiving the application. Written notification will include any further steps the applicant must complete and the associated deadline(s). It is the applicant's responsibility to ensure deadlines are met.

While Camosun College will make every attempt to provide realistic deadlines, the college cannot accept any responsibility for delays resulting from Canada Post.

Student Status

New Students

A new student is one who submits an application and has never attended the college and/or is starting a new career program.

Returning (Continuing) Students

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

Seat Deferral

Applicants who are unable to accept a seat offer may defer their space one time within 12 months. One seat deferral per program is granted. Deferrals will be granted only 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.

Registration

Student Responsibility

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

- ensure the Enrolment Services office has proof of prerequisites on file for each course registration;
- ensure they meet the prerequisite requirements for courses in which they enrol, and in the event requirements are not met, they must withdraw from the course or may be withdrawn;
- check the accuracy of their registration;
- 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; and,
- ensure the Enrolment Services office has their current mailing and email address and phone numbers on file at all times.
- ensure his or her complete high school records (usually Grades 10, 11 and 12) and any post-secondary records are on file prior to registration in classes.

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 suitability of their courses and gather information on quotas, grade point averages (GPA) or other admission requirements.

Attendance

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

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.

Compassionate Leave of Absence

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

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

Full-Time Enrolment

There are many different guidelines for determining whether a student is a "full-time" student. Camosun College's definition of full time is that the student be enrolled in at least 60% of a full-time course load for his or her program of studies. (This measure is used to support eligibility for financial aid.) Some external agencies may set different requirements and guidelines (e.g., Canada Customs and Revenue requires students to be enrolled in a minimum of 10 hours per week).

Registration Process

Camlink

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

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

Students who are not required to use Camlink will be notified.

Web Declare

Web Declare is used by continuing students to inform the college they plan to return to study in the upcoming semester or term.

This process also provides students with their registration date.

Registration Deposit

Note: *For information on International Education Applications, please see our website.*

For each academic session, most new and continuing students are required to pay a $175 non-refundable registration deposit:

- at least one week prior to their registration date;

OR

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

This registration deposit is not an additional fee. It will be applied to the total fees for that academic period.

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

Registration Priority

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

- Continuing students generally have registration priority;
- 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.
- For most career programs, full-time students have a priority for registration over part-time students.

Course Prerequisite Assessments

Course prerequisite assessments can occur when a Chair, Coordinator or designate ascertains a learner can enter a course without meeting the defined prerequisites. If approved, the Chair, Coordinator or designate will provide the learner with a signed 'Permission to Register' form to present to the Enrolment Services office. Course prerequisite assessments are course- and term-specific and do *not* provide entry to other courses with the same prerequisite.

Auditing Courses

Course Audit – General Interest

Course Audit — General Interest registration is for those individuals who are interested in taking a credit course for general interest only, and who have no intention of completing course work or writing exams for the audited course. Students auditing a course for general interest only:

- Will apply and register from the first day of class until the fee deadline, and only with instructor permission. The application is available here;
- An instructor may sign an 'Audit Application' form if space is available after waitlisted students have been served;
- Will pay 50% of the course tuition plus ancillary fees;
- Will not have to satisfy course prerequisites;
- Will be expected to attend classes regularly. No assignments are expected, no examinations are written;
- Cannot use audited courses as credits for student loan purposes;
- Cannot be changed to credit (enrolled status);
- Are not assigned a grade other than "AUD";
- Cannot use an "AUD" grade as a prerequisite for other courses; and,
- An "AUD" grade is not calculated in GPA.

Course Audit – Students Currently Enrolled in Credit Courses

An audit student is one who participates in a credit course while concurrently enrolled in other credit classes. Current students auditing courses must be aware of the following requirements:

- Will register between the first day of class until the fee deadline, and only with instructor permission.
- An instructor may sign a 'Permission to Register' form if space is available after waitlisted students have been served;
- Will be expected to attend classes regularly. No assignments are expected, no examinations are written;
- Will pay 50% of the tuition for the audit course (applicable until fee deadline); However, if *changing* from registered to audit status after the fee deadline, full tuition fees will be applied;
- Enrolled students can *change to audit* during the first 66% of the semester/term/quarter with instructor permission. An authorized 'Request to Add, Audit, or Drop Course After Fee Deadline' form must be submitted to Enrolment Services;

- Cannot use audited courses as credits for student loan purposes;
- Are assigned a grade "AUD";
- Cannot use an "AUD" grade as a prerequisite for other courses; and,
- An "AUD" grade is not calculated in GPA.

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 for the preferred course and section.

Course Waitlist Procedure

Students in college preparatory and university transfer courses, associate degrees, bachelor and specified part-time career programs will be automatically enrolled from waitlists until midnight of the day prior to when the semester or term commences, 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 in which they are registered. 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 be offered a seat (if available) in only 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 Enrolment Services* 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 be accepted only 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 Liz Ashton Campus Centre and CBA buildings at Interurban).*

Changes in Registration

Students should refer to the college's refund policy in the *Fees and Financial Policies & Procedures* chapter of this calendar.

Adding and Changing Courses

Regular online course registration will cease at midnight of the day prior to when the semester or term commences. From the first day of class to the published fee deadline, courses can be added only with permission of the instructor and submission of a completed 'Permission to Register' form to Enrolment Services.

In rare cases, a student may be added to a course after the fee deadline; however, a 'Request to Add, Audit, or Drop Course After Fee Deadline' form must be authorized by both the instructor and the Dean.

Exception: Academic Upgrading Foundation level courses may accept students up to two months after the start of classes, with permission of the school.

Dropping or changing courses may negatively affect completion of Camosun programs or transfer to university. Students are recommended to assess the impact of adding/changing courses. Students may wish to consult with Academic Advisors or program Chairs.

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

Withdrawing from Programs and Courses

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

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

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

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 course *after* the tuition fee deadline must submit a signed 'Request to Add, Audit, or Drop Course After Fee Deadline' form to the Enrolment Services office.

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

The deadline to withdraw without academic penalty falls after completion of 66% of the academic term. Please see the *Important Dates* chapter 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

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 via completion of a 'Request to Withdraw from Career or Vocational Program or Course(s) After Fee Deadline' form.

International Students

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

Medical/Compassionate Withdrawals

To request a refund (less the non-refundable registration deposit and all Student Society fees and levies) after the fee deadline for medical or compassionate reasons, obtain a 'Request for Withdrawal for Medical/Compassionate Reasons' form from Enrolment Services, and submit with cover letter and appropriate documentation to Enrolment Services.

Note: *Requests for Medical/Compassionate Withdrawals will normally be approved only prior to the beginning of the next semester, quarter or term.*

Student File Restrictions

Refer to the *Fees and Financial Policies & Procedures* chapter for more information on student file restrictions.

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

Fees and Financial Policies & Procedures

Application Fee

A non-refundable application fee of $36.41 (effective September 2011) per application for new or returning domestic students is required.* Please note that incomplete or inadmissible applications will be held for up to 12 months pending receipt of documentation, and the non-refundable application fee will be retained.

** Course Audit — General Interest students are exempt from paying the application fee.*

Registration Deposit

All students (except Apprentice, Audit – General Interest, and College Foundations) are required to pay a non-refundable registration deposit for each registration period. This deposit must be paid:

- at least one week prior to their registration day;

OR

- according to deadlines provided by Enrolment Services when confirming acceptance into a program.

The registration deposit is not an additional fee. It is applied to the total fees payable for that academic term with the balance of fees payable according to published fee deadlines. The deposit must be paid prior to registration.

Continuing Education

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

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

International Education

For information on international deposits, click here.

Tuition Fees

2011/2012 Fee Schedule

Tuition rates are approved annually and changes will take effect in September 2011. For updates, check the college website and publications beginning July 2011.

Program & Course Fees

Camosun calculates course tuition based on a cost-per-hour calculation. Course hours are referenced in the course description for each course. For the purpose of assigning tuition rate (cost-per-course hour equivalent), programs with similar operating features are grouped into categories. Fees vary by course and by program. A complete listing of program and course fees is available on the college website.

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

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

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

Apprenticeship

Tuition fees are applicable to the year in which the apprentice course occurs.

Continuing Education

Tuition fees for courses offered by Continuing Education are published in the Fall, Winter and Spring/Summer CE calendars. Calendars are distributed throughout the college region, usually by newspaper. Continuing Education fees are due and payable upon registration. Some course fees are subject to HST. A complete listing of the current CE courses is available on the college website.

Co-operative Education/ Internships/Work Terms

Tuition for Co-operative education and internship work terms is calculated by the duration of the work term.

Non-co-op work terms are a required element of the Bachelor of Business Administration. The tuition is set at a flat rate equivalent to two thirds of the rate for the four-month co-op work term.

Course Audit – General Interest

Members of the community can audit credit courses for half the tuition, plus CCSS and CFS fees.

International Education

A complete listing of the current tuition for international students studying at Camosun is available on the college website.

Student Society Fees & Levies

Student Society fees and levies are approved annually and changes will take effect in September 2011. For updates, check the college website and publications. The following rates are effective as of September 2011 and may be subject to change.

Athletic Levy

An athletics levy is assessed at $4.06 per month to enhance athletics programming and services at both campuses.

Building Fund Levy

A building fund levy of $3.66 per month was approved by student referendum in 2006, to raise funds to build a Student Society building in the future.

CFS Fee

Members are assessed a $2.05 per month membership fee in the Canadian Federation of Students.

Child Care Levy

A Child Care Levy is assessed at $1 per month.

Recreation Levy

A Recreation Levy of $2.57 per month has been established to enhance recreation programming and services at both campuses.

Recycled Paper Levy

Through student referendum (2006), a levy of $.15 per month was approved to raise funds to work in partnership with the college to move toward using only recycled paper throughout the college.

Student Society Fee

The Camosun College Student Society will levy a Society Fee of $9.18 per month.

Universal Bus Pass (UPass)

The UPass is assessed at $19.63 per month.

CCSS Student Benefits Plan

Website

Lansdowne: RH 101
Phone: 250-370-1614 (Lansdowne)
Email: **ccssplan@camosun.bc.ca**

Interurban: LACC 117
Phone: 250-479-5578
Email: **interurbanplan@camosun.bc.ca**

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 $218 per year. These fees are assessed in two equal assessments of $109 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 as a result of the previous year's usage. 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 click here.

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 and there is only one opportunity per benefit year to opt out (September to August).

Once a submitted opt-out request is approved, that status is carried forward until the Student Benefits Plan office is notified of a change. Students who wish to change their opt-out status must notify the Student Benefits Plan office before the appropriate deadline. Certain conditions apply.

Payment of Fees

Fee Deadlines

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

Registration Deposits

Registration deposits must be paid:

- at least one week prior to registering;

OR

- according to deadlines provided by Enrolment Services.

Apprenticeship

Fees are due 60 calendar days prior to the start of the course.

Audit

Course fees are due according to the published fee deadlines for each term, for both new and current students.

Continuing Education

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

Co-operative Education/Internship

The balance of tuition is due in full 14 days after the start of the semester/quarter in which the work term takes place.

International Education

For information on international fees, please click here.

Late Payment Fee

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

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

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

Payment Methods

Direct Payment

Payment may be made via online banking, debit cards/Interac, cheque/money order, and cash. Post-dated cheques will not be accepted. Credit cards are no longer accepted for domestic fees (except for Continuing Education courses).

Sponsorship

If fees are paid by a sponsoring agency, a fully completed and authorized 'Sponsor Agency Approval for Fees' form 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.

Registration Deposit Transfers

- The registration deposit is transferable between programs within the same term, when multiple program offers are provided. This includes the transfer of a registration deposit to a CE certificate program.
- The registration deposit is transferable between terms when:
  - a student would like to request a one-time registration deposit transfer to the next possible intake of his/her program (within 12 months). The request must be received prior to the program start date; or,
  - an applicant/student has requested a deferral according to the guidelines under the "Seat Deferral" section.
- Students must notify Student Services prior to the start of the program/term/semester if they would like their deposit transferred. The request must be received prior to the program start date.

Co-operative Education/Internship

In some cases, the non-refundable registration deposit may be transferred to the next term if it cannot be applied towards a course in the current term.

Fee Refunds

Application & Assessment

Application fees and assessment fees will not be refunded.

Registration Deposit

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

1) 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 wait-listed for all classes on the day following the fee deadline.

2) $50 Refund

- A $50 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 decline their seat offer at least 21 calendar days prior to the program are eligible to receive a $50 refund.
- Students must formally request the $50 refund in writing, or by email at least 21 calendar days prior to the start of the program/course to **info@camosun.bc.ca**.

3) Co-operative Education/Internship

Students who do not register in either a work term or courses should see the Co-operative Education & Student Employment office for potential refund options of the Registration Deposit.

Tuition Fee Refunds

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

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

- Students must officially withdraw within seven (7) calendar days following the first day of the term.* Fees will be refunded less the registration deposit.

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

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

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

Apprenticeship

Students who withdraw at least 60 days prior to start date will receive a full tuition refund. Students who withdraw 30-60 days prior to start date will receive tuition refund minus $175.00. Students who withdraw within 30 days of program start or after program start will not receive a refund of tuition.

Continuing Education

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

Co-operative Education/Internship

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 obtainable from the Co-operative Education & Student Employment office, and present it to Enrolment Services. This form must be submitted no later than five days after the last possible day to start a work term in order for students to receive a refund of the Co-op/Internship tuition. No refund will be given following the withdrawal deadline of five days after the last possible day to begin a work term.

Course Audit

There is no tuition refund after the fee deadline.

International Education

Refer to our website for the international student refund policy.

Medical/Compassionate Withdrawals

To request a refund (less the non-refundable registration deposit and all Student Society fees and levies) after the fee deadline for medical or compassionate reasons, obtain a 'Request for Withdrawal for Medical/Compassionate Reasons' form from Enrolment Services, and submit with cover letter and appropriate documentation to Enrolment Services.

Self-paced Programs and Courses

It is possible for students to complete the course material early for some self-paced trades (Electrical, Plumbing, Welding) and self-paced School of Access courses (English Language Development, and Academic Upgrading Foundations) before the scheduled end of the course. In the case of early completion for these students, tuition for the entire unused weeks and Camosun College Student Society fees for the total unused months will be refunded.

Student Society Fees and Levies (Ancillary) Refunds

Refunds of Student Society fees and levies* are not provided after published fee deadlines.

** Early completers in self-paced vocational and access programs will be eligible for refund for those months of Camosun College Student Society fees which they have paid for full months not in attendance.*

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

Sponsored Students

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

Miscellaneous Fees and Charges

Note: *These fees are current as of September 2011 and may be subject to change.*

Application Fee (non-refundable)	$36.41
Duplicate Credentials	$10.00
Replacement Photo ID	$15.00
Duplicate Registration Receipt	$5.00
Duplicate Tax Forms (T2202A)	$5.00
Letter or Verification of Enrolment	$10.00
NSF Charges	$20.00
Transcript Fee	$10.00
Transfer Credit Evaluation:	
From within BC	$50.00
From outside BC but within Canada	$80.00
From outside Canada	$100.00

Assessment Fees

Assessment or Competencies	$10.00
Computer Skills Assessment	$20.00
External Testing	$35.00
Keyboarding Assessments	$25.00
Out-of-Town Assessment (single)	$20.00
Out-of-Town Assessment (two)	$30.00

Dishonoured Cheques & Credit Cards

The consequences of issuing a dishonoured cheque or credit card rest 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 Finance office immediately. All issuers of dishonoured cheques or credit cards to the college will be charged for each dishonoured cheque (or credit card).

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

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

Student File Restrictions

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

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

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

Student Services will not undertake any transactions until the restriction has been removed by the department involved, nor will it be responsible for any consequences that result from the restriction. The consequences affect the issuing of official transcripts, registration services (including web registration), processing applications for admission, and receipt of other college services. Course withdrawals up until and including the last day to withdraw as well as payment transactions are exceptions.

Tax Receipts

T4A Tax Receipts

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

Tuition/T2202A Tax Receipts

For income tax purposes, T2202A's will be available on Camlink commencing February 1 for the previous calendar year. Previous taxation years are also available for students to download from Camlink if required.

Students enrolled in qualifying programs may also be eligible to claim an education amount for full or part-time enrolment. Students may consult Canada Revenue Agency for detailed information pertaining to their claims.

UPass (Bus Passes)

UPass fees may be claimed on your personal income tax return. The amount that each student may claim is available on Camlink>Financial Information>Fee & Payment Details. Refer to Canada Revenue Agency for additional information.

Financial Assistance

Financial Aid & Awards Offices

Website
Email: financialaid@camosun.bc.ca

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

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

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

MW	9am to 4pm

Extended hours will be available during the first week of fall and winter semesters.

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

The **StudentAidBC** website is also a valuable resource, providing information on government assistance programs, available grants, and repayment.

Check links on the Financial Aid & Awards website or consult a Financial Aid Advisor at offices located at each campus during the hours indicated above.

Bursaries for Camosun College Students

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

Camosun thanks the thousands of community donors who generously contribute to the Camosun College Foundation in support of student bursaries and awards.

Students may apply for these bursaries if they meet the following criteria:

- are Canadian Citizens or Landed Immigrants;
- are enrolled in no less than 60% of a full course load as defined by Camosun College (40% for students with permanent disabilities), in an approved post-secondary program; and,
- can demonstrate financial need.

Note: *Continuing students are required to have successfully completed their last full-time, post-secondary period of study.*

For information on how to apply, check the Financial Aid & Awards website at the beginning of Fall and Winter semesters.

Application deadlines are:

- the second Tuesday in October for Fall; and,
- the second Tuesday in February for Winter.

The following Camosun College Foundation Bursaries are expected to be available in the 2011/2012 academic year. This list is subject to change without notice.

There are two types of Foundation Bursaries: Open Bursaries (open to almost all students — some restrictions apply), and Designated Bursaries (students are required to meet specific requirements).

Open Bursaries

Open Bursaries require that students have demonstrated financial need.

- Adele & Robert F. McAdams
- Alexander Ross McIntosh Memorial, established by Beaver Foods Inc.
- Angus McKinnon Memorial
- Animal Care Bursary
- Arthur Leslie Langdale Bursary
- Bank of Montreal Young Futures Endowment
- B. & B. Sivertz
- Braefoot Community Association
- Brian & Catherine Genge & Family Bursary
- Bruce Winsby Memorial Bursary
- Bryant Wood Memorial Bursary
- Camosun College Board of Governors
- Camosun College Bookstore Bursary
- Camosun College Employees Fund
- Camosun College Faculty Association
- Camosun College Open Bursary Fund
- Camosun College Enterprise Bursary
- Camosun College Foundation Endowment Fund
- Canadian Federation of University Women Victoria — Malahat
- Canadian Federation of University Women Victoria — Geraldine Symons Memorial
- Canadian Federation of University Women Victoria — Diamond Jubilee
- Capitol City Lion's Club
- Canadian Federation of University Women Victoria — Blue & Gold
- Cheryl Woolley 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
- Elizabeth Prins Bursary for Mature Women
- G. Kenneth Arnott Bursary
- Graphic Office Interiors Ltd.
- Holy Cross Catholic Church
- Harley Stonnell Memorial (Rotary Club Harbourside)
- Harry Chalmers Memorial
- IODE Royal Bride Chapter
- Irene Lane Bursary
- Jack Harrington Memorial
- James & Ellen Hall McEvoy Memorial Bursary *(Full-time, mature students)*
- Janet Baird Bursary
- Jean Maude Wainwright Memorial Bursary
- Kate Ross Bursary
- Kiwanis Victoria, F.V. (Viv) Shoemaker
- Larry Mills and Jean Cartwright Memorial Bursary
- Leland A. Young
- Lillian and John Ronald Bursary
- Lynda & Murray Farmer Bursary
- Monk Office Supply Ltd.
- Operation Trackshoes
- Optimist Club of Victoria — John Bashista Bursary
- Parks Family Bursary
- Primrose Family Bursary
- Paul and Gayle Mantell Bursary
- Placement Group Bursary
- Restauronics Bursary
- Robbins Parking Service Bursary
- Robert Dewhirst Bursary
- Robert Noble Bursary
- Ron and Annette Hart Bursary
- Rotary Club of Victoria-Harbourside
- Royal Bank Financial Group
- Serious Coffee Bursary
- Single Parent Family Bursary
- St. Michael & All Angels Anglican Church Women's Guild *(Single Parent)*
- TD Bank Financial Group
- The WIN Self-Sufficiency Bursary
- United Commercial Travellers of Victoria
- United Food and Commercial Workers Bursary

- Vancouver Foundation
- Vancouver Foundation — Mini Block Grant Program
- Vancouver Island Trails Information Society Bursary
- Victoria AIKIKAI
- Victoria Real Estate Board
- Women in Need Self Sufficiency Bursary
- Zoom Media Bursary

Designated Bursaries

These bursaries have additional criteria; for example, some require enrolment in a specific program of study.

Centre for Sport & Exercise Education

- John Crowther Memorial Bursary
- Peninsula Co-op Bursary
- Thrifty Foods Sports Education Bursary

School of Arts & Science

Applied Communication Program

- James Bay News
- Victoria Media Club
- Vic & Pam Shemilt/Island Blueprint

Applied Chemistry & Biotechnology

- Dr. L.H. McMullen Memorial

Creative Writing

- Mary Dorothy Jones Memorial Bursary

Criminal Justice

- Sooke Community and Police Consultative Society
- Victoria City Police Athletic Association

Environmental Technology

- John Hind-Smith Environmental Technology
- Moebius Bursary
- Terese Todd Memorial
- Victoria Natural History Society
- Walter S. Knight Memorial

Music Diploma

- Canadian Federation of University Women Victoria — Helen Joy Russell Music Bursary
- David Lorne McDougall Memorial
- Ivor and Lorna Parfitt Memorial
- Mandy Maxey Memorial
- Norma Fitzimmons Bursary

University Transfer — All Disciplines

- Canadian Club of Victoria
- Diane Petrou Memorial
- Professional Consultants Association of BC

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*

University Transfer — English

- Jack & Frances Damant Memorial *Year 2 student*

University Transfer — Literature, Sociology, Psychology or Anthropology

- Jeanne Ellen Langston Memorial

University Transfer — Science

- Canadian Federation of University Women Victoria — Helen Joy Russell Science Bursary
- Reginald Rankin Memorial
- Thetis Park Nature Sanctuary Association *UT Biology with an interest in botany, or environmental studies or horticulture*

University Transfer — Social Work

- IODE Garry Oak Chapter

Visual Arts

- Estelle Elizabeth Blair Inman Memorial

School of Business

Business General

- Annie Graham Memorial *Single parent enrolled in a Business diploma program*
- AXA Pacific Insurance Company Bursary
- Bill Wansbrough Memorial
- Canadian Federation of University Women Victoria/Margaret Lowe Memorial *Female*
- Canadian Information Processing Soc.
- Canadian Federation of University Women — Centennial (Indigenous Business Leadership)
- Harvey Stonnell Memorial Bursary
- Ivy Blanch (Pat) Bevan Memorial *Student from a rural community*
- Lorne Thompson Memorial
- Margaret Lindsay Memorial
- Marketing Students Bursary
- Pacific Technology Resources Society
- Placement Group Bursary
- Shirley & Harvey Pinch
- Victoria Business Professional Women
- Victoria Foundation -- Donald Stewart Cameron
- Walter S. Knight Memorial - Business
- William McMillan Bursary Endowment Fund

Business Administration — Accounting

- CGA Bursary
- Don McKimmie Accounting Bursary

Business Administration — Finance

- Rick Wiegel/CIBC/Wood Gundy Bursary

Business Administration — Marketing

- David Andrew Jaffey Memorial Bursary *May also be enrolled in General Management Option*
- Sales & Marketing Executives of Victoria

Golf

- Brian McWha Memorial
- Golf Management Championship Bursary
- Marler Ellis Bursary
- Ryan Adamson Memorial

Hotel and Restaurant Management, Tourism, Travel Counselling

- Attractions Victoria
- Don Proudfoot Memorial *Awarded to a Hotel & Restaurant Management student*
- Entry-level scholarships *available for high school students - contact Dunlop House directly*
- Gordon Townley Memorial
- Great Canadian Beer Festival Society Bursary
- Mark Scott Memorial
- SKAL Club of Victoria, in memory of Mark Scott
- Victoria A. M. Tourist Services Association — Tommy Mayne Bursary *Tourism related program*
- Victoria AM/Norma Fitzsimmons Hospitality and Tourism Bursary
- VI Meeting Planners and Suppliers *Awarded to a Tourism Certificate or Business Administration — Tourism Management student*

Office Career Programs

- Applied Business Technology Bursary
- BC Notaries/Notary Foundation of BC Bursary
- Margaret Lindsay Memorial
- Real Estate Foundation of BC Bursary
- Victoria Legal Secretaries

Human Resource Management

- BC Human Resource Management Association Bursary

School of Health & Human Services

Community Support and Education Assistant

- Becon Support Services Ltd.
- Greater Victoria Down Syndrome Society Bursary
- Victoria Association for Community Living
- William Burrill Memorial Bursary

Continuing Care

- Berwick Retirement Communities Ltd. Continuing Care Bursary
- Greater Victoria Down's Syndrome Society Bursary
- Greater Victoria Eldercare Foundation Bursary
- Island Community Home Support Society
- Jim & Mertie Chilton
  Single parent student
- Jona Gunter-Smith Memorial
- Joanne Granewall Memorial
- Victoria Gerontology Association Legacy Bursary

Dental

- Dr. David Carmichael Dental Memorial Bursary

Early Childhood Care and Education

- BC Government Retired Employees Association
- Evelyn McIntosh Memorial
- Kiwanis Club of Victoria E.C.C.E. Bursary
- Margaret Ann Molineux Memorial Bursary
- MaryLynne Rimer E.C.C.E. Bursary
- Optimist Club of Victoria — Bob Coates

Nursing

- Avril Peters Memorial Nursing Bursary
- Beatrice F. Jose Memorial
- Colonel John V.C. & Ethel Ruth 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 Baccalaureate of Science Degree in Nursing
- Fred A. Smithers Sr. and Lillian Maud Smithers Memorial
  Male student/Female Student
- Genevieve Goldade Memorial
- Idris Thomas Bursary
- Jean Dougan Bursary Fund for Nurses
- Kristina Bickerton Memorial Bursary
- Kritzinger Bursary
- Lorraine Askew Memorial
  Year 2 student
- Marilyn Fletcher Memorial
  Year 2 student with an interest in postpartum studies
- Nursing Dept Student Emergency Fund
- Olive M. Bell Memorial Bursary
- Rotary Club of Saanich
  Single parent student
- Royal Jubilee Hospital Auxiliary
  Year 2 and 3 student, single parents
- VIHA Renal Dialysis Bursary
  Interested in specializing in renal dialysis
- Shelley Walerius-Miller Memorial
  Year 2 student
- Sisters of St. Anne Nursing Bursary
- Vancouver Foundation BC MSF Nursing Bursary Fund
- Winnifred J. 'Pat' Hutchinson Memorial
- Wirtanen Family Nursing Bursary

School of Trades & Technology

- Liesch Office Interiors Bursary
- Maya Tello-Wrigley Engineering Bridge Memorial Bursary
- Trades & Technology Bursary
- Trades Emergency Bursary

Automotive Mechanical Repair Foundation

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

Civil Engineering Programs

- Bullock Baur Civil Engineering
  Preference given to a First Nations student
- Susan Reid Memorial, established by Prairie Inn Harrier Running Club
  Year 2 student
- Vic and Pam Shemilt/Island Blueprint

Computer Systems Programs

- Data Processing Management Association

Electronics/Computer Engineering Programs

- BCEA Bursary in Electronics Engineering
- Electronics Engineering Bursary Fund
  Year 2 student
- Glen and Gina Truax Memorial
- Jack Dawson Memorial
- Western Association of Broadcast Engineers

Engineering Graphics Technician

- PROCURA Bursary
- Vic & Pam Shemilt - Island Blueprint

Fine Furniture

- Joseph Bourey
  Women in Carpentry or Fine Furniture
- Kiwanis Club of Victoria
- Keith Evans Memorial Bursary
- Philip R. Smith
- Vancouver Island Woodworkers' Guild

Horticulture

- British Columbia Council of Garden Clubs
- Frank Doyle & Rachel Deans Doyle
- George I. Radford Bursary
- Les Stevens Memorial
- Norma Fitzsimmons Horticulture Bursary
- Sharyn Pittman Garden Angel Bursary
- Suzanne Lindinger Memorial
- Victoria Horticultural Society, Jack & Hilda Beastall Memorial
- Zonta International Club Phoebe Noble Bursary

Mechanical Engineering Programs

- ASHRAE Vancouver Island Chapter
  Year 2 student enrolled in MECH 275

Nautical

- Nigel Scott-Moncrieff Memorial

Professional Cook Foundation

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

Technology Programs — General

- Canadian Healthcare 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

Trades Foundation

- BCEA Bursary in Electrical Apprenticeship
- Bill and Linda Murphy
- Edward J. Harrison Trades Bursary
- George and Verna Parslow Trades Bursary
- Hugh Peet Memorial Bursary
- Joseph Bourey
  Women in Carpentry or Fine Furniture
- Ray Scott Memorial
- Rimer Family First Nations Trades Bursary
- Shirley Embra Building Trades
  Carpentry, Fine Furniture, Plumbing, Electrical
- Wirtanen Family Electrical Bursary

Other Designations

Canadian Federation of University Women – Saanich Peninsula
- *Female Canadian Citizen entering degree program at university with a historic link to Saanich Peninsula*

Dora Goodrum Memorial
- *Disabled student*

Douglas Milne – Optimist Club of Victoria
- *Recent high school grad in program that benefits youth or young people*

Dr. Roland Graham
- *Resident of Saltspring Island or graduate of Gulf Islands Secondary*

Eileen Daoust Memorial
- *Female single parent or mature woman*

English Speaking Union of Canada
- *Student whose first language is not English*

Eunice Tyson
- *Preference given to parishioner or dependent of St. Martin-in-the-Fields member or to student living in geographic area*

Island Savings Credit Union Bursary
- *Awarded to a member or son/daughter of a member*

Kiwanis Club of Esquimalt
- *Resident of Esquimalt*

Leonard O. Gilbody Memorial Bursary
- *ESL student entering a vocational program such as Trades, HCA, Tourism, Office Administration, etc.*

Operation Trackshoes
- *Demonstrated community involvement*

Paul and Ena Wilson Memorial
- *Dependents of single parents*

Peninsula Consumer Services Co-operative
- *Member of Peninsula Co-op*

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*

Rosie Jones and Joan Cook Memorial
- *Student with suitable heritage background*

Rotary Club of Sooke
- *Resident of Sooke*

Rotary Club of Victoria/BC Paraplegic Association
- *Student with a permanent mobility impairment*

Saanich Employees' Benefit Association
- *Dependents of Saanich Employees' Benefit Association*

Sidney-By-The-Sea Rotary Club
- *Resident of Sidney or North Saanich*

Single Parents
- Dawne Slots Memorial
- E & A Howard Single Working Parents Fund
- Leslie and Holly Ashcroft Memorial Single Parent Bursary
- Victoria Medical Wives Community Services Group
  Female student.

Students Helping Students
- *Disabled Student*

The Bottle Depot, Quadra and McKenzie

The Victoria Foundation Chinese - Canadian Community Entrance Bursary
- *Chinese origin*

The Victoria Foundation Ruth Elina Carlson Bursary
- *Arts & Science, Business, and Trades & Tech*

Thomas Inkpen Memorial RCMP Veterans Bursary
- *RCMP Veteran Association member or descendant*

Business & Professional Women of Victoria Alumni Bursary
In memory of Elizabeth Clement
- *Mature female, who has been out of school for five years and wishes to re-enter the workforce*

Victoria Imperial Lions Club, Al Hayman Memorial Bursary
- *Visually impaired students.*
- Canadian Diabetes Association Jean Moseley Memorial
- *Established by Canadian Diabetes Association, Victoria branch, for students with diabetes*

Victoria Epilepsy & Parkinson's Centre Memorial
- *Student who has Epilepsy*

Victoria Real Estate Board - Bob Melanson
- *Dependants of board*

Victoria Tea Festival Bursaries
- *For student families*

Westshore Chamber of Commerce
- *Trades student; resident of View Royal, Highlands, Langford, Metchosin or Colwood*

William Burrill Memorial Bursary
- *Associate of Arts General UT and Human Services*

William Gowers Memorial
- *Fastball League player*

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 Child Care Services Bursaries

Students who have children enrolled in Camosun Daycare Centres may apply through Child Care Services at the beginning of Fall and Winter semesters.

Victoria Tea Festival Bursaries

Students who have children enrolled in Camosun's Child Care Services may apply through Child Care Services in the Fall term. Up to $5,000 will be awarded annually to a deserving student family or families in conjunction with Financial Aid and Awards.

Entrance Awards

- Camosun College Bookstore Entrance Award - Associate of Arts Degree
- Camosun College/Thrifty Foods Entrance Awards for Victoria and district high school students. *Apply through high school academic advisors.*
- Dr. Liz Ashton High Performance Sport Award
- Heather Lewis Associate of Arts Degree Entrance Scholarship
- Heather Lewis Associate of Science Degree Entrance Scholarship
- Vancouver Island Golf Championships Scholarship

External Awards and Scholarships

Scholarship – based on merit, excellent grade point average (GPA), and may include additional criteria such as community or volunteer service.

Award - based on merit, academic achievement, sometimes including additional criteria such as community or volunteer service.

Some scholarships and awards are particularly for Camosun College students; however, they differ from bursaries in their application and selection processes. Application deadlines are variable.

For application details and deadlines, check the list of External Awards on the Financial Aid & Awards website.

Aboriginal Education & Community Connections

Website
Email: aboriginal@camosun.bc.ca

Lansdowne Campus: Ewing 272
Phone: 250-370-3299
Fax: 250-370-3291

Aboriginal Education & Community Connections, in partnership with the Camosun College Foundation, administers a series of awards to Aboriginal students at the college. To see a list of awards, click here.

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.

School of Access

Website
Email: accessinfo@camosun.bc.ca

Lansdowne Campus: Ewing 234
Phone: 250-370-3295
Fax: 250-370-3291

Interurban Campus: CBA 127
Phone: 250-370-4941
Fax: 250-370-4938

Please note that some awards/scholarships may be applied for, while others require no application. Award criteria and application forms are available on our website or at the School of Access offices. Deadline to apply is March 25 annually.

- ABE Association of BC Award
- Arthur Vickers Emergency Fund
- Brett & Grant L. Fisher Memorial Award
- Camosun College International ESL Award
- Cenenitel Fund
- CFUW Saanich Peninsula Award for First Nations Women
- Chuck Dowdeswell Award
- Colin Montesano Memorial Access Award
- Dean's Award
- Dedication to Learning Award
- ELD Writer's Award
- ELD Merit Award
- Grant and Brett Fisher Memorial Award
- Greater Victoria Citizen Advocacy Award
- Joan Hosty Memorial Award
- Joan Looy Endowment Award
- Lockie Family Endowed Award
- Lynne Richards Scholarship
- MariLynne & Kirby Rimer AECC Emergency Fund
- 'Moving Forward' Award
- Pamela Vickers Achievement Award
- Richard Rayfuse and Keith Todd Literacy Award
- Susan Haddon Spirit Award
- Vickers Family English Access Award
- 'Way To Go' Award

Centre for Sport & Exercise Education

Website
Email: sported@camosun.bc.ca

Phone: 250-220-2550
Fax: 250-220-2551

Contact the Centre for Sport & Exercise Education for information on this award.

- Alex Carre Sport Management Award
- Cannon Design Architecture Community Participation Award
- Cannon Design Architecture Sport Excellence Award
- Cannon Design Architecture Sport Research Award
- Lifemark Sport Medicine Award
- Lois M. Smith/Commonwealth Award for Athletes
- Peninsula Co-op Sport & Education Award
- PISE Award of Excellence — Exercise Therapy

Chargers Intercollegiate Athletics

Contact Athletics and Recreation for information on these awards.

Website
Phone: 250-220-2505

- Accent Inns Student-Athlete Excellence Award
- Linda Henderson Award
- Wilson's Transportation Athletic Award

School of Arts & Science

Website

Lansdowne Campus: F 104
Phone: 250-370-3298
Fax: 250-370-3417

Contact the School of Arts & Science for information on these awards.

There are a number of awards and scholarships made available annually to the students in the School of Arts & Science. The deadline to apply (for most awards) is May 15. Application forms, criteria and selection process information are available from the Arts & Science office (F104, Lansdowne Campus) and on the college website. Please note that some awards/scholarships must be applied for, while others require no application.

- Air and Waste Management Association - Co-op Education Continuing Student Award
- Amanda Leslie Northern Lights ACP Award
- AMEC Environmental Technology Award
- Angeline Haynes Memorial Award
- Applied Chemistry & Biotechnology Internship Awards
- Applied Chemistry & Biotechnology Program Leadership & Spirit Award
- Archipelago Marine Research Ltd. Award
- Arthur Rabin Video Production Scholarship
- Asia-Pacific Studies Award
- Associate of Arts Degree Award - Year 2
- Associate of Science Degree Award - Year 2
- Axys Analytical Services Ltd. — Applied Chemistry & Biotechnology Program Achievement Award for Environmental Chemistry
- Barrie Black Memorial Award AMTEC
- BC Hydro Environmental Technology Scholarship
- Bernard Silverman Memorial Award for Jazz
- Biology Department Scholarship for Year 1
- Biology Department Scholarship for Year 2
- Blake and Marla Handley Education Award
- Bolen Books English Essay Award
- Camas Publishing Award
- Camosun College Bookstore Associate of Arts Entrance Award
- Castle Cary Pipes and Drums Music Award
- Charlotte Bronte Award
- Chris Considine Award in Academic Achievement — Criminal Justice
- CKMO Radio Award
- Clay Foundation Visual Arts Award
- Colin Montesano Memorial Associate Degree Awards (Psyc and Math)
- Dave and Bev Knapton Associate of Arts Degree Scholarship
- Dave and Bev Knapton Associate of Science Degree Scholarship
- Dr. Gary Karr Music Award
- Dr. Harmon Lewis Music Award

- Elementary Education Mathematics Award
- Emily Bronte Award
- Environmental Technology Co-op Community Education Excellence Award
- Environmental Technology Program Project Award
- Excellence in Psychology Award
- Fred Hughes Endowed Science Award
- Fred Hemus & Marjorie Peters Award in Creative Writing
- Geography Faculty Award
- Golder Associates Ltd. Environmental Technology Award
- Heather Lewis Associate of Arts Degree Entrance Scholarship
- Heather Lewis Associate of Science Degree Entrance Scholarship
- History Faculty Scholarship
- Ida Clarkson Broadcast Scholarship
- Indigenization Essay Award
- IslandBlue Printorium Associate Degree in Creative Writing Awards – Year 1&2
- IslandBlue Printorium Bookworks Award - Fiction
- Jessie Allan Forsyth Memorial Visual Arts Award of Excellence
- Jessie Allan Forsyth Memorial Visual Arts Award - Portfolio Award
- Jessie Allan Forsyth Memorial Visual Arts Award - Commendable Achievement Year 1&2
- Jessie Allan Forsyth Visual Arts Award - Leadership
- Jim Mugford Mathematics Award
- Jim Ryan Scholarship in Photo Journalism
- John Post Scholarship
- Kathleen Ryan Memorial Scholarship for the Outstanding Student in Psychology
- Kathryn Legros Classical Music Entrance Award
- Kerm Carlson Award of Excellence
- Latham Pazdro Women in the World Award
- Leo Neufeld Linear Algebra Award
- Lifelabs Award in Memory of Dr. Garth Walther: Applied Chemistry & Biotechnology Program
- Margaret E. McDougall Music Award
- Mrs. A. Massy Goolden Award
- Maxxam Analytics ABCT Good Lab Practice & Quality Award
- Monday Magazine Visual Arts Award
- Morrison Smeltzer Visual Arts Award
- Munro's Books English Award
- Norene Bradshaw - Trevor Dawson Memorial Music Award
- Orca Book Publisher Associate Degree in Creative Writing Awards (Year 1 & 2)
- Pam Shemilt/Island Blue First Nations Literature Award
- Pam Shemilt/Island Blue Sports Literature Award
- Pam Shemilt/Island Blue ESL English Award
- Pam Shemilt/Island Blue English International English Scholarship
- Pam Shemilt/Island Blue Technical Writing Award
- Pam Shemilt/Island Blue Women's Literature Best Essay Award
- Physics Department Award - Year 1
- Quantum Murray LP Commendable Achievement Award
- Quantum Murray LP Environmental Technology Award
- Ralph and Mary Ward Geoscience Award
- Ralph and Mary Ward History Award
- Reena Virk Youth Justice Award (Year 1 & 2)
- Robert Martin History Award
- Robert J. Van den Brink Visual Arts Spring Residency Memorial Award
- Rogers Media - Radio Scholarship
- Saanich Police Department ~ 1st Year Criminal Justice Award
- Saanich Police Department ~ Graduating Criminal Justice Award
- Shelagh Stanley Best News Writer Award
- SLR Consulting Environmental Inc. 1st Year ET Achievement Award
- Social Sciences Award for Outstanding Student
- Statistics Award
- The Sterling Pacific Investigations Criminal Justice Scholarship
- Ted Adkin Memorial Award
- Ted Davis Memorial Award (Biology)
- U-Jam Jazz Entrance Award
- Victoria Secular Humanists Assoc. Charles Darwin Award
- Victoria Shakespeare Society Award
- William Geoffrey Ellis Prize
- Yvonne Thompson Page Co-op Student of the Year Award

School of Business

Website
Email: sofbus@camosun.bc.ca

Phone: 250-370-4565
Fax: 250-370-4104

Contact the School of Business for information on these awards.

- Accounting Faculty Award
- Accounting Faculty Giving Back Award
- Atomic Crayon Web Design Award
- BC Notaries & The Notary Foundation of BC Award
- Bob Brown Accounting Award
- Brian McWha Memorial Award
- Canadian Hospitality Foundation Merit Awards
- Certified General Accountants Scholarship
- Certificate General Accountants Continuing Education Scholarship
- Certified Management Accountants Society of BC Award
- CGA Bursary in Accounting
- Darcy Lazarz High School Scholarship
- Dean's Scholarship - School of Business
- Derek Sisca Memorial Award - Golf Management
- Devlin Gailus Award
- Don & Joyce Brake Award
- Don Lindsay Accounting Award
- Doug Murray Accounting Award
- Dr. William H. Moore
- Dunlop House Restaurant Award
- EDS Canada Co-op Award
- Estelle Inman Accounting Award
- Evening Optimist Victoria Award
- Fairmont Hotels - Empress Hotel Award
- Finance Faculty Awards
- Gilbert Murray - Jen Thibault Award
- Glenoak Ford Award
- Grant Thornton Co-op Award
- Hector & Cecilia Duprey Achievement Award
- Hotel Association of Greater Victoria Entry Level Scholarship
- Hotel and Restaurant Student Society Awards
- Hotel and Restaurant Co-op Award
- Hotel Association of Greater Victoria Co-op Award
- Hotel Grand Pacific Award Endowment Fund
- Hugh Chamberlain Memorial Scholarship Fund
- Hutcheson & Co Award
- Indigenous Business Leader Entrance Award
- Information & Records Management Association-Victoria Award
- Island Professional Event Network
- Jack Guthrie Award in Economics
- James Rowlands GVHRMA Award
- James Rowlands GVHRMA Essay/Report Award
- Jared Hill Memorial Award
- Jencess Active Golf Network
- John Hadfield Memorial Scholarship
- John Somers Accounting Award
- Jones Emery Hargreaves Swan Award
- Law Faculty Award
- Local Government Management Association of BC Award

- Mantell, Dickson, Blades, Wiseman Award in Accounting
- Mark Scott Memorial Award
- Medical Office Assistant Award
- MNPenny Indigenous Business Leadership
- Nicole Borthwick Spirit Award
- Norgaard Neale Camden Award
- Odlum Brown Award
- Pacific Technology Resources Society Award
- Peter McNeil Accounting Award
- Pinch High School Scholarship
- Project Management Institute Award
- Real Estate Foundation of BC Award
- Ryan Adamson Award
- Sales & Marketing Executives of Victoria Award
- Suburban Motors Award
- TD Canada Trust Scholarship
- Tourism Victoria Award
- Troy Dunning Scholarship
- Vancouver Island Golf Entrance Scholarship
- Vancouver Island Meeting Planners/ Suppliers Award
- Vera Goodman Spirit Award
- Victoria Chartered Accountants Award
- Victoria Chartered Accountants Assoc. - Best GPA Award
- Victoria Chinese Commerce Association Scholarship
- Victoria Guest Services Network Award
- Victoria Legal Secretaries Award
- Victoria Real Estate Board Awards
- Yvonne Thompson Page Award

School of Health & Human Services

Website
Email: hhsinfo@camosun.bc.ca

Phone: 250-370-3180
Fax: 250-370-3478

Contact the School of Health & Human Services for information on these awards.

- Andrea Van Rheenan Human Services Awards
- Baptist Housing HCA & PN Awards
- Barbara Ferris Memorial Scholarship
- BC Dental Hygienists Association Award
- Beacon Community Services ECCE Award
- Becon Support Services Award
- Blue Nile Health Care Staffing Agency HCA Award and PN Award
- CAFCA Human Services Award
- Community Living Victoria Award
- Cowichan Trading Award
- CUPE Local 2081 Mental Health Worker Certificate Award
- CUPE Local 2081 IMHA Award
- CUPE Local 2081 CFCS Award
- Dr. D.A. Baird Memorial Scholarship
- Eleanor Spooner Memorial Award
- Greater Victoria Eldercare Foundation HCA Award
- Greater Victoria Eldercare Foundation PN Access Award
- Island Community Home Support Services Society Endowment
- Island Parent Human Services Awards
- Jan Grier Memorial Dental Award
- Kardel Award for Community Support Worker (i.e., Community Support and Education Assistant)
- Kiwanis Club of Cordova Bay Eric Robinson Memorial Award
- Leonard Hayes Memorial Award
- Lilla E. Wright Nursing Award
- MDS Metro Laboratory Services Award
- Mount St. Mary Hospital HCA Award
- Mount St. Mary Hospital PN Award in Clinical Excellence
- Nancy Haskins-Elliot ECCE Memorial Award
- Oak Bay Kiwanis Pavilion Award in Clinical Excellence
- Oak Bay Kiwanis Pavilion HS/RCA Award
- Patty Foster Memorial HCA Legacy Award
- Pat Wong Memorial Award
- Patty Foster Memorial Legacy Award
- Phoenix Human Services Association Award
- Practical Nursing Graduates Award
- Rena Hayes Award
- Resident & Family Council, The Lodge at Broadmead Excellence Award
- Schweitzer Prize
- Shannon Oaks HCA Award
- The Cridge Centre for the Family Regional Award
- The Cridge Centre for the Family Ada Barner Award
- The Cridge Centre for the Family Pursuit of Excellence Award
- Victoria Cool Aid IMHA Award
- Victoria Cool Aid Society Mental Health Worker Certificate Program Award
- Victoria Police Department IMHA Award
- Victoria Police CMHW Award Certificate
- VIHA Jessie Bridges Award
- VIHA Thelma Varcoe Award
- Yvonne McCloskey Memorial Awards

School of Trades & Technology

Website
Email: Tradesinfo@camosun.bc.ca
Techinfo@camosun.bc.ca

Phone: 250-370-4404
Fax: 250-370-3898

Contact the School of Trades & Technology for information on these awards.

- 1st Team Consulting Ltd. Award
- Abebooks Award in Computer Systems Technology
- Adam Johnston Memorial Scholarship
- Advance Collision Award
- AECOM Award
- Airgas Award
- A.J. Forsyth & Co. Award
- Alan Hutchison Memorial Award
- Albion Fisheries Ltd. Award
- Andrew Sheret Ltd. Award
- Applied Microsystems Ltd. Award
- ASTTBC Award
- Automotive Instructors Choice
- Automotive Technician Award
- Canadian Home Builders' Association-Victoria Award
- Carpentry Apprentice Award
- Carpentry Foundation Program Award
- Carpentry Instructors Choice Award
- CGI Scholarship Award in Computer Systems Technology
- Chaine des Rotisseurs Scholarship
- Civil Engineering Faculty Award
- Claire Hotvedt Memorial Award
- Computer Engineering Award of Excellence
- Computer Systems Technology Award
- Construction Assoc. of Victoria Trades Award
- Cookie Crumbles Award
- Professional Cook Foundation Attendance Award
- Professional Cook Foundation Level 1 Most Improved
- Culinaire Victoria Award
- Daniels Electronics Ltd. Award
- David Baade Scholarship Endowment Fund
- Dome Construction Award
- EDS Canada Award
- Electrical Apprentice Awards
- Electrical Contractors Association of BC Award
- Electronics & Computing Engineering Faculty Awards
- Electronics-Computer Engineering Award
- Electronics Engineering Award
- EMCO Corporation Award
- Emery Electric Ltd. Award
- Engineering Graphics Tech. Award
- ESI Environmental Sensors Inc. Award
- George & Elsie Farmer Awards
- Eugene Sander Award
- Evening Optimist Victoria Entrance Award for Professional Cook Foundation
- Farmer Construction Award
- Food for Thought Catering Award

- Gasfitter Apprentice Award
- Heavy Duty/Commercial Transport Award
- Horticulture Achievement Award
- Independent Contractors
- Instructor's Choice Award, Mechanical Engineering Technology
- Island Net AMT Solutions Group Award
- IVL Technologies Inc. Award
- John Drysdale Award
- J.S. Foster Corp Award
- Kennametal Manufacturing Engineering Award
- Key-2 Auto Parts Award
- Kiwanis-Victoria Award
- Klein Tool Award
- Linde Gases Canada Award
- Makita Power Tools Award
- Marine Technology Scholarship
- McElhenney Consulting Award
- Mechanical Contractors Assoc. Award
- Mechanical Engineering Achievement Award
- Network and Electronics Technician Award
- North Douglas Sysco Food Services Award
- O.A. Solutions Award
- P & R Western Star Trucks Award
- Plumbing Foundation Award
- Professional Cook Level 1
- Professional Cook Level 2
- Queale Electronics Award for Electronic & Computer Engineering
- Ralph and Mary Ward Mining Engineering Award
- RAV Professional Cook Foundation Awards
- Read Jones Christofferson Award
- Real Estate Foundation of BC - Civil Engineering
- Retired Carpenter Instructor Award
- Rotary Club of Royal Oak Award
- Rotary Club of Saanich Trades & Technology Award
- Sandra Hunter Memorial Award
- School of Trades & Technology Open Awards
- Scott Plastics Award
- Sheet Metal Technician Award
- Sheet Metal Workers - Loc 276 Award
- Snow Cap Foods Award
- Society of Vocational Instructors BC Award
- Sprinkler Fitter Award
- Stantec Award
- Steel Pacific Welding Apprenticeship Award
- Stephen Lloyd Award
- Suburban Motors Award
- Terry Warr Memorial Award
- The George & Elsie Farmer Legacy Award
- Thurber Engineering Ltd. Award
- Trades & Technology Medal of Excellence Award
- Trades Competitors Award
- Vancouver Isl. Bldg./Construction Trades Council Award
- Vancouver Island Advanced Technologies Assoc. Award
- Vancouver Island Piping Industry Award
- Victoria Electric Club Award
- Victoria Horticultural Society - Jill Stewart Bowen Scholarship
- Victoria Shipyard Award
- Viking Air Award
- Watchkeeping Mate Award
- Wayne Blackwell Memorial Award
- Welding Apprenticeship Award
- West Wind Hardwood Award
- Western Joint Electrical Award
- Yvonne Thompson Page Award

International

Website
Phone: 250–370–3681 or 250–370–4812
Fax: 250–370–3689

Contact Camosun College International or the College Foundation Office for information on these awards.

- Belcum Foundation Emergency Fund
- Camosun College International Academic Advanced Scholarship
- CCI Field School Visiting Scholar Fund
- International Education Endowment Fund
- Irving K. Barber Scholarships for Study Abroad
- Maple Leaf International School Award

Open

Contact the College Foundation Office for information on these awards.

Phone: 250-370-4233

- Executive Network Inc./Donald Family Annual Leadership Award
- Distinguished Alumni Award Fund
- Leadership in African Awareness Award
- Lois M. Smith Commonwealth Scholarship (athletes)
- Peter and Muriel Mixon Animal Rights Award
- Lt. Governor's Award
- TD Canada Trust Scholarship Endowment Fund
- Victoria Real Estate Board Awards/ Bursaries
- Yvonne Thompson-Page Co-op Student of the Year Award

Student Records

Confidentiality of Student Records

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

- Information released to the student;
- Information released with the written authorization of the student;
- Information, pertaining to delinquent debts owed by students to the college, released to the college's collection agents to facilitate recovery of such debts;
- Information released in response to a court order;
- Information, pertaining to delinquent debts owed by students to the Canada Student Loan program, released to the government's collection agents to facilitate recovery of such debts; and,
- 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.

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

Grade Notification

Grades are posted within three to four days at the end of each exam period. Check Camlink for your grades.

Grading Systems

For detailed information about grading systems, see our website.

Transcripts

Official Transcripts

An official transcript is a complete and unabridged academic record of achievement at Camosun College. As such, it is a private and confidential record, which can be issued or released only upon written authority of the student. Parents, relatives and friends may request copies of official transcripts only 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 who owes fees to the college.

The following notes are issued for students' general interest:

- Most universities require two copies of official transcripts. One is for the Enrolment Services 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; and,
- Those institutions that accept official transcripts directly from students insist that the envelope carry a seal that remains unbroken.

Note: *Students with Camlink access can obtain an Unofficial Academic Record from Camlink. This record is for personal use only, and does not reflect the official status of the students record, nor does it replicate an official transcript.*

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. Credit will be granted only once. Students are cautioned that other institutions may include both grades in their admissions GPA computation. Those students planning to transfer from Camosun College to another post-secondary educational institution are advised to consult with the institution to which they are transferring in order to confirm the method of GPA computation.

College Credentials

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

- **Post-Degree Certificate:** acknowledges completion of an approved advanced level or specialized program which builds on a previously completed recognized degree (equivalent to one semester of full-time, advanced-level studies).
- **Post-Degree Diploma:** acknowledges completion of an approved advanced level or specialized program which builds on a previously completed recognized degree (equivalent to two semesters of full-time, advanced-level studies).
- **Bachelor Degree** (Applied Degree): acknowledges completion of an approved, advanced-level, specialized program (equivalent to 8-10 semesters of full-time, post-secondary studies). An applied degree normally contains diploma entry and exit options, includes formally credited work experience, integrates career/technical work-place applications with theory, and is designed to meet demonstrated labour market needs for advanced programming. Applied degrees prepare graduates for employment; preparation for graduate studies is not an essential feature of applied degrees. Graduate work may be limited to the specialized area of study of the applied degree unless further undergraduate preparation is obtained.
- **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. The duration of the program will be stated on the Certificate).

Certificates, Diplomas and Degrees

Students completing an academic, career or vocational program are encouraged to apply for their credential by completing the 'Application to Graduate/Request for Credential' form (also available at the Enrolment Services office). Allow up to six weeks after the end of exams for the document to be produced and mailed.

The academic requirements for a certificate, diploma, associate or applied 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, degrees and diplomas are issued free of charge.

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

Multiple Credentials

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

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

Certificates, Diplomas, Advanced Diplomas, and Associate Degrees

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

Bachelor

To be awarded a Bachelor (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 Bachelor program at Camosun College.

Timelines Governing Completion of Programs

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

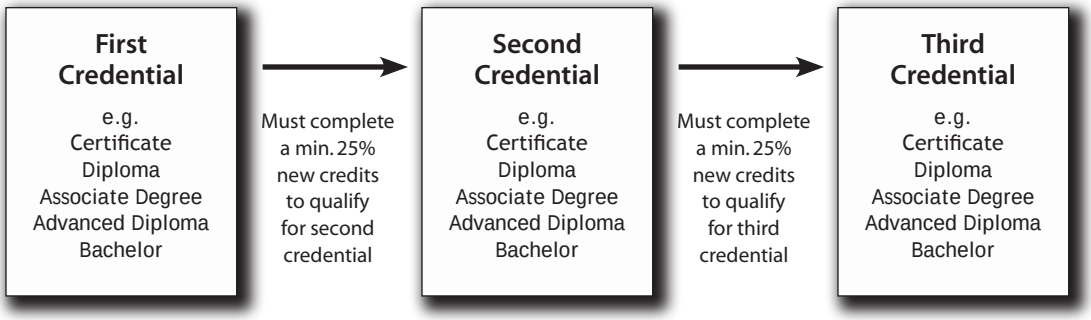
A student who is unable to complete in twice the normal length of the program will be required to meet the program requirements at the time of credentialing. The required courses for students taking their program over an extended time would normally be those in effect at the time of original program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

Graduation and Awards Ceremonies

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

- June 2011 for all students who will complete their requirements by April 29, 2011. Students must submit their 'Application to Graduate/Request for Credential' form by March 4, 2011; and,
- October 2011 for all students who will complete their requirements by September 16, 2011. Students must submit their 'Application to Graduate/Request for Credential' form by July 4, 2011.
- June 2012 for all students who will complete their requirements by April 27, 2012. Students must submit their 'Application to Graduate/Request for Credential' form by March 2, 2012.
- October 2012 for all students who will complete their requirements by September 14, 2012. Students must submit their 'Application to Graduate/Request for Credential' form by June 29, 2012.

The graduation form is also available at the Enrolment Services office. For more details about graduation, click here.



Departments

Camosun College International

Website

Phone: 250-370-3681 or 250-370-4812
Fax: 250-370-3689

Camosun College has been a leader in the field of international education since 1983. Starting with an enrolment of just six international students, today the college enrols 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.

Continuing Education & Contract Training

Website

Phone: 250-370-4578
Fax: 250-370-4777

Continuing Education

Camosun College's Continuing Education classes deliver a wide range of practical, high-quality, hands-on training. The programs are taught by instructors with current industry experience and are scheduled in part-time, fast-tracked and evening options to provide flexibility and value for adult learners.

A print course calendar of non-credit education classes is published three times a year; and the complete course line-up, plus registration services, is always available.

Additionally, Camosun College supports progressional development opportunities with certificate and industry partnership programs through Continuing Education & Contract Training (CECT).

Contract Training

Camosun College provides training and educational services locally, regionally and nationally through the Continuing Education & Contract Training (CECT) department.

Hundreds of pre-packaged Continuing Education classes can be customized, or specific staff training can be developed and delivered on campus or on site at the workplace. CECT's professional project managers and experienced adult educators work with clients in business, industry, government and community agencies.

Co-operative Education & Student Employment

Website

Phone: 250-370-4410
Fax: 250-370-4110

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 Workplace Education Prep workshop series and help students secure work placements with industry, government and other employers. They actively promote the co-op model to the employer community and ensure the visibility of Camosun programs and students.

Student developed positions may be eligible for work term credit and students are encouraged to self develop work term positions. Students may consult with employment facilitators or co-op and internship coordinators for guidance on the development of such positions.

Online and Blended Learning Opportunities/ Camosun Online

Camosun students can choose from courses and programs that require reduced face-to-face meetings. These courses and programs make use of the Internet to provide students with a dynamic and interactive learning environment while at the same time providing increased flexibility over time and place of learning.

There are two types of learning modalities that decrease the face-to-face commitment:

Fully online (distance) courses have no requirement to attend classes, though most have a face-to-face orientation scheduled during the first week of classes. *These courses are designated with a "D" in the college timetable (e.g., "D01", "D02").*

Blended/Hybrid programs and courses have a reduced face-to-face requirement for course or program completion but there are required times when the student must attend scheduled college session(s). These courses are designated with a "B" in the college timetable.

Advantages of Online and Blended Education

Students can:

- enjoy increased accessibility to college courses due to the flexibility of the learning method that makes possible part or full time work, family commitments, access, etc.;
- enrol in college courses without commuting to the college on a regular basis thereby reducing their carbon footprint and saving transportation costs;
- choose their own time and place of study;
- choose a teaching method that better suits their learning style; and,
- have the opportunity to learn about, and with, technology; and develop the tools, abilities and attitudes to be successful in life-long learning endeavours.

Success in Distributed or Distance Education

With the increased flexibility and access offered through Camosun Online comes increased responsibility.

To be successful in a fully online or in blended courses or programs students need to:

- have reliable and ready access to the Internet;
- 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 and time management skills; and,
- be able to function well in a variety of learning modes and with a variety of learning materials.

Admission Requirements

Students must satisfy college admission requirements as well as individual course and program prerequisites.

Find out more by contacting:
Enrolment Services at **250-370-3550**;
Toll free: **1-877-554-7555** or email **info@camosun.bc.c**a

Fully Online (Distance) Education Opportunities

Course offerings may change each term. Students are encouraged to contact individual Schools for up-to-date information:

School of Access

250-370-3295
accessinfo@camosun.bc.ca

School of Arts & Science

250-370-3298 or email
artsci@camosun.bc.ca.

School of Business

250-370-4565
sofbus@camosun.bc.ca.

School of Health & Human Services

250-370-3206
hsinfo@camosun.bc.ca.

Programs/Courses offered in a Blended/Hybrid Format

A blended learning model combines on-campus study with online education and offers students the convenience and accessibility to continue working or living in their home community while pursuing their educational goals. Contact individual Schools for more information.

Aboriginal Education & Community Connections

Administration

Website
Email: aboriginal@camosun.bc.ca

Lansdowne Campus: E 272
Interurban Campus: CBA 128
Phone: 250-370-3299
Fax: 250-370-3291

Director:
John Boraas

Chair:
Janice Simcoe

Assistant to the Director:
Doreen Provencher

Services and Marketing Program Leader:
Sandee Mitchell

Education Program Leader:
Todd Ormiston

Community Connections

Camosun College serves the communities that are in the traditional territories of the Esquimalt, Lekwungen, Malahat, Pacheedaht, Pauquachin, Sc'ianew, 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 an Aboriginal Advisory Council. Since 1991, this council has provided advice and direction regarding the needs of Aboriginal students and communities in the region. The council advises the president on all Aboriginal programming and services at the college.

Camosun College has long-term partnerships with WSANEC School Board, the Victoria Native Friendship Centre, and Songhees Nation. For information on partnering with Camosun, please contact the AECC department Chair at 250-370-3162.

Aboriginal Services

Advisors: Faye Martin
Marcey Louie
Suzanne Wilkinson
Tommy Happynook Jr.

Aboriginal Services offers academic, financial, and cultural support services to current and prospective Aboriginal students. We offer assistance in:

- educational planning,
- applying for Band, Métis or AHRDA funding; and,
- cultural activities and learning.

Camosun College considers any student who is a descendent of the Indigenous peoples of North America to be an Aboriginal student.

Welcome to all!

Bursaries and Awards

- Alan and Loreen Vandekerkhove Family Foundation Award for Aboriginal Health and Human Services Students
- Anthany Dawson Justice Award
- Arthur Vickers Emergency Funds
- Canadian Diabetes Association Jean Mosely Fund
- Canadian Federation of University Women (CFUW) - Saanich Peninsula Award for First Nations Women
- Canadian Federation of Women (CFUW), Victoria, Centennial Endowment Fund
- Coast Salish Education & Training Society (CSETS) Award for Coast Salish Trades Students
- Deld'alus TE Ten (The Arms of Mother) Award (Dorothy Price Treasure Box of Awards for Aboriginal Students)
- Eulau Howard Memorial Award for Aboriginal Students
- First Unitarian Church of Victoria Fund for Aboriginal Students in Trades or Health and Human Services
- Indigenous Studies Achievement Award (Dorothy Price Treasure Box)
- In The Spirit of Laughter Award
- Mino-Ayaa Wellness Award (Dorothy Price Treasure Box)
- M'Akola Housing Society Award
- Rimer Family Aboriginal Trades Bursary
- Sheli/ten Emergency Bursary (Dorothy Price Treasure Box)
- Songhees Nation Award (Dorothy Price Treasure Box)
- Treasure Box Award in Memory of James Dick
- Tsa Qwa Supp Award for Nuu-Chah-Nulth Students
- University of Victoria Office of Indigenous Affairs Award
- Winona Wood Memorial Award for Aboriginal Women
- WSÁNEC' School Board (formerly Saanich Indian School Board) Award
- Yaay'us (Dorothy Price Treasure Box)

Aboriginal Limited Priority Admissions Process

Camosun College, for a limited time each year, sets aside 5% of seats in the Nursing, Practical Nursing, and Early Learning & Care education programs for qualified Aboriginal applicants. For more information, please contact an Aboriginal Advisor at 250-370-3299.

Please note that Camosun College application forms have a space for students to indicate Aboriginal ancestry. Students who share this information allow the Aboriginal Education & Community Connections department to better plan and communicate its services, programs and events.

Indigenous Programs

Aboriginal Academic Upgrading

Aboriginal students may complete academic upgrading at Aboriginal partnership sites, including the Songhees Learning Centre, the Victoria Native Friendship Centre, and the Saanich Adult Education Centre. Students at these sites can study Fundamental- to Provincial-level English, mathematics, and computer studies. Students at the Saanich Adult Education Centre can also take college prep-level Indigenous Studies courses.

Indigenous Business Leadership

(This program will not be offered again until Fall 2012. Refer to our website for current information, or contact the School of Business at sofbus@camosun.bc.ca.)

The two-year Diploma in Business Administration — Indigenous Business Leadership (IBL) program provides Aboriginal students opportunities to explore and apply Indigenous perspectives in management and leadership while gaining a broad business education.

Indigenous College Prep

This 8-month program, delivered at the Saanich Adult Education Centre, provides students with the English, math, Indigenous Studies, and computer (optional) courses necessary to enrol in most post-secondary programs. Indigenous College Prep is UCEP-fundable.

Indigenous Family Support

The 10-month Indigenous Family Support program provides students of Indigenous ancestry with opportunities to develop knowledge, skills and values necessary to work with Indigenous families and individuals in schools and communities. The program provides opportunities for the student to reflect, to develop self-awareness and to take pride as an Indigenous person.

Indigenous Health Care Assistant

This 35-week certificate program trains Aboriginal students to be care providers for elders in community or long-term facilities. The program includes Indigenous Studies and English upgrading.

Indigenous Human Services Career Access

This 12-month program is designed for Aboriginal learners who are interested in careers in human/social/community service. Students explore educational opportunities within the fields of Human Services and Health while simultaneously developing an understanding of their interests, abilities and potential, in an environment that supports the development of healthy Indigenous self-identities.

Indigenous Studies

This two-year diploma program examines Aboriginal issues from an Indigenous community leadership perspective.

Other Training Opportunities

Camosun College offers Aboriginal organizations the opportunity to develop programs or services on a contractual basis. For more information, please contact the AECC department chair at **250-370-3163**.

Certificate Program

Indigenous College Prep

This eight-month program prepares students to enrol in post-secondary programs requiring English 12 and Math 10 or their equivalents. In addition, students explore issues of Indigenous identity, wellness and community, and are supported to develop personal, academic, and career goals.

Courses are delivered at the Saanich Adult Education Centre, and students are encouraged to interact with Aboriginal community members.

Length: Eight months

Location: Saanich Adult Education Centre

Starting: Fall

Program Code(s): INDPREP

Admission Requirement(s):

- Submit proof of "C" in English 10; **or** assessment.
- Submit proof of "C" in MATH 034; **or** assessment.

Program Completion Requirement(s):

- Students must successfully complete all program courses with a minimum of a "C".

Academic Term 1 (Fall)		Credits
ENGL 092	Provincial English Composition	3.0
IST 092	Intro to Indigenous Studies	3.0
IST 171	Ways of Wellness - Learning	3.0
MATH 052	Intermediate Mathematics 1	0.0
Total Credits		**9.0**

Academic Term 2 (Winter)		Credits
ENGL 096	Provincial Indigenous Literature	3.0
IST 104	Indigenous Ways of Knowing	3.0
IST 172	Ways of Wellness - Community	3.0
MATH 053	Intermediate Mathematics 2	0.0
Total Credits		**9.0**

Diploma Program

Indigenous Studies

The Indigenous Studies program is a two-year (16-month) diploma program that provides comprehensive, multidisciplinary education respectful of the cultures, history, and experiences of Indigenous peoples in and around Canada. Students examine the historical, cultural, social, political, and economic circumstances of Indigenous people in order to broaden their understanding and develop skills for living and working in diverse cultural environments. Students are encouraged to explore relevant topics and conduct critical analysis from Indigenous perspectives.

The Indigenous Studies program values the physical, emotional, spiritual and intellectual well-being of each student. Students are supported in their learning and personal growth and are encouraged to make connection with and contribute to community.

Graduates of the program are prepared to take on a variety of employment options including leadership roles within Aboriginal communities or the large public/private sectors. Most IST courses transfer into a variety of university degree programs, including Indigenous Studies, Social Work, Education, Social Sciences, Arts and Humanities.

Courses are delivered mostly at the Lansdowne Campus, with some classes and special project work completed in Aboriginal community settings.

Length: 16 months

Location: Lansdowne Campus

Starting: Fall

Program Code(s):

INDST1 Year 1

INDST2 Year 2

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment.

Program Completion Requirement(s):

- To qualify for a Diploma in Indigenous Studies, students must successfully complete all program courses including four (4) university-transferable electives and obtain a minimum GPA of 2.0.

Year 1

Academic Term 1 (Fall)		Credits
ANTH 104	Introduction to Anthropology	3.0
ENGL 150	English Composition	3.0
IST 104	Indigenous Ways of Knowing	3.0
IST 111	Circle Seminar 1	1.0
IST 116	Indigenous Studies in Canada 1	3.0
One (1) Year 1 or Year 2 UT elective*		3.0
Total Credits		**16.0**

Academic Term 2 (Winter)		Credits
ENGL 164	Indigenous Literature	3.0
IST 112	Circle Seminar 2	1.0
IST 117	Indigenous Studies in Canada 2	3.0
IST 220	Indigenous Art Studies	3.0
SOC 106	Indigenous People and Canada 2	3.0
One (1) Year 1 or Year 2 UT elective*		3.0
Total Credits		**16.0**

Year 2

Academic Term 3 (Fall)		Credits
CRIM 236	Indigenous People and Justice	3.0
HIST 100	Introduction to History	3.0
IST 211	Circle Seminar 3	1.0
IST 243	Comparative Indigenous Issues	3.0
OR		
IST 244	Language Revitalization	3.0
SOC 230	Indigenous Research Methodology	3.0
One (1) Year 1 or Year 2 UT elective*		3.0
Total Credits		**16.0**

Academic Term 4 (Winter)		Credits
IST 204	Special Projects	3.0
IST 212	Circle Seminar 4	1.0
IST 232	Indigenous Political Science	3.0
IST 234	Land and Language	3.0
IST 241	Gender & Identity	3.0
OR		
IST 242	Environment & Stewardship	3.0
One (1) Year 1 or Year 2 UT elective*		3.0
Total Credits		**16.0**

**** Required electives:*** *Students are required to complete four electives as part of the program. These electives can be any first- or second-year university transfer course. Electives may be taken any time during the program, including during the spring or summer terms. Students may use transfer credit or Prior Learning Assessment (PLA) credit toward their elective requirements. Students will be coached and encouraged to choose electives that help them meet their specific educational goals.*

Aboriginal Education & Community Connections Faculty Listing

Chair: Janice Simcoe
Phone: 250-370-3163

Michel, Corrine, B.Ed, MA
Mitchell, Sandee, BSW
Mundy, Michele, BA, MA
Ormiston, Todd, BSW, MPA
Simcoe, Janice, BA, MA

Centre for Sport & Exercise Education

Administration

Website
Email: sported@camosun.bc.ca

Phone: 250-220-2550
Fax: 250-220-2501

Pacific Institute for Sport Excellence
4371 Interurban Road
V9E 2C5

Dean:
Peter Rehor, PhD

Assistant to the Dean:
Christina Burrows

Administrative Officer:
Deanna Graham

Centre Statement

The Pacific Institute for Sport Excellence at Camosun College, a nexus of academic and athletic excellence, research, and community programming, was opened in September 2008. The Centre for Sport & Exercise Education, the academic division of Camosun College and educational segment of the Pacific Institute for Sport Excellence, offers integrated, interactive, and flexible diploma and degree academic programs strongly connected to the pursuit of active lifestyles, athletic excellence, and of equal importance, programs responsive to the national health agenda.

The ongoing efforts of the Centre for Sport & Exercise Education are aimed at the delivery of distinctive programs that adopt a new approach to the traditional sport/physical education and health curriculum: beginning with the Diplomas in Exercise and Wellness, Sport Management, and Sport Performance, which include a practical internship; followed by two applied degrees, the Canadian Athletic Therapists Association (CATA) accredited Bachelor of Athletic and Exercise Therapy, and the Bachelor of Sport and Fitness Leadership. With the common denominator of all five programs being sport and exercise participation and performance, the programs attempt to cover a full spectrum of knowledge and skills of exercise adoption and adherence, health promotion, sport medicine, sport for all, and athletic performance enhancement.

Standards of Academic Progress

The Centre for Sport & Exercise Education offers academic programs based on a strong foundation in science, communication, business, and program design enhanced by a strong practical and participation requirement in exercise and a variety of sports.

Students should possess an optimal level of health and sport-related fitness parameters, thus being capable of obtaining certification from various sporting and fitness accreditation agencies. Because the CPR and First Aid certifications are mandatory for enrolment in the practical component of the program, opportunity is provided to obtain both certifications prior to the enrolment in the activity classes.

Every program in the Centre for Sport & Exercise Education has specific requirements concerning attendance, participation, performance, and completion time. These requirements are described in the program and course outlines each student receives during the first week of the program. Through exemplary teaching, advising and guidance, the faculty, staff and administration are committed to providing every student the opportunity to succeed. There is also a commitment to secure facilities, learning environment and outreach opportunities to enhance students' learning and employment potential. Ultimately, students are responsible for their own learning progress and outcomes.

The Camosun College *Academic Progress Policy* applies to all students. Refer to our website for more details.

Bachelor Program

- *Bachelor of Athletic and Exercise Therapy*
- *Bachelor of Sport and Fitness Leadership*
  —Sport Management Specialization
  —Exercise and Wellness Specialization
  —General Studies Option

Diploma Programs

- *Diploma in Exercise and Wellness*

  Diploma in Exercise and Wellness - Internship Designation
- *Diploma in Sport Management*

  Diploma in Sport Management - Internship Designation
- *Diploma in Sport Performance*

Certificate Programs

- *Certificate in Exercise and Wellness Access*
- *Certificate in Sport Management Access*

Sport & Exercise Education Programs & Credentials

Bachelor Programs

Athletic and Exercise Therapy

The Bachelor of Athletic and Exercise Therapy (BAET) degree is a four-year program that focuses on the prevention, immediate care, and rehabilitation of musculo-skeletal injuries, and the prevention and management of hypokinetic diseases. It also addresses the design and application of conditioning and rehabilitation programs that enable injured and diseased individuals to return to activity. The BAET program provides knowledge and advanced skills in athletic and exercise therapy, exercise science, and business skills to operate a successful practice. Understanding of the Canadian health care system, culture and society that will enhance services to clients, and the research skills necessary to stay current of the advancements in the field of athletic and exercise therapy are the remaining underpinnings of this innovative program.

Through extensive clinical and fieldwork experiences, our degree will provide students with the theoretical knowledge, practical skills, and prerequisites necessary to seek designation as Certified Exercise Physiologist ™ with the Canadian Society for Exercise Physiology (CSEP). In addition, the Centre for Sport & Exercise Education at Camosun College (CSEE) is seeking accreditation from the Canadian Athletic Therapists Association (CATA) to provide the opportunity for BAET graduates to become Certified Athletic Therapists.

Athletic therapists tend to work with the physically active population (athletes and recreationally active populations), and exercise therapists tend to work with those individuals who have conditions and diseases that have been the result of an inactive lifestyle (such as cardiovascular disease, diabetes, osteoporosis and obesity).

Employment settings for athletic and exercise therapists are many, including hospitals, athletic and exercise therapy clinics, schools, physician offices, physical therapy clinics, community-based rehabilitation programs, occupational and industrial settings, professional sports teams and sports medicine clinics.

Graduates will have the knowledge, skills and abilities for advanced study in health promotion, public health, rehabilitation and sport sciences.

Length: Four years full time

Location: Interurban Campus

Starting: Fall

Program Code(s):

BAET1	Year 1
BAET2	Year 2
BAET3	Year 3
BAET4	Year 4

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment;
- Submit proof of "C+" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or MATH 073, or MATH 137; **or** assessment;
- Submit proof of "C+" in Biology 12, or BIOL 103, or BIOL 144;
- Submit proof of "C+" in any other grade 11 science course (Chemistry is highly recommended), or CHEM 100, or PHYS 101; and,
- Submit proof of "B" in Physical Education 11, or Community Recreation 12; **or** departmental assessment.

Note: *Acceptance to the Bachelor of Athletic and Exercise Therapy program is based on the cumulative grade point average (GPA) for the above five courses. The minimum cumulative GPA to qualify for consideration is a "B" grade or equivalent.*

Program Participation Requirement(s):

- Attendance at a program information session scheduled by the Centre for Sport & Exercise Education (CSEE) is mandatory. Clear expectations for the program and issues that may interfere with progress in this program will be addressed at this time;
- Students will participate in an interview process for aptitudes and suitability for work in the health care field as scheduled by the CSEE;
- Students will submit a portfolio which includes the student's declaration of preparation and motivation to the chosen career, and two reference letters addressing ethical and professional capabilities (to be provided in concert with the interview);
- Students will complete a program questionnaire, a lifestyle questionnaire and health-related fitness assessment that identifies their current level of fitness and supports their future development. The lifestyle questionnaire and health-related fitness assessment will provide individual baseline data and assessments for each student and will assist in the measurement of their progress over their program;
- Students will be required to hold valid certificates for CPR (Health Care Practitioner) and Emergency First Aid which are mandatory for enrolment in the program. Opportunity for obtainment of the certificates* will be provided during the program;
- A criminal record check will be required;
- Students will be required to apply to the Canadian Athletic Therapists Association (CATA) as a Certification Candidate* prior to starting Year 2 of the Athletic and Exercise Therapy program. Students will ensure they are a member in good standing throughout the remainder of their course of study in the BAET program in order to be able to accumulate placement hours. These placement hours will be necessary in order for the Certification Candidate to qualify for CATA certification*;
- Students will be required to obtain a First Responder Certificate* after the completion of the Emergency Condition courses (AET 260 and AET 261);
- Students will be required to purchase a Bachelor of Athletic and Exercise Therapy (BAET) Placement Medical Kit; and,
- Students are responsible for obtaining 1200 clinical and/or fieldwork placement hours by the end of their Bachelor of Athletic and Exercise Therapy program. A minimum of 1200 hours will be obtained through placement courses and other opportunities provided through the BAET program as guided by Athletic and Exercise Therapy faculty and staff.

** Students are responsible for covering the fees of gaining the certifications.*

Note: *The work environment in which you'll be employed requires demanding lifting and moving techniques and extensive hand washing. If you have back, neck, or arm injury or serious skin disorders such as psoriasis, eczema, dermatitis or latex allergy you should consider carefully before making an application to this program. For the same reasons, if you have a significant health challenge you should consult with the Program Chair.*

Program Completion Requirement(s):

- Students must complete all program courses with a minimum grade of "C", and achieve an overall cumulative GPA of 3.0 ("C+") in order to qualify for a Bachelor of Athletic and Exercise Therapy.

Year 1

Academic Term 1 (Fall)		Credits
BIOL 143	Anatomy for Sport Education	4.0
ENGL 150	English Composition	3.0
EXW 120	Lifetime Sports 1	3.0
PSYC 160	Sport & Exercise Psychology 1	3.0
SPEX 110	Fitness for Life	3.0
Total Credits		**16.0**

Academic Term 2 (Winter)		Credits
BIOL 144	Physiology for Sport Education	4.0
EXW 121	Lifetime Sports 2	3.0
EXW 130	Life Cycle Fitness	3.0
HLTH 110	Health in Today's World	3.0
PHYS 160	Biomechanics of Sport	3.0
Total Credits		**16.0**

Year 2

Academic Term 3 (Fall)		Credits
AET 201	Placement 1	4.0
AET 260	Emergency Conditions 1	2.0
AET 270	Field Conditions 1	2.0
EXW 220	Lifetime Fitness Program	3.0
EXW 230	Behavioral Fitness	3.0
SPEX 210	Exercise Physiology	3.0
Total Credits		**17.0**

Academic Term 4 (Winter)		Credits
AET 202	Placement 2	4.0
AET 261	Emergency Conditions 2	2.0
AET 271	Field Conditions 2	2.0
CHEM 214	Nutrition for Fitness	3.0
EXW 240	Fitness and Health Assessment	3.0
SPEX 250	Instructional & Program Design	3.0
Total Credits		**17.0**

Year 3

Academic Term 5 (Fall)		Credits
AET 301	Placement 3	5.0
AET 310	Pathophysiology	3.0
AET 320	Human Motor Control	3.0
AET 330	Therapeutic Modalities	2.0
AET 340	Anatomy of the Lower Extremity	3.0
Total Credits		**16.0**

Academic Term 6 (Winter)		Credits
AET 302	Placement 4	5.0
AET 341	Anatomy of Upper Extremity	3.0
AET 360	Injury Prevention Equipment	1.0
AET 380	Clinical 1 Lower Extremity	3.0
SPEX 350	Health & Fitness Promotion	3.0
SPEX 370	Training for Performance	3.0
Total Credits		**18.0**

Year 4

Academic Term 7 (Fall)		Credits
AET 401	Placement 5	5.0
AET 440	Anatomy of the Spine	3.0
AET 480	Clinical 2 Upper Extremity	3.0
SPEX 400	Chronic Disease Management	3.0
SPEX 420	Sport and Fitness Management	3.0
One (1) elective*		3.0
Total Credits		**20.0**

Academic Term 8 (Winter)		Credits
AET 402	Placement 6	5.0
AET 430	Concepts of Manual Therapy	3.0
AET 450	Ergonomics	3.0
AET 481	Clinical 3 Spine	3.0
SPEX 410	Research Methods	3.0
One (1) elective*		3.0
Total Credits		**20.0**

** Electives must be 300 or higher level academic courses. The following elective course offerings are recommended by the Centre for Sport & Exercise Education:*

SPEX 430	Cardiopulmonary Rehabilitation
SPEX 440	Pharmacology and Exercise

Sport and Fitness Leadership

The Bachelor of Sport and Fitness Leadership (BSFL) is a four-year program that prepares students to lead, manage, and facilitate sport and fitness programs. Graduates will have an opportunity to positively shape public policy with regard to access to, and quality of, sport and fitness programs, and provide impetus to a "sport for all" system in Canada. They also will be prepared and encouraged to implement Canada's strong agenda for healthy lifestyles through sport and fitness participation.

The BSFL degree is structured to meet the needs of today's learner, and allows for entry from our existing Sport Management, and Exercise and Wellness diplomas.

All students will graduate with a Bachelor of Sport and Fitness Leadership. Students who meet the appropriate admission requirements will be able to select ONE of TWO distinct specializations (Sport Management or Exercise and Wellness), or may choose the General Studies option.

The BSFL degree will focus on the mass appeal of sport through regional, provincial, and national sport organizations, national and international high performance athlete preparation, the Olympic and Paralympic Games, sport for business, the growing international sport tourism factor, and sport for social justice.

This innovative degree will provide students with an understanding of the Canadian sport system, culture, and society, and will enhance access to a wide range of employment and participation opportunities. It will also provide the marketing and research skills that are necessary to address the ever-changing demands of society.

The escalating demand for quality leaders in sport and fitness will be addressed by a comprehensive curriculum, which includes program development and facility management, socio-cultural aspects of sport and society, human resource management, marketing and sport consumerism, financial management, communication, and public relations.

Sport and fitness leaders work across diverse populations, regardless of age, gender or ability. Their mandate is to promote and facilitate "sport for all", athletic excellence, physical activity, and lifetime physical activity. Students will strive to become true ambassadors for sport and fitness.

Employment opportunity sectors for graduates will include sport tourism, a variety of educational institutions, amateur and professional sport organizations, health, wellness and fitness leadership, high performance coaching, sport and fitness tourism, and marketing and media relations.

Graduates will have the knowledge, skills, and abilities necessary to explore the possibility of post-graduate studies in sport and fitness and health promotion, corporate wellness, sport management, coaching, and physical education.

The BSFL degree (together with the Sport Leadership specialization and the Fitness Leadership specialization, where applicable) will provide an opportunity for students to obtain employment-related external certifications through organizations such as the National Coaching Certification Program, and many others. The program will also follow guidelines established by the North American Society for Sport Management (NASSM).

The BSFL degree options 1 and 2 are offered as full-time cohort models. Option 3 and part-time studies may not be available as a cohort-based program. Students interested in pursuing part-time and/or distance education studies should contact the Centre for Sport and Exercise Education (CSEE) to determine the current availability of these alternate offerings.

Length: Four years full time

Location: Interurban Campus (some courses at Lansdowne Campus)

Starting: Fall

Program Code(s):

BSFL 3 Year 3

BSFL 4 Year 4

Program Admission Requirement(s):

A student will be admitted to one (1) of the three (3) options in the Bachelor of Sport and Fitness Leadership based on the individual student's admission requirements.

Option 1

- For the Sport Management specialization, students will require a Camosun College Diploma in Sport Management (or equivalent) with a minimum cumulative GPA of 3.0 ("C+").

Option 2

- For the Exercise and Wellness specialization, students will require a Camosun College Diploma in Exercise and Wellness (or equivalent) with a minimum cumulative GPA of 3.0 ("C+").

Option 3

The General Studies option is intended for students who have not completed a Sport and/or Fitness diploma program (or equivalent) but whose academic background and interest makes them an ideal candidate for this program. For the General Studies option,* students must submit proof of:

- Minimum 60 post-secondary academic credits at the 100 level or higher with a minimum grade of "C" in each course, with a cumulative GPA of 3.0 ("C+"). The 60 credits must include:
  - 3 credits of English;
  - 27 credits of Sport and/or Fitness-related courses; and,
  - 30 credits of additional academic electives which may include Sport and/or Fitness-related courses.

** Students may be admitted to the General Studies option without having yet met the prerequisites to enrol in a number of courses. Once admitted, they should review course descriptions to determine whether they have the required prerequisites. Students who do not have all the prerequisites should speak with the Department Chair as soon as possible after admission to the program to clarify how they will progress through the program.*

Program Participation Requirement(s):

- Possess valid CPR (Health Care Practitioner) and Emergency First Aid Certificates.

Eligibility for Internship Work Experience:

- Students must complete a minimum of nine out of ten courses of Year 3 of the Bachelor of Sport and Fitness Leadership, obtain an overall cumulative GPA of at least 3.0, and complete Workplace Education Prep (COOP WEP) prior to the work term (SFL 401).

Program Completion Requirement(s):

- Students must successfully complete all program courses, and achieve an overall cumulative GPA of at least 3.0 ("C+");
- A Complete ("COM") or Complete with Distinction ("DST") in the Internship (in area of specialization where applicable);
- A minimum of two (2) approved sport or fitness certifications (in area of specialization where applicable);
- Valid CPR (Health Care Practitioner) and Emergency First Aid Certificates;
- A minimum of 126 Total Program Credits (includes Internship credits) is required to graduate from the program; and,
- A student will be required to complete one (1) of the three (3) options in the Bachelor of Sport and Fitness Leadership.

Option 1

Students in the Sport Management specialization will complete the four-year degree as follows:

- Minimum of 126 credits of course work, including the prescribed course work in Years 3 and 4, and the internship.

Option 2

Students in the Exercise and Wellness specialization will complete the four-year degree as follows:

- Minimum of 128 credits of course work, including the prescribed course work in Years 3 and 4, and the internship.

Option 3

Students in the General Studies option will complete the four-year degree as follows:

- Minimum of 123 credits of course work, including the prescribed course work in Years 3 and 4, and the internship.

Years 1 and 2

Option 1: Sport Management Diploma and Specialization

Year 1		Credits
BUS 130	Business Communication	3.0
ENGL 150	English Composition	3.0
PSYC 160	Sport & Exercise Psychology 1	3.0
SPEX 100	Sport Leadership	3.0
SPEX 110	Fitness for Life	3.0
SPEX 150	Introduction to Sport Mgmt	3.0
SPEX 160	Sport Mktg & Promotions	3.0
SPMA 120	Kinesiology	3.0
SPMA 135	Sports Level 1	3.0
SPMA 140	Org of Sport in Canada	3.0
Total Credits		**30.0**

Year 2		Credits
ACCT 110	Financial Accounting 1	3.0
SPEX 250	Instructional and Program Design	3.0
SPEX 260	Life Cycle Sports	3.0
SPMA 101	Internship	3.0
SPMA 200	Behavior in Sport Orgs	3.0
SPMA 220	Sport Technology	3.0
SPMA 235	Sports Level 2	3.0
SPMA 250	Partnership/Stakeholder Mgmt	3.0
SPMA 260	Sport Event Management	3.0
SPMA 270	Sociocultural Aspects of Sport	3.0
Elective	*Choose one (1) of the following:*	3.0
HIST 252	History of Sport	
SPMA 225	Computer Applications in Sport	
SPMA 255	Resource Management in Sport	
Total Credits		**33.0**

Option 2: Exercise and Wellness Diploma and Specialization

Year 1		Credits
ENGL 150	English Composition	3.0
BIOL 143	Anatomy for Sport Education	4.0
BIOL 144	Physiology for Sport Education	4.0
EXW 120	Lifetime Sports 1	3.0
EXW 121	Lifetime Sports 2	3.0
EXW 130	Life Cycle Fitness	3.0
HLTH 110	Health in Today's World	3.0
PHYS 160	Biomechanics of Sport	3.0
PSYC 160	Sport & Exercise Psychology 1	3.0
SPEX 110	Fitness for Life	3.0
Total Credits		**32.0**

Year 2		Credits
CHEM 214	Nutrition for Fitness	3.0
ENGL 165	Sport Literature	3.0
EXW 101	Internship	3.0
EXW 220	Lifetime Sports - Fitness Prog	3.0
EXW 230	Behavioral Fitness	3.0
EXW 240	Fitness and Health Assessment	3.0
EXW 270	Environmental Fitness	3.0
SPEX 150	Introduction to Sport Mgmt	3.0
SPEX 160	Sport Mktg & Promotions	3.0
SPEX 210	Exercise Physiology	3.0
SPEX 250	Instructional & Program Design	3.0
Total Credits		**33.0**

Years 3 and 4

All Options

Year 3 - Academic Term 5 (Fall)		Credits
BUS 230	Elementary Statistics	3.0
SFL 300	Leadership in Sport & Fitness	3.0
SFL 310	Ethics in Sport and Fitness	3.0
SFL 330	Adapted Sport & Fitness	3.0
One (1) elective, 200 level or higher		3.0
OR		
ACCT 110*		
Total Credits		**15.0**

** Required for students who do not have credit for ACCT 110.*

Year 3 - Academic Term 6 (Winter)		Credits
ACCT 207	Managerial Accounting	3.0
BUS 380	New Venture Development	3.0
SFL 340	Sport & Fitness Assessment	3.0
SFL 350	Facilities Management	3.0
Elective	*Choose one (1) of the following:*	3.0
HIST 252	History of Sport	
SFL 370	Olympic Studies	
SPMA 225	Computer Applications in Sport	
SPMA 255	Resource Management in Sport	
Total Credits		**15.0**

Year 4 - Academic Term 7 (Fall)		Credits
BUS 322	Leading Organizational Change	3.0
SFL 410	Social Process in Sport & Fitness	3.0
SFL 420	Sport and Fitness Law	3.0
SFL 430	Outdoor Adventure Leadership	3.0
SPEX 350	Health & Fitness Promotion	3.0
Total Credits		**15.0**

Year 4 - Academic Term 8 (Winter)		Credits
SFL 460	Media & Public Relations	3.0
SFL 470	Sport & Fitness: Globalization	3.0
SFL 490	Project & Program Design	3.0
SPEX 420	Sport and Fitness Management	3.0
COOP WEP	Workplace Education Prep	0.0
One (1) elective, 300 level or higher		3.0
Total Credits		**15.0**

Work Term (Fall or Winter)		Credits
SFL 401*	Internship	3.0
Total Credits		**3.0**

Year 3 & 4 Total Credits **63.0**

** Students are required to participate in only one Work Term (e.g., Internship) and can select the semester in which it is taken after successfully completing Year 3, Fall and Winter Terms. Please contact CSEE for current list of electives.*

Diploma Programs

Exercise and Wellness

The Diploma in Exercise and Wellness is a two-year program. Students in this program study physical activity and other healthy lifestyles as they contribute to optimal health and wellness throughout the lifespan.

Although physical activity and exercise are the central focus of our study, the program includes a broader landscape that encompasses healthy lifestyle promotion, including healthy nutrition, smoking cessation, stress management, successful aging, exercise testing and prescription, social/cultural issues, and factors involved in health behaviour change.

The program is designed to prepare professionals in exercise and physical activity facilitation as well as in wellness education. Areas of study include the psychological, kinesiological and physiological foundations to foster healthy behaviours for daily living, and prepare individuals for their roles in our present and future culture. Students will learn by sequence of activities, encompassing daily fitness, lifetime sports and nutritional activities, carefully designed to promote healthy lifestyles and social responsibility.

Employment options range broadly across several sectors of the industry related to fitness, wellness, health promotion and the health professions. Those settings include worksite/corporate, clinical/medical, community/educational and the private/commercial sectors.

Typical positions for the graduates include fitness instructors, group exercise coordinators, personal trainers, wellness/health promotion specialists, and program or facility managers. Note: Some of these positions require additional advanced or specialized training, certification, or advanced degrees.

This diploma is an ideal preparation for the Bachelor of Sport and Fitness Leadership, and/or the Bachelor of Athletic and Exercise Therapy.

Graduates will have the knowledge, skills and abilities for advanced study in health promotion, public health, rehabilitation, exercise training and sport sciences. A Co-operative Education Internship work experience is an optional component of this program. To graduate, the work term must be completed successfully.

Length: Two years full time

Location: Interurban Campus (some courses at Lansdowne Campus)

Starting: Fall

Program Code(s):

EXWELL1 Year 1

EXWELL2 Year 2

Admission Requirements:

- Submit proof of "C+" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment.
- Submit proof of "C+" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or MATH 073, or MATH 137; **or** assessment.
- Submit proof of "C+" in Biology 12, or BIOL 103.
- Submit proof of "B" in Physical Education 11, or Community Recreation 12; **or** departmental assessment.

Program Participation Requirement(s):

- It is expected that students will sustain an optimal level of fitness throughout the duration of the program.
- Students will undertake a lifestyle questionnaire and health-related fitness assessment that identifies their current level of fitness and supports their future development. The questionnaire will provide individual baseline data and assessments for each student and will assist in the measurement of their progress over the two years of the program.
- It is expected that students will obtain certification from two (2) sport, coaching and/or fitness licensing programs (*students are responsible for covering the fees of gaining the certifications).*
- Students will be provided with the opportunity to obtain CPR (Health Care Practitioner) and Emergency First Aid certifications which are mandatory for enrolment in the "practical" component of the program.
- Opportunity will be provided to obtain CPR and First Aid certification prior to the enrolment in the lifetime sport activity and facility-based activity classes.
- The program may also require field based instruction in a variety of environmental conditions.

Note: *A criminal record check will be required.*

Eligibility for Internship Work Experience:

- Students must complete a minimum of nine courses including SPEX 250, obtain an overall cumulative GPA of at least 2.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the work term.

Program Completion Requirement(s):

- Students must obtain an overall cumulative GPA of at least 3.0 to qualify for a Diploma in Exercise and Wellness, Internship Designation.

Year 1

Academic Term 1 (Fall)		Credits
BIOL 143	Anatomy for Sport Education	4.0
ENGL 150	English Composition	3.0
EXW 120	Lifetime Sports 1	3.0
PSYC 160	Sport & Exercise Psychology 1	3.0
SPEX 110	Fitness for Life	3.0
Total Credits		**16.0**

Academic Term 2 (Winter)		Credits
BIOL 144	Physiology for Sport Education	4.0
EXW 121	Lifetime Sports 2	3.0
EXW 130	Life Cycle Fitness	3.0
HLTH 110	Health in Today's World	3.0
PHYS 160	Biomechanics of Sport	3.0
Total Credits		**16.0**

Year 2

Academic Term 3 (Fall)		Credits
EXW 220	Lifetime Sports – Fitness Prog	3.0
EXW 230	Behavioral Fitness	3.0
EXW 240	Fitness and Health Assessment	3.0
SPEX 150	Introduction to Sport Mgmt	3.0
SPEX 210	Exercise Physiology	3.0
Total Credits		**15.0**

Academic Term 4 (Winter)		Credits
CHEM 214	Nutrition for Fitness	3.0
EXW 241	Exercise Prescription & Design	3.0
EXW 270	Environmental Fitness	3.0
SPEX 160	Sport Mktg & Promotions	3.0
SPEX 250	Instructional & Program Design	3.0
Total Credits		**15.0**

Internship Option		Credits
COOP WEP	Workplace Education Prep	0.0
EXW 101	Internship	3.0
OR		
EXW 101P	Parallel Internship	3.0
Total Credits		**3.0**

Sport Management

The Sport Management program is a two-year, cohort-model program. The curriculum in this diploma-level program focuses on the art and science of sport, human dynamics and the fundamentals of sport management and business. Incorporating the core values of excellence and entrepreneurship, the program is activity-based, challenging, and fun, fostering and encouraging healthy lifestyles and wellness practices through sport. The inclusion of skill acquisition and development of motor skills rounds out this program, making it ideal for individuals with a passion for sport and a desire to facilitate health and wellness in society through athletic excellence, mass participation and performance enhancement of sport.

Based on the strong national agenda supporting healthy lifestyles for all through fitness and sport, increasing focus on high-performance athletes (including athletes with disabilities), growing international sport tourism and the corresponding economic impact on Canada, there is increasing demand for sport management practitioners.

The Diploma in Sport Management program will prepare graduates to function as entry-level coordinators and front-line managers in facilities, programs, and events that support and provide physical activity, sport and exercise for individuals and groups in the community and other settings. Graduates will have the knowledge, skills and abilities, attitudes and characteristics to support sport programs and make contributions to society as a whole.

A work experience internship is an optional component of this program. The opportunity will also be provided to complete professional licensing in a variety of lifetime sports (e.g., ski, canoe, kayak) and coaching levels (e.g., Competition - Introduction, Part A/B).

Career options include positions in sporting organizations at all levels, professional sports, sport tourism, sporting foods sales and services, media and broadcasting, YM/YWCAs, municipal recreation, college athletics and high school sports.

The Diploma in Sport Management will assist in meeting the admission requirements for the Bachelor of Sport and Fitness Leadership.

Length: Two years full time

Location: Interurban Campus

Starting: Fall

Program Code(s):

SPMA1 Year 1

SPMA2 Year 2

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; **or** assessment;
- Submit proof of "C+" in Principles of Math 11, or Foundations of Math 11, or Pre-calculus 11, or MATH 073, or MATH 137; **or** assessment; and,
- Submit proof of "B" in Physical Education 11, or Community Recreation 12; **or** departmental assessment.

Program Participation Requirement(s):

- Students will develop and maintain an optimal level of fitness, relative to their abilities, throughout the duration of the program;
- Students will undertake a lifestyle questionnaire and health-related fitness assessment that identifies their current level of fitness and supports their future development. The questionnaire will provide individual baseline data and assessments for each student and will assist in the measurement of their progress over the two years of the program;
- Students will be provided the opportunity to obtain CPR (Health Care Practitioner) and Emergency First Aid certifications prior to the enrolment in the Lifetime Sport activity and Facility-based activity classes. CPR (Health Care Practitioner) and Emergency First Aid certifications are mandatory for enrolment in the 'practical' component of the program; and,
- Students will be involved in field-based instruction in a variety of environmental conditions.

Note: *A criminal record check may be required.*

Eligibility for Internship Work Experience:

- Students must complete Academic Terms 1 and 2, obtain an overall cumulative GPA of at least 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the work term.

Program Completion Requirement(s):

- Students must obtain an overall cumulative GPA of at least 3.0 and achieve a complete "COM" or complete with distinction "DST" in the internship term (SPMA 101); and,
- Students will obtain certification from two (2) sport, coaching or fitness licensing programs *(students are responsible for covering the fees of gaining the certifications)*.

Year 1

Academic Term 1 (Fall)		Credits
ENGL 150	English Composition	3.0
SPEX 100	Sport Leadership	3.0
SPEX 110	Fitness for Life	3.0
SPEX 150	Introduction to Sport Mgmt	3.0
SPMA 120	Kinesiology	3.0
Total Credits		**15.0**

Academic Term 2 (Winter)		Credits
BUS 130	Business Communications	3.0
PSYC 160	Sport & Exercise Psychology 1	3.0
SPMA 135	Sports Level 1	3.0
SPMA 140	Org of Sport in Canada	3.0
SPEX 160	Sport Mktg & Promotions	3.0
Total Credits		**15.0**

Year 2

Academic Term 3 (Fall)		Credits
ACCT 110	Financial Accounting 1	3.0
SPMA 200	Behaviour in Sport Orgs	3.0
SPMA 230	Sport Program Design	3.0
SPMA 235	Sports Level 2	3.0
SPMA 270	Sociocultural Aspects of Sport	3.0
Total Credits		**15.0**

Academic Term 4 (Winter)		Credits
SPEX 260	Life Cycle Sports	3.0
SPMA 220	Sport Technology	3.0
SPMA 250	Partnership/Stakeholder Mgmt	3.0
SPMA 260	Sport Event Management	3.0
Elective	*Choose one (1) of the following:*	3.0
HIST 252	History of Sport	
SPMA 225	Computer Applications in Sport	
SPMA 255	Resource Management in Sport	
Total Credits		**15.0**

Internship Option		Credits
COOP WEP	Workplace Education Prep	0.0
SPMA 101*	Internship	3.0
OR		
SPMA 101P	Parallel Internship	3.0
Total Credits		**3.0**

**After successfully completing Year 1, Terms 1 and 2, and COOP WEP, only internship students are required to participate in SPMA 101 or SPMA 101P and can select the semester(s) in which it is taken.*

Sport Performance

The Diploma in Sport Performance program enables competitive athletes to receive academic studies and athletic training while pursuing their athletic goals. The program has a two-fold objective: enhancing one's athletic performance through acquiring knowledge and skills related to the art and science of achieving excellence in sport; and preparing the student for further study in post-secondary education in Canada and abroad.

The Diploma encompasses both sport and academic elective courses leading to studies at other post-secondary institutions as well as to ensure transition to the Bachelor of Sport & Fitness Leadership, General Studies Option in the Centre for Sport & Exercise Education at Camosun College.

This program also provides students with employable skills and knowledge within the area of sport- and fitness-related industries. Specifically, students may be suitable for positions in the area of sport management, sport coaching, and strength and conditioning trainer.

Length: Two years, full time

Location: Interurban Campus

Starting: Fall

Program Code(s):

SPPE1 Year 1

SPPE2 Year 2

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment;
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or MATH 073, or MATH 137; **or** assessment;
- Submit proof of "C+" in Biology 12, or BIOL 103; and,

AND

- Submit a letter of reference from a coach and/or sport organization senior management personnel; and,
- Submit an athletic or playing portfolio outlining major training and competition experience or performance or competitive background at a representative level, including senior high school, provincial/state, national or international, university/college.

Program Participation Requirement(s):

- Students may participate in an interview process to discuss aptitude and athletic experience relating to performance sport and program expectations;
- Students are required to maintain an active role as an athlete within a competitive sport environment including training and competing with a coached team or in an individual sport with a coach;
- Students who may work with children or who will have unsupervised access to children through participation in this program will be required to submit to a mandatory criminal records check through the BC Government's Criminal Record Review program. Students are responsible for any associated costs; and,
- Students *must* develop an approved Learning Plan, with the assistance of a faculty member from the Centre for Sport and Exercise Education.

Program Completion Requirement(s):

- Students must complete all program courses with a minimum of a 3.0 GPA ("C+").

Year 1

Academic Term 1 (Fall)		Credits
ENGL 150	English Composition	3.0
SPMA 120	Kinesiology	3.0
SPP 160	Principles of Sport Training	3.0
Two (2) electives*		6.0
Total Credits		**15.0**

Academic Term 2 (Winter)		Credits
SPP 120	Intro to Sport Performance Psych	3.0
SPP 140	Sport Nutrition	3.0
SPP 150	Sport Biomechanics	3.0
SPP 171	Performance Conditioning 1	1.0
Two (2) electives*		6.0
Total Credits		**16.0**

Year 2

Academic Term 3 (Fall)		Credits
SPP 210	Critical Thinking in Sport	3.0
SPP 262	Motor Skills & Acquisition	3.0
SPP 272	Performance Conditioning 2	1.0
Three (3) electives*		9.0
Total Credits		**16.0**

Academic Term 4 (Winter)		Credits
SPMA 220	Sport Technology	3.0
SPP 222	Sport Performance Psychology	3.0
SPP 231	Performance Physiology	3.0
SPP 273	Performance Conditioning 3	1.0
Two (2) electives*		6.0
Total Credits		**16.0**

** Electives must be 100-level or higher University Transfer academic electives, defined as scholarly courses recognized by colleges, institutes, and/or universities within accepted disciplines of study leading to post-secondary credentials or bachelor's or other standard degrees that are based on theoretical knowledge and research rather than informal, vocational, skills learning or practice. Students will be encouraged to select electives that best meet their educational and career aspirations as outlined in their Learning Plan.*

Certificate Programs

Exercise and Wellness Access

The Exercise and Wellness Access program is designed for students interested in the Exercise and Wellness diploma program who do not meet the admission requirements, or who wish to refresh their skills before starting a diploma program. Students are given the opportunity to gain their requirements or refresh their skills, while simultaneously taking a Sport & Exercise Education program course (SPEX 110). Students who complete this program will receive credit for one course towards the Exercise and Wellness diploma.

Some of the courses may be offered in the evenings during some of the semesters. Part-time study may be an option, subject to availability.

Although a personal computer at home is not a requirement for this program, students may find that having a PC at home is an enhancement to their studies.

Length: Six months full time

Location: Interurban Campus (some courses at Lansdowne Campus)

Starting: Winter

Program Code(s): EXWELLACC

Admission Requirements:

- Submit proof of "C" in English 11; **or** "B" in ENGL 050; **or** "B" in ELD 072 and "COM" in ELD 074; **or** "B" in ELD 072 and "COM" in ELD 080; **or** assessment;
- Submit proof of "B" in Applications of Math 11; **or** "C" in Principles of Math 10, or Foundations of Math & Pre-calculus 10, or Applications of Math 12, or MATH 053, or MATH 057; **or** "C-" in Principles of Math 11; **or** assessment; and,
- Submit proof of "B" in Physical Education 11,or Community Recreation 12; **or** departmental assessment.

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

Program Participation Requirement(s):

- It is expected that students will sustain an optimal level of fitness throughout the duration of the program. The program may also require field based instruction in a variety of environmental conditions.

Program Completion Requirement(s):

- Students must successfully complete all the required courses and obtain a cumulative GPA of 3.0 in order to qualify for a Certificate in Exercise and Wellness Access.
- Students who pass all the required courses, obtain a "C+" in MATH 137 (or equivalent), a "C" in ENGL 140 (or equivalent) and a obtain a minimum GPA of 2.0 ("C" average) will have a seat reserved for them in the Exercise and Wellness diploma program in the next semester.

Academic Term 1 (Winter)		Credits
BIOL 103	Non-Majors General Biology	4.0
ELD 060*	ELD Support Course	0.0
ENGL 140	Technical & Professional English	3.0
MATH 137	Algebra & Triangle Trigonometry	5.0
SPEX 110	Fitness for Life	3.0
Total Credits		**15.0**

** ELD 060 is required for students entering with ELD 072 and ELD 074/ELD 080. If entry is based on assessment, ELD 060 is required if deemed necessary by the ELD Assessment Counsellor.*

Sport Management Access

The Sport Management Access program is designed for students interested in the Sport Management diploma program who do not meet the admission requirements, or who wish to refresh their skills before starting a diploma program. Students are given the opportunity to gain their requirements or refresh their skills, while simultaneously taking a Sport and Exercise Education program course (SPEX 110). Students who complete this program will receive credit for one course towards the Sport Management diploma.

Some of the courses may be offered in the evenings during some of the semesters. Part-time study may be an option, subject to availability.

Although a personal computer at home is not a requirement for this program, students may find that having a PC at home is an enhancement to their studies.

Length: Six months full time

Location: Interurban Campus (some courses at Lansdowne Campus)

Starting: Winter

Program Code(s): SPMAACC

Admission Requirements:

- Submit proof of "C" in English 11; **or** "B" in ENGL 050; **or** "B" in ELD 072 and "COM" in ELD 074; **or** "B" in ELD 072 and "COM" in ELD 080; **or** assessment;
- Submit proof of "B" in Applications of Math 11; **or** "C" in Principles of Math 10, or Foundations of Math & Pre-calculus 10, or Applications of Math 12, or MATH 053, or MATH 057; **or** "C-" in Principles of Math 11; **or** assessment; and,
- Submit proof of "B" 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. The program may also require field based instruction in a variety of environmental conditions.

Program Completion Requirement(s):

- Students must successfully complete all the required courses and obtain a cumulative GPA of 3.0 in order to qualify for a Certificate in Sport Management Access.
- Students who pass all the required courses, obtain a "C+" in MATH 137 (or equivalent), a "C" in ENGL 140 (or equivalent) and a obtain a minimum GPA of 2.0 ("C" average) will have a seat reserved for them in the Sport Management diploma program in the next semester.

Academic Term 1 (Winter)		Credits
ELD 060*	ELD Support Course	0.0
ENGL 140	Technical & Professional English	3.0
MATH 137	Algebra & Triangle Trigonometry	5.0
SPEX 110	Fitness for Life	3.0
Total Credits		**11.0**

** ELD 060 is required for students entering with ELD 072 and ELD 074/ELD 080. If entry is based on assessment, ELD 060 is required if deemed necessary by the ELD Assessment Counsellor.*

Centre for Sport & Exercise Faculty Listing

Exercise Science

Chair: Kristal Anderson
Phone: 250-220-2564

Anderson, Kristal, PhD, CSEP-CEP
Gow, Jennifer, PhD
Grondin, Isabel, MSc, DSA, BSCPT, CAT(C)
Klassen, Constance, MSc, CAT(C)
Lane, Kirstin, PhD, CSEP-CEP
O'Connor, Alyssa, MSc
Ortilla, Noreen, MSc, CAT(C)
Moore, Thalia, MSc, CSEP-CEP
Stoffel, Sonja, PhD
Webster, Anthony, PhD, CSCS

Sport Education

Chair: Andy Van Neutegem
Phone: 250-220-2556

Carre, F. Alex, PhD
Farish, Tanis, PhD
Harper, Nevin, PhD
Van Neutegem, Andy, PhD
Wadsworth, Kerry, MA
Wilson, Ali, MHK

School of Access

Administration

Website
Email: accessinfo@camosun.bc.ca

Phone: 250-370-3295 (Lansdowne)
Fax: 250-370-3291

Phone: 250-370-4941 (Interurban)
Fax: 250-370-4938

Dean:
John Boraas, MEd

Associate Dean:
Sarah Loewen, MBA

Assistant to the Dean:
Gail Baxter

Chairs:

Academic and Career Foundations
Jill Auchinachie, BEd, Prof. Teaching Cert., MEd

Access to Career and Academic Programs
Alison Bowe, BSc (Eng), MSc, PEng

Employment Training Programs
Greig, David, BA, Prof. Teaching Cert., Dip. Adult Ed., MEd, HTR

Community Learning Partnerships
Jennifer Bennett, BA, MA

English Dept. Access Curricular Unit
Maureen Niwa, BA, Dip. FA, MA, PhD

Basic English as a Second Language (BESL)
Pei Mei Chia, BA, Dip. Appl. Ling., MEd

ELD — College and Academic Preparation
Mavis Smith, BA, MA Ling.

Math Dept. Access Curricular Unit
Peggy Tilley, BSc, MSc, M.Math

School Statement

The School of Access offers students educational opportunities. We support and strengthen students' abilities to enrich their lives and 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 more information on the *Academic Progress Policy*, click here**.**

Student Access Services

SAS Instructional Assistants provide orientation and support to Camosun's diverse student population. Students upgrading in English, mathematics and basic computer studies; studying English as a Second Language; and taking course work in Career Exploration and Employment Training and Preparation programs can take advantage of these services on both major campuses and at community learning partner locations.

Help Centres and Math Labs

All academic upgrading students have access to Help Centres and Math Labs. For Fundamental and Intermediate level students, there is a Math and English Testing and Help Centre in the Centre for Business and Access Building at Interurban campus. For Advanced and Provincial level students, there are English and Math Help Centres in the Ewing Building, Lansdowne Campus, and a Math Lab in the Technologies building at the Interurban Campus.

The Help Centres offer:

- assistance with course work;
- opportunity to work together with peers;
- computers and printers;
- reference and other support materials for in-lab use;
- computers for viewing math/English videos;
- separate, quiet testing areas (at Interurban and Lansdowne Math Help Centres).

Community Learning Partnerships

The Community Learning Partnership Department 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 online courses. Current locations are: Bridges for Women Society, Literacy Victoria, Our Place, Saanich Adult Education Centre, Songhees Employment Learning Centre, and Victoria Native Friendship Centre.

Program Application (Provisional) Status

Camosun College students enrolled in the course(s) required for admission into another program at the college are eligible to be considered provisionally qualified. For more information, click here.

Secondary School Prerequisite Alternatives

Where a college course has a high school prerequisite, there may also be a Camosun course that can be used as an alternative. For example, the prerequisite for CHEM 110 is Chemistry 11 and the students can use Camosun's CHEM 100 to satisfy this requirement.

To see a list of Camosun courses that can be used in lieu of high school courses, click here.

Access Programs & Credentials

Academic Upgrading

Academic Upgrading Foundations

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

Aboriginal Academic Upgrading

Grade 12 Equivalency

- *BC Adult Graduation Diploma*

College Preparatory

Career and Education Exploration

Building Employment Success for Tomorrow (BEST)

- *Certificate in Building Employment Success for Tomorrow*

Employment Training and Preparation

Employment Training

- *Certificate in Employment Training — Level 1, Construction Materials Handler*
- *Certificate in Employment Training — Level 1, Customer Service*
- *Certificate in Employment Training — Level 1, Food and Customer Service*
- *Certificate in Employment Training — Level 1, Gardening and Customer Service*
- *Certificate in Employment Training — Level 2*

E.A.R.T.H. Gardening

- *Certificate in Employment Training — E.A.R.T.H. Gardening*

Workplace Literacy and Numeracy

- *Certificate in Workplace Literacy and Numeracy*

English Language Development

Academic & Professional English

- *Certificate in Academic and Professional English*

English Language Development (ELD)

- *Certificate in English Language Development — Level 1*
- *Certificate in English Language Development — Level 2*

Computer Science Access (ESL)

(This program is under review.)

- *Certificate in Computer Science Access (ESL)*

Health Studies Access (ESL)

(This program is under review.)

- *Certificate in Health Studies Access (ESL)*

Studio Art Access (ESL)

(This program is under review.)

- *Certificate in Studio Art Access (ESL)*

Languages Canada
Langues Canada
Votre destination linguistique • Your language destination

Camosun College's ESL programs are accredited by Languages Canada
www.languagescanada.ca

Academic Upgrading

The School of Access offers academic upgrading in a progressive stream through Fundamental, Intermediate, Advanced and Provincial levels.

Students may take academic upgrading courses in English, mathematics, science and computer studies for a variety of reasons:

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

Note: *Academic Upgrading English courses are not designed for adult students who are learning English as a second language. ESL students should refer to the section in this calendar for English Language Development.*

Many Academic Upgrading courses are not designed to be equivalent to high school courses.

Course offerings vary from time to time during the year; however, daytime and evening classes are scheduled year round, with some Saturday morning classes available in the Fall and Winter terms.

Some Academic Upgrading classes allow students to move at their own pace, working on areas needing improvement. Other courses run at a fixed pace for one semester. Online courses may be available; please see Distributed Education for more details.

Adult learners who need financial assistance for student fees, books and other education-related expenses may qualify for the Adult Basic Education Student Assistance Program (ABESAP) administered by the Financial Aid & Awards offices. A number of social/government agencies, including some First Nations bands, also sponsor or assist students.

Aboriginal Academic Upgrading

Part of the Academic Upgrading program includes an Indigenous component that is designed to meet the needs of adult Aboriginal 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 (**250-544-2192**) located near Brentwood Bay; at the Songhees Employment Learning Centre (**250-386-1319**) located on Admirals Road, and at the Victoria Native Friendship Centre (**250-384-3211**) located on Regina Ave.

Foundations Academic Upgrading

The Foundations level includes both the Fundamental and the Intermediate streams of courses. Foundation courses prepare adults for further upgrading at the college, and/or direct entry into post-secondary programs. The Foundations level covers both the Fundamental and Intermediate upgrading levels in English, math, science and computer studies.

Also offered is a GED PREP course that prepares students to write the General Education Development (GED) exam, a credential accepted by some employers and institutions as evidence of a basic level of education.

Length:

Since course work in most classes is individually paced, the time required to complete any upgrading course depends upon the adult learner's own ability, commitment, and life circumstances.

In general, the time required for each course is as follows:

Fundamental Level: two - six months
Intermediate Level: two - four months

Location: Offered primarily at the Interurban campus.

English, mathematics and computer studies courses are also offered in various other locations in the community. Online classes are also available.

Starting: Monthly

Program Code(s): FDN

Specialization Code(s): FNU

Admission Requirement(s):

- By assessment*; and,
- Informational interview with the Foundations Department Chair if a student's English assessment places them in ENGL 021, ENGL 022, ENGL 023, ENGL 024, or ENGL 025. A student whose English assessment places them in ENGL 033 or above, is not required to attend the informational interview.

** Students are admitted based on their previous educational background and experience. A student should contact the Assessment Centre at **250 370-3597** for an English or mathematics assessment. To arrange an alternate assessment with the School of Access, call **250-370-3295.***

Fundamental Academic Upgrading Courses

COMP 030	Fundamental Computer Studies
ENGL 021	Fundamental English 1
ENGL 022	Fundamental English 2
ENGL 023	Fundamental English 3
ENGL 024	Fundamental English 4
ENGL 025	Fundamental English 5
ENGL 033	Fundamental English 6
MATH 021	Fundamental Mathematics 1
MATH 022	Fundamental Mathematics 2
MATH 023	Fundamental Mathematics 3
MATH 024	Fundamental Mathematics 4
MATH 025	Fundamental Mathematics 5
MATH 026	Fundamental Mathematics 6
MATH 034	Fundamental Mathematics 7
MATH 037	Math for Professional Cook
MATH 038	Fundamental Math for Trades

Intermediate Academic Upgrading Courses

COMP 040	Intermediate Computer Studies
ENGL 050	Intermediate English
ENGL 057	Intermediate English/ Professional Cook
ENGL 058	Intermediate English for Trades
ENGL 059	Intermediate English/HCA
MATH 052	Intermediate Mathematics 1
MATH 053	Intermediate Mathematics 2
MATH 057	Intermediate Math for Trades
SCI 050	Foundations of Science

Note: *These courses are the prerequisites for progressing to the Advanced and Provincial levels of study, and/or direct entry into post-secondary programs.*

Fundamental Academic Upgrading (Certificate)

The Certificate in Fundamental Academic Upgrading is designed to help students obtain or refresh their basic reading, writing, math and computer skills.

Completion of this certificate prepares students for academic upgrading courses at the Intermediate level, the GED Prep course and, in some cases, provides 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 Certificate in Fundamental Academic Upgrading, students must complete at least three (3) of the fundamental academic upgrading courses as follows:

Courses

ENGL 033	Fundamental English 6 or equivalent
COMP 030	Fundamental Computer Studies or equivalent

***AND* one (1) of:**

MATH 026	Fundamental Mathematics 6
MATH 034	Fundamental Mathematics 7
MATH 037	Math for Professional Cook
MATH 038	Fundamental Math for Trades or equivalent.

Intermediate Academic Upgrading (Certificate)

The Certificate in Intermediate Academic Upgrading is designed to help you obtain or refresh your English and math skills, or undertake career exploration combined with academic preparation. Completion of this certificate prepares you for English courses at the Provincial level, math courses at the Advanced level, and for direct entry into trades (except electrical), Health Care Assistant, and the following Access programs: Business, Sport & Exercise Education, and Engineering Technology.

Note: *Learning Skills (LRNS 100) is recommended.*

Program Completion Requirement(s):

- To be eligible for the Certificate in Intermediate Academic Upgrading, students must complete at least three (3) Intermediate courses, **or,** two (2) Intermediate courses ***PLUS*** the BEST program.

Note: *One course must be one of: ENGL 050, ENGL 057, ENGL 058, ENGL 059* ***or*** *equivalent;* ***and,*** *one must be one of: MATH 053, MATH 057* ***or*** *equivalent.*

Academic Upgrading College Preparatory

Camosun College offers a range of prerequisite upgrading courses in English, English as a second language, mathematics, biology, chemistry, physics, and French that are required for entrance into college or university programs. Courses are taken individually, provided you meet the prerequisites.

Length:

Most course work is offered in a fixed-pace format 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:

Preparatory 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 Distributed Education.

Starting: Varies

Program Code(s): PREP

Admission Requirement(s):

- Students must meet the prerequisites for each individual course.

Note: *If prerequisites are several years old, students would benefit from an up-to-date measure of their skills. Students should contact the Assessment Centre for an English or mathematics assessment.*

Grade 11 Alternative Courses

BIOL 102	Non-Majors Biology (Diversity)	4.0
CHEM 100	Introductory Chemistry	4.0
FREN 102	Basic French 1	4.0
FREN 103	Basic French 2	4.0
MATH 072**	Advanced Mathematics 1	4.0
MATH 073**	Advanced Mathematics 2	4.0
MATH 135**	Career Algebra	3.0
MATH 137**	Algebra & Triangle Trigonometry	5.0
PHYS 101	Introduction to Physics	4.0

Grade 12 Alternative Courses

BIOL 103	Non-Majors General Biology	4.0
CHEM 110	General College Chemistry 1	4.0
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
ENGL 096	Provincial Indigenous Literature	3.0
ENGL 103**	Preparatory Academic Writing	3.0
ENGL 104**	Preparatory English Lit	3.0
ENGL 106**	Preparatory Indigenous Lit	3.0
FREN 110	Intermediate French 1	4.0
FREN 111	Intermediate French 2	4.0
MATH 105**	Algebra and Precalculus	6.0
MATH 107**	Applied Precalculus	4.0
MATH 115**	Precalculus	4.0
PHYS 104	General College Physics 1	4.0

** These ELD courses are for non-native speakers of English.*

***Camosun offers several options for students seeking alternatives for English 12, Math 11 and Math 12. Click here for information about English and math choices or check with an Academic Advisor for more information about the appropriate choice to achieve your goal.*

BC Adult Graduation Diploma *(Grade 12 Equivalency)*

The BC Adult Graduation Diploma is a provincially recognized diploma granted in collaboration with the BC Ministry of Education and Camosun College.

In order to be granted the credential, the following requirements must be met:

- Be 19 years old (or may be 18 years, if out of school for one year);
- Have taken at least three (3) courses as an "adult" at either Camosun College, through the secondary school system or another post-secondary institution;
- Have completed at least one (1) course at Camosun College; and,
- Have credit for all five (5) required courses (course work must include English 12 or equivalent or higher, **and** Math 11 or equivalent or higher). Can be a combination of both secondary and post-secondary course work; and,
- Achieve an accumulative GPA of 2.0 (a "C" average).

Courses		Credits
One (1) of:		
ENGL 092	Provincial English Composition	3.0
AND		
ENGL 094	Provincial English Literature	2.0
OR		
ENGL 092	Provincial English Composition	3.0
AND		
ENGL 096	Provincial Indigenous Literature	3.0
OR		
ENGL 103	Preparatory Academic Writing	3.0
AND		
ENGL 104	Preparatory English Literature	3.0
OR		
ENGL 140	Technical & Professional English	3.0
OR		
ENGL 150	English Composition	3.0
AND one (1) of:		
MATH 072	Advanced Mathematics 1	4.0
AND		
MATH 073	Advanced Mathematics 2	4.0
OR		
MATH 137	Algebra & Triangle Trigonometry	5.0
OR		
MATH 092	Provincial Mathematics 1	4.0
AND		
MATH 093	Provincial Mathematics 2	4.0
OR		
MATH 105	Algebra and Precalculus	6.0
OR		
MATH 107	Applied Precalculus	4.0
OR		
MATH 115	Precalculus	4.0

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

Option 1:		**Credits**
One (1) of:		
Social Studies 11		
First Nations 12		
IST 092	Intro to Indigenous Studies	3.0
***AND* two (2) of:**		
BIOL 103	Non-Majors General Biology	4.0
CHEM 110*	General College Chemistry	3.0
MATH 105	Algebra and Precalculus	6.0
OR		
MATH 107	Applied Precalculus	4.0
OR		
MATH 115	Precalculus	4.0
PHYS 104	General College Physics 1	4.0
OR		
Any two (2)	Ministry Authorized post-secondary courses	6.0-8.0

** CHEM 100 is prerequisite*

Option 2:

Three (3) Provincial or Ministry authorized post-secondary courses.

Notes:

1. *Please consult with an Academic Advisor to discuss which courses are acceptable "Ministry authorized" post-secondary courses to plan your studies for this credential.*

2. *Students who wish to use the BC Adult Graduation Diploma for admission to a BC university must complete additional courses. Please refer to the relevant university calendar or discuss your plans with an Academic Advisor.*

Career and Education Exploration

Building Employment Success for Tomorrow (BEST)

The Building Employment Success for Tomorrow program is designed for learners from a variety of backgrounds and experiences. BEST is designed to assist learners who are:

- considering making a career change but aren't sure what to do next;
- thinking of returning to school or retraining;
- re-entering the workforce; and/or,
- preparing for the changing world of work.

The program aims to:

- assist students in developing a realistic awareness of their own interests, abilities and potential;
- help students in transition build a healthy self confidence;
- support students in setting individual and realistic personal, career and educational goals; and,
- assist students to explore education and training opportunities at Camosun College and elsewhere.

Length: Eight weeks

Location: Interurban
(may be offered at various locations through community partnerships)

Starting: Every two months from September to April.

Program Code(s): BESM

Admission Requirement(s):

- There are no formal prerequisites; however, attendance is required at an information session before applying to the program. Information sessions are held regularly. For details, phone **250-370-4934** or go to the college website.

Program Participation Requirement(s):

- Students will be required to maintain a BEST attendance policy.

Program Completion Requirement(s):

- Students must successfully complete the following courses to be eligible for a Certificate in Better Employment Strategies and Techniques:

Courses

BEST 041	Career Exploration
BEST 042	Labour Market Trends
BEST 043	Essential Employability Skills
BEST 044	Life Long Learning/Academics
BEST 045	Work Search Strategies

Employment Training and Preparation

ETP Employment Training

This program provides training for entry-level employment in a variety of work settings. It may be taken full time or part time. It is specifically designed for those students who are unable to meet the entrance requirements for other college-level programs in these areas and, for whom, upgrading is not a choice or viable option, but who wish to obtain basic, entry-level employment skills.

The Employment Training certificate program Levels 1 and 2 lead to external certifications that include First Aid/CPR, SuperHost, FOODSAFE Level 1 and a modified WHMIS certificate.

These programs take place primarily at the Interurban Campus. All courses are self-paced. There is a combination of classroom studies and on- and off-campus work experience. For more information, phone **250-370-4941**.

Length: Four months

Location: Interurban Campus

Starting: Fall, Winter
(Intakes may be ongoing; contact the ETP department at **250-370-4610**)

Program Code(s):

ETP1	Level 1
ETP2	Level 2

Specialization Code(s)

ETPCM	Construction Materials Handler
ETPCS	Customer Service
ETPFS	Food and Customer Service
ETPGC	Gardening and Customer Service

Admission Requirement(s):

- Schedule and complete an intake interview with the Employment Training and Preparation (ETP) program instructor;
- Have the ability to perform all program related tasks that require specific physical skills to effectively carry out the work experience. These may include strength and endurance; and,
- Have adequate vision and fine motor coordination appropriate to the specific workplace per industry standards.

Program Participation Requirement(s):

In order to participate in the program, students must:

- Demonstrate appropriate behaviour necessary to participate effectively and safely in classroom and work experience settings*; and,
- Have the ability to arrange transportation to and from college and work experience locations.

** Students pursuing the Construction Materials Handler certificate, must also possess the ability and desire to work outdoors in all types of weather, and be able to participate in full day work experience placements as required for a construction site.*

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 site.*

Program Completion Requirement(s):

- Students who successfully complete all program requirements will receive a Certificate in Employment Training — Level 1, with a specialization in Construction Materials Handler, Customer Service, Food and Customer Service, or Gardening and Customer Service.
- Students who subsequently complete Employment Training — Level 2 will receive a Certificate in Employment Training — Level 2.

Certificate in Employment Training – Level 1

Core Courses

ETP 021	Essential Employment Skills
ETP 022	Effective Job Search Skills
ETP 026	Certification
One (1) of:	
ETP 023*	Work Experience Level 1A
AND	
ETP 024*	Work Experience Level 1B
ETP 025	Work Experience Level 1

** ETP 023 and ETP 024 cannot be taken in the same semester.*

Choose one of the following for specialization in:

Construction Materials Handler

ETP 034	Construction Materials Handler

Customer Service

ETP 032	Customer Service Training

Food and Customer Service

ETP 030	Food and Customer Service

Gardening and Customer Service

ETP 035	Gardening and Customer Service

Certificate in Employment Training – Level 2

Level 2 is open to students who have successfully completed Level 1, or who have completed an intake interview with the program instructor.

Core Courses

ETP 036*	Work Experience 2
ETP 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.

ETP 023	Work Experience Level 1A	4 hrs
ETP 024	Work Experience Level 1B	6 hrs
ETP 025	Work Experience Level 1	6 hrs
ETP 030**	Food and Customer Service	8 hrs
ETP 031	Applied Numeracy	4 hrs
ETP 032**	Customer Service Training	8 hrs
ETP 034**	Construction Materials Handler	8 hrs
ETP 035**	Gardening & Customer Service	8 hrs
ETP 037	Applied Literacy	4 hrs
COMP 030	Fundamental Computer Studies	8 hrs
COMP 040	Intermediate Computer Studies	8 hrs

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

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

Note*: ETP 031 and ETP 037 course offerings are dependent on availability of resources and student demand.*

E.A.R.T.H. Gardening

E.A.R.T.H. (Environmental Approaches for a Resourceful, Thoughtful Humanity) Gardening is designed for those who would benefit most from being able to grow and preserve some of their own food and/or for whom specific training in this area could lead to meaningful employment in this sector.

For those who wish to apply acquired skills to their own food production students will take the core course and directed studies. The core course covers all aspects of food production and the directed studies course creates the opportunity to apply those skills at a project level. This could take the form of a patio, balcony, backyard or community garden that would offer students involved a way to apply skills for an immediate and personal result.

For those who wish to obtain work in local food production, students will take the core course and a work experience course. This combination of courses combines the acquisition of food production skills with a work experience. This could be with a home produce delivery business, a farmer's market or a local farm.

Length: Four months

Location: Interurban Campus

Starting: Winter

Program Code(s): ETPEG

Admission Requirement(s):

- Schedule and complete an intake interview with the Employment Training and Preparation (ETP) program instructor; and,
- Have the ability to perform all program related tasks that require specific physical skills to effectively carry out the work experience.

Program Participation Requirement(s):

In order to participate in the program, students must:

- Demonstrate appropriate behaviour necessary to participate effectively and safely in classroom and work experience settings; and,
- Have the ability to arrange transportation to and from college and work experience locations.

Core Courses

ETP 033	Food Production Gardening
AND	
One (1) of:	
ETP 038	Directed Studies in Employment
ETP 025	Work Experience Level 1

Workplace Literacy and Numeracy

This program provides training for the literacy and numeracy requirements of entry-level employment in a variety of work settings and should offer greater ease and independence and contribute to life-long learning. Literacy and numeracy are essential skills needed for work, learning and life. The development of these skills will enable people to better understand and perform their jobs and adapt to workplace change. It is expected that such improvements will enable students to participate more effectively in training or in the labour force and lead to greater gains for society in the longer term.

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 workforce language and numeracy skills. There is a combination of classroom studies and off-campus visitations.

Length: Four months

Location: Interurban Campus

Starting: Fall, Winter
(Intakes may be ongoing; contact the ETP department at **250-370-4610**)

Program Code(s): ETPWLN

Admission Requirement(s):

- Schedule and complete an intake interview with the Employment Training and Preparation (ETP) program instructor;
- Have the ability to co-operate with other program participants and to be willing to participate in all program activities; and,
- Have adequate vision and fine motor coordination appropriate to the specific workplace per industry standards.

Program Participation Requirement(s):

- Appropriate behaviour necessary to participate effectively and safely in a classroom setting.
- Ability to arrange transportation to and from college and to community location.
- Students may be required to obtain a criminal record check due to the nature of their work experience.

Program Completion Requirement(s):

- Students who successfully complete ETP 031, ETP 037 and ETP 038 with a "COM" or "DST" will receive a Certificate in Workplace Literacy and Numeracy.

Core Courses

ETP 031	Applied Numeracy
ETP 037	Applied Literacy
ETP 038	Directed Studies in Employment

English as a Second Language

English Language Development

The English Language Development program offers full and part-time instruction to students whose first language is not English. Students who wish to improve their English language skills, but who are not seeking entry to further college programs will also benefit from the program.

Classroom instruction is offered on both campuses. Day and evening classes are available for most courses.

For information on applications and admissions, **International students** must refer to the Camosun College International department at **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 and Lansdowne

Starting: Fall, Winter, Spring

Program Code(s): ELD

Specialization Code(s):

ELD1

ELD2

Admission Requirement(s):

- Students must meet the prerequisites for each individual course or complete an English language assessment*.

** The assessment process measures prior acquisition of English language skills. Students are initially placed in an ELD level as a result of that process.*

Students who have studied English as a Second Language (ESL) for 0–2 years may arrange to take the ESL placement test at the School of Access office located at the Interurban Campus at **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 at **250-370-3598**. The ESL placement test includes an interview.

Program Participation Requirement(s):

- Students are encouraged to immerse themselves in English outside their classes;
- Regular attendance, participation in class and completion of homework and assignments are recommended for success in this program; and,
- Students registered in ELD 032 to ELD 064 are also registered in 2.5 lab hours to be arranged individually.

Program Completion Requirement(s):

- The completion of ELD 052 and ELD 054 will indicate the student has developed sufficient language skills in listening, speaking, reading and writing required for Access programs and will provide the student with a Certificate in English Language Development — Level 1.
- The completion of either ELD 092 and ELD 094, or ELD 097, will indicate the student has developed the listening, speaking, reading and writing skills required to enter college-level programs and will provide the student with a Certificate in English Language Development — Level 2.

Level 1 (CLB 1-5)

Beginning students have little or no knowledge of English. Emphasis in these levels is on development of listening and speaking skills with an introduction to reading comprehension and written composition.

ELD 032	Introduction to English Basics
ELD 033	English Basics 1
ELD 034	English Basics 2
ELD 042	Engl Essentials 1 Rdng/Wrtng
ELD 044	Engl Essentials 1 Lstng/Spkng
ELD 052	Engl Essentials 2 Rdng/Wrtng
ELD 054	Engl Essentials 2 Lstng/Spkng

Level 2 (CLB 6-8)

These courses focus on the development of all English language skills needed to enter Provincial ELD courses as well as general English communicative competence.

ELD 062	Intermediate Engl Rdng/Wrtng
ELD 064	Intermediate Engl Lstng/Spkng
ELD 072	Advanced English
ELD 074	Academic Communication Skills

Provincial

ELD 092 and ELD 094, which focus on the development of academic language skills, or ELD 097, which focuses on Technical English for work, are acceptable for entry into our college-level courses and programs that require Grade 12 English.

ELD 092	Provincial English Composition
ELD 094	Provincial English Literature
ELD 097	Technical and Professional English

Other Courses

These courses can be taken individually or as support for further practice.

ELD 047	Workplace Speaking and Listening
ELD 060	ELD Support Course
ELD 075	Grammar for Composition
ELD 077	English Pronunciation
ELD 078	Vocabulary for Academic Study
ELD IELTS	IELTS Preparation
ELD TOEFL	TOEFL Preparation
ELD QKSTRT	ELD Quick Start

Academic and Professional English (CAPE)

This two-semester, full-time or part-time certificate program for internationally trained professionals (non-native English speakers) is designed to develop academic and workplace English, job finding skills and strategies, and to provide a short Canadian professional work experience placement. This program is intended for immigrants to promote their access to professional work and/or further education. It focuses on developing skills in academic English, workplace and occupation-specific language, a cultural awareness of the Canadian workplace (social strategies and workplace practices), and job finding tools and strategies.

This program is offered in a classroom and self-paced academic and professional lab, plus work experience of at least 34 hours, required to obtain the certificate.

Length:

Full time:	Four to eight months depending on entrance-level English skills
Part time:	Determined by student and availability of courses

Location: Interurban Campus

Starting: September, January, May

Program Code(s): ACPE

Admission Requirement(s):

- Submit proof of successful completion of ELD 050; or ELD 062 and ELD 064; or Canadian Language Benchmarks (CLB) 7 in Listening/Speaking and Canadian Language Benchmarks (CLB) 6 in Reading/Writing; **or** IELTS 5.5 in Listening/Speaking and IELTS 5 in Reading/Writing; and,
- Students must satisfy the ELD department that they possess a post-secondary degree, diploma or certificate (minimum one year) from their country of origin or have relevant professional work experience in their country of origin; and,
- Participate in an assessment interview.

Program Participation Requirement(s):

- If required, obtain a criminal record check, immunizations, or other due to the nature of his/her work experience or because an employer requires such to work on his or her site.

Program Completion Requirement(s):

- To obtain a Certificate in Academic and Professional English, students must successfully complete ELD 080 **and** two electives; plus Canadian Language Benchmarks (CLB) 9 achieved through assessment; or completion of one of the following options: "C" in ENGL 092 and ENGL 094; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; or an IELTS score of 6.5.

ELD 080 Intro to the Canadian Workplace
***PLUS* two (2) electives from:**
ELD 086 Canadian Job Search Strategies
ELD 087 Canadian Workplace Experience
ELD 088 Workplace Skills Development
ELD 089* Accent Reduction
***AND* (if required) :**
ELD 072 Advanced English
AND/OR
ELD 092 Provincial English Composition
and
ELD 094 Provincial English Literature
OR
ELD 097 Technical & Professional English (ELD)
OR
ENGL 092 Provincial English Composition
and
ENGL 094 Provincial English Literature
OR
ENGL 140 Technical & Professional English

** ELD 077 may be used in place of ELD 089.*

Refer to course descriptions in this calendar for details on these courses.

Computer Science Access (ESL)

(This program is presently under review and may change.)

This program is designed for non-native speakers of English who wish to study computer science while they are developing English competency by completing English Language Development (ESL) courses.

This program can be taken on a two-semester full-time schedule, or part time. Upon completion of the program, students will have completed two university transfer level courses in Computer Science, and will have achieved a level of English required to enter the Computer Systems Technology program, which bridges to university.

Length:

Full time: Eight months

Part time: Varies

Location: Lansdowne Campus

Starting: Fall

Program Code(s): CSACC

Admission Requirement(s):

- Submit proof of successful completion of "Secondary School" **or** equivalent;
- Submit proof of ELD 050; **or** ELD 062 and ELD 064; **or** IELTS 5.5; **or** TOEFL 527, TOEFL 197, or TOEFL 71; **or** Canadian Language Benchmarks (CLB) 7; **o**r assessment; and,
- Submit proof of "C+" in Principles of Math 11, or Pre-calculus 11, or MATH 073; **or** "C" in Applications of Math 12, or Foundations of Math 12, or Principles of Math 12, or MATH 093, or MATH 105, or MATH 107, or MATH 115, or MATH 163, or MATH 172; **o**r assessment;

OR

- Permission of the Associate Dean, School of Access.

Program Completion Requirement(s):

- A minimum of "C" in each program course and "COM" in ELD 060 is required to graduate from the program with a Certificate in Computer Studies Access (ESL).

Academic Term 1 (Fall)		**Credits**
COMP 156	Computer Concepts	3.0
ELD 060	ELD Support Course	0 0
ELD 072	Advanced English	3.0
ELD 074	Academic Communication Skills	2.0
OR		
ELD 080	Intro to the Canadian Workplace	0.0
Total Credits		**6.0 - 8.0**

Academic Term 2 (Winter)		**Credits**
COMP 132	Programming Using Java	3.0
ELD 060	ELD Support Course	0.0
ELD 092	Provincial English Composition	3.0
AND		
ELD 094	Provincial English Literature	3.0
OR		
ELD 097	Technical & Professional English	6.0
Total Credits		**9.0**

Health Studies Access (ESL)

(This program is presently under review and may change.)

This two-semester, full-time program is designed for non-native speakers of English who wish to learn about Health Studies while they are developing English competency by completing English Language Development (ESL) courses.

This program can be taken on a two-semester full-time schedule, or part time. Upon completion of the program, students will have completed two university transfer level courses in Health and Psychology, and will have achieved a level of English required to enter university transfer and other program courses.

Length:

Full time: Eight months

Part time: Varies

Location: Lansdowne Campus

Starting: Fall

Program Code(s): HSACC

Admission Requirement(s):

- Submit proof of successful completion of Secondary School **or** equivalent; and,
- Submit proof of ELD 050; **or** ELD 062 and ELD 064; **or** IELTS 5.5; **or** TOEFL 527, TOEFL 197 or TOEFL 71; **or** Canadian Language Benchmarks (CLB) 7; **o**r assessment;

OR

- Permission of the Associate Dean, School of Access.

Program Completion Requirement(s):

- A minimum of "C" in each program course and "COM" in ELD 060 is required to graduate from the program with a Certificate in Health Studies Access (ESL).

Academic Term 1 (Fall)		**Credits**
ELD 060	ELD Support Course	0 0
ELD 072	Advanced English	3.0
ELD 074	Academic Communication Skills	2.0
OR		
ELD 080	Intro to the Canadian Workplace	0.0
HLTH 110	Health in Today's World	3.0
Total Credits		**6.0 - 8.0**

Academic Term 2 (Winter)		**Credits**
ELD 060	ELD Support Course	0.0
ELD 092	Provincial English Composition	3.0
AND		
ELD 094	Provincial English Literature	3.0
OR		
ELD 097	Technical & Professional English	6.0
PSYC 154	Interpersonal Skills	3.0
Total Credits		**9.0**

Studio Art Access (ESL)

(This program is presently under review and may change.)

This program is designed for non-native speakers of English who wish to study art while they are developing English competency by completing English Language Development (ESL) courses.

This program can be taken on a two-semester full-time schedule, or part time. Upon completion of the program, students will have completed two university transfer level courses in studio art, and will have achieved a level of English required to enter university transfer and other program courses.

Length:

Full time: Eight months

Part time: Varies

Location: Lansdowne Campus

Starting: Fall

Program Code(s): SAACC

Admission Requirement(s):

- Submit proof of successful completion of "Secondary School" or equivalent; and,
- Submit proof of ELD 050, or IELTS 5.5; **or** TOEFL 527, TOEFL 197, or TOEFL 71; **or** Canadian Language Benchmarks (CLB) 7; **or** assessment;

OR

- Permission of the Associate Dean, School of Access.

Program Completion Requirement(s):

- A minimum of "C" in each program course and "COM" in ELD 060 is required to graduate from the program with a Certificate in Studio Art Access (ESL).

Academic Term 1 (Fall)		**Credits**
ART 100	Introductory Studio 1	3.0
ELD 060	ELD Support Course	0 0
ELD 072	Advanced English	3.0
ELD 074	Academic Communication Skills	2.0
OR		
ELD 080	Intro to the Canadian Workplace	.0
Total Credits		**6.0 - 8.0**

Academic Term 2 (Winter)		**Credits**
ART 101	Introductory Studio 2	3.0
ELD 060	ELD Support Course	0.0
ELD 092	Provincial English Composition	3.0
AND		
ELD 094	Provincial English Literature	3.0
OR		
ELD 097	Technical & Professional English	6.0
Total Credits		**9.0**

School of Access Faculty Listing

Academic & Career Foundations

Chair: Jill Auchinachie
Phone: 250-370-4048

Auchinachie, Jill, BEd, Prof. Teaching Cert., MEd
Bowe, Alison, BSc (Eng), MSc (Eng), PEng
Dreier, Jennifer, BEd, Prof. Teaching Certificate
Edmond, Linda, BEd, MA, Professional Teaching Cert.
Haig, Graham, BA (Hons.), Grad Dip. Comm. Arts, Prof. Teaching Cert.
Johnson, Pamela, BPE, Dip. Spec. Ed., Prof. Teaching Cert., MEd
Mai, Nicolas, BA (Honours), MSc, Prof. Teaching Cert., Dip. Spec. Ed.
McFadden, Rick, BIE
Shields, Faith, BAA, MA, PhD

Access to Career and Academic Programs

Chair: Alison Bowe
Phone: 250-370-4911

Bowe, Alison, BSc (Eng), MSc (Eng), PEng

Employment Training Programs

Chair: David Greig
Phone: 250-370-4610

Greig, David, BA, Prof. Teaching Cert., Dip. Adult Ed., MEd, HTR
Isaac, Jody, BSW

Community Learning Partnerships

Chair: Jennifer Bennett
Phone: 250-370-3945

Bennett, Jennifer, BA, MA
Bissley, Marc, BA, MA
Buck, Martin, BEd, MEd
Kunen, Mark, BA, Prof. Teaching Cert.

English Department Access Curricular Unit

Chair: Maureen Niwa
Phone: 250-370-3123

Bigauskas, Ray, BA, BEd
Goddard, Don, BEd, MEd
Hlady, Debbie, BA, Grad Dip. Ed., MA
Kess, Anita, BA, MA, Dip. Appl. Ling.
Niwa, Maureen, BA, Dip.FA, MA, PhD
Quigley, Sharon, MA
Todd, Thea, BA, MA, PhD

English Language Development

Basic English as a Second Language
Chair: Pei Mei Chia
Phone: 250-370-4945

Career and Academic Preparation English
Chair: Mavis Smith
Phone: 250-370-3376

Albano, Mice, BA, MEd, Prof. Teaching Cert., TEAL Cert., Dip. Spec. Ed.
Atkinson, Gill, BA, MA, RSA Dip. TEFLA
Brix, Ann, BA Appl. Ling., MA Appl. Ling.
Chia, Pei Mei, BA, Dip. Appl. Ling., MEd
Dyer, Cliff, BSc, TESL Cert., MEd
Frayling, Amanda, BA, MSc
Hampton, John, BA, MA, Dip. Appl. Ling.
Hill, Rowena, BA, Prov. Instr. Dip.
Horsman, Bev, BA, Dip. Appl. Ling.
Hunt, Judith, Dip. East Asian Studies, BA Appl. Ling., MA Ling.
Jackson, Lynnea, BA, Dip. Appl. Ling.
Kohl, Diana, BA Appl. Ling.
Limacher, Mark, Dip. Asia Sts., BA, CELTA, CELTYA, MA, BAA
Marczak, Karyn, BA, MA, Prof. Teaching Cert.
McCormack, Bruce, BA, Teaching Cert., MA Applied Ling., TESL Cert
O'Dowd, Laureen, BA, MEd
Prytherch, Sian, BA, Dip. Appl. Ling., MEd
Robertson, Lisa, BA, Dip. Appl. Ling., MA
Robson, Beverley, BSc, MSc
Rubidge, Pamela, BA, MA Appl. Ling.
Smith, Mavis, MA Ling.
Smyth, Elizabeth, BA, MA, TESL Cert.
Sunderland, Leigh, BA, Grad Dip Ed, RSA Cert, BCCT, MA
Taylor, Linh, BA Appl. Ling., MA Ling.
Vernon, Tony, BA, B.Ed. TESL
West, Elizabeth, BA, Dip. Appl. Ling., MA

Math Department Access Curricular Unit

Chair: Peggy Tilley
Phone: 250-370-3502

Cuizon, Gemma, BSc
Frost, Catherine, BPE, BEd, MEd (Math)
Stevenson, James, BSc, Prov. Instr. Dip.
Tschritter, Richard, BSc, Prof. Year Teaching, MA
Tilley, Peggy, BSc, MSc, M.Math
Verjinski, Bogdan, BSc, MSc

School of Arts & Science

Administration

Website
Email: artsci@camosun.bc.ca
Lansdowne Campus: F 104A
Phone: 250-370-3298
Fax: 250-370-3417

Dean:
Stan Chung, BA, MA, PDP

Associate Dean of Arts:
Deanna Roozendaal, BA, MA

Associate Dean of Science:
Fred Hughes, BSc, MSc

Assistant to the Dean:
Dale Mosher

Administrative Officer:
Brenda Moroz-Pettyjohn

School Statement

The School of Arts & 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 and Technical, and College Preparatory.

Our students benefit from small classes and flexible full- and part-time study options, including 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 & Science. Applications of technology are emphasized throughout the Applied Communication, Environmental Technology, and Applied Chemistry and Biotechnology programs. These programs provide excellent training for direct employment in business, industry, and government or for further studies. As well, they 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 for immediate employment or to continue further studies.

The School of Arts & Science offers students the opportunity to begin their university studies and/or complete a diploma or an associate degree in a learning environment that fosters student success and that is committed to instructional excellence. Students can complete up to two years of Arts & Science studies transferable to universities in a wide range of disciplines. Two-year associate degrees in Arts & Science are available either as general or discipline-specific options. College Preparatory courses provide a strong foundation for students to enter career, technical, trades, and university Arts & Science programs. These courses are designed to meet the admission requirements of post-secondary programs. Upgrading courses can be taken concurrently with some university transfer courses. See "Academic Upgrading" in the *School of Access* chapter for a list of upgrading courses.

Work experience is a mandatory component of selected programs and optional for others. Students choosing co-operative education or internship have found the work experience to be a value-added element in their overall education. Consider a work experience option if it is offered in your program.

Standards of Academic Progress

The School of Arts & Science strongly supports student success and endeavours to help students progress toward their educational goals. Our faculty and staff are committed to providing quality education in a learning-centred manner. We will monitor course prerequisites and student progress and endeavour to place students in courses where they can succeed. When progress is unsatisfactory, appropriate interventions will occur.

Satisfactory progress requires that a student maintain a Grade Point Average (GPA) of 2.0 ("C"). A student whose performance is unsatisfactory will be placed on academic probation. A student in this situation must consult with an Academic Advisor.

A student who is on academic probation and who fails to obtain a sessional GPA of at least 2.0 ("C") will be required to withdraw from the School for one year.

After twice receiving an "F" grade in a course, a student may enrol again only with permission of the Dean.

The Camosun College *Academic Progress Policy* applies to all students. Click here for more information.

Awards and Scholarships

There are a number of awards and scholarships made available annually to the students in the School of Arts & Science. The deadline to apply (for most awards) is May 15. Application forms, criteria, and selection process information are available from the Arts & Science office (F 104, Lansdowne Campus) and on the college website.

Arts & Science Programs & Credentials

Academic Studies

Arts and Science Studies

(Starting January 2012)

- *Diploma in Arts & Science Studies*

Associate Degrees

- *Associate of Arts Degree — General Arts or Discipline Specific*
- *Associate of Arts Degree — General Arts or Discipline Specific, Co-operative Education Designation*
- *Associate of Arts Degree — General Arts or Discipline Specific, Internship Designation*
- *Associate of Science Degree — General Science or Discipline Specific*
- *Associate of Science Degree — General Science or Discipline Specific Co-operative Education Designation*
- *Associate of Science Degree — General Science or Discipline Specific Internship Designation*

University Transfer

Diploma (Career) Programs

Applied Chemistry and Biotechnology

- *Diploma in Applied Chemistry and Biotechnology*
- *Diploma in Applied Chemistry and Biotechnology Laboratory, Internship Designation*

Applied Communication

- *Diploma in Applied Communication, Internship Designation*

Criminal Justice

- *Diploma in Criminal Justice*
- *Diploma in Criminal Justice, Internship Designation*
- *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 in Jazz Studies*
- *Diploma in Music*

Visual Arts

- *Diploma in Visual Arts*

Advanced Certificate Program

Childhood Developmental Psychopathology

- *Advanced Certificate in Childhood Developmental Psychopathology*

Certificate Programs

Archaeological Field Assistant

- *Certificate in Archaeological Field Assistant*

Music

- *Certificate in Music Foundations*

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK **HERE**.

Academic Studies

Arts and Science Studies

Freedom, flexibility and individual need are the hallmarks of the Arts and Science Studies program. In keeping with the School of Arts & Science's motto of Explore Your Potential/Discover Your Passion/Find Your Path, this diploma allows students to design their own program in an academic framework. This program suits students who are either very certain of their educational goals and have further studies in mind, or students who are unsure about academic studies but want to explore the potential of post-secondary education.

The Arts & Science Studies program can also be tailored to meet varied learners. Students can accelerate their learning by registering in, and successfully completing courses all year round, acquiring the Diploma in Arts & Science Studies within two years. Students who prefer more time can choose part-time studies and work at a slower pace.

To attain freedom, flexibility and options, yet still preserve academic structure, the Arts & Science Studies program gives students the choice of 20 (minimum 60 credits) 100-level or higher courses which must transfer to at least one BC post-secondary college, institute, or university as per the BC Transfer Guide. A minimum of 14 (minimum 42 credits) of the courses must be from disciplines offered by the School of Arts & Science. The School of Arts & Science has a wide range of transferable courses to customize a program of study to meet students' personal, academic and career goals.

Length:

The Arts & Science Studies program is a full- or part-time program. There is no set timeline for part-time studies; however, a student who requires more than 4 years (48 months) to complete the program will be required to meet the program completion requirements at the time of credentialing.

Location:

Lansdowne and Interurban campuses, offsite locations, and distributed education.

Starting: Winter

Program Code: ARTSCI

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment.

Note: Upgrading may be required for English, math or science to access all possible courses for this credential.

Program Completion Requirement(s):

- Completion of 20 courses (minimum 60 credits), 100-level or higher and BC-transferable* with a minimum overall average of "C" (cumulative GPA of 2.0).
  - A minimum 14 of the courses (minimum 42 credits) must be from any disciplines offered by the School of Arts & Science.
  - The remaining 6 courses (minimum 18 credits) may be any 100-level or higher course.

** Each course must transfer to at least one BC post-secondary college, institute or university as per the BC Transfer Guide.*

Associate Degree

The associate degree program is designed to provide a broad educational experience balanced with in-depth study in specific disciplines. Students are exposed to concepts, theories and modes of inquiry in the arts and sciences. The program also encourages students to entertain a variety of viewpoints and develop social awareness within a global context. As well, students have opportunities to develop and enhance the skills essential for academic success at an advanced level. Upon completion of an associate degree, students will have a solid foundation of knowledge and abilities for further study or employment in their chosen field.

Graduates will be able to apply for transfer to Year 3 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 students.

Co-operative Education and Internship

Co-operative Education and Internship designation is *optional* for the associate degree programs.

Eligibility for Co-op Work Experience

- To be eligible to participate in co-op, students must successfully complete eight program courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.
- To maintain eligibility for subsequent co-op work terms, students must maintain a GPA of 3.0 and complete prior work terms successfully.

Eligibility for Internship Work Experience

- To be eligible to participate in internship, students must successfully complete eight program courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.

Co-operative Education Designation Completion Requirement(s):

- To be eligible to obtain the Co-operative Education Designation, students must successfully complete two (2) co-op work terms.

Internship Designation Completion Requirement(s):

- To be eligible to obtain the Internship Designation, students must successfully complete one work term.

Co-op/Internship Option

COOP WEP	Workplace Education Prep	0.0
ASDG 101	Co-operative Work Experience 1	6.0
AND/OR		
ASDG 201	Co-operative Work Experience 2	6.0
Total Credits		**6.0 -12.0**

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.

University Transfer Courses (UT)

A UT course is defined as transferable to one of the four BC research universities: UVic, UBC, UNBC, and SFU. *Students must refer to the BC Transfer Guide to ensure that the courses transfer to their desired university.*

Arts Requirement

Choose from the list of courses from Humanities Requirements and Social Science Courses *(below)*.

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
CHIN	all UT courses
FREN	all UT courses
HIST	all UT courses
IST	all UT courses
JAPN	all UT courses
KORE	all UT courses
MUS	MUS 115
PHIL	all UT courses
REL	all UT courses
SPAN	all UT courses

Social Science Requirements

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	GEOS 100, 110, 240
PSC	all UT courses
PSYC	all UT courses
SOC	all UT courses
SOCW	SOCW 211, 212

Science Requirement

The following courses are defined as Science courses at Camosun College:

ASTR	all UT courses
BIOL	all UT courses
BUS	BUS 140, 230, 231
CHEM	all UT courses
COMP	all UT courses
GEOG	GEOG 100, 111, 204, 206, 210, 214, 216
GEOS	all UT courses
MATH	all UT courses
PHYS	all UT courses
PSYC	PSYC 110, 201, 215
SOC	SOC 280

Lab Science Requirement

The following courses are defined as Lab Science courses at Camosun College:

ASTR	all UT courses
BIOL	all UT courses
CHEM	all UT courses
GEOG	GEOG 100, 111, 204, 206, 210, 214, 216
GEOS	all UT courses
PHYS	all UT courses
PSYC	PSYC 110, 201, 215

Math/Computing/Stats Requirement

The following courses are defined as MATH, COMP (computing) or STAT (statistics) courses at Camosun College:

BUS	BUS 140, 230, 231
COMP	all UT courses
MATH	all UT courses

Associate of Arts Degrees

In addition to General Arts, several Associate of Arts Degree disciplines are offered at Camosun College where there is a concentration of second-year courses in the chosen discipline. The detailed course requirements can be found on the college website.

Length: Two years

Location: Lansdowne Campus

Starting:

Year 1	Fall, Winter
Year 2	Fall, Winter, Spring, Summer

Program Code(s):

ADARTS1	Year 1
ADARTS2	Year 2

Discipline Codes:

CRIM	Criminal Justice
CRWR	Creative Writing
ECON	Economics
ENGL	English
GENA	General Arts
PSYC	Psychology
SOCW	Pre-Social Work

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment;

General Arts

Completion Requirements:

- two (2) UT courses in first-year English
- three (3) UT courses in Science which shall include at least:
  - one (1) UT course in Math, **or** Computing Science, **or** Statistics; and,
  - one (1) UT course in a Laboratory Science;
- twelve (12) UT courses in Arts which shall include at least:
  - two (2) courses in Social Science;
  - two (2) courses in Humanities;
  - two (2) courses in Arts at the first- **or** second-year level;
  - six (6) courses in Arts at the second-year level in two or more subject areas; and,
- three (3) UT open elective courses (Arts, Science or other areas).

For a total of 20 UT courses

Associate of Science Degrees

In addition to General Science, several Associate of Science Degree disciplines are offered at Camosun College where there is a concentration of second-year courses in the chosen discipline. Detailed course requirements can be found on the website.

Length: Two years

Location: Lansdowne Campus

Starting:

Year 1	Fall, Winter
Year 2	Fall, Winter, Spring, Summer

Program Code(s):

ADSCI1	Year 1
ADSCI2	Year 2

Discipline Codes:

BIOL	Biology
GENS	General Science
GEOG	Geography
PMED	Pre-Medicine
PSYC	Psychology

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment;
- Submit proof of "C"* in one grade 12 science; **or** BIOL 103, or CHEM 110, or PHYS 104; and,
- Submit proof of "C+" in Principles of Math 11, or Pre-calculus 11, or MATH 073, or MATH 137; **or** assessment.

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

General Science

Completion Requirements:

- two (2) UT math courses (must include MATH 100 **or** MATH 108);
- two (2) UT courses in first-year English;
- six (6) UT courses in Science (must include one laboratory science course);
- six (6) UT courses in second-year Science in two **or** more subject areas;
- two (2) UT courses in Arts other than English (excluding mathematics and Laboratory Science); and,
- two (2) UT open elective courses from (Arts, Science or other areas).

For a total of 20 UT courses

University Transfer

The School of Arts & Science offers a variety of courses which are transferable to one or more of BC's universities.

Students can complete up to two years of education at Camosun College toward the following areas* of study:

Arts:

- Anthropology
- Business
- Commerce
- Economics
- English
- French
- Geography
- History
- Linguistics
- Pacific and Asian Studies
- Philosophy
- Political Science
- Psychology
- Recreation & Health Education
- Sociology

Students who want to transfer to a university Business or Commerce program should contact Academic Advising or the UT-Business office, Room 318, Ewing Building, Lansdowne Campus ***250-370-3943****.*

Science:

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

** Other options may be available. Please see an Academic Advisor.*

University Transfer Courses

Transferability of Camosun courses to universities is negotiated on an individual course basis with each university. Students must refer to the transfer guide online 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 by the following statement:

To find where this course transfers, check the BC Transfer Guide

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 university 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:

1. 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.
2. Refer to the *BC Transfer Guide* to translate the university courses into equivalent courses at Camosun.
3. 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 and Interurban Campus

Starting: Fall, Winter, Spring, Summer

Program Code(s):

UT1	Year 1
UT2	Year 2

Discipline Codes:

ARTS	Arts
BUS	Business or Commerce
EDUC	Education
SCI	Science

Arts, Business, Education

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12, or equivalent; or assessment.

Science

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12, or equivalent; or assessment; and,
- Submit proof of "C" in one Math **or** Science at the Grade 11 or 12 level.

Diploma (Career) Programs

Applied Chemistry and Biotechnology

This program in molecular science and technology is designed to prepare graduates for employment as technologists in analytical, research, and production laboratories in areas of chemistry and biotechnology including analytical chemistry, organic chemistry, biochemistry, immunology and microbiology. Emphasis in the program is on practical laboratory skills based on solid academic knowledge.

In addition to the 20-month core program, students in Year 2 may have the opportunity to carry out a laboratory internship* at an external laboratory which leads, upon graduation, to an enhanced diploma with greater skills and work-related experience in their field of interest.

Example jobs include the analysis of trace dioxins and furans in environmental samples, the production of cloned plant species for commercial plant, fruit or flower markets, the development of DNA fingerprinting

for forensics applications, vaccine and drug development, and cancer research.

The program is also designed to allow flexibility for students who want the option to transfer to Year 3 of university degree programs in chemistry, biochemistry or microbiology. Graduates are also eligible to apply for admission, via block transfer, to Year 3 of the Environmental Sciences program at Royal Roads University. Academic Advisors are available for help with university transfer options.

** Current holders of the Diploma in Applied Chemistry and Biochemistry (or Biotechnology) are not eligible for this option.*

Length: 18 - 20 months

Location: Lansdowne Campus

Starting: Fall

Program Code(s):

ACBT1 Year 1

ACBT2 Year 2

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment;
- Submit proof of "C+" in Principles of Math 12, or Pre-calculus 12, or MATH 093; **or** "C" in MATH 105, or MATH 107, or MATH 115; **or** assessment;
- Submit proof of "C+" in Biology 12, or BIOL 103;
- Submit proof of "C" in Chemistry 12, or CHEM 110; and,
- Submit proof of "C" in Physics 11, or Applications of Physics 11 and 12, or PHYS 101.

Eligibility for Internship Work Experience:

- To be eligible to participate in the internship option, students must complete all program courses, and achieve a GPA of 3.0.

Program Completion Requirement(s):

- Students must complete all program courses achieving an overall cumulative GPA of at least 2.0 in order to graduate with a Diploma in Applied Chemistry and Biotechnology.
- Students must additionally complete successfully one work term (CHEM 290) in order to graduate with a Diploma in Applied Chemistry and Biotechnology, Internship Designation.
- Students pursuing the Internship designation will be required to complete four (4) seminar courses and one (1) work term course. Students are advised to consult with the Chair to discuss the work term course that will best meet their career and educational goals.

Full-time Schedule

Year	Sept-Dec	Jan-Mar	May-Aug
1	Academic Term 1	Academic Term 2	Academic Term 3
2	Academic Term 4	Academic Term 5	Internship

Year 1

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
OR		
MATH 108	Applied Calculus	4.0
PHYS 104	General College Physics 1	4.0
OR		
PHYS 114	Fundamentals of Physics 1	4.0
Total Credits		**19.5**

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 216	Applied Statistics	4.0
OR		
MATH 116	Elementary Statistics	4.0
PHYS 105	General College Physics 2	4.0
OR		
PHYS 115	Fundamentals of Physics 2	4.0
Total Credits		**16.5**

Academic Term 3 (Spring)		Credits
CHEM 231	Organic Chemistry 2	4.0
COMP 156	Computer Concepts	3.0
OR		
ENGL 160	Introduction to Literature	3.0
OR		
MATH 101	Calculus 2	4.0
OR		
MATH 109	Finite Mathematics	4.0
Total Credits		**7.0 - 8.0**

Year 2

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	Biochemistry	4.0
Total Credits		**16.5**

Academic Term 5 (Winter)		Credits
BIOL 203	Microbiology 2	4.0
OR		
CHEM 220	Inorganic Chemistry	4.0
OR		
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
Total Credits		**16.5**

Work Term (Spring/Optional)		Credits
CHEM 290	Laboratory Internship	4.0
OR		
CHEM 291	Co-operative Work Experience 1	6.0
Total Credits		**4.0 - 6.0**

Applied Communication

(The curriculum content of this program is under review for 2011-12. Please contact the Chair of Applied Communication if you have questions about this program.)

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 Year 3 of the Bachelor of Journalism program at Thompson Rivers University — Open Learning, the Bachelor of Applied Journalism at Kwantlen Polytechnic University, and the Bachelor of Arts in Applied Communication at Royal Roads University.

Work-term experience is a mandatory component of this program. To graduate, students must successfully complete a minimum of one internship work term or alternately, with permission of the Co-op Exceptions Committee, one workplace experience term. Students may be required to complete their internship or workplace experience outside of Victoria.

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

In addition to the program outline, 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 Year 1

ACP2 Year 2

Specialization Code(s):

INTN Internship

Admission Requirement(s):

- Submit proof of successful completion of a written English Competency test* administered by Camosun College (English 12 is recommended to complete the test);
- Submit a program questionnaire** provided by Camosun College;
- Submit the results of a keyboarding test showing a minimum of 30 words per minute, net, completed within the last two years; and,
- Successful completion of a computer skills assessment test which demonstrates 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.*

*** Available on our website.*

Program Participation Requirement(s):

- All students must attend a scheduled program information session prior to beginning class.

Eligibility for Internship Work Experience:

- In order to participate in a first work term, students must successfully complete all Year 1 program courses and obtain a GPA of 2.0 (min. 35 credits, minimum grade of "C" in each course), and complete the Workplace Education Prep workshop series (COOP WEP).

Program Completion Requirement(s):

- Students must complete all program courses and achieve an overall cumulative GPA of at least 2.0 plus a minimum of one co-op work term (COMM 101 Internship 1) to graduate with a Diploma in Applied Communication, Internship Designation.

Full-time Schedule

Year	Sept-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

Year 1

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 140	Photography	3.0
COMM 150	Writing 1	2.0
COOP WEP	Workplace Education Prep	0.0
Total Credits		**17.0**

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	2.0
COMM 161	Seminar 1	1.0
COMM 200	Communication Process 2	3.0
Total Credits		**18.0**

Work Term 1 (Spring/Summer)		Credits
COMM 101	Internship 1	3.0
Total Credits		**3.0**

Year 2

Academic Term 3 (Fall)		Credits
BUS 280	Entrepreneurship	3.0
COMM 210	Publishing 3	5.0
COMM 220	Radio 3	5.0
COMM 230	Video 3	5.0
Total Credits		**18.0**

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 2	1.0
COMM 270	Major Portfolio Project	4.0
Total Credits		**15.0**

** The student is required to take only two of these three Advanced Media Production courses. The total credits reflect these options.*

Work Term 2 (Optional)		Credits
COMM 201	Internship 2	3.0
Total Credits		**3.0**

Criminal Justice

The Criminal Justice program offers students two educational options: the Associate of Arts Degree in Criminal Justice and the Diploma in Criminal Justice. Both options provide students with two years of post-secondary education in this field, though typically associate degree students will continue on to a bachelor degree, while diploma students will pursue employment in the field. Both options share common core curricula for the first year of the program. At the completion of Year 1, students can choose the option best meeting their needs. Many of the courses offered in the Criminal Justice program are transferable to a number of Bachelor programs, both within criminology or criminal justice, as well as other related disciplines.

All graduates leave with a broad base of theoretical knowledge, skills, and abilities suitable to a diverse range of entry-level criminal justice positions including: law enforcement (public, military, deputy sheriffs, by-law enforcement, private security); adult, youth and community corrections; victim services; restorative justice; customs border services; and numerous other related opportunities.

While employers recognize both the Associate of Arts Degree and Diploma in Criminal Justice as the education required to access entry-level employment, diploma graduates leave with a skill set that allows them to function in these positions with a reduced need for additional training.

Students who wish to qualify for both the Diploma in Criminal Justice and the Associate of Arts Degree in Criminal Justice may apply 75% of the earned credits of the existing Camosun diploma or associate degree towards the required credits for one additional Camosun diploma or associate degree.

All students are strongly encouraged to attend one of the Criminal Justice information sessions prior to starting their first semester.

Associate of Arts Degree in Criminal Justice

The Associate of Arts Degree in Criminal Justice provides two years of interdisciplinary studies in line with provincially-established associate degree requirements. The program of studies provides a fundamental understanding of law, the justice system, criminology, and issues faced by government, community and practitioners.

The Associate of Arts Degree will be particularly attractive to students wishing to continue on to traditional upper-level studies focusing on theory and research in criminology. It provides all the courses necessary to transfer directly to Year 3 in the Criminology degree program at Simon Fraser University or other justice-related bachelor degree programs. These students will leave with academic skills needed for success in upper-level studies, including the ability to communicate clearly and

appropriately, to think critically, and conduct effective research. Completion of a Bachelor of Criminology provides access to specific career areas such as probation, parole, crime analysis, policy analysis, CSIS intelligence analysis, correctional counselling, immigration, diversion, and evaluation research, as well as supervisory positions within the criminal justice system.

Options at Simon Fraser University

Students can transfer up to a maximum of 60 credits with a minimum overall GPA to be 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 GPAs are strongly recommended as students with higher GPAs register first.

Diploma in Criminal Justice

The Diploma in Criminal Justice prepares students to function as front-line practitioners within the criminal justice field. The applied program provides students with the opportunity to develop knowledge, skills and values necessary to be successful in a broad range of entry-level positions, with a distinct focus on the integration of theory and practice. Course work also provides an understanding of law, policy, and practice as it pertains to criminal justice. The diploma may be accepted at a number of universities; for the transferability of individual courses to BC universities, refer to the BC Transfer Guide online.

Students who earn the diploma will graduate with competencies including effective interpersonal and communication skills, problem solving, basic conflict resolution and mediation, the management of cases, behaviour and emotions, effective interviewing and report writing, and the ability to be reflective practitioners and successful team members.

Academic Advisors are available for help with transfer options.

Work term experience is an optional component of this program. To graduate with a Diploma in Criminal Justice, Internship designation, students must successfully complete 1 work term and maintain a minimum GPA of 3.0.

Length: Two years

Location: Lansdowne Campus

Starting: Fall

Program Code(s):

CJ1 Year 1

CJ2 Year 2

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 10, or Foundations of Math & Precalculus 10, or Applications of Math 11, or Foundations of Math 11, or MATH 053, or MATH 057; **or** "C-" in Principles of Math 11, or Pre-calculus 11; **or** assessment.

Note: *Students can be admitted without having yet met the prerequisite to enrol in the program's math course (MATH 116). Students who* ***do not meet*** the MATH 116 prerequisite at time of admission will need to upgrade their math while in the program by successfully completing MATH 072 or MATH 135 with a "C". Students who ***meet*** the MATH 116 prerequisites at time of admission will not be required to take MATH 072 or MATH 135.

Program Participation Requirement(s):

- All students must meet the prerequisite for Math 116 (Year 2) in the program. Students who do not meet the prerequisite at time of admission will be required to successfully complete MATH 072 or MATH 135 with a "C" before they can enrol in MATH 116 (Year 2). Students who must take MATH 072 or MATH 135 can enrol in it at any time prior to Year 2, but are encouraged to do so in the Spring/Summer term between Years 1 and 2.
- All first-year students are expected to attend the Criminal Justice Program's First-Year Student Orientation. All second-year students must attend a Second-Year Student Orientation. Both First- and Second-Year orientations take place during the first month of classes (September). In addition, all Criminal Justice students are expected to attend any additional program information sessions as necessary.
- The Criminal Justice program is subject to an *Academic Progress Policy*. *(Please consult the department for more information).*

Eligibility for Internship Work Experience:

- In order to participate in the first work term, students must successfully complete ENGL 150 and seven Year 1 program courses in the Criminal Justice program, obtain a GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP).

Program Completion Requirement(s):

- Diploma in Criminal Justice – completion of minimum 61 credits of the stated program content with a minimum GPA of 2.0 ("C").
- Associate of Arts Degree in Criminal Justice – completion of minimum 61 credits of the stated program content with a minimum GPA of 2.0 ("C").

Full-time Schedule

Diploma in Criminal Justice only

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

Associate of Arts Degree in Criminal Justice *and* Diploma in Criminal Justice

The following represents the core courses required of Year 1.

Year 1

Academic Term 1 (Fall)		Credits
CRIM 150	Administration of Justice	3.0
CRIM 154	The Criminal Justice System	3.0
ENGL 150	English Composition	3.0
PSYC 110	Experimental Psychology	3.0
SOC 100	Social Structure & Organization	3.0
Total Credits		**15.0**

Academic Term 2 (Winter)		Credits
CRIM 166	Introduction to Criminology	3.0
CRIM 170	Law & Legal Institutions	3.0
CRIM 188	Issues in Criminal Justice	3.0
PHIL 110	Logic & Critical Thinking	3.0
PSYC 130	Contemporary Issues	3.0
Total Credits		**15.0**

Optional Term (Spring or Summer)		Credits
MATH 072	Advanced Mathematics 1	4.0
OR		
MATH 135	Career Algebra	3.0

Associate of Arts Degree in Criminal Justice

Year 2

Academic Term 3 (Fall)		Credits
CRIM 252	Correctional Services	3.0
CRIM 270	Criminal Law	3.0
ENGL 160	Introduction to Literature	3.0
MATH 116	Elementary Statistics	4.0
Any non-English Humanities elective		3.0
Total Credits		**16.0**

Academic Term 4 (Winter)		Credits
ANTH 250	Forensic Anthropology	3.0
CRIM 254	Youth Offenders & Justice	3.0
OR		
CRIM 274	Law Enforcement	3.0
OR		
CRIM 286	Women and Criminal Justice	3.0
PSYC 201	Research Methods in Psychology	3.0
PSYC 252	Criminal and Deviant Behaviour	3.0
SOC 250	Sociology of Deviance	3.0
Total Credits		**15.0**

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Optional Term (Spring or Summer)		Credits
MATH 072	Advanced Mathematics 1	4.0
OR		
MATH 135	Career Algebra	3.0

Co-op/Internship Options		Credits
COOP WEP	Workplace Education Prep	0.0
ASDG 101	Co-operative Work Experience 1	6.0
OR		
ASDG 102*	Internship Work Experience 1	3.0
ASDG 201	Co-operative Work Experience 2	6.0
OR		
ASDG 202	Internship Work Experience 2	3.0
Total Credits		**6.0 - 12.0**

** Successful completion of both ASDG 101 and ASDG 201 will qualify students for a Co-operative Education designation. Successful completion of only ASDG 101 will qualify students for an Internship designation.-*

Diploma in Criminal Justice

Year 2

Academic Term 3 (Fall)		Credits
CRIM 200	Professional Practice	3.0
CRIM 204	CJ Interpersonal Skills	3.0
CRIM 205	Case Management	3.0
CRIM 252	Correctional Services	3.0
MATH 116	Elementary Statistics	4.0
Total Credits		**16.0**

Academic Term 4 (Winter)		Credits
CRIM 211	CJ Behaviour Management	3.0
CRIM 215	Alt. Justice & Conflict Resolution	3.0
CRIM 270	Criminal Law	3.0
CRIM 254	Youth Offenders & Justice	3.0
OR		
CRIM 274	Law Enforcement	3.0
OR		
CRIM 286	Women & Criminal Justice	3.0
PSYC 201	Research Methods in Psychology	3.0
Total Credits		**15.0**

Work Term 1* (Spring/Summer)		Credits
COOP WEP	Workplace Education Prep	0.0
CRIM 102	Internship Work Experience	3.0
Total Credits		**3.0**

** Work Term 1 is optional and can be taken during any semester after the first year of studies. Because courses in the diploma are offered during the Fall and Winter academic terms and not during the Spring/ Summer semester, it expected that work terms will occur either after the first or after the second year of studies.*

Environmental Technology

The Environmental Technology program, 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 Science, Biology and Geography.

Students may opt to participate in work terms leading to either Co-operative Education or Internship designation. Students participate in classroom, lab, and field trip activities, including a one-week field camp.

The Environmental Technology program has block transfer to the BSc in Environmental Science program at Royal Roads University. It contains 18 courses (minimum) which have academic transfer to most universities.

Environmental Technology Program Centre

This centre, located in Fisher 228, serves as a communication and student work-study hub for the Environmental Technology program. The Environmental Technology program assistant is in regular attendance here and can provide program information to interested people.

Length:

Full time: 24 months

Co-op: 32 months

Internship: 28 months

Location: Lansdowne Campus

Starting: Fall

Program Code(s):

ENVR1 Year 1

ENVR2 Year 2

ENVR3 Year 3

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment;
- Submit proof of "C+" in Principles of Math 12, or Pre-calculus 12, or MATH 093; **or** "C" in MATH 105, or MATH 107, or MATH 115; **or** assessment;
- Submit proof of "C+" in Biology 12, or BIOL 103;
- Submit proof of "C" in Chemistry 12, or CHEM 110; and,
- Submit proof of "C" in Physics 11, or PHYS 101.

Note: *Students without all admission requirements are advised to consult Academic Advising or the Program Chair.*

Eligibility for Co-op/Internship Work Experience:

- Students must complete 72 credits in the program, and/or complete all ENVR courses from the first five academic terms; achieve a minimum cumulative GPA of 3.0; and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.
- To maintain eligibility for subsequent co-op work terms, students must maintain a GPA of 3.0 and complete prior work terms successfully.
- Part-time students wishing to participate in a work term must complete the Workplace Education Prep workshop series (COOP WEP), apply during the fourth academic term, and have their program plan approved by the Program Chair.

Program Completion Requirement(s):

- To qualify for the Diploma in Environmental Technology, students must successfully complete all program requirements and obtain an overall cumulative GPA of at least 2.0.
- To obtain a Diploma in Environmental Technology, Co-operative Education Designation, two (2) co-op work terms must be completed satisfactorily.
- To obtain the Diploma in Environmental Technology Internship Designation, students must complete one (1) work term satisfactorily.

Full-time Schedule

Year	Sept-Dec	Jan-Apr	May-Aug
1	Academic Term 1	Academic Term 2	Academic Term 3
2	Academic Term 4	Academic Term 5	Work Term 1
3	Work Term 2 or Academic Term 6	Work Term 2 or Academic Term 6	Academic Term 7

Year 1

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
Total Credits		**18.0**

Academic Term 2 (Winter)		Credits
ENGL 251	Advanced Communications	3.0
ENVR 103	Environmental Microbiology	2.0
ENVR 107	Physical Geography	3.0
GEOG 210	Map & Air Photo Interpretation	4.0
GEOS 100	Physical Geology	4.0
MATH 216	Applied Statistics	4.0
Total Credits		**20.0**

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
Total Credits		**8.5**

Year 2

Academic Term 4 (Fall)		Credits
BIOL 228	Ecology	4.0
ENVR 140	Fundamentals of 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
Total Credits		**18.0**

Academic Term 5 (Winter)		Credits
CHEM 121	College Chemistry 2	4.0
ENVR 222	Urban & Regional Environments	3.0
ENVR 229	Qualitative Assessment	4.0
ENVR 242	Vertebrate Diversity & Ecology	4.0
MATH 108	Applied Calculus	4.0
Total Credits		**19.0**

Year 3

Academic Term 6 (Fall or Winter)		Credits
CHEM 253	Environmental Chemistry	4.0
ENVR 208A	Research Project Design	1.0
ENVR 240	Environmental GIS Applications	3.0
ENVR 244	Invertebrate Diversity & Ecology	3.0
ENVR 246	Plant Diversity & Ecology	4.0
Total Credits		**15.0**

Academic Term 7 (Spring)		Credits
ENVR 208B	Sustainability Project	5.0
ENVR 209	Waste Management Remediation	3.0
Total Credits		**8.0**

Co-op/Internship Option

COOP WEP	Workplace Education Prep	0.0
ENVR 101	Co-operative Work Experience 1	6.0
AND/OR		
ENVR 201	Co-operative Work Experience 2	6.0
Total Credits		**6.0-12.0**

Music Programs

Jazz Studies, **Music** and **Music Foundations** are offered in partnership with the Victoria Conservatory of Music.

Applications

All applicants must complete two application forms: one specific to Camosun College, and a second specific to the Victoria Conservatory of Music. The Conservatory additionally requests two letters of reference outlining the applicant's musical skills, accomplishments, and suitability for post-secondary study in classical music or jazz.

Registrar of Post-Secondary Programs
Victoria Conservatory of Music
900 Johnson Street
Victoria BC V8V 3N4

Phone: 250-386-5311 (Local 264)
Toll free: 1-866-386-5311 (Local 264)
Fax: 250-386-6602
Email:
postsecondaryregistrar@vcm.bc.ca
Website

Application Deadline: February 28 annually

Applications for 'space available' may be accepted until June 1 annually. All application materials must be received before the candidate is moved to audition. All applications and entrance requirements must be completed by June 15 annually in order to be offered placement for September. Theory upgrade if required must be successfully completed by July 31.

Auditions

Auditions will take place in late March and early April.

All applicants must perform a live (preferred) or recorded audition for first instrument. Audition repertoire should be chosen to best demonstrate the applicant's current level of achievement. Auditions are valid only for the year in which they are taken. A recorded audition is valid if recorded within three months of the date of application.

Live audition is strongly recommended for all candidates within one-day travel of Victoria. Applicants choosing recorded audition should contact VCM prior to submitting recording to receive additional instructions on the content of the recording.

Applicants must attend a personal interview with the Chair of Music and the Department Head for his/her instrument, or include interview answers in the recorded audition.

Program Participation Requirement(s):

- Students must receive a grade of 70% ("B-") or better in core courses in order to satisfy the prerequisite for additional coursework.
- Students who will study and perform upon guitar, bowed string, woodwind, or brass instruments are required to supply and maintain their instrument at optimal performance level. Keyboard, harp and percussion instruments will be provided and maintained by the Victoria Conservatory of Music for study and performance requirements only.
- Students of voice, bowed string, woodwind, and brass instruments are required to make arrangements (both schedule and financial) for collaborative pianists as required by the performance demands of chosen repertoire and individual courses.
- All students must supply appropriate performance attire as demanded by the performance requirements of courses.
- Students are required to obtain, on loan or at their own expense, and use original (not photocopy) music parts and music scores to all repertoire assigned by instructors in individual courses. Some music may be supplied by the instructor, particularly for ensemble courses.
- The performance focus of the program may require students to participate in performances outside regularly scheduled class times. Travel, specialized attire or equipment, or additional fees may be required for some performances. An activity fee may be assessed to support performance opportunities as appropriate for the development of musicians in the program.

Diploma in Jazz Studies

Students may undertake jazz studies with a focus on an instrument of their choosing, subject to availability, studying jazz theory and language, musicianship, classical music history, jazz history, and ensembles. Some students of traditional or world music may find value in the skills of improvisation and an aural tradition in developing their understanding of their chosen musical medium. Upon completion of the Diploma in Jazz Studies, graduates are well prepared to continue post-secondary studies at other institutions such as Vancouver Island University, Capilano University, and the Humber Institute.

Length: Two years

Location: Off Campus
Victoria Conservatory of Music

Starting: Fall

Program Code(s):

JAZZ1 Year 1

JAZZ2 Year 2

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment.
History 11 and 12 are strongly recommended.

AND

- Perform a live or recorded audition.* Contact the Registrar of Post-Secondary Studies at the Victoria Conservatory of

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Music for advice on acceptable and required audition materials. Candidates should:

- prepare three works in contrasting style with or without accompaniment, including one blues and one medium swing standard;
- demonstrate knowledge of major/minor scales and chords through performance and by request of specific elements; and,
- be prepared to read at sight excerpts from the big band literature;

AND all candidates must:

- Pass a written theory entrance exam to a standard of 70% (VCM Rudiments 7 or RCM [Toronto] Grade 2);

** Candidates seeking admission on ethnic instruments or in a medium other than the traditional jazz media should contact the Registrar of Post-Secondary Studies at the Victoria Conservatory of Music for advice on acceptable audition materials. Adjudicators will assess the candidate's ability to interpret melody and improvise over the form of the works presented. If other musicians are involved, the candidate's ability to accompany will be assessed.*

Musicianship:

Aural skills and sight singing may be assessed at the time of audition or prior to the start of the program. Students assessed below the required level in musicianship may be granted admission to Jazz Studies, but will be advised to undertake remedial instruction at their own expense.

Students completing MUSF 121 (Theory and Musicianship 2) with a grade of 70% ("B-") or better on the final exam will not be required to write the Theory Entrance Examination or take the Musicianship Placement Assessment.

Program Completion Requirement(s):

- Keyboard proficiency is a graduation requirement for all students who are not studying keyboard as a first instrument. Students must demonstrate a variety of essential keyboard skills, including technical ability, sight reading, harmonization of simple melodies, accompanying, and repertoire performance of approximately Grade 5 (VCM). Non-keyboard students are advised to undertake study in keyboard as early as possible prior to graduation.
- Students must receive a letter grade corresponding to 70% ("B-") or better in core JAZZ/MUS courses and maintain an overall GPA for all JAZZ/MUS courses (required and elective combined) of 4.0 ("B-") to receive the Diploma in Jazz Studies.

Year 1

Academic Term 1 (Fall)		Credits
ENGL 150	English Composition	3.0
JAZZ 104	First Instrument: Jazz 1	2.0
JAZZ 112	Survey of Jazz History 1	2.0
JAZZ 122	Jazz Musicianship 1	1.0
OR		
MUS 122	Musicianship 1	1.0
JAZZ 124	Jazz Language 1	3.0
JAZZ 134	Jazz Combo and Improvisation 1	1.0
JAZZ 144	Jazz Orchestra 1	2.0
OR		
JAZZ 146	Vocal Jazz Ensemble 1	2.0
MUS 170	Media Skills and Technology 1	1.0
Total Credits		**15.0**

Academic Term 2 (Winter)		Credits
ENGL 160	English Literature	3.0
JAZZ 105	First Instrument: Jazz 2	2.0
JAZZ 113	Survey of Jazz History 2	2.0
JAZZ 123	Jazz Musicianship	1.0
OR		
MUS 123	Musicianship 2	1.0
JAZZ 125	Jazz Language 2	3.0
JAZZ 135	Jazz Combo and Improvisation 2	1.0
JAZZ 145	Jazz Orchestra 2	2.0
OR		
JAZZ 147	Vocal Jazz Ensemble 2	2.0
MUS 171	Media Skills and Technology 2	1.0
Total Credits		**15.0**

Year 2

Academic Term 3 (Fall)		Credits
JAZZ 204	First Instrument: Jazz 3	2.0
JAZZ 212	Survey of Jazz History 3	2.0
JAZZ 222	Jazz Musicianship 3	1.0
OR		
MUS 222	Musicianship 3	1.0
JAZZ 224	Jazz Composition & Arranging 1	3.0
JAZZ 234	Jazz Combo and Improvisation 3	1.0
JAZZ 244	Jazz Orchestra 3	2.0
OR		
JAZZ 246	Vocal Jazz Ensemble 3	2.0
MUS 270	Business of Music 1	1.0
MUS, JAZZ, or non-Music UT electives		3.0
Total Credits		**15.0**

Academic Term 4 (Winter)		Credits
JAZZ 205	First Instrument: Jazz 4	2.0
JAZZ 213	Survey of Jazz History 4	2.0
JAZZ 223	Jazz Musicianship 4	1.0
OR		
MUS 223	Musicianship 4	1.0
JAZZ 225	Jazz Composition & Arranging 2	3.0
JAZZ 235	Jazz Combo and Improvisation 4	1.0
JAZZ 245	Jazz Orchestra 4	2.0
OR		
JAZZ 247	Vocal Jazz Ensemble 4	2.0
MUS 271	Business of Music 2	1.0
MUS, JAZZ, or non-Music UT electives		3.0
Total Credits		**15.0**

Additional Requirement for non-Keyboard Specializations:

JAZZ 227	Jazz Keyboard Skills 4	1.0
OR		
MUS 227	Keyboard Skills 4	1.0

Diploma in Music

The Diploma in Music program is designed for students intending to pursue studies in performance, composition or music education. It ensures that students master the rudiments of their chosen area of study and receive a thorough grounding in the core subjects within the field of music. Students receive intensive one-on-one studio instruction on their chosen instrument with the goals of introducing them to new repertoire and techniques; enhancing their practising skills and technical fluency; and developing excellence in performance. Students may specialize in classical performance or composition.

Students may undertake studies in any of the following instruments: piano, pipe organ, harpsichord, voice, guitar, flute, oboe, clarinet, saxophone, bassoon, horn, trumpet, trombone, tuba, percussion, violin, viola, cello, double bass, or harp. Students also study music theory and harmony, music history, musicianship (aural skills), and participate in ensembles.

Upon completion of the Diploma in Music, graduates are well prepared to continue post-secondary studies at institutions such as the University of Victoria, University of British Columbia, University of Lethbridge, University of Toronto, McGill University and others; and in some cases to begin to develop a professional music career.

Students with a particular aptitude for performance or teaching may consider completing certification for AVCM (Associate, Victoria Conservatory of Music). See Registrar of Post-Secondary Programs of the Victoria Conservatory of Music for full AVCM details.

Length: Two years

Location: Off Campus
Victoria Conservatory of Music

Starting: Fall

Program Code(s):

MUSIC1 Year 1

MUSIC2 Year 2

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment. *History 12 is strongly recommended*;
- attend a personal interview with the Chair of Music and the Department Head for your instrument; and,
- Be prepared to read at sight.

AND

- All applicants for **First Instrument Classical** must perform a live or recorded audition*

  OR

  All applicants for **Composition** are required to submit:

  - a list of completed compositions;
  - a list of performances of their music;
  - three scores, with recordings if possible; and,
  - must demonstrate achievement on a principal instrument or voice through a brief audition of *two* selections, following the guidelines outlined here;

AND all candidates must:

- Pass a written theory entrance exam to a standard of 70% (VCM Rudiments 7 or RCM [Toronto] Grade 2).

** Contact the Registrar of Post-Secondary Studies at the Victoria Conservatory of Music for advice on acceptable and required audition materials. Prepare two or more contrasting works. See below for requirements for specific instruments.*

Musicianship:

Aural skills and sight singing may be assessed at the time of audition or prior to the start of the program. Students assessed below the required level in musicianship may be granted admission to Music, but will be advised to undertake remedial instruction at their own expense.

Students completing MUSF 121 (Theory and Musicianship 2) with a grade of 70% ("B-") or better on the final exam will not be required to write the Theory Entrance Examination or take the Musicianship Placement Assessment.

Lists of representative repertoire are available on request.

Piano, Pipe Organ, Harpsichord: Two or more contrasting works from the standard keyboard repertoire (Baroque, Classical, Romantic, post-1900). Jazz or popular selections are not acceptable.

Voice: Two or more contrasting pieces from the standard classical vocal repertoire (art songs, Lieder, arias, etc.) only, performed with piano as required by the score.

Guitar: Two or more contrasting works from the standard classical repertoire. Auditions must be played on a standard classical (nylon-strung) guitar.

Woodwinds and Brass: Two or more complete contrasting works from the standard classical repertoire, performed with piano as required by the score: only one unaccompanied solo work is permitted.

Percussion: Two or more complete solo works in total, selected from the repertoire for two of the following instruments: timpani, keyboard percussion, snare drum. Instruments will be provided for the audition.

Violin, Viola, Cello, Double Bass: Two or more complete contrasting works from the standard classical repertoire, performed with piano as required by the score: only one unaccompanied solo work is permitted.

Harp: Two or more complete contrasting works from the standard classical repertoire.

Program Completion Requirement(s):

- Keyboard proficiency is a graduation requirement for all students who are not studying keyboard as a first instrument. Students must demonstrate a variety of essential keyboard skills, including technical ability, sight reading, harmonization of simple melodies, accompanying, and repertoire performance of approximately Grade 5 (VCM). Non-keyboard students are advised to undertake study in keyboard as early as possible prior to graduation.
- Students must receive a letter grade corresponding to 70% ("B-") or better in core MUS courses and maintain an overall GPA for all JAZZ/MUS courses (required and elective combined) of 4.0 ("B-") to receive the Diploma in Music.

Year 1

Academic Term 1 (Fall)		Credits
ENGL 150	English Composition	3.0
MUS 100	First Instrument: Classical 1	3.0
MUS 110	Music History 1	3.0
MUS 120	Harmony 1	3.0
MUS 122	Musicianship 1	1.0
One (1) of:		
MUS 140	Chamber Orchestra 1	2.0
MUS 142	Conservatory Chorale 1	2.0
MUS 146	Wind Ensemble 1	2.0
Total Credits		**15.0**

Academic Term 2 (Winter)		Credits
ENGL 160	English Literature	3.0
MUS 101	First Instrument: Classical 2	3.0
MUS 111	Music History 2	3.0
MUS 121	Harmony 2	3.0
MUS 123	Musicianship 2	1.0
One (1) of:		
MUS 141	Chamber Orchestra 2	2.0
MUS 143	Conservatory Chorale 2	2.0
MUS 147	Wind Ensemble 2	2.0
Total Credits		**15.0**

First Instrument Studies, Composition Major

Taken in lieu of MUS 100 and MUS 101

MUS 102	First Instrument: Composers 1	2.0
MUS 106	Composition Study 1	2.0
MUS 103	First Instrument: Composers 2	2.0
MUS 107	Composition Study 2	2.0
Year 1 Total Credits		**32.0**

Year 2

Academic Term 3 (Fall)		Credits
MUS 200	First Instrument: Classical 3	3.0
MUS 210	Music History 3	3.0
MUS 220	Harmony 3	3.0
MUS 222	Musicianship 3	1.0
MUS, JAZZ or non-Music UT electives*		3.0
One (1) of:		
MUS 240	Chamber Orchestra 3	2.0
MUS 242	Conservatory Chorale 3	2.0
MUS 246	Wind Ensemble 3	2.0
Total Credits		**15.0**

Academic Term 4 (Winter)		Credits
MUS 201	First Instrument: Classical 4	3.0
MUS 211	Music History 4	3.0
MUS 221	Harmony 4	3.0
MUS 223	Musicianship 4	1.0
MUS, JAZZ or non-Music UT electives*		3.0
One (1) of:		
MUS 241	Chamber Orchestra 4	2.0
MUS 243	Conservatory Chorale 4	2.0
MUS 247	Wind Ensemble 4	2.0
Total Credits		**15.0**

First Instrument Studies, Composition Specialization

Taken in lieu of MUS 200 and MUS 201:

MUS 202	First Instrument: Composers 3	2.0
MUS 203	First Instrument: Composers 4	2.0
MUS 206	Composition Study 3	2.0
MUS 207	Composition Study 4	2.0
Year 2 Total Credits		**32.0**

Additional required course for Voice, Strings, Woodwinds, Brass, Percussion, Guitar and Composition specialists for those whose first instrument is not Keyboard

MUS 227	Keyboard Skills 4	1.0

Elective Options:

JAZZ 112	Survey of Jazz History 1	2.0
JAZZ 113	Survey of Jazz History 2	2.0
JAZZ 124	Jazz Language 1	3.0
JAZZ 125	Jazz Language 2	3.0
JAZZ 146	Vocal Jazz Ensemble 1	2.0
JAZZ 147	Vocal Jazz Ensemble 2	2.0
JAZZ 246	Vocal Jazz Ensemble 3	2.0
JAZZ 247	Vocal Jazz Ensemble 4	2.0
MUS 126	Keyboard Skills 1	1.0
MUS 127	Keyboard Skills 2	1.0
MUS 130	Chamber Music 1	1.0
MUS 131	Chamber Music 2	1.0
MUS 132	Collaborative Piano 1	1.0
MUS 133	Collaborative Piano 2	1.0
JAZZ 134	Jazz Combo and Improvisation 1	1.0
JAZZ 135	Jazz Combo and Improvisation 2	1.0
MUS 140	Chamber Orchestra 1	2.0
MUS 141	Chamber Orchestra 2	2.0
MUS 142	Conservatory Chorale 1	2.0
MUS 143	Conservatory Chorale 2	2.0
JAZZ 144	Jazz Orchestra 1	2.0
JAZZ 145	Jazz Orchestra 2	2.0
MUS 146	Wind Ensemble 1	2.0
MUS 147	Wind Ensemble 2	2.0
MUS 150**	Flute Pedagogy & Literature 1	2.0
MUS 151**	Flute Pedagogy & Literature 2	2.0
MUS 152	Piano Pedagogy & Literature 1	2.0
MUS 153	Piano Pedagogy & Literature 2	2.0
MUS 154*	Strings Pedagogy/Literature 1	2.0
MUS 155*	Strings Pedagogy/Literature 2	2.0
MUS 156	Voice Pedagogy & Literature 1	2.0
MUS 157	Voice Pedagogy & Literature 2	2.0
MUS 160*	Italian Diction 1	1.0
MUS 161*	Italian Diction 2	1.0

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MUS 162*	Drama and Movement 1	1.0
MUS 163*	Drama and Movement 2	1.0
MUS 170	Media Skills and Technology 1	1.0
MUS 171	Media Skills and Technology 2	1.0
MUS 172	Post-1900 Score Study 1	1.0
MUS 173	Post-1900 Score Study 2	1.0
MUS 208	AVCM Recital 1	1.0
MUS 209	AVCM Recital 2	1.0
JAZZ 212	Survey of Jazz History 3	2.0
JAZZ 213	Survey of Jazz History 4	2.0
JAZZ 224	Jazz Composition & Arranging 1	3.0
JAZZ 225	Jazz Composition & Arranging 2	3.0
MUS 226	Keyboard Skills 3	1.0
MUS 227	Keyboard Skills 4	1.0
MUS 228	AVCM Theory Enrichment 1	1.0
MUS 229	AVCM Theory Enrichment 2	1.0
MUS 230	Chamber Music 3	1.0
MUS 231	Chamber Music 4	1.0
MUS 232	Collaborative Piano 3	1.0
MUS 233	Collaborative Piano 4	1.0
JAZZ 234	Jazz Combo and Improvisation 3	1.0
JAZZ 235	Jazz Combo and Improvisation 4	1.0
MUS 240	Chamber Orchestra 3	2.0
MUS 241	Chamber Orchestra 4	2.0
MUS 242	Conservatory Chorale 3	2.0
MUS 243	Conservatory Chorale 4	2.0
JAZZ 244	Jazz Orchestra 3	2.0
JAZZ 245	Jazz Orchestra 4	2.0
MUS 246	Wind Ensemble 3	2.0
MUS 247	Wind Ensemble 4	2.0
MUS 250**	Flute Pedagogy & Literature 3	2.0
MUS 251**	Flute Pedagogy & Literature 4	2.0
MUS 252	Piano Pedagogy & Literature 3	2.0
MUS 253	Piano Pedagogy & Literature 4	2.0
MUS 254*	Strings Pedagogy/Literature 3	2.0
MUS 255*	Strings Pedagogy/Literature 4	2.0
MUS 256	Voice Pedagogy & Literature 3	2.0
MUS 257	Voice Pedagogy & Literature 4	2.0
MUS 260*	French Diction	1.0
MUS 261*	German Diction	1.0
MUS 270	Business of Music 1	1.0
MUS 271	Business of Music 2	1.0
MUS 272	Post-1900 Score Study 3	1.0
MUS 273	Post-1900 Score Study 4	1.0
MUS 274	Conducting 1	1.0
MUS 275	Conducting 2	1.0

** Offered in alternate years; subject to minimum enrolment.*

*** Offered on a rotating schedule, subject to minimum class enrolments. Students may enter at any point in the cycle.*

Certificate in Music Foundations

Music Foundations is designed for students intending to pursue further studies in music at the post-secondary level. The program ensures that students master the rudiments of their chosen area of study and receive a thorough grounding in the core subjects within the field of music. Students receive intensive one-on-one studio instruction on their chosen instrument with the goals of introducing them to new repertoire; enhancing their practicing skills and technical fluency; and developing excellence in performance.

Students may choose jazz studies through vocal or instrumental jazz performance or classical performance studies on any of the following instruments: piano, pipe organ, harpsichord, voice, guitar, flute, oboe, clarinet, saxophone, bassoon, horn, trumpet, trombone, tuba, percussion, violin, viola, cello, double bass, or harp. Students also study music theory, music history, musicianship (aural skills), and participate in ensembles.

Upon completion of the Certificate in Music Foundations, graduates are well prepared to enter either the Diploma in Music or Diploma in Jazz Studies programs. MUS/JAZZ courses taken as a part of the certificate program can be applied to the Diploma in Music or Diploma in Jazz Studies at Camosun College.

Length: Eight months

Location: Off Campus
Victoria Conservatory of Music

Starting: Fall

Program Code(s): MUSF

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment. *History 12 is strongly recommended*;

AND

- Demonstrate knowledge of major/minor scales and chords through performance and by request of specific elements;
- Be prepared to read at sight (for Jazz students excerpts from the big band literature are used);
- Perform a live or recorded audition: contact the Registrar of Post-Secondary Studies at the Victoria Conservatory of Music for advice on acceptable and required audition materials; and,
- **Classical Performance:** See the Diploma in Music program for details on audition requirements for individual instruments. Lists of representative repertoire are available on request;

  OR

- **Jazz:** Prepare three works in contrasting style with or without accompaniment, including one blues and one medium swing standard. Candidates seeking admission on ethnic instruments or in a medium other than the traditional jazz media should contact the Registrar of Post-Secondary Studies at the Victoria Conservatory of Music for advice on acceptable audition materials. Adjudicators will assess the candidate's ability to interpret melody and improvise over the form of the works presented. If other musicians are involved, the candidate's ability to accompany will be assessed.

Program Completion Requirement(s):

- Students must receive a letter grade corresponding to 70% ("B-") or better in core MUS/JAZZ/MUSF courses and maintain an overall GPA for all JAZZ/MUS/MUSF courses (required and elective combined) of 4.0 ("B-") to receive the Certificate in Music Foundations.

Academic Term 1 (Fall)		**Credits**
ENGL 150	English Composition	3.0
MUSF 100	Instr. Foundations Classical 1	2.0
OR		
MUSF 102	Instrument Foundations Jazz 1	2.0
MUS 115	Survey of Western Music	3.0
MUSF 120	Theory and Musicianship 1	3.0
MUS, JAZZ or non-Music UT electives*		3.0
One (1) of:		
MUS 140	Chamber Orchestra 1	2.0
MUS 142	Conservatory Chorale 1	2.0
MUS 146	Wind Ensemble 1	2.0
JAZZ 144	Jazz Orchestra 1	2.0
JAZZ 146	Vocal Jazz Ensemble 1	2.0
Total Credits		**16.0**

Academic Term 2 (Winter)		**Credits**
ENGL 160	Introduction to Literature	3.0
MUSF 101	Instr. Foundations Classical 2	2.0
OR		
MUSF 103	Instrument Foundations Jazz 2	2.0
MUSF 121	Theory and Musicianship 2	3.0
MUS, JAZZ or non-Music UT electives*		6.0
One (1) of:		
MUS 141	Chamber Orchestra 2	2.0
MUS 143	Conservatory Chorale 2	2.0
MUS 147	Wind Ensemble 2	2.0
JAZZ 145	Jazz Orchestra 1	2.0
JAZZ 147	Vocal Jazz Ensemble 2	2.0
Total Credits		**16.0**

**** Elective Options:***

Subject to space available after registration of students in Diploma in Music and Diploma in Jazz Studies.

JAZZ 112	Survey of Jazz History 1	2.0
JAZZ 113	Survey of Jazz History 2	2.0
JAZZ 124	Jazz Language 1	3.0
JAZZ 125	Jazz Language 2	3.0
MUS 126	Keyboard Skills 1	1.0
MUS 127	Keyboard Skills 2	1.0
MUS 130	Chamber Music 1	1.0
MUS 131	Chamber Music 2	1.0
MUS 132	Collaborative Piano 1	1.0
MUS 133	Collaborative Piano 2	1.0
JAZZ 134	Jazz Combo and Improvisation 1	1.0
JAZZ 135	Jazz Combo and Improvisation 2	1.0
MUS 140	Chamber Orchestra 1	2.0
MUS 141	Chamber Orchestra 2	2.0
MUS 142	Conservatory Chorale 1	2.0
MUS 143	Conservatory Chorale 2	2.0
JAZZ 144	Jazz Orchestra 1	2.0
JAZZ 145	Jazz Orchestra 2	2.0
JAZZ 146	Vocal Jazz Ensemble 1	2.0
JAZZ 147	Vocal Jazz Ensemble 2	2.0
MUS 146	Wind Ensemble 1	2.0
MUS 147	Wind Ensemble 2	2.0
MUS 160*	Italian Diction 1	1.0
MUS 161*	Italian Diction 2	1.0
MUS 162*	Drama/Movement 1	1.0
MUS 163*	Drama/Movement 2	1.0
MUS 170	Media Skills and Technology 1	1.0
MUS 171	Media Skills and Technology 2	1.0
MUS 226	Keyboard Skills 3	1.0
MUS 227	Keyboard Skills 4	1.0
MUS 260*	French Diction	1.0
MUS 261*	German Diction	1.0

** Offered in alternate years; subject to minimum enrolment.*

Visual Arts

This program of full-time study offers the individual a comprehensive education in visual arts. Year 1 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 Year 2 level, the student continues exploration and design with particular emphasis directed towards contemporary concepts and media, and is also obliged to establish an in-depth program of personal research. At the conclusion of the program, students are enabled to build a portfolio that illustrates competence and achievement to prospective clients and employers, and/or indicates their growth potential to institutes of advanced study.

Program graduates are currently employed as animators, filmmakers, potters, museum and gallery personnel, art studio technicians, costume designers, painters, etc., and many are enrolled or have completed further studies at university (BEd, BA, BFA programs) and art colleges across Canada. Students planning to transfer to a university degree program should consult with an Academic Advisor, program faculty or the university to which they plan to transfer in order to discuss additional academic course requirements.

In addition to the program outline below, ART 290 — Independent Studies, is offered for additional study (see course descriptions and academic policies). This is open to graduates of the Visual Arts program and to those who possess an equivalent diploma, degree, or field experience. Apply for ART 290 through the Visual Arts department.

Note: The department offers a variety of university transfer courses for students who have an interest in taking art and art history courses on a part-time basis. ART 100, 101, 106, 150, 170, 175, 180, and 190 are university transfer courses, generally offered in the evening.

Length: Two years

Location: Lansdowne Campus

Starting: Fall

Program Code(s):

VISART1 Year 1

VISART2 Year 2

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and
- Mandatory attendance at an information session; and,
- Submission of portfolio* consisting of 20 selective works indicating an interest in art such as drawings, paintings etc. Submit slides, photographs, or print outs of larger pieces or sculptural work. (Details about portfolio submission will be provided, or consult our website).

** Camosun's ART 100 or ART 106 with a "C" grade or higher are alternatives to submitting a portfolio.*

Note: *Acceptance of transfer students from other post-secondary Art programs is at the discretion and approval of the department.*

Program Participation Requirement(s):

- Because of the way each succeeding term in the program builds upon skills and concepts developed or refined in courses in the preceding term, students receiving less than a "C" grade in any course are not permitted to continue their studies in the Visual Arts program but may reapply for admission to the next appropriate intake and only if there is a seat available.

Program Completion Requirement(s):

- Students must complete all program courses and achieve an overall cumulative GPA of at least 2.0 in order to qualify for the Diploma in Visual Arts.

Year 1

Academic Term 1 (Fall)		Credits
ART 120	Visual Foundations 2D Design	3.0
ART 122	Drawing and Painting 1	3.0
ART 128	Graphic Design Foundations	3.0
ART 140	Visual Foundations 3D Design	3.0
ART 180	Modern Art History	3.0
Total Credits		**15.0**

Academic Term 2 (Winter)		Credits
ART 123	Drawing and Painting 2	3.0
ART 124	Printmaking	3.0
ART 142	Sculpture	3.0
ART 144	Ceramics	3.0
ART 160	Intermedia	3.0
Total Credits		**15.0**

Year 2

Academic Term 3 (Fall)		Credits
ART 240	Studio Concentration 3D 1	3.0
ART 241	Studio Concentration 3D 2	3.0
ART 264	Creative Photography 1	3.0
ART 266	Filmmaking and Animation 1	3.0
ART 280	Contemporary Art Critique 1	3.0
Total Credits		**15.0**

Academic Term 4 (Winter)		Credits
ART 220	Studio Concentration 2D 1	3.0
ART 221	Studio Concentration 2D 2	3.0
ART 265	Creative Photography 2	3.0
ART 267	Filmmaking and Animation 2	3.0
ART 281	Contemporary Art Critique 2	3.0
Total Credits		**15.0**

Advanced Certificate Program

Childhood Developmental Psychopathology

(The curriculum content of this program is under review for 2011-12. Please contact the Chair of Psychology if you have questions about this program.)

The Advanced Certificate in Childhood Developmental Psychology is designed for three target groups: professionals (teachers, therapists, health professionals) and paraprofessionals (student assistants) who want to augment their skills and learn more about the current research and applications in childhood developmental psychopathology; students who have completed a career program such as Community Support and Education Assistant, Indigenous Family Support *(formerly First Nations Family Support Worker)* or Community, Family and Child Studies; and, parents.

The program is designed to teach students theory, research and application related to the assessment, diagnosis and treatment of a variety of psychological disorders in childhood and adolescence, with an in-depth focus on those disorders most encountered in the education field. Special focus will be placed on the following designations:

- Communication and learning disabilities
- Externalizing behaviour disorders, including ADD/ADHD (attention deficit with or without hyperactivity) and ODD/Conduct Disorders (oppositional defiance disorders)
- Pervasive Developmental Disorders (special focus on Autism Spectrum Disorders)

Each course is based on the equivalent of 42 hours of instructional time. Courses are scheduled in late afternoons or evenings, to accommodate interested students currently working in the field. Placement for practicum may be aided by a student's prior experience working with children who have special developmental needs. Students with prior experience in working with children and adolescents who experience atypical psychological development may have a field placement in mind when completing the practicum component of the program. Efforts will be made to place students in familiar workplaces.

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Graduates of the program will have acquired the knowledge and skills to understand contributing factors of childhood disorders along with specific pedagogical techniques needed to effect positive change in children with these designations, especially those between the ages of five and nineteen.

Students will have been prepared to examine psychological perspectives such as biological, psychological and social influences associated with designations 1-3 and describe treatment applications such as pharmacological, cognitive-behavioural, interpersonal, and individualized education programs.

Length: 10 months

Location: Lansdowne Campus

Starting: Winter

Program Code(s): CDP

Admission Requirement(s):

- Submit proof of successful completion of a bachelor, associate degree, diploma or certificate (of a minimum duration of six months) from a recognized post-secondary institution; **or** permission of department Chair; and,
- Submit proof of satisfactory completion of PSYC 110 **and** any first- or second-year UT psychology course (PSYC 150 recommended).

Program Participation Requirement(s):

- For the practicum portion of the program, students will be expected to meet the School District or organization's criteria, such as TB test or a current criminal record check. It is the responsibility of the student to ensure that all such requirements are met prior to the second semester of the program.

Program Completion Requirement(s):

- Students must achieve a GPA of 2.0 ("C") or higher in PSYC 261, PSYC 262 and successfully complete of PSYC 263, to be eligible for an Advanced Certificate in Childhood Developmental Psychopathology.
- The program must be completed within two years.

Courses		Credits
PSYC 261	Childhood Disorders: Analysis	3.0
PSYC 262	Childhood Disorders: Treatment	3.0
PSYC 263	Psychopathology Practicum	4.0

Certificate Program

Archaeological Field Assistant

The primary goal of this program is to prepare individuals for employment in the Cultural Resource Management industry as archaeological field assistants or for work in other resource inventory jobs where there is demand for trained individuals. The intended population consists of Associate Degree (AD) and Indigenous Studies (IST) students from Camosun, individuals with undergraduate and graduate degrees, or Aboriginal individuals who work with archaeological consulting for their bands, or realtors and anyone with an interest in archaeology or the practicalities of the British Columbia Heritage Conservation Act. This certificate program will complement other credentials such as a BA or Associate Degree and should not be seen as a certificate ensuring employment as a field assistant in and of itself.

The program content is delivered in seminars, labs, hands-on field training, and interaction with guest speakers from Aboriginal communities and archaeological consulting companies. Students will be introduced to the BC Heritage Conservation Act and its practical applications and implications, Aboriginal traditional heritage management of cultural resources, basic archaeological resource field inventory skills, artifact cataloguing and description, and basic field safety, including "Bear Aware" training.

The program is offered over a multi-weekend period for a total of 80 contact hours. The training will include several day-long modules taught on and off campus and one weekend field excursion.

Length: One month

Location: Lansdowne Campus

Starting: Spring

Program Code(s): AFA

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment.

Program Participation Requirement(s):

- Students must be physically fit, be able to perform routine archaeological duties, and be prepared to work outdoors in all weather conditions. Field components of this program are physically demanding. Appropriate footwear and rain gear is necessary;
- Full participation every day of the program is a requirement; and,
- The participant must purchase a basic toolkit specified by the instructor.

Program Completion Requirement(s):

- Students must achieve a "COM" or "DST" in ARCH 190 to qualify for a Certificate in Archaeological Field Assistant.

Course		Credits
ARCH 190	Archaeological Field Assistant	2.0

School of Arts & Science Faculty Listing

Applied Chemistry and Biotechnology

Chair: Blair Surridge
Phone: 250-370-3438

Doran, Jamie, BSc, PhD
Khalifa, Nasr, BSc, PhD
Lee, Larry, BSc, PhD
Meanwell, Neil, BSc, PhD
Surridge, Blair, BSc, MSc

Applied Communication

Chair: Andrew Bryce
Phone: 250-370-3394

Bryce, Andrew, BA, DCA
Caswell, Rick, BA, BDes, CGD
Fernyhough, Lois, BA, MA, Dipl. Comm
O'Hare, Kim, BA, MEd
Stringer, Mitch

Biology

Chair: Larry Anthony
Phone: 250-370-3388

Anthony, Larry, BSc, PhD
Bergeron, Dominic, BSc, MSc, PhD
Blundon, David, BSc, MSc, PhD
Dehalt, Annette, BEd, BSc, MSc
Giuliani, Jennifer, BSc, MSc
Hulbert, William, BSc, MSc, PhD
Hunter, Peggy, BSc, MSc
Mace, Thomas, BSc, MSc, PhD
MacRae, Donald, BSc, MSc, PhD
Mason, Rosemary, BSc, MSc
Molnar, Charlie, BSc, BEd, MSc
Nevado, Thuy, BSc, MSc
Raju, David , BSc, BEd, MEd
Scotten, Linda, BA, Dip. T, RT, ART
Vawda, Ahmed, BSc, MSc, PhD

Chemistry and Geoscience

Chair: Nasr Khalifa
Phone: 250-370-3201

Donneke, Daniel, BSc, MSc, PhD
Doran, Jamie, BSc, PhD
Hamilton, Tark, BSc, AM, PhD
Khalifa, Nasr, BSc, PhD
Lee, Larry, BSc, PhD
Li, Diana, BSc, MSc
Meanwell, Neil, BSc, PhD
Surridge, Blair, BSc, MSc

Criminal Justice

Chair: Kelli Moorhouse
Phone: 250-370-3335

Moorhouse, Kelli, BA, MSW, MA
Young, Brian, BA, LL.B.

English

Chair: Maureen Niwa
Phone: 250-370-3123

Bland, Thom, BA, Dip. Ed., MA
Brooks, Nigel, BA, MA, PhD
Callin, Tim, BA, MA, PhD
Chamberlain, Tim, BA, MA, Teach. Cert.
Doherty, Janet, MA
Dumonceaux, Ann, BSc, BEd, BA, MA, PhD
Elmquist, Laurie, BA, BEd, MA
Fertile, Candace, BA, MA, PhD
Gamache, Paul, BA, BEd, MA
Gascoyne, Deborah, BA, BEd, MA
Iribarne, Jeanne, BA, MA, PhD
Kerins, Kristine, BA, MA
Kess, Anita, BA, MA, Dip. Appl. Ling.
Kirchner, Christine, BA, MA, Dip. Appl. Ling.
Mehta, Raj, BA, MA
Niwa, Maureen, BA, Dip. FA, MA, PhD
Pitman, Kelly, BA, MA
Sexton, James, BA, MA, D.A., PhD
Todd, Thea, BA, MA, PhD
Walker, Moira, BA, MA
Welch, Bronwen, BA, MA
Wellburn, Kate, BA, MA

Environmental Technology

Chair: Steve Gormican
Phone: 250-370-3423

Ayles, Chris, BSc, MSc
Blundon, David, BSc, MSc, PhD
Colangeli, Anna, BSc, MSc, PhD
Dehalt, Annette, BEd, BSc, MSc
Gormican, Steve, BSc, MSc
Jarrett, Patricia, BSc, MSc

Humanities

Chair: Paula Young
Phone: 250-370-3360

Augeard, Brigitte, D.E.U.G., Lic. ES-lettres, Dip. Grandes Ecoles, Teach. Cert.
Bannikoff, Sandy, BA, MA
Bolt, Clarence, BA, MA
Fukushima, Masayuki, BA, MA
Hannant, Larry, BA, MA, PhD
Johnston, Susan, BA, MA
Noel, Justine, BA, MA, PhD
Shelstad, Megan, BA, MA
Shirley, Karen, BA, MA
Sun, Ying, BA, MEd
Young, Paula, BA, MA

Math

Chair: Peggy Tilley
Phone: 250-370-3502

Ballinger, George, BSc, M.Math, PhD
Bergerud, Daniel, BSc, MSc, PhD
Britton, Jill, BSc, BEd, M.T.M.
Cazelais, Gilles, BSc, MSc
Chen, Susan, BSc, MSc
Lai, Raymond, BSc, PhD
Marsden, Nicholas, BSc, MA
Matthews, Wayne, BSc, MSc, Teach. Cert.
Odgers, Christopher, BSc, MSc
Salloum, Geoffrey, BSc, M.Math
Tilley, Peggy, BSc, MSc, M.Math
Toporowski, Stan, BSc, MSc
Verjinschi, Bogdan, BSc, MSc
Wrean, Patricia, BSc, PhD

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Music

(In association with the Victoria Conservatory of Music)

Chair: Mary C.J. Byrne
Phone: 250-386-5311 ext. 257

Attrot, Ingrid, AVCM, ARCT
Brown, Stephen, ARCT
Byrne, Mary, BMus, MMus, PhD
Clements, Gord, BMus, MMus
Holliston, Robert, AVCM
Syer, Jamie, BMus, MMus, MMA, DMA
Wood, Winifred Scott, ARAM, LRSM, ATCM, AMM

Physics and Astronomy

Chair: Nancy Luick
Phone: 250-370-3515

Alexander, Julie, BSc, MSc, PhD
Luick, Nancy, BSc, MSc
Nelson, Edgar, BSc, PhD
Nemec, James, BSc, MSc, PhD
Nienaber, Wilfred, BSc, MSc, PhD
Ploughman, Elizabeth, BSc, MSc
Sedlock, Robert, BSc, MSc

Psychology

Chair: Judy Caldwell
Phone: 250-370-3198

Caldwell, Judy, BA, MA, PhD
Chan, Grace, BA, MA
Gantly, Katrina, BA, MA
Iacobucci, Denise, BA, MA
Lenihan, Bev, BEd, MA
Reagan, David, MA, EdD
Tonks, Randal, BA, MA, PhD
van Alderwegen, Anneke, BSc, MA
Wong, Bill, BA, MA, PhD

Social Sciences

Chair: Chris Ayles
Phone: 250-370-3393

Adu-Febiri, Francis, BA, MA, PhD
Ayles, Chris, BSc, MSc
Brady, Paul, BA, MA, PhD
Clark, Brenda, BA, MA
Elkin, Tim, BSc, M.C.D., MSc, PhD
Guelke, Karoline, BA, MA
Henin, Bernard, BSc, MA, PhD
Ipe, Alex, BA, MA, PhD
Jarrett, Patricia, BSc, MSc
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
Yee, Francis, BA, MA, PhD

Visual Arts

Chair: Judie Price
Phone: 250-370-3385

Boehme, John, BFA, MFA
Hoh, Joseph, BFA, MFA
Petays, Brenda, BFA, MFA
Price, Judith, B.ID, BFA, MFA
Stanbridge, Ralph, MFA
Yakimoski, Nancy, BA, MA

School of Business

Administration

Website
Email: sofbus@camosun.bc.ca

Phone: 250-370-4565
Fax: 250-370-4104

Dean:
Joan Yates, BA,CPR, APR, MEd

Associate Dean:
Ian Humphries, BBA, MBA

Assistant to the Dean:
Sherri Nisbet

Continuing Education
Phone: 250-370-4565
Fax: 250-370-4104

Program Coordinators:
Elaine Paterson, MA, CPP, CPCC
Karen Giffon, MA, CPP, Cert. Bus, Cert. Con. Res., AA
Patricia Larose, CPP

School Statement

At Camosun College's School of Business, our mission is to help you develop the knowledge, skills and values necessary to succeed in a changing business world.

Our programs are designed with you and your future in mind, providing flexible learning options that work for you and that find you work when you're done. We focus on the practical as well as the theoretical applications of what you learn to give you skills in demand and many are designed to ladder into other programs, degrees or professional designations.

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, Mission and Shared Values

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. For a full version of the School of Business Vision, Mission, and Shared Values, click here.

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.

Camosun DECA

Camosun DECA is a student business club which prepares its members for challenging, rewarding careers in marketing, finance, hospitality and management. Participating in local and international business-related competitions helps hone business skills while providing networking opportunities. Club members also volunteer at local events, organize fundraising activities, participate in leadership seminars and competitions. See our website for more information.

Dean's Honour Roll

The Dean's Honour Roll recognizes the outstanding academic achievement of students enrolled in full-time Camosun College programs. Students enrolled in 12 credits or higher in a term, and who achieve a GPA of 8.0 or higher, will have this noted on their official transcript.

Professional Values

In the School of Business our students, staff and faculty demonstrate the following professional values: accountability, integrity, responsibility, respect, professional behaviour, professional attitude, adaptability, continuous learning, teamwork, and confidentiality. To view the full description, click here.

New Student Orientation

New business students will be taking over Interurban on September 1 as they tour the campus getting to know their instructors and fellow students. This is a great opportunity for the new students to buy their textbooks early, get their student ID and bus pass ready for their first day, and be all-around prepared for their start the following week.

Standards of Academic Progress

The School of Business, in conjunction with students, is responsible for providing academic, career and personal counselling as well as program orientation to help students progress toward their educational goals.

For your support we have developed personal learning plans (PLP) for each program area to assist you in course planning and to ensure reasonable progress through the program.

Course outlines are provided by instructors for every course at the beginning of each semester and describe the work and activities on which your final mark will be based.

Satisfactory progress requires that a student maintain a minimum grade point average (GPA) of 2.0 ("C") each semester. When academic progress is unsatisfactory, appropriate intervention will occur. The Camosun College Academic Progress Policy applies to all students. For more information, click here.

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.

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.

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Business Programs & Credentials

Degree Programs

Bachelor of Business Administration — Accounting Major

- *Bachelor of Business Administration — Accounting Major*
- *Bachelor of Business Administration — Accounting Major, Co-operative Education Designation*
- *Bachelor of Business Administration — Accounting Major, Internship Designation*

Bachelor of Business Administration — Human Resource Management & Leadership Major

- *Bachelor of Business Administration — Human Resource Management & Leadership Major*
- *Bachelor of Business Administration — Human Resource Management & Leadership Major, Co-operative Education Designation*
- *Bachelor of Business Administration — Human Resource Management & Leadership Major, Internship Designation*

Bachelor of Business Administration — Marketing Communications Management Major

- *Bachelor of Business Administration — Marketing Communications Management Major*
- *Bachelor of Business Administration — Marketing Communications Management Major, Co-operative Education Designation*
- *Bachelor of Business Administration — Marketing Communications Management Major, Internship Designation*

Advanced Diploma Programs

Golf Operations

- *Advanced Diploma in Golf Operations*
- *Advanced Diploma in Golf Operations, Internship Designation*

Human Resource Management

- *Advanced Diploma in Human Resource Management*
- *Advanced Diploma in Human Resource Management, Internship Designation*

Managing for Government

- *Advanced Diploma in Managing for Government*
- *Advanced Diploma in Managing for Government, Internship Designation*

Diploma Programs

Business Administration

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

Year 2 options:

- Accounting
- Chinook
- Finance
- General Business
- Indigenous Business Leadership
- Management
- Marketing
- Tourism Management

Golf Management

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

Hospitality Management

- *Diploma in Hospitality Management, Internship Designation*

Office Management

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

Public Administration

- *Diploma in Public Administration*
- *Diploma in Public Administration, Co-operative Education Designation*
- *Diploma in Public Administration, Internship Designation*

Certificate Programs

Business Access

- *Certificate in Business Access*

Business Management

- *Certificate in Business Management*

Local Government Administration

- *Certificate in Local Government Administration*

Professional Accounting

- *Certificate in Professional Accounting*
- *Certificate in Professional Accounting, Internship Designation*

Provincial Revenue Administration

- *Certificate in Provincial Revenue Administration*

Tourism and Business

- *Certificate in Tourism and Business*
- *Certificate in Tourism and Business, Internship Designation*

Applied Business Technology Certificate 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, Internship Designation*

Continuing Education

Applied Project Management

- *Certificate in Applied Project Management*

Hospital Unit Clerk

- *Certificate in Hospital Unit Clerk*

Leadership Development

- *Certificate in Leadership Development*

MS-Access Data Management

- *Certificate in MS-Access Data Management*

MS-Office

- *Certificate in MS-Office*

Travel Counselling

- *Certificate in Travel Counselling*

Web Foundations

- *Certificate in Web Foundations*

Transfer Equivalents

University Transfer Options

University Degree Laddering

Degree Programs

Bachelor of Business Administration

At Camosun, we are committed to developing and offering new programs that blend current knowledge with practical skills.

The School of Business offers a Bachelor of Business Administration (BBA). The program is designed as a four-year program with BBA admission at the beginning of Year 3.

There are three majors to choose from:

- Accounting
- Human Resource Management & Leadership
- Marketing Communication Management

Through an innovative "two plus two" approach, students can earn a Diploma in Business Administration at the end of the first two years, and a Bachelor of Business Administration after two additional years of study.

Students are able to choose full or part-time studies. Courses are offered in the evenings, as well as during the day, to accommodate part-time students. Some courses may be offered online or in a blended delivery model.

All BBA students are required to complete two four-month work terms or their equivalent as part of their degree requirements. Students gain career-oriented experience, marketable skills, and contacts for future employment opportunities. Employers range from small local businesses to large international industries and various levels of government.

Students may complete their required work terms through participating in co-operative education work experience (co-op or internship).

Co-operative Education/Internship Options

Co-operative education work experience combines classroom study with work experience. Co-op is an educational process, anchored in a co-operative relationship among the student, the employer and the college. Students receive support and assistance in identifying and developing their educational and professional goals, and in finding appropriate work placements.

Eligibility for Co-op Work Experience

- To be eligible to participate in co-op, students must successfully complete eight first-year courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.
- To maintain eligibility for subsequent co-op work terms, students must maintain a GPA of 3.0 and complete prior work terms successfully.

Eligibility for Internship Work Experience

- To be eligible to participate in internship, students must successfully complete eight first-year courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.
- To maintain eligibility for the second work term, students must maintain a GPA of 3.0 and complete the prior work term successfully.

Co-operative Education/Internship Work Experience Completion Requirements

- Two work terms are required to graduate. The two may be any combination of co-op work terms and self-directed work terms (BUS 399, BUS 499). Students who choose not to participate in co-op, or who choose to complete only one (1) co-op work experience term must still meet the BBA degree requirement of two work terms. Additional self-directed work terms can be completed through BUS 399 and BUS 499. Students should consult with the BBA Program Leader for additional information.
- To qualify for a Bachelor of Business Administration Co-operative Education Designation, three (3) co-op work terms must be completed successfully.
- An Internship designation requires at least one of the two (2) work terms required to graduate be a co-op work term. To qualify for a Bachelor of Business Administration Internship credential, one (1) co-op work term must be completed successfully within the degree. (Students holding a diploma with an internship designation may not use the same work term(s) for more than one credential).

Note: *Students should seek clarification from their co-op and internship coordinator when completing more than one credential.*

Full-time 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 (Co-op only)
4	Academic Term 7	Academic Term 8	

Co-op Option

BUS 101, BUS 201, BUS 301, and BUS 401.

Internship Option

BUS 102, BUS 202 depending on previous internship involvement. Please see the Chair or Co-op office for more information.

Pre-Admission Status

Students who enrol in the Diploma in Business Administration program, who have the goal of moving directly into the BBA program, should identify themselves to the Enrolment Services office. Once identified, these students will be eligible, in Year 2 of the 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.

Length:

Full time: Two years

Part time: Varies

Location: Interurban Campus

Starting: Fall

Program Code(s):

BBA3 Year 3

BBA4 Year 4

Specialization Code(s):

ACCT Accounting Major

HRML Human Resource Management & Leadership Major

MCOMM Marketing Communications Management Major

Accounting Major

The Bachelor of Business Administration—Accounting Major (BBA) is designed as a four-year program. Admission takes place at the beginning of Year 3 after completion of a Diploma in Business Administration—Accounting Option or 20 courses as specified.

The program provides flexible transfer arrangements. Successful completion of the courses in the first four terms will result in an accounting diploma credential for students who choose to exit the program at this point. This feature is particularly important to students who are not financially or otherwise able to attend college four consistent years and to CGA students who may enter the CGA program without a degree but are required to complete a degree program before obtaining a CGA designation.

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

A unique feature of the BBA Accounting program is that it includes all the courses required by the professional accounting bodies. Upon completion of the program, and attainment of a job acceptable to the professional accounting body of choice, 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.

They may be employed as business Consultants, Corporate Accountants, Controllers, Financial Analysts, Financial Planners, Financial Managers, Management Accountants, Internal/External Auditors, Public Accountants, Treasurers, Asset Managers and business owners.

Employment destinations for Accounting graduates include professional accounting practises, business, industry, government ministries, agencies, and crown corporations.

Admission Requirement(s):

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

- Completion of 20 of the 40 courses required for the degree with a minimum GPA of "B-" (70%) in the 20 courses. The 20 courses required for admission to the BBA program must include the following thirteen **(13)** courses:

ACCT 110	Financial Accounting 1
ACCT 111	Financial Accounting 2
ACCT 210	Financial Accounting 3
ACCT 211	Financial Accounting 4
ACCT 220	Management Cost Accounting 1
Any University Transfer ENGL Course	
BUS 141	Business Information Systems
BUS 150	Introduction to Management
BUS 231	Quantitative Methods
OR	
ANY University Transfer MATH course	
BUS 276	Business Law
ECON 103	Principles of Microeconomics
FIN 110	Fundamentals of Finance
FIN 210	Corporate Finance

Note: *Students should check required prerequisites for courses in the BBA. It may be necessary to take additional courses (or receive permission from the relevant Department Chairs) to meet prerequisite requirements for courses such as Humanities and Social Science electives, or MATH, prior to taking those courses in the BBA.*

Program Completion Requirements

- A minimum of 15 courses must be taken at Camosun including BUS 480 and at least seven (7) mandatory accounting courses.
- Students must complete all required program courses and electives, two work terms, and achieve an overall GPA of 2.0 to obtain the Bachelor of Business Administration — Accounting Major.

Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 111	Financial Accounting 2	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ECON 103	Principles of Microeconomics	3.0
ECON 104	Principles of Macroeconomics	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
One (1) University Transfer ENGL course		3.0
One (1) Elective		3.0
Total Credits		**30.0**

Year 2

Courses		Credits
ACCT 210	Financial Accounting 3	3.0
ACCT 211	Financial Accounting 4	3.0
ACCT 220	Management Cost Accounting 1	3.0
BUS 230	Elementary Statistics	3.0
BUS 231	Quantitative Methods	3.0
OR		
One (1) University Transfer MATH course		3.0 - 4.0
BUS 241	Business Info. Management	3.0
OR		
FIN 220	Investments 1	3.0
BUS 276	Business Law	3.0
FIN 210	Corporate Finance	3.0
Two (2) electives		6.0
Total Credits		**30.0 - 31.0**

Year 3

Courses		Credits
ACCT 310	Financial Accounting 5	3.0
ACCT 320	Management Cost Accounting 2	3.0
ACCT 380	Auditing 1	3.0
Any 200 level ECON or FIN course		3.0
Any 200-level or higher Humanities or Science course*		3.0
One (1) University Transfer MATH course		3.0 - 4.0
PHIL 330	Ethics in Business	3.0
Three (3) electives		9.0
Total Credits		**30.0 - 31.0**

** Not including ECON courses.*

Year 4

Courses		Credits
ACCT 400	Accounting Theory	3.0
ACCT 420	Management Cost Accounting 3	3.0
ACCT 470	Income Tax 1	3.0
ACCT 471	Income Tax 2	3.0
ACCT 480	Applied Professional Practice	3.0
Three (3) electives		9.0
***PLUS* two (2) of:**		
ACCT 330	Government & NPO Accounting	3.0
ACCT 340	Fraud Awareness	3.0
ACCT 390	Advanced Auditing	3.0
BUS 400	Advanced Operations Management	3.0
FIN 310	Advanced Finance	3.0
Total Credits		**30.0**

Required electives:

Four of the nine elective courses may be 100-level or higher, and two of these four must be non-business university transfer courses. The other five elective courses must be 200-level or higher university transfer courses or School of Business courses and include no more than one Applied Business Technology (ABT) course. BUS 140 will be accepted as a 1st year elective in the BBA. (BUS 140 is a required course in the diploma, and prerequisite to BUS 141.) BUS 130 will be accepted as a 1st year elective in the BBA. (BUS 130 is a required diploma course.) Two university transfer MATH courses are required, and BUS 231 counts as one of those. Students who have completed two or more courses with different names, but with equivalent content, may use only one of those for credit towards completion of the program credential.

Note: *Some courses are not acceptable as elective credit toward the degree. For more details, click here.*

Human Resource Management & Leadership Major

The Bachelor of Business Administration — Human Resource Management & Leadership Major provides learners with a solid foundation in functional and strategic HR Management professional practice.

The program builds on Camosun College's Diploma in Business Administration and the Advanced Diploma in Human Resource Management. The Bachelor of Business Administration — Human Resource Management & Leadership Major is technically advanced and more focused than is possible in the two-year diploma program.

A unique feature of the program is its emphasis on Leadership, and particularly the strategic role HR practitioners play in leading and influencing organizational change.

Graduates will be prepared to find work in the following occupations: Human Resources Advisor, Human Resources Generalist, Recruiter, Human Resource Coordinator, Human Resources Assistant. These positions will lead to more advanced employment in management positions in Human Resources, or specialist positions (in such areas as Benefits, Compensation, Labour Relations, Recruitment & Selection, and Training). Employment destinations include the private, public and not-for-profit sectors.

Admission Requirement(s):

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

- Completion of 20 academic courses equivalent to 60 credits or more from a recognized educational institution, with a minimum GPA of "B-" (70%).
  These 20 courses must include the following seven (7) courses:

ACCT 110	Financial Accounting 1
BUS 150	Introduction to Management
BUS 210	HR Management Foundations
BUS 214	Leadership Skills
BUS 230	Elementary Statistics
FIN 110	Fundamentals of Finance
MARK 110	Introduction to Marketing

Note: *Students should check required prerequisites for courses in the BBA. It may be necessary to take additional courses (or receive permission from the relevant Department Chairs) to meet prerequisite requirements for courses such as ENGL 250, MATH, or non-business academic courses.*

Program Completion Requirements

- A minimum of 10 courses must be completed at Camosun College, including at least six (6) of the following courses: BUS 310, BUS 312, BUS 313, BUS 315, BUS 318, BUS 322, BUS 325, BUS 421, BUS 480; and one (1) of: BUS 380, BUS 450 or BUS 460.
- Students must complete all admission requirements and required program courses and electives to total at least 120 credits, achieve an overall cumulative GPA of 2.0, and successfully complete the work term requirements to obtain a Bachelor of Business Administration — Human Resource Management & Leadership Major.

Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 150	Introduction to Management	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
Six (6) electives		18.0
Total Credits		**30.0**

Year 2

Courses		Credits
BUS 210	HR Management Foundations	3.0
BUS 214	Leadership Skills	3.0
BUS 230	Elementary Statistics	3.0
Seven (7) electives		21.0
Total Credits		**30.0**

Year 3

Courses		Credits
ACCT 207	Managerial Accounting	3.0
BUS 313	Employee and Labour Relations	3.0
BUS 318	Recruitment and Selection	3.0
ECON 103	Principles of Microeconomics	3.0
ENGL 250	Advanced Composition	3.0
MARK 210	Marketing Research	3.0
OR		
PSYC 201	Research Methods in Psychology	3.0
Any University Transfer MATH (not MATH 116)		3.0 - 4.0
***PLUS* one (1) of:**		
BUS 215*	Agreement Seeking at Work	3.0
BUS 281	Negotiations and Contracts	3.0
PADM 260	Managing Multi-Party Decisions	3.0
***AND* two (2) of:**		
BUS 310	Compensation and Benefits	3.0
BUS 312	HR Development	3.0
BUS 315	Workplace Health and Safety	3.0
BUS 325	Human Resources Mgmt Systems	3.0
Total Credits		**30.0 - 31.0**

Year 4

Courses		Credits
BUS 311	Employment Law	3.0
BUS 322	Leading Organizational Change	3.0
BUS 421	Strategic HR Management	3.0
BUS 480	Advanced Business Strategy	3.0
PHIL 330	Ethics in Business	3.0
Three (3) electives		9.0
***PLUS* one (1) of:**		
BUS 310	Compensation and Benefits	3.0
BUS 312	HR Development	3.0
BUS 315	Workplace Health and Safety	3.0
BUS 325	Human Resources Mgmt Systems	3.0
***PLUS* one (1) of:**		
BUS 380	New Venture Development	3.0
BUS 450	International Management	3.0
BUS 460	International Trade & Finance	3.0
Total Credits		**30.0**

Required electives:

Four (4) the electives must be non-business academic courses and may be at any level (100 to 400 level). Five (5) electives can be business or non-business academic courses and may be at any level (100 to 400 level). All other elective courses must be 200-level or higher business or non-business academic courses. Only one (1) Applied Business Technology (ABT) course may be included. ACCT 111 may be included as a 200-level elective.

Marketing Communications Management Major

The Bachelor of Business Administration — Marketing Communications Management Major program provides learners with a depth of understanding of various marketing and organizational communication functions.

This generalist program builds on the techniques provided in the diploma program. Graduates will gain a broader range of marketing management skills and techniques, including more context for strategic management and planning, and a focus on directing the marketing and communications process.

Employment destinations include the private, public and not-for-profit sectors, including: Communications, Marketing, or Public Relations Officer; Issues Manager; Media Relations specialist; Marketing Manager/Coordinator; Account Executive.

Admission Requirement(s):

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

- Completion of 20 academic courses, equivalent to 60 or more credits from a recognized educational institution, with a minimum GPA of "B-" (70%). These 20 courses must include the following seven (7) courses:

ACCT 110	Financial Accounting 1
BUS 130	Business Communications
BUS 150	Introduction to Management
FIN 110	Fundamentals of Finance
MARK 110	Introduction to Marketing
MARK 220	Integrated Marketing Communication
MARK 225	Public Relations

Note: *Students should check required prerequisites for courses in the BBA. It may be necessary to take additional courses (or receive permission from the relevant Department Chairs) to meet prerequisite requirements for courses such as ENGL 250, MATH, or non-business academic courses.*

Program Completion Requirement(s):

- A minimum of ten (10) courses must be completed at Camosun College including at least six (6) of the following courses: BUS 322, BUS 330, BUS 427, BUS 480, MARK 340, MARK 433; and one of: BUS 380, BUS 450 or BUS 460.
- Students must complete all required admission requirements and required program courses and electives to total at least 120 credits, achieve an overall minimum GPA of 2.0, to obtain a Bachelor of Business Administration — Marketing Communications Management Major.

Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 130	Business Communications	3.0
BUS 150	Introduction to Management	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
Five (5) electives		15.0
Total Credits		**30.0**

Year 2

Courses		Credits
MARK 220	Marketing Communications	3.0
MARK 225	Public Relations	3.0
Eight (8) e**lectives**		**24.0**
Total Credits		**30.0**

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Year 3

Courses		Credits
BUS 214	Leadership Skills	3.0
BUS 230	Elementary Statistics	3.0
BUS 322	Leading Organizational Change	3.0
ECON 103	Principles of Microeconomics	3.0
ENGL 250	Advanced Composition	3.0
MARK 210	Marketing Research	3.0
OR		
PSYC 201	Research Methods in Psychology	3.0
MARK 340	Communication Tools & Media	3.0
Any University Transfer MATH (not MATH 116)		3.0 - 4.0
PHIL 330	Ethics in Business	3.0
One (1) elective		3.0
Total Credits		**30.0 - 31.0**

Year 4

Courses		Credits
ACCT 207	Managerial Accounting	3.0
BUS 330	Advanced Communications	3.0
BUS 427	Project Management	3.0
BUS 480	Advanced Business Strategy	3.0
MARK 433	Strategic Communications	3.0
Four (4) electives		12.0
***PLUS* one (1) of:**		
BUS 380	New Venture Development	3.0
BUS 450	International Management	3.0
BUS 460	International Trade and Finance	3.0
Total Credits		**30.0**

Required electives:

Four (4) of the electives must be non-business academic courses and may be at any level (100 to 400). Four (4) electives can be business or non-business academic courses and may be at any level (100 to 400). Three (3) electives must be 300- or 400-level School of Business courses. All other electives must be 200-level or higher business or non-business academic courses. Only one Applied Business Technology (ABT) course may be included. ACCT 111 may be included as a 200-level elective.

Advanced Diploma Programs

Golf Operations

The Advanced Diploma in Golf Operations is designed to provide students with the knowledge and skills required for advancement in the golfing industry. The program sees a blending of leadership, service and golf operations which will assist students looking to specialize in a golf-related career path. Job opportunities are diverse, with employment commonly found at golf clubs, resorts and retail golf operations.

Designed for those possessing a business or hospitality diploma, it will also be of interest to current CPGA professionals, who are looking to stream into a CPGA specialized employment field. This thirty credit credential offers flexibility, as well as the option of an internship work term. It can be completed in nine months or can be taken on a part-time basis.

Internship is an optional component of this advanced diploma that allows learners the opportunity to enhance their studies with a period of relevant work experience.

Length:

Full time: One year

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

Location: Interurban Campus

Starting: Fall

Program Code(s): GOLFADV

Admission Requirement(s):

- Submit proof of a two-year diploma in Business Administration, Hospitality, or Sport Management, or the equivalent as determined by the Chair of the Hospitality, Tourism, & Golf Management Department;

OR

- At least five years related work experience* (supervisory, managerial);
- Submit proof of "C" in English 12, or EFP 12; **or** ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Completion of some academic or professional development activities beyond high school.

** Those candidates applying on the basis of work experience must submit to the Program Chair a portfolio containing the following:*

- a current resume detailing employment background, academic background, a listing of post-secondary and professional development activities completed, as well as references;
- a letter of recommendation from a current or recent employer; and,
- a letter of intent describing career plans in Golf Operations.

Notes:

1. *The Program Leader will assess the portfolio (required for candidates who do not have the required diploma) 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 the required diploma or related work experience but who wish to enter the golf profession are advised to complete the Golf Management diploma. All potential program registrants in this situation are advised to meet with the Program Chair to establish program completion requirements.*

Eligibility for Internship Work Experience:

- In order to participate in internship, students must successfully complete a minimum of five (5) required courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the work term.

Program Completion Requirement(s):

- To qualify for the Advanced Diploma in Golf Operations, students must successfully complete all program courses and electives, and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Advanced Diploma in Golf Operations, Internship Designation, students must successfully complete all program courses and electives and achieve an overall cumulative GPA of at least 2.0, **and** complete the work term requirement.

Course		Credits
BUS 214	Leadership Skills	3.0
BUS 210	HR Management Foundations	3.0
OR		
BUS 220	Organizational Behaviour	3.0
GOLF 110	Golf Management Introduction	3.0
GOLF 210	Turfgrass Management	3.0
GOLF 250	Managing Golf Club Operations	3.0
TMGT 230	Service Operations	3.0
TMGT 261	Sustainability	3.0
Electives	See list below	9.0
Total Credits		**30.0**

Required electives:

Students must select a total of 9 elective credits as follows:

- Six (6) credits must be any 100- or 200-level GOLF courses.
- Three (3) credits must be any 200-level or higher School of Business courses and cannot include GOLF courses.

Internship Option

Course		Credits
COOP WEP	Workplace Education Prep	0.0
GOLF 102	Internship Work Experience 1	3.0
Total Credits		**3.0**

Human Resource Management

The Advanced Diploma in Human Resource Management provides learners with HR Management knowledge, skills and abilities for ready application in today's organizations. Concurrently, the program recognizes and reinforces the important strategic organizational role played by Human Resource practitioners.

The program also prepares individuals to qualify for the nationally recognized Certified Human Resource Professional (CHRP) designation.

The program is designed for people who are in leadership or management positions, or employed as HR practitioners, or preparing for transition into leadership/management or HR roles.

Graduates of this Advanced Diploma are eligible to enter Camosun's Bachelor of Business Administration – Human Resource Management & Leadership Major. In addition, with considerable work experience graduates of this Advanced Diploma are eligible to apply to enter the Masters in Business Administration or the Masters in Leadership and Training at Royal Roads University.

Note: *At least two courses are offered through Distance Education (DE).*

Internship is an optional component of this advanced diploma that allows learners the opportunity to enhance their studies with a period of relevant work experience.

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

Length:

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

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

Location: Interurban Campus

Starting: Varies

Program Code(s): HRMADV

Admission Requirement(s):

- Submit proof of a college diploma, associate degree or university degree;

OR

- At least five years related work experience* (supervisory, managerial or human resources);
- Submit proof of "C" in English 12, or EFP 12; **or** ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Completion of some academic or professional development activities beyond high school.

** Those candidates applying on the basis of work experience must submit to the Program Leader a portfolio containing the following:*

- a current resume detailing employment background, academic background, a listing of post-secondary and professional development activities completed, as well as references;
- a letter of recommendation from a current or recent employer; and,
- a letter of intent describing career plans in Human Resource Management.

Notes:

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 Diploma in Business Administration — General Business Option allows students to take many of the courses on the program during their diploma studies. All potential program registrants in this situation are advised to meet with the Program Leader to establish program completion requirements.*

Eligibility for Internship Work Experience:

- In order to participate in internship, students must successfully complete a minimum of six (6) required courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the work term.

Program Completion Requirement(s):

- Students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0 to qualify for the Advanced Diploma in Human Resource Management.
- Students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0; and the work term requirement to qualify for the Advanced Diploma in Human Resource Management, Internship Designation.

Course		Credits
BUS 130	Business Communications	3.0
BUS 210	HR Management Foundations	3.0
BUS 220	Organizational Behaviour	3.0
BUS 310	Compensation and Benefits	3.0
BUS 312	Human Resource Development	3.0
BUS 313	Employee and Labour Relations	3.0
BUS 318	Recruitment and Selection	3.0
BUS 421	Strategic HR Management	3.0
***PLUS* one (1) of:**		
BUS 110	Introduction to Business	3.0
BUS 150	Introduction to Management	3.0
PADM 112	Intro to Public Administration	3.0
***AND* two (2) of**:		
BUS 214	Leadership Skills	3.0
BUS 215*	Agreement Seeking At Work	3.0
BUS 217	Internal Consulting	3.0
BUS 311	Employment Law	3.0
BUS 315	Workplace Health and Safety	3.0
BUS 322	Leading Organizational Change	3.0
BUS 325	Human Resources Mgmt Systems	3.0
Total Credits		**33.0**

** Learners at Camosun College can receive discretionary credit for BUS 215 if they complete both CCR 101 Foundations of Collaborative Conflict Resolution and CCR 102 Building Your Communication Toolbox at the Justice Institute.*

Internship Option

Course		Credits
COOP WEP	Workplace Education Prep	0.0
BUS 102	Internship Work Experience 1	3.0
Total Credits		**3.0**

Managing for Government

Ongoing programming in public sector management highlights the need, and the increasing expectation, for formal education to support the "professionalization" of the municipal, provincial, regional, crown corporation and federal sectors. The Advanced Diploma in Managing for Government provides 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 Certificate in Local Government Administration, which supports management staff in the municipal sector. See departmental Chair for information.

Internship is an optional component of this advanced diploma that allows learners the opportunity to enhance their studies with a period of relevant work experience.

The program is flexible in delivery and provides students with tangible results in a relatively compressed time frame. As this program is designed to be completed quickly, two PADM courses per semester are offered. Most PADM courses include a first day class on campus followed by modules available online. PADM 219, PADM 260, and PADM 276 are exceptions. Non-PADM courses that are part of the program are offered on-campus, or online equivalencies are available through Thompson Rivers University — Open Learning and/or BCcampus.ca.

Length: Part time: Two years
Subject to availability of course offerings and the learner's background

Location:

Some classroom components take place at the Interurban Campus with most course work offered online.

Starting: Fall, Winter, Spring, Summer

Program Code(s): MANGOV

Admission Requirement(s):

- Submit proof of a 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;
- Completion of some academic or professional development activities beyond high school; and,
- BUS 130 or equivalent.

*** Career Entry Admission Requirements:**

Those candidates applying on the basis of work experience must submit to the Program Leader a portfolio containing the following:

- a current resume detailing employment background, academic background, a listing of post-secondary and professional development activities completed;
- a letter of recommendation from a current or recent employer; and,
- a letter of intent from the candidate describing career plans in the public sector.

Program Participation Requirement(s):

- Students will be required to have access to computers with online capability.

Eligibility for Internship Work Experience:

- In order to participate in internship, students must successfully complete a minimum of six (6) required courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the work term.

Program Completion Requirement(s):

- To qualify for the Advanced Diploma in Managing for Government, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Advanced Diploma in Managing for Government, Internship Designation, students must successfully complete: all program courses (except PADM 219), and achieve an overall cumulative GPA of at least 2.0; and the work term requirement.

The following courses will comprise the Advanced Diploma in Managing for Government:

Courses		Credits
PSC 104	Canadian Government	3.0
OR		
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
OR		
BUS 215	Agreement Seeking at Work	3.0
MARK 225	Public Relations	3.0
OR		
MARK 260	Business in Society	3.0
Two (2) electives*		6.0
Total Credits		**30.0**

**** 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

Internship Option

All courses above except PADM 219		
AND		
COOP WEP	Workplace Education Prep	0.0
BUS 102	Internship Work Experience 1	3.0
Total Credits		**3.0**

Diploma Programs

Business Administration

The Diploma in Business Administration is a two-year program designed to provide graduates with a solid business education.

This diploma program is eligible for bridging to Camosun College's three Bachelor of Business Administration programs, and to Athabasca University's Bachelor of Management; Thompson Rivers University — Open Learning's Bachelor of Business Administration (BBA); University of Lethbridge's Bachelor of Management; University of Northern British Columbia's Bachelor of Commerce; Royal Roads University's B.Comm. in Entrepreneurial Management; as well as to other BC post-secondary institutions. Students interested in transferring to the University of Victoria, University of British Columbia or Simon Fraser University should consult with an Academic Advisor in Student Services or UT Business office at **250-370-3943**.

Co-operative Education/Internship Options

Students in the Diploma in Business Administration options (except Chinook) may participate in and obtain credentialed recognition of work experience through co-operative education or internship.

Co-operative education combines classroom study with two (2) terms of work experience. An Internship designation requires only one (1) work term be completed.

Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities. Employers range from small local businesses to large international industries and various levels of government.

Part-time students may be eligible for co-op or internship, and are required to apply to participate while undertaking their Year 1 of study.

Students who enter the Diploma in Business Administration program through the Career Entry admission option are eligible for co-operative education or internship. Career Entry students should contact the Co-op Education & Student Employment department as soon as their admission to the program has been assessed.

Eligibility for Co-op/Internship Work Experience:

- To be eligible to participate in internship or co-op, students in all specialties (except Chinook) must successfully complete a minimum of eight Year 1 courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term (internship) and all subsequent work terms (co-op).

Co-op/Internship Completion Requirement(s):

- In order to receive a Diploma in Business Administration, Co-operative Education Designation, two (2) co-op work terms must be completed satisfactorily.
- In order to receive a Diploma in Business Administration, Internship Designation, one (1) work term must be completed satisfactorily.

Co-op/Internship Schedule

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

Co-op Option

Year 1, plus:

COOP WEP	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0
BUS 201	Co-operative Work Experience 2	6.0
Total Credits		**6.0 -12.0**

Internship Option

COOP WEP	Workplace Education Prep	0.0
BUS 102	Internship Work Experience 1	3.0
Total Credits		**3.0**

Year 1

Year 1 of the program offers introductory level courses which provide a broad base on which to build an area of specialization for Year 2.

The eight areas of specialization are:

- Accounting
- Chinook
- Finance
- General Business
- Indigenous Business Leadership
- Management
- Marketing
- Tourism Management

Year 1 is common to the General Business, Management and Marketing Options, and also to the Diploma in Public Administration program. Students wanting to change specialties between Year 1 and Year 2 can do so, and are advised to consult an Academic Advisor.

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.

Year 2

Progression to Year 2 Options

Students are encouraged to attend 'career options' activities and meet with the department Chairperson or Program Leader responsible for the diploma(s) they think they may be interested in pursuing after Year 1. Students are advised to prepare an updated Personal Learning Plan prior to these meetings. This will help in identifying questions for the Chairperson or Program Leader.

Students pursuing any Year 2 specialties (except Chinook and Indigenous Business Leadership) must successfully complete a minimum of eight Year 1 courses before being admitted to Year 2 and the specialty option of their choice.

Length:

Direct Entry, full time: Two years

Career Entry, full time: Min. one year

Part time: Varies

Location: Interurban Campus

Starting:

Direct Entry: Fall, Winter

Career Entry: Fall, Winter, Spring

Program Code(s):

BUSADMIN1 Year 1

BUSADMIN2 Year 2

Specialization Code(s):

ACCT	Accounting
CHNOK	Chinook
FIN	Finance
GENB	General Business
IBL	Indigenous Business Leadership
MARK	Marketing
MGMT	Management
TMGT	Tourism Management

Entry Options to the Business Administration Diploma

Direct Entry

Direct Entry to the Diploma in Business Administration program is designed for students with limited or no business experience.

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106, or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; **or** "C+" in MATH 072, or MATH 135; **or** assessment.

Career Entry

The Career Entry admission option is designed for students applying to the Diploma in Business Administration program who have a minimum of five years of business or related experience. In the professional judgment of the Program Leader, based on an assessment of work and educational experiences; and following an interview between the applicant and the Program Leader, course transfer credit and/or credit through Prior Learning Assessment (PLA) may be granted.

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106, or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; **or** "C+" in MATH 072, or MATH 135; **or** assessment.

OR

- Approval from the School of Business Exceptions Committee;
- A detailed resume outlining a minimum of five years of related work experience; and,
- Copies of transcripts related to post-secondary education as well as outlines of relevant business seminars, short courses, etc. that have been completed either through employers or through industry/trades associations.

Certificate in Business Access

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

Certificate in Business Management

Successful completion of this program with a minimum grade of "C" in BUS 130 will allow progression into the Diploma in Business Administration program.

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

Accounting Option

The Diploma in Business Administration — 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. Graduates of this option may wish to continue on to complete the BBA (Accounting) program, and continue further on 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 CGAs, CMAs and CAs. *(See section on transfer equivalents).*

Program Completion Requirement(s):

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration — Accounting Option.

Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 111	Financial Accounting 2	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ECON 103	Principles of Microeconomics	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
Total Credits		**30.0**

Year 2

Courses		Credits
ACCT 210	Financial Accounting 3	3.0
ACCT 211	Financial Accounting 4	3.0
ACCT 220	Management Cost Accounting 1	3.0
BUS 230	Elementary Statistics	3.0
BUS 231	Quantitative Methods	3.0
OR		
One (1) University Transfer MATH course		3.0 - 4.0
BUS 241	Business Info. Management	3.0
OR		
FIN 220	Investments 1	3.0
BUS 276	Business Law	3.0
ECON 104	Principles of Macroeconomics	3.0
FIN 210	Corporate Finance	3.0
One **(1)** elective		3.0
Total Credits		**30.0 - 31.0**

Required elective: The diploma elective may be any level but if it is a 100-level course, it must be a non-business university transfer course. A 200-level or higher elective may include a School of Business course, university transfer course or ABT course. Students may use only one of two or more courses with equivalent content and different names for credit towards completion of program credential.

Note: *Some courses are not acceptable as elective credit toward the diploma. For more details, click here.*

Chinook Option

Camosun College considers any student who is a descendant of the Indigenous peoples of North America to be an Aboriginal student. This includes status and non-status Indians, Métis, Inuit and Native Americans living in Canada.

The Diploma in Business Administration — Chinook Option is a **three-year** program in business foundations and fundamentals that will allow students of Aboriginal ancestry to gain the skills required for a career in business. The Chinook name was selected as a reminder of the Chinook jargon used in earlier times by Aboriginal peoples as the language of trade. It is equivalent to the two year diploma in general business, stretched over three years to accommodate additional Chinook courses.

This program is offered by the following Chinook partner colleges: Camosun College, Capilano University, College of New Caledonia, Langara College, Northwest Community College.

Year 1 is designed to prepare the student for business studies, and includes courses in math, computer training and communication skills development. In Year 2 and Year 3, students will continue to study math, economics, communications, accounting, additional business topics, and Indigenous studies. In addition, an integrative Chinook program (COMM) course is taken as a visiting student at the University of British Columbia (UBC).

There are two Chinook option streams available to students: UBC bound, and non-UBC bound. It is extremely important that students consult the Program Leader or Academic Advisor before commencing the program.

With a Chinook diploma in hand, students are able to enter the workforce or continue on to advanced business studies at UBC. UBC will accept the Diploma in Business Administration — Chinook Option (plus two additional required courses) as a block transfer into third year of the Bachelor of Commerce (Chinook Major). The BCom (Chinook Major) offers students an opportunity to continue their studies at an advanced level. By earning a diploma or a degree in business the student will gain the skills, confidence and credentials needed for a wide variety of career opportunities in entrepreneurship, private industry, government, and Aboriginal organizations in such fields as marketing, accounting, finance, human resources and more.

Program Participation Requirement(s):

- Students will be required to commute occasionally to UBC during the program in order to complete the two integrative Chinook Program courses. Chinook 1 & 2 (COMM) will require students attend at least two workshops at UBC, with assignment completion through distance education.

Program Completion Requirement(s):

- Students must complete all required program courses plus the Chinook Work Placement and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration — Chinook Option.
- Students must achieve a "C+" in Principles of Math 12 (prerequisite for MATH 108) to enter the BCom (Chinook Major) at UBC.

For more information, call **250-370-4169**.

Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 140	Business Info. Technology	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
One (1) elective		3.0
COMM 184* Chinook 1 course at UBC		n/a
Total Credits		**24.0**

Year 2

Courses		Credits
ACCT 207	Managerial Accounting	3.0
OR		
ACCT 220**	Management Cost Accounting 1	3.0
BUS 130	Business Communications	3.0
BUS 276	Business Law	3.0
ECON 102	Canadian Economy	3.0
OR		
ECON 103**	Principles of Microeconomics	3.0
One (1) BUS 200-level elective		3.0
OR		
ACCT 111**	Financial Accounting 2	3.0
One (1) BUS 200-level elective		3.0
OR		
BUS 230**	Elementary Statistics	3.0
One (1) elective		3.0
COMM 184* Chinook 1 course at UBC		n/a
Total Credits		**21.0**

Work Term 1 (Spring/Summer)

COMM 284* Chinook Work Placement (UBC)

Year 3

Courses		Credits
One (1) BUS 200-level elective		3.0
OR		
BUS 220**	Organizational Behaviour	3.0
One (1) BUS 200-level elective		3.0
OR		
BUS 313**	Employee and Labour Relations	3.0
One (1) BUS 200-level elective		3.0
OR		
ECON 104	Principles of Macroeconomics	3.0
One (1) BUS 200-level elective		3.0
OR		
ECON 205**	Managerial Economics	3.0
COMM 285 Chinook 2 course at UBC		n/a
Total Credits		**12.0**

** Chinook 1 and Chinook Work Placement will likely occur during the summer semester. Chinook 1 could continue through the winter semester of Year 2.*

*** These courses, plus the Chinook courses, are required if students intend to transfer to UBC to complete the Bachelor of Commerce (Chinook Major). Students transferring to UBC must also complete MATH 108 and ACCT 320 at Camosun before they can be admitted into the UBC BCOM program.*

Note: *Recommended Indigenous electives include ENGL 164, CRIM 236, SOC 104, and SOC 106.*

Finance Option

The Diploma in Business Administration — Finance option is designed to develop the skills and knowledge that allow graduates to work in the finance industry. It offers a foundation in either financial planning or corporate finance, covering areas such as business finance; investment analysis; money, banking, and financial institutions; client relationships and marketing; professional ethics; economics; personal taxations, and accounting.

Graduates of the Finance option may find career opportunities with banks; finance departments of larger corporations and government; credit unions, and trust companies; investment dealers; mortgage brokerage firms; insurance companies; lending and leasing institutions; and financial planning firms. Graduates may obtain advanced standing and/or recognition in a number of professional programs.

Graduates may also choose to complete a Bachelor's degree at a variety of post-secondary institutions, including:

- Camosun College (Bachelor of Business Administration)
- Athabasca University
- British Columbia Institute of Technology
- Kwantlen Polytechnic University
- Vancouver Island University
- Royal Roads University
- Thompson Rivers University – Open Learning
- University of Northern BC
- University of Lethbridge

Note: *Students are encouraged to seek assistance from Academic Advisors and department Chairs to ensure that their program is appropriate to their chosen educational goal.*

Program Completion Requirement(s):

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 to qualify for a Diploma in Business Administration — Finance Option.

Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 111	Financial Accounting 2	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ECON 103	Principles of Microeconomics	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
Total Credits		**30.0**

Year 2

Courses		Credits
ACCT 207	Managerial Accounting	3.0
OR		
ACCT 220	Management Cost Accounting 1	3.0
BUS 276	Business Law	3.0
ECON 104	Principles of Macroeconomics	3.0
ECON 210	Money and Banking	3.0
FIN 210	Corporate Finance	3.0
FIN 220*	Investments 1	3.0
FIN 230	Financial Planning 1	3.0
Two (2) electives (Any 200-level School of Business course)		6.0
One (1) of:		
ACCT 240	Taxation for Financial Planning	3.0
FIN 221*	Investments 2	3.0
FIN 231	Financial Planning 2	3.0
FIN 310	Advanced Finance	3.0
Total Credits		**30.0**

** Students taking FIN 220 and FIN 221 are prepared to qualify for the Canadian Securities Licence by writing separate exams with the Canadian Securities Institute (CSI).*

General Business Option

The Diploma in Business Administration – General Business option provides learners with the knowledge, skills, and abilities to function in a variety of business and government environments. Students coming to the program with industry-specific skills will develop broad business knowledge/abilities and perspectives that will allow them to function more effectively in a variety of business situations. These would range from operating their own businesses or engaging in entrepreneurial activities to working for employers in which knowledge and skills relating to management, marketing, finance, and accounting would be applied. This option is designed to provide students with maximum flexibility in choosing those courses that will be most relevant and specific to their needs.

Graduates of this program may choose to complete a baccalaureate degree at a variety of post-secondary institutions, including: Camosun College (Bachelor of Business Administration), Royal Roads University, University of Northern BC, University of Lethbridge, Thompson Rivers University (Open University), Vancouver Island University, Kwantlen Polytechnic University, and British Columbia Institute of Technology.

Program Completion Requirement(s):

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration — General Business Option.

Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 207	Managerial Accounting	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ECON 102*	The Canadian Economy	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
Total Credits		**30.0**

** ECON 103 or ECON 104 may be substituted for ECON 102 with permission of the Chair. Recommended for students who wish to advance to a School of Business BBA program.*

Year 2

Courses		Credits
BUS 276	Business Law	3.0
Nine (9) electives		27.0
Total Credits		**30.0**

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

Required electives:

Electives may be any 200-level School of Business course, including up to two 200-level ABT courses, and up to two 200-level GOLF courses; ACCT 111; ECON 103, or ECON 104.

Indigenous Business Leadership Option

(This program will not be offered again until Fall 2012. Refer to our website for current information, or contact the School of Business at sofbus@camosun.bc.ca.)

The Diploma in Business Administration — Indigenous Business Leadership option provides learners with the opportunity to explore and apply Indigenous perspectives in management and leadership while gaining a broad business education. The program of study is comprised of a core of Indigenous Business Leadership courses complemented by required courses selected from the general curriculum.

Classes will include a mix of lectures, group-work simulations, sharing circles, guest lecturers and case-study activities. The core courses will reflect current Indigenous realities and concerns.

The program can be taken full or part time and may include both day and some night classes. Classes will include a mix of lectures, group-work simulations, sharing circles, guest lecturers and case-study activities. The core courses will reflect current Indigenous realities and concerns.

Students will have opportunities to mentor with Indigenous professionals through their program and complete a significant community enterprise project with an Indigenous community or organization. Mentorships and community projects will take place in an Indigenous community or organization. Some seminar classes may be hosted by a local Indigenous community.

Admission Requirement(s):

In addition to meeting direct entry admission requirements, applicants must:

- Submit a current resume listing employment background, education and any volunteer or community activities; and,
- Submit a 100-word statement explaining how the program will benefit the applicant and what they will bring to the program.

Program Completion Requirement(s):

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration — Indigenous Business Leadership Option.

Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 207	Managerial Accounting	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 150	Introduction to Management	3.0
ECON 102*	The Canadian Economy	3.0
ENGL 150	English Composition	3.0
IBL 105	Indigenous Business Context	3.0
IBL 110	Indigenous Leadership 1	3.0
MARK 110	Introduction to Marketing	3.0
Total Credits		**30.0**

** ECON 103 or ECON 104 may be substituted for ECON 102 with permission of the Chair. Recommended for students who wish to advance to a School of Business BBA program.*

Year 2

Courses		Credits
BUS 141	Business Information Systems	3.0
BUS 276	Business Law	3.0
FIN 110	Fundamentals of Finance	3.0
IBL 205	Indigenous Business Relationships	3.0
IBL 210	Indigenous Leadership 2	3.0
IST 204	Special Projects	3.0
IST elective*		3.0
Three (3) electives**		9.0
Total Credits		**30.0**

Required electives:

Elective courses are to be selected in consultation with the Program Leader.

** One (1) elective must be a 100- or 200-level IST course.*
*** Three (3) electives must be 200-level or higher School of Business courses unless prior permission for courses outside the School of Business is granted by the Program Leader.*

Management Option

The Diploma in Business Administration — Management Option provides learners with the knowledge, skills, and abilities to function as practitioners in supervisory or entry-level management roles within a variety of business environments and government.

Students who come to the program with industry-specific skills will develop the broad management knowledge/abilities that will allow them to be better prepared to take on management roles or to manage the development of their own businesses. Students who have not had direct experience may need to acquire more workplace experience before progressing into management or supervisory roles.

The Diploma in Business Administration — Management Option offers students the opportunity of selecting a variety of business courses designed to meet students' individual career goals. This option provides students with training in management concepts and techniques for careers within industry or government.

Graduates of this program may choose to complete a baccalaureate degree at a variety of post-secondary institutions, including: Camosun College (Bachelor of Business Administration), Royal Roads University, University of Northern BC, University of Lethbridge, Thompson Rivers University (Open University), Malaspina University College, Kwantlen University College, and British Columbia Institute of Technology.

Program Completion Requirement(s):

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration — Management Option.

Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 207	Managerial Accounting	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ECON 102*	The Canadian Economy	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
Total Credits		**30.0**

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

Year 2

Courses		Credits
BUS 214	Leadership Skills	3.0
BUS 220	Organizational Behaviour	3.0
BUS 230	Elementary Statistics	3.0
BUS 232	Operations Management	3.0
BUS 276	Business Law	3.0
BUS 280	Entrepreneurship	3.0
OR		
BUS 210*	HR Management Foundations	3.0
BUS 290	Business Strategy Seminar	3.0
Three (3) electives**		9.0
Total Credits		**30.0**

** BUS 210 is recommended for students who wish to continue to the BBA in* Human Resource Management & Leadership.

** Electives must include:
One 200-level MARK course
One of BUS 241, BUS 242, or MARK 240
One of BUS 260, ECON 103, ECON 104, ECON 210, FIN 210, FIN 220, FIN 230, or ACCT 111 (or any other 200-level School of Business ACCT elective)

Required electives:

One (1) of:		
MARK 200-level course		3.0
***AND* one (1) of:**		
ACCT 111	Financial Accounting 2	3.0
OR		
Any other 2nd year School of Business Accounting elective		
BUS 260	International Business and Trade	3.0
ECON 103	Principles of Microeconomics	3.0
ECON 104	Principles of Macroeconomics	3.0
ECON 210	Money and Banking	3.0
FIN 210	Corporate Finance	3.0
FIN 220	Investments 1	3.0
FIN 230	Financial Planning 1	3.0
***AND* one (1) of:**		
BUS 241	Business Info. Management	3.0
BUS 242	Foundations of eBusiness	3.0
MARK 240	Internet Marketing	3.0

Marketing Option

The Diploma in Business Administration — Marketing Option provides learners with solid business education and additional knowledge, skills and abilities to function in a range of marketing roles.

Graduates will find junior employment opportunities in the growing, exciting and creative fields of marketing and sales management, public relations, advertising, and customer service. Graduates may be involved in marketing and entrepreneurial activities in a variety of organizational environments.

Possible job options for the graduate of the diploma program include: Marketing Coordinator, Sales Representative, Sales and Operations Manager, and Account Manager.

After successful completion of the 2-year program, students can do a block transfer to several post-secondary institutions to continue on and complete a degree:

- Camosun College (Bachelor of Business Administration)
- Royal Roads University
- University of Lethbridge
- Thompson Rivers University

Program Completion Requirement(s):

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration — Marketing Option.

Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 207	Managerial Accounting	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ECON 102*	The Canadian Economy	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
Total Credits		**30.0**

Year 2

Courses		Credits
BUS 230	Elementary Statistics	3.0
BUS 276	Business Law	3.0
BUS 290	Business Strategy Seminar	3.0
MARK 210	Marketing Research	3.0
MARK 220	Marketing Communications	3.0
MARK 225	Public Relations	3.0
MARK 235	Creative Selling	3.0
MARK 240	Internet Marketing	3.0
Two (2) electives**		6.0
Total Credits		**30.0**

A total of six (6) credits may be taken from:		
ABT 294	Website Design and Maintenance	3.0
BUS 260	International Business and Trade	3.0
BUS 280	Entrepreneurship	3.0
MARK 230	Retail Merchandising	3.0
MARK 260	Business in Society	3.0
TMGT 210***	Cdn Perspectives in Tourism	3.0
TMGT 240***	World Perspectives in Tourism	3.0
TMGT 261***	Sustainability	3.0
TMGT 271***	Indigenous Tourism Perspectives	3.0

** ECON 103 or ECON 104 may be substituted by permission of the chair.*

*** Students moving into the BBA should consult with the Program Leader/Chair for course selection.*

**** Only 3 credits in total may be taken from the TMGT courses.*

Note: *Students enrolling in the Bachelor of Business Administration will require ECON 103 plus one of ECON 102 or ECON 104.*

Tourism Management Option

(This program is suspended for Fall 2011. Refer to our website for current information, or contact the School of Business at sofbus@camosun.bc.ca.)

The Diploma in Business Administration — Tourism Management Option is a dynamic, hands-on, applied program that provides learners with a solid business education along with additional knowledge and abilities to succeed within the tourism industry. Drawing on the expertise of leaders in the tourism field, the program is particularly pertinent for students who wish to learn about entrepreneurship in tourism and the role of tourism in community development. Students also gain a unique cultural awareness and sensitivity in respect to west coast Indigenous values, beliefs, experiences and world view as these relate to community development and tourism management.

Graduates may find work in a variety of tourism services, sectors and community development. Graduates will also have foundational skills that will support their ability to identify and successfully develop and sustain new tourism services/products or move existing businesses into new ventures. As well, graduates will have the knowledge and skills that would serve them well in beginning supervisory, management and owner/operator positions.

Students interested in moving on to a degree program after completing their diploma should consult with the Program Leader or Chair. Existing options include BBA's at Camosun College as well as Thompson Rivers University — Open Learning, Royal Roads University, UNBC, University of Lethbridge, and Athabasca University.

Program Completion Requirement(s):

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Business Administration — Tourism Management Option.

Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 207	Managerial Accounting	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 141	Business Information Systems	3.0
BUS 150	Introduction to Management	3.0
ECON 102*	The Canadian Economy	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
MARK 110	Introduction to Marketing	3.0
Total Credits		**30.0**

** ECON 103 or ECON 104 may be substituted for ECON 102 with permission of the Chair. Recommended for students who wish to advance to a School of Business BBA program.*

Year 2

Courses		Credits
BUS 210	HR Management Foundations	3.0
BUS 214	Leadership Skills	3.0
BUS 276	Business Law	3.0
BUS 280	Entrepreneurship	3.0
TMGT 210	Cdn Perspectives in Tourism	3.0
TMGT 230	Service Operations	3.0
TMGT 240	World Perspectives in Tourism	3.0
TMGT 261	Sustainability	3.0
TMGT 271	Indigenous Tourism Perspectives	3.0
PLUS one **(1)** elective		3.0
Total Credits		**30.0**

Required electives may include:

- any 200-level or higher School of Business credit course;
- any HMGT course, with permission of the Chair;
- any one (1) language course; and/or,
- Other appropriate School of Business Tourism courses may be transferred with permission of the Chair. (Examples include TOUR 121 and TOUR 122).

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

Golf Management

The Golf Management program is designed to provide students with the background and knowledge to enter the golfing industry. Students completing this two-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.

Graduates, upon successful completion of CPGA requirements, are eligible to apply for positions in the golf industry such as head professional, associate professional or assistant professional in any CPGA facility. As well, graduates are prepared to pursue further studies at a baccalaureate level at Royal Roads University and other institutions.

Co-operative education or internship are optional components of this program. Co-operative education allows learners the opportunity to integrate their studies with two periods of relevant work experience. To obtain the Internship designation, the completion of one work term is required. Work term opportunities will be in a broad variety of areas within the golf industry provincially, nationally and internationally. Work terms are generally about five months each. Students should normally be prepared to relocate outside of Victoria.

Length: Two years

Location: Interurban Campus

Starting: Fall

Program Code(s):

GOLFM1 Year 1

GOLFM2 Year 2

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 11, or Foundations of Math 11, or Pre-calculus 11, or Applications of Math 12, or MATH 137; **or** "C+" in MATH 072, or MATH 135; **or** assessment;

OR

- A Certificate in Business Access.

Eligibility for Co-op/Internship Work Experience:

- To be eligible to participate in the co-op or internship options, students must successfully complete 9 of 11 first-year courses in Golf Management, obtain a cumulative GPA of 3.0 ("C+"), maintain a "C" grade in all GOLF courses, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term (internship) and all subsequent work terms (co-op).

Program Completion Requirement(s):

- To obtain a Diploma in Golf Management, students must complete 63 credits and obtain a minimum GPA of 2.0, and 500 hours of field experience. *(This requirement can be completed through co-operative education work terms or previous experience in the golf industry).*
- In order to graduate with a Diploma in Golf Management, Co-operative Education Designation, two (2) co-op work terms must be completed successfully.
- In order to graduate with a Diploma in Golf Management, Internship Designation, one (1) work term must be completed successfully.

Year 1

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 150	Introduction to Management	3.0
ENGL 150	English Composition	3.0
GOLF 110	Golf Management Intro	3.0
GOLF 112	Back Shop & Outside Services	3.0
GOLF 115	Golf Retail Operations	3.0
HMGT 187	Food & Beverage Cost Control	3.0
MARK 110	Introduction to Marketing	3.0
Total Credits		**33.0**

Year 2

Courses		Credits
ACCT 207	Managerial Accounting	3.0
BUS 210	HR Management Foundations	3.0
BUS 214	Leadership Skills	3.0
BUS 276	Business Law	3.0
ECON 102	The Canadian Economy	3.0
GOLF 114	Tournament & Event Management	3.0
GOLF 210	Turfgrass Management	3.0
GOLF 250	Managing Golf Club Operations	3.0
GOLF 251	Facilities Management	1.5
GOLF 253	Golf Mgmt - Best Practices	1.5
GOLF 254	Biomechanics of Golf	1.5
GOLF 255	Golf Course Design	1.5
TMGT 230	Service Operations	3.0
Total Credits		**30.0**

Note: *Some GOLF courses are subject to availability, and only offered in set academic terms.*

Co-op Option

COOP WEP	Workplace Education Prep	0.0
GOLF 101	Co-operative Work Experience 1	6.0
GOLF 201	Co-operative Work Experience 2	6.0
Total Credits		**12.0**

Internship Option

COOP WEP	Workplace Education Prep	0.0
GOLF 102	Internship work Experience 1	3.0
Total Credits		**3.0**

Hospitality Management

(Formerly Hotel and Restaurant Management)

The Hospitality Management Diploma program is a two-year, full-time program and will equip students with the knowledge, management and practical skills needed to pursue supervisory and management careers in the rapidly expanding hospitality industry both locally and internationally.

Because of the high demand for applied skills, this is a mandatory two-term workplace education program. Workplace education provides learners with opportunities to integrate their studies with a period of relevant work experience. To gain a global perspective of the hospitality industry, students are encouraged to consider an international placement.

Hospitality Management diploma graduates are able to apply to a wide range of university degree programs throughout Canada and the world.

Length: Two years

Location: **Lansdowne and/or Interurban Campus**

Starting: Fall

Program Code(s):

HMGT1 Year 1

HMGT2 Year 2

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106, or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; **or** "C+" in MATH 072, or MATH 135; **or** assessment; and,
- Submit a resume and/or proof of employment of six months full-time **or** 1000 hours of practical experience in the Hotel/Restaurant industry **or** completion of Secondary School Hospitality and Tourism Career Preparation program provincial curriculum.

Program Participation Requirement(s):

- Accepted students will be expected to attend an orientation in late August.

Eligibility for Internship Work Experience:

- To be eligible to participate in internship, students must successfully complete at least 35 program credits which must include HMGT 100, and HMGT 285; and, obtain a minimum GPA of 2.0 prior to the first work term.
- To maintain eligibility for the subsequent internship work term, students must successfully complete all program courses; maintain a GPA of 2.0; and complete the first work term successfully.

Program Completion Requirement(s):

- To qualify for the Diploma in Hospitality Management, Internship Designation, students must complete all program courses, achieve an overall GPA of at least 2.0, and successfully complete two internship work terms.

Full-time Schedule

Year	Fall	Winter	May-Aug
1	Academic Term 1	Academic Term 2	Work Term 1
Year	**Oct-Dec**	**Jan-Apr**	**May-Aug**
2	Academic Term 3	Academic Term 4	Work Term 2

Year 1

Academic Term 1 (Fall)		Credits
BUS 130	Business Communications	3.0
BUS 150	Introduction to Management	3.0
HMGT 100	Hospitality Career Skills	1.5
HMGT 180	Culinary Management Essentials	3.0
HMGT 184	Beverage Operations	2.0
HMGT 187	Food and Beverage Cost Control	3.0
HMGT 192	Hospitality Info. Technology	3.0
OR		
BUS 140	Business Info. Technology	3.0
Total Credits		**18.5**

Academic Term 2 (Winter)		Credits
ACCT 130	Hospitality Accounting	3.0
ENGL 150	English Composition	3.0
HMGT 185	Beverage Management Essentials	2.0
HMGT 186	Hotel Operations 1	3.0
HMGT 285	Integrated Restaurant Management	3.0
TMGT 210	Canadian Perspectives in Tourism	3.0
Total Credits		**17.0**

Work Term 1 (May - Aug)		
HMGT 101	Co-operative Work Experience	5.0
Total Credits		**5.0**

Year 2

Academic Term 3 (Fall)		Credits
ACCT 207	Managerial Accounting	3.0
BUS 214	Leadership Skills	3.0
HMGT 286	Integrated Events Management	4.0
MARK 110	Introduction to Marketing	3.0
Total Credits		**13.0**

Academic Term 4 (Winter)		Credits
BUS 125	Hospitality Law	3.0
BUS 210	HR Management Foundations	3.0
BUS 290H	Strategic Hospitality Mgmt	3.0
ECON 102	The Canadian Economy	3.0
OR		
ECON 103	Principles of Microeconomics	3.0
HMGT 283	Hotel Operations 2	3.0
Total Credits		**15.0**

Work Term 2 (Apr - Aug)		
HMGT 102	Internship Work Experience	4.0
Total Credits		**4.0**

Office Management

This is a two-year diploma program comprised of the one year Certificate in Office Administration program and one year of the Diploma in Business Administration program.

The modern office has changed considerably and not only with technology. Roles have changed and often job delineations have been blurred. There is a need for trained administrative management. The expectations of employers and the range of skills required 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.

Students who complete the Office Management Diploma have the option of bridging into Camosun's Advanced Diploma in Human Resource Management, as well as several degree programs, including Camosun's Bachelor of Business Administration — Human Resource Management & Leadership major. Please contact the ABT Chair for more information.

Co-operative education or internship are optional components of this program. Co-operative education allows learners the opportunity to integrate their studies with two (2) periods of relevant work experience. To obtain the Internship designation, the completion of one (1) work term is required. Students should see Co-operative Education & Student Employment to work out an individual co-op program plan. Students are *not* required to have an Internship designation in Office Administration in order to access the co-op option in the Diploma in Office Management.

Students who complete the Office Management Diploma have the option of bridging into Camosun's Advanced Diploma in Human Resource Management, as well as several degree programs, including Camosun's Bachelor of Business Administration - Human Resources Management & Leadership major. Please contact the ABT Chair for more information.

Length:

Eight months *(after completion of the Certificate in Office Administration)*
With internship option: 12 months

Location: Interurban Campus

Starting:

Certificate: September

Diploma: January, May, July, September

Program Code(s): OFFICEMGMT

Admission Requirement(s):

- A Camosun College certificate in Office Administration, Legal Office Assistant, or Medical Office Assistant with a GPA of 3.0 ("C+") or higher; **or** assessment by the Dean of the School of Business;
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; **or** "C+" in MATH 072, or MATH 135; **or** assessment; and,
- ACCT 110.

Eligibility for Co-op Work Experience:

- To participate in co-op, prior to the first work term students must successfully complete nine Year 1 courses and the Workplace Education Prep workshop series (COOP WEP), and obtain a minimum GPA of 3.0.
- To maintain eligibility for the subsequent co-op work term, students must maintain a GPA of 3.0 and complete the first work term successfully.

** If a co-op work term has been completed in Office Administration, COOP WEP is not required.*

Eligibility for Internship Work Experience:

- To participate in internship, prior to the first work term students must successfully complete nine Year 1 courses and the Workplace Education Prep workshop series (COOP WEP), and obtain a minimum GPA of 3.0.

Program Completion Requirement(s):

- To qualify for the Diploma in Office Management, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

- To qualify for the Diploma in Office Management, Co-operative Education Designation, two (2) co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Office Management, Internship Designation, one (1) work term must be completed satisfactorily.

Required Courses		Credits
See Certificate in Office Administration for Year 1 courses.		
ACCT 207	Managerial Accounting	3.0
BUS 150	Introduction to Management	3.0
BUS 210	HR Management Foundations	3.0
BUS 214	Leadership Skills	3.0
BUS 220	Organizational Behaviour	3.0
BUS 276	Business Law	3.0
ECON 102*	The Canadian Economy	3.0
MARK 110	Introduction to Marketing	3.0
***PLUS* two (2) of:**		
ABT 281	Accounting Software Tools	3.0
ABT 294	Website Design and Maintenance	3.0
BUS 215	Agreement Seeking at Work	3.0
BUS 281	Negotiations and Contracts	3.0
PADM 260	Managing Multi-Party Decisions	3.0
Total Credits		**30.0**

** ECON 103 or ECON 104 may be substituted.*

Note: *Course availability and co-op/internship options vary depending on academic term and prerequisites.* **Contact the Chair of Applied Business Technology or Academic Advisor to develop a Personal Learning Plan.**

Co-op Option

COOP WEP	Workplace Education Prep	0.0
ABT 101*	Co-operative Work Experience 1	6.0
AND/OR		
BUS 201	Co-operative Work Experience 2	6.0
Total Credits		**6.0 - 12.0**

** Credit for ABT 101 is earned while the student is in the Certificate of Office Administration program. Students may apply credit earned for ABT 101 toward the Diploma in Office Management to meet the minimum requirement of two work experience terms.*

Internship Option

COOP WEP	Workplace Education Prep	0.0
ABT 102*	Internship Work Experience 1	3.0
AND/OR		
BUS 202	Internship Work Experience 2	3.0
Total Credits		**3.0 - 6.0**

** Students who have completed ABT 102 and who wish to seek a Diploma Internship designation should enrol in BUS 202. Students who have not completed a previous internship should enrol in ABT 102. Students may not apply credit earned from ABT 102 while in the Certificate program toward the Diploma program. Credit toward the Internship designation must be earned while enrolled in the Diploma of Office Management program.*

Public Administration

The Public Administration program provides 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 students with no public sector work experience, the diploma program will help them enter the field. 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.

The Diploma in Public Administration can be taken on a part-time (excluding co-op) or full-time basis. 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. Some Year 2 courses are offered in alternate odd and even years.

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 (PLA) initiative will play a role, along with transfer credit for recognized programs.

Having completed Year 1, students can transfer to the Diploma in Business Administration program. See details under that program. Some of the courses in the program are also core courses for the Intermediate Certificate in Local Government Management, which supports management staff in the municipal sector. See the departmental Chair for more information.

This program is eligible for bridging to the Thompson Rivers University — Open Learning's Bachelor of Business Administration and to their Bachelor of Business Administration (Public Sector Management).

Graduates may be employed in a variety of government positions in municipal, provincial and federal government. Graduates may also work in nonprofit, regulatory and non-government environments or those that are removed from government decision-making but are publicly funded.

Co-operative education or internship are optional components of this program. Co-operative education allows learners the opportunity to integrate their studies with two (2) periods of relevant work experience. To obtain the Internship designation, the completion of one (1) work term is required.

Length:

Full time: Two years

Part time: Determined by student and availability of courses.

Location: Varies

Starting: Fall

Program Code(s):

BUSADMIN1 Year 1

PADMIN2 Year 2

Specialization Code(s):

PADMN Public Administration

Direct Entry

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; **or** "C+" in MATH 072, or MATH 135; **or** assessment.

Career Entry

Career Entry students will also need the following for entry into the program:

Admission Requirement(s):

- Submit proof of a minimum of three years public sector work experience to be assessed by the Public Administration Program Leader;
- A letter of recommendation from the student's employer; and,
- Assessment by the Public Administration Program Leader.

Eligibility for Co-op Work Experience:

- In order to participate in co-op, students must successfully complete eight Year 1 courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.
- To maintain eligibility for the subsequent co-op work term, students must maintain a GPA of 3.0 and complete the first work term successfully.

Eligibility for Internship Work Experience:

- In order to participate in internship, students must successfully complete eight Year 1 courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.

Program Completion Requirement(s):

- Students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Diploma in Public Administration.

- To qualify for the Diploma in Public Administration, Co-operative Education Designation, two (2) co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Public Administration, Internship Designation, one (1) work term must be completed satisfactorily.

Courses required in the suggested order to complete the program:

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 140	Business Info. Technology	3.0
BUS 150	Introduction to Management	3.0
ENGL 150	English Composition	3.0
FIN 110	Fundamentals of Finance	3.0
PSC 104	Canadian Government	3.0
OR		
PSC 106	Canadian Politics	3.0
BUS 130	Business Communications	3.0
BUS 141	Business 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
BUS 276	Business Law	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
One **(1)** elective		3.0
Total Credits		**59.0**

***Required electives*:**

One (1) of the following:

BUS 214	Leadership Skills	3.0
OR		
BUS 215	Agreement Seeking at Work	3.0
OR		
BUS 312	Human Resource Development	3.0
BUS 220	Organizational Behaviour	3.0
MARK 225	Public Relations	3.0
OR		
MARK 260	Business in Society	3.0

Co-op Option

COOP WEP	Workplace Education Prep	0.0
BUS 101	Co-operative Work Experience 1	6.0
BUS 201	Co-operative Work Experience 2	6.0
Total Credits		**12.0**

Internship Option

COOP WEP	Workplace Education Prep	0.0
BUS 102	Internship work Experience 1	3.0
Total Credits		**3.0**

Certificate Programs

Business Access

This program is designed for students interested in the Diploma in Business Administration who do not meet the math or English admission requirement, or wish to refresh their math or English skills before starting a business diploma program. Students are given the opportunity to gain their math and English admission requirement or refresh skills, while simultaneously taking introductory business courses.

Students who pass all the required courses, with a "C+" in MATH 072 or MATH 135, and have a minimum "C" average will have a seat reserved for them in the Diploma in Business Administration in the next semester. Students who complete this program will receive transfer credit for one course (BUS 140) towards a Diploma in Business Administration.

Computer familiarity prior to beginning the program is helpful. Courses require out-of-class work on a computer; home access to a computer is helpful but not required. The School of Business computer labs are available seven days a week.

Length:

Full time: Four months

Part time: Determined by student and availability of courses.

Location: Interurban Campus

Starting: Fall and Winter

Program Code(s): BUSACC

Admission Requirement(s):

- Submit proof of "C" in English 11; **or** "B" in ENGL 050; or ELD 072 and ELD 074; or ELD 072 and ELD 080; **or** assessment; and,
- Submit proof of "B" in Applications of Math 11; **or** "C" in Principles of Math 10, or Foundations of Math & Pre-calculus 10, or Applications of Math 12, or MATH 053, or MATH 057; **or** "C-" in Principles of Math 11, or Pre-calculus 11; **or** assessment.

Program Completion Requirement(s):

- Students must successfully complete all program courses, receive at least a "C+" in MATH 072 or MATH 135, and obtain an overall cumulative GPA of at least 2.0 in order to qualify for the Certificate in Business Access.

Core Courses		Credits
BUS 140	Business Info. Technology	3.0
ELD 060*	ELD Support Course	0.0
ENGL 140	Technical & Professional English	3.0
LRNS 102	Learning & Problem-Solving Skills	1.0
MATH 072	Advanced Mathematics 1	4.0
OR		
MATH 135	Career Algebra	3.0
Total Credits		**10.0 - 11.0**

** ELD 060 is required for students entering with ELD 072 and one of ELD 074 or ELD 080. 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 or MATH 135 first, and it is recommended that part-time students take the courses in the aforementioned order.*

Business Management

This program will provide participants who are working in business, government and industry with additional business management and leadership skills. The ten-course, 30-credit program offers an assortment of courses designed to provide participants with an understanding of the elements of business management and operations. It is designed to include a combination of required basic management skills and flexibility to enable participants to meet their existing business management needs.

The certificate also provides the graduate with additional education opportunities through the:

- Diploma in Business Administration;
- The Thompson Rivers University — Open Learning (TRU-OL) Bachelor of Business Administration (BBA).

Length:

Full time: One to two years Determined by availability of courses.

Part time: Varies.

Location: Interurban Campus

Starting: Fall

Program Code(s): BUSMGMT

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 11, or Foundations of Math 11, or Pre-calculus 11, or Applications of Math 12; **or** "C+" in MATH 072, or MATH 135; **or** assessment.

Program Completion Requirement(s):

- Students must complete all required courses and electives, and achieve an overall GPA of at least 2.0 in order to qualify for a Certificate in Business Management.

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK **HERE**.

Courses		Credits
BUS 214*	Leadership Skills	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 Info. Technology	3.0
BUS 230	Elementary Statistics	3.0
ECON 102	The Canadian Economy	3.0
OR		
ECON 103	Principles of Microeconomics	3.0
OR		
ECON 104	Principles of Macroeconomics	3.0
FIN 110	Fundamentals of Finance	3.0
OR		
BUS 276	Business Law	3.0
MARK 110	Introduction to Marketing	3.0
PLUS five (5) electives**		15.0
Total Credits		**30.0**

** 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 **250-370-4130.***

*** **Required electives** may be any School of Business credit courses for which the student has the prerequisites. Electives can include core courses not taken.*

Local Government Administration

This part-time program is aimed at students who are working in municipal government and will provide an opportunity to obtain recognition for post-secondary studies that relate specifically to their roles as local government employees.

Students who successfully complete this certificate and have local government work experience may apply to the Provincial Board of Examiners for certification. Students are encouraged to clarify their eligibility by contacting the Board of Examiners directly through the Ministry of Community Services.

Length:

Two years or less; determined by student and availability of courses

Location: Distance Education (online)

Starting: Fall, Winter, Spring, Summer

Program Code(s): LOCALGOV

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **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
Total Credits		**18.0**

**** Required electives*:**

Two post-secondary courses having the equivalent of six Camosun College credits in the areas of Public Administration, Business, Political Science, English, or Business Communications; and, electives may be obtained from any recognized post-secondary institution in British Columbia.

Professional Accounting

The Certificate in Professional Accounting 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 a degree and need the courses required by the Certified Management Accountants (CMA), the Certified General Accountants (CGA) and the Chartered Accountants (CA).

Upon successful completion of the CMA required courses and a degree, students may take the CMA Preparatory Course 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. 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).

Internship is an optional component of this certificate that allows learners the opportunity to enhance their studies with a period of relevant work experience.

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: 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 "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; **or** "C+" in MATH 072, or MATH 135; **or** assessment.

Eligibility for Internship Work Experience:

- To participate in internship, students must successfully complete a minimum of six (6) required courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.

Program Completion Requirement(s):

- To qualify for a Certificate in Professional Accounting, students must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0.
- To qualify for a Certificate in Professional Accounting, Internship Designation, one (1) work term must be completed satisfactorily.

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
ACCT 111	Financial Accounting 2	3.0
ACCT 210	Financial Accounting 3	3.0
ACCT 211	Financial Accounting 4	3.0
ACCT 220	Management Cost Accounting 1	3.0
ACCT 320	Management Cost Accounting 2	3.0
ACCT 380	Auditing 1	3.0
ACCT 470	Income Tax 1	3.0
BUS 141*	Business Information Systems	3.0
FIN 210*	Corporate Finance	3.0
Two (2) electives		6.0
Total Credits		**36.0**

** BUS 140 is the prerequisite for BUS 141 and FIN 110 is the prerequisite for FIN 210.*

Required electives:

Courses		Credit
ACCT 310	Financial Accounting 5	3.0
ACCT 330	Government & NPO Accounting	3.0
ACCT 340	Fraud Awareness	3.0
ACCT 400	Accounting Theory	3.0
ACCT 420	Management Cost Accounting 3	3.0
ACCT 471	Income Tax 2	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 Info. Management	3.0
BUS 276	Business Law	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	Investments 1	3.0
MARK 110	Introduction to Marketing	3.0

Note: *Credit is not granted for ECON 102.*

Internship Option

COOP WEP	Workplace Education Prep	0.0
BUS 102	Internship Work Experience 1	3.0
Total Credits		**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 Diploma in Business Administration.

Length:

Part time: Determined by student and availability of courses

Location: Interurban Campus

Starting: Fall

Program Code(s): PROVREV

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12; **or** "C+" in MATH 072, or MATH 135; **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
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
BUS 220	Organizational Behaviour	3.0
Total Credits		**15.0**

Tourism and Business

(This program is suspended for Fall 2011. Refer to our website for current information, or contact the School of Business at sofbus@camosun.bc.ca.)

The Certificate in Tourism and Business is a dynamic, applied program that provides learners with a broad understanding of the tourism industry and a solid grounding in practical business skills. Core values of service, along with fundamental themes in sustainability and Indigenous world views, will allow students to better examine the business world through a tourism lens.

Students are encouraged to combine their tourism studies with an internship. This will allow for the practical application of program concepts while gaining valuable industry-specific work experience.

Graduates who wish to further their studies will receive up to 30 credits towards the 60-credit Diploma in Business Administration – Tourism Management at Camosun College.

Length:

Direct Entry: full time, up to one year

Career Entry: full time, up to one year

Part time: Varies

Location: Interurban Campus

Starting:

Full time: Fall (8-month program)
Winter (12-month program)

Part time: Fall, Winter, Spring, Summer

Program Code(s): TOURBUS

Entry Options to the Certificate in Tourism and Business Program

Direct Entry

Direct Entry to the Certificate in Tourism and Business program is designed for students with limited or no business experience.

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 11, or Applications of Math 12, or Foundations of Math 11, or Pre-calculus 11; **or** "C+" in MATH 072, or MATH 135; **or** assessment;

Career Entry

Career Entry to the Certificate in Tourism and Business program is designed for students with a minimum of five years of business or related experience.

- Approval of the School of Business Exceptions Committee; and,
- A detailed resume outlining a minimum of 5 years of related work experience; and,
- Copies of transcripts related to post-secondary education as well as outlines of relevant business seminars, short courses, etc., that have been completed either through employers or through industry/trade associations.

Eligibility for Internship Work Experience:

- To participate in internship, students must successfully complete a minimum of nine (9) required courses, including BUS 130, BUS 150, TMGT 210, and TMGT 230; obtain a minimum GPA of 3.0; and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.

Program Completion Requirement(s):

- Students must successfully complete all program courses and achieve an overall cumulative GPA of 2.0 or higher.

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

Courses		Credits
ACCT 110	Financial Accounting 1	3.0
BUS 130	Business Communications	3.0
BUS 140	Business Info. Technology	3.0
BUS 150	Introduction to Management	3.0
MARK 110	Introduction to Marketing	3.0
TMGT 210	Cdn. Perspectives in Tourism	3.0
TMGT 230	Service Operations	3.0
TMGT 240	World Perspectives in Tourism	3.0
TMGT 261	Sustainability	3.0
TMGT 271	Indigenous Tourism Perspectives	3.0
Total Credits		**30.0**

Internship Option

COOP WEP	Workplace Education Prep	0.0
BUS 102	Internship Work Experience 1	3.0
Total Credits		**3.0**

Applied Business Technology Certificate Programs

The Applied Business Technology Department offers a wide range of programs designed to provide thorough and technologically current office training. Our goal is to provide opportunities for students to develop the knowledge, skills and attitudes necessary for successful participation in a career as an administrative professional.

Although a personal computer at home is not a requirement for the various Applied Business Technology programs, many students have found that having a PC at home is an enhancement to their studies. Most of the courses require the use of a PC and as a result the computer labs within the School of Business are available seven days a week.

Part-time Students

Subject to the availability of space, students may study in any of the Applied Business Technology programs on a part-time basis. Prerequisites for the individual courses are listed with the course descriptions.

Legal Office Assistant

The Certificate in Legal Office Assistant program provides learners with the knowledge, skills, and abilities to function in entry-level support roles in a variety of legal, government and general business environments. Students coming to the program with general office skills will develop the broad legal and procedural knowledge/abilities and perspectives that will allow them to function more effectively in a variety of legal settings. Legal Office Assistant graduates typically provide secretarial and administrative services that support managers and professional employers in both the private and public sectors, including law offices, legal departments of large firms, real estate companies, public courts and government.

This program includes day and evening classes, as well as field experiences such as visits to courts, legal libraries, and various registries. This program involves a demanding full-time schedule.

Graduates of the program may choose to complete specialized training in a number of areas, as this program ladders directly into additional credentials within the legal administration field.

Length: 12 months

Location: Interurban Campus

Starting: Fall

Program Code(s): ABTLGL

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment;
- Submit proof of "C" in Principles of Math 10, or Applications of Math 11, or Foundations of Math and Pre-calculus 10; **or** "C+" in MATH 034; **or** assessment; and,
- Submit proof of touch keyboarding speed of 35 words per minute with five or fewer errors. *Camosun College assessment required*.*

Recommended: Fluent spoken English.

** Speed and technique requirements must have been assessed by Camosun College not more than 12 months prior to the start of the Legal Office Assistant program.*

Note: *Computer familiarity prior to beginning the program is helpful. Courses require out-of-class work on a computer; home access to a computer is helpful but not required. The School of Business computer labs are available seven days a week.*

Program Completion Requirement(s):

- Students must complete all required program courses and electives, achieve an overall cumulative GPA of at least 2.0, and demonstrate a keyboarding speed of at least 60 wpm with five or fewer errors to obtain a Certificate in Legal Office Assistant.

Academic Term 1 (Fall)		Credits
ABT 164	Business Communications 1	3.0
LGL 111*	Legal Document Skills	*
LGL 112	Legal Office Accounting	3.0
LGL 114	Foundations of Law	3.0
LGL 115**	Legal Office Keyboarding	**
LGL 160	Word Processing 1 - Legal	3.0
Total Credits		**12.0**

Academic Term 2 (Winter)		Credits
ABT 171	Office Computer Essentials	3.0
LGL 111*	Legal Document Skills	*
LGL 115**	Legal Office Keyboarding	**
LGL 120	Fundamental Civil Litigation	3.0
LGL 122	Real Estate Law & Conveyancing	3.0
LGL 124	Family Law and Procedure	3.0
Total Credits		**12.0**

Academic Term 3 (Spring)		Credits
LGL 130	Corporate Law, Criminal Law	3.0
LGL 133	Wills, Estates, Business Law	3.0
LGL 161	Word Processing 2 - Legal	3.0
Total Credits		**9.0**

Practicum (Summer)

LGL 140	Integrated Practice Experience	5.0
Total Credits		**5.0**

** LGL 111 taken during Fall and Winter academic terms until mastery of the three (3) skills is achieved. 3.0 credits granted upon completion.*

*** LGL 115 taken during Fall and Winter academic terms until mastery of 60 wpm is achieved. 2.0 credits granted upon completion.*

Medical Office Assistant

The Certificate in Medical Office Assistant program 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.

Students can enrol in a "blended" version of the program which allows them to obtain their credential through the completion of online courses and face-to-face courses at the Interurban campus. Online courses are accessed through the BCCampus.ca portal. A minimum of 25% of the course work must be completed through Camosun thereby satisfying the residency requirement. Subject to availability of space, students may also study part time in the day courses. The program includes an optional three-week practicum, which normally occurs during the first weeks of the Spring semester.

Length:

Full time: Eight months

Part time: Varies

Location:

Full time: Interurban Campus

Part time: Continuous intake

Starting:

Full time: September

Part time: Varies depending on course availability

Program Code(s): ABTMOA

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ELD 092; **or** assessment; and,
- Submit proof of keyboarding speed of 30 words per minute with five or fewer errors *(Camosun College assessment required*).*

** Speed and technique requirements must have been assessed by Camosun College not more than 12 months prior to the start of the Medical Office Assistant program.*

Note: *Computer familiarity prior to beginning the program is helpful. Courses require out-of-class work on a computer; home access to a computer is helpful but not required. The School of Business computer labs are available seven days a week.*

Program Completion Requirement(s):

- Students must successfully complete all program courses and keyboarding certified to at least 50 wpm with five or fewer errors in order to qualify for the Certificate in Medical Office Assistant.

Pre-term (Optional)		**Credits**
ABT 030*	Online Learner Success	0.0
Total Credits		**0.0**

** ABT 030 is strongly recommended for students participating in the part-time blended delivery option. It is not recommended for students taking the full-time, classroom-based program.*

Academic Term 1 (Fall)		**Credits**
ABT 112*	Medical Office Keyboarding	*
ABT 122	Medical Office Procedures 1	3.0
ABT 124	Health Office Financial Skills	3.0
ABT 128	Medical Terminology 1	3.0
ABT 160	Word Processing 1	3.0
ABT 171	Office Computer Essentials	3.0
Total Credits		**15.0**

Academic Term 2 (Winter)		**Credits**
ABT 112*	Medical Office Keyboarding	2.0
ABT 123	Medical Office Procedures 2	3.0
ABT 125	Medical Office Communications	3.0
ABT 129	Medical Terminology 2	3.0
ABT 131	Medical Office Transcription	2.0
ABT 135	Computerized Medical Billing	2.0
Total Credits		**15.0**

Practicum (Spring) 3 weeks, optional		
ABT 139	Practicum (Medical Office)	3.0
Total Credits		**3.0**

** Taken during each academic term until mastery of 50 wpm is achieved. 2.0 credits granted upon completion.*

Office Administration

This 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, of the technologies required for today's office.

The program is offered on a full-time basis at the Interurban campus. Part-time students can enrol in a "blended" version of the program which allows them to get their credential through the completion of online courses and face-to-face part-time evening courses at the Interurban campus. Online courses are accessed through the BC Campus portal (BCcampus.ca). A minimum of 25% of the course work must be completed through Camosun thereby satisfying the residency requirement. Subject to availability of space, students may also study part-time in the day courses.

Internship is an optional component of this program. Internship allows learners the opportunity to enhance their studies with a period of relevant work experience.

Employment possibilities range from entry-level administrative positions to executive assistants as well as self-employment opportunities. This program directly ladders to additional credentials within the office administration field.

Length:

Full time: Eight months

Part time: Varies

Internship Option: 12 months

Location:

Full time: Interurban Campus

Part time: Continuous intake.

Starting:

Full time: September

Part time: Varies depending on course availability

Program Code(s):

ABTOAD Full or Part time

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 140, or ELD 092, or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 10, or Foundations of Math & Precalculus 10, or Applications of Math 11; **or** "C+" in MATH 034; **or** assessment.

Note: *Computer familiarity prior to beginning the program is helpful. Courses require out-of-class work on a computer; home access to a computer is helpful but not required. The School of Business computer labs are available seven days a week.*

Eligibility for Internship Work Experience:

- To participate in internship, students must successfully complete 10 of 11 Year 1 courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the first work term.

Program Completion Requirement(s):

- To qualify for the Certificate in Office Administration, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0 and obtain a keyboarding speed of 45 wpm with five or fewer errors.
- In order to qualify for the Certificate in Office Administration, Internship Option, one (1) work term must be completed successfully.

Pre-term (Optional)		**Credits**
ABT 030*	Online Learner Success	0.0
Total Credits		**0.0**

** ABT 030 is strongly recommended for students participating in the part-time blended delivery option. It is not recommended for students taking the full-time, classroom-based program.*

Academic Term 1 (Fall)		**Credits**
ABT 110*	Office Admin Keyboarding	*
ABT 117	Interpersonal Success Tools	3.0
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
Total Credits		**15.0**

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 Software	3.0
ABT 184	Accounting Basics	3.0
Total Credits		**14.0 - 16.0**

** Taken during each academic term until mastery of 45 wpm is achieved. 2.0 credits granted upon completion; or, Camosun College assessment at 45 wpm with five or fewer errors achieved not more than six months prior to the start of the program.*

Work Term 1 (Spring & Summer)		**Credits**
COOP WEP	Workplace Education Prep (Internship students only)	0.0
ABT 101	Co-operative Work Experience 1	6.0
OR		
ABT 102	Internship Work Experience 1	3.0
Total Credits		**3.0 - 6.0**

Notes:

1. *Some courses may be offered in the evenings during some of the semesters.*
2. *Students wishing to move on to the Diploma in Office Management are required to obtain a "C" in Principles of Math 11 (or equivalent), plus are required to take ACCT 110. (This can substitute for ABT 184).*
3. *Students are eligible to receive only an Internship designation in this Certificate program because the Cooperative Education designation requires the successful completion of two Cooperative Education work terms. Students wishing to pursue the Cooperative Education designation must do so by completing further studies in the Diploma in Office Management program.*

Continuing Education

The following programs may have unique application procedures, refund policies, etc. Please call **250-370-4565** or visit the website for current program information.

Applied Project Management

This Project Management program provides an introduction to the fundamental theory and approach used to manage projects successfully. It focuses on the application of project management methods and tools during initiating, planning, executing, controlling, and closing processes. Employing standardized practices to improve the effectiveness and efficiency of project management is emphasized.

The learners must apply project management processes in accordance with good practices defined in the Project Management Institutes' (PMI) Project Management Body of Knowledge (PMBOK® Guide). Learners must be able to apply the processes at an intermediate level as defined by the standards within each module of the program. Learners must successfully pass all courses of the program with at least 60% in each module.

This program is designed to be conducted online in a modular approach and will require 80 hours to complete over a 14-week duration. Learners are free to work on the content at any time, day or night, but must complete all of the coursework and assignments according to the weekly schedule. There are 6 modules or courses in the program and participants will be required to take them in order but can take them over more than one session. This will allow them to spread out their learning if desired. However, students must complete the program within 2 years to be awarded the Certificate.

This program is offered in partnership with the Applied Management Centre (AMC), which is a Project Management Institute (PMI®) Global Registered Education provider.

Length: 80 hours over 14 weeks

Location: Delivered online as a part-time program

Starting: **Varies**

Program Code(s): APMC

Admission Requirement(s):

- Be over 18 years of age;
- Have basic computer knowledge; and,
- Have a business background.

Hospital Unit Clerk

The Hospital Unit Clerk Certificate program trains students for the challenging and rewarding job of looking after the administrative and clerical requirements of a hospital unit. The 365-hour (approximately) part-time program prepares graduates to apply for employment in a hospital as a Unit Clerk. The program begins in late September and finishes with a 125-hour practicum placement in April and May. Classes are held two weeknights and Saturdays with a maximum enrolment of 20 students. Students will be examined in theory and practicum components and upon successful completion, receive a certificate.

Length: 365 hours (approximately)

Location: Interurban Campus

Starting: September

Program Code(s): HOSPUNIT

Admission Requirement(s):

- Provide documented proof of Grade 12 graduation (including English 12, or EFP 12), GED **or** equivalent;
- Successful completion of a Medical Terminology course (minimum of 60 hours duration) with a minimum 75% grade taken within the last five years;
- Proof of keyboarding skills (50 wpm net) no more than eight (8) months prior to the start of the program and from an approved provider; and,
- Completion of a free Unit Clerk Information Session.

Leadership Development

Leadership is this decade's biggest challenge and the greatest competitive advantage an organization has. Engaging the hearts and minds of the people in organizations is how things get done. The degree to which the people are engaged in their work is due largely to leadership. We know that leaders need to be self aware as well as skilled in the art of strategically and successfully leading people and projects in today's dynamic and complex work environments. This program will give students the opportunity to explore who they are as a leader as well as what kinds of things leaders are called upon to do.

The program's modular format is designed for the adult part-time learner. It will be of interest to those new to a leadership role as well as those who are seasoned leaders/supervisors looking to formalize their learning in this area, or simply seeking individual learning opportunities.

To complete the program, students must complete a minimum of 141 hours of the required core and elective modules. Once the classroom hours have been completed, students can submit an application for the final assessment of their learning and register for the assessment module (LDCT 699V) to demonstrate their learning through completion of a written report or presentation. Once the assessment module has been successfully completed, a program certificate will be issued. *We recommend that students take Leadership Overview (LDCT 500V) before progressing to other courses.*

Modules are offered in an assortment of formats, which include daytime, evening and weekend hours. A different assortment of core and elective modules are offered every semester (Fall, Winter and Spring) with all core modules being offered a minimum of once each calendar year.

Length: 141 hours

Learners must complete the core and elective courses within five (5) years to be eligible for the certificate.

Location: Interurban Campus

Starting: Varies

Program Code(s): LDCT

Admission Requirement(s):

- There are no admission requirements for this part-time program. Some individual courses have prerequisites and that information is provided in individual course descriptions in the Continuing Education calendar.

Note: *It is not necessary to commit to the entire program prior to registration in any of the individual courses.*

MS-Access Data Management

Whether you plan to develop or manage database applications in-house or as a consultant, this 252-hour, part-time program will provide you with the relationship database concepts, strong software skills and key development methodology you need to be successful. You will learn to design and build a wide variety of database applications, create customized, user-friendly user interfaces and much more. Software includes Microsoft Access, Visual Basic for Applications (VBA) and Sequel Query Language (SQL). For more information, click here.

There are eight courses, a self-directed assignment and completion courses, plus a completion project. The schedule varies and includes some evenings, Saturdays and weekdays. *Scheduling of advanced courses varies and is normally evenings only.*

Length: 252 hours includes self-directed assignment and completion courses
Must finish within two years

Location: Interurban Campus; Some classes at 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.

MS-Office

Nearly every job that involves a computer requires skills in Microsoft Word, Outlook, Excel, Access and PowerPoint software. In this hands-on, fast-paced program you will learn a wide variety of ways to use MS-Office software to automate your work, integrate your files and produce professional quality documents. An MS-Office FastTrack option is offered in 2011. Click here for details.

Length: 175 Hours including self directed assignment and completion courses (Schedule varies and includes evenings, weekdays and some Saturday classes)
Must finish within two years

Location: Lansdowne and Interurban

Starting: Fall, Winter, Spring, Summer

Program Code(s): **MSOFFICE**

Admission Requirement(s):

- There are no admission requirements for this part-time program. All courses have prerequisites. Refer to the individual course descriptions in the Continuing Education calendar. It is not necessary to commit to the entire program prior to registering for individual courses.

Program Completion Requirement(s):

- Students must complete all program courses, including the successful completion of BSCM 559V (MS-Office Course Assignments) and BSCM 540V* (MS-Office Completion Project).

** The completion project is the final course in the program. It can be started at any time, but must be completed within two months of registering. The project is graded (competency based).*

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: January

Program Code(s): TRAVEL

Admission Requirement(s):

- Grade 12 graduation;
- Submit proof of "C" in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ELD 092; **or** assessment; and,
- Attendance at a free Travel Counselling information session (TRCT 990V). (Out of town applicants, please contact **sofbus@camosun.bc.ca** for information package.)

Basic computer skills including word processing recommended.

Web Foundations

The Web Foundations program is your starting point for web training. The program is focused on the most critical elements of web design that are the least likely to change over time. You will develop the skills needed to create basic yet functional, well designed websites. By the end of the program you will have designed and developed several small sites as well as a comprehensive project encompassing all the concepts covered in the program.

Length: Part time, evenings only (120 hours total offered two nights per week)

Location: Interurban

Starting: September, February

Program Code(s): WEBFN

Admission Requirement(s):

- Submit proof of attendance in BSCM 710V Web Foundations Pre-course; **or** assessment by Program Coordinator.

Transfer Equivalents

Camosun College offers transfer equivalents linking Business program courses with professional designations and institutes. Some transfer equivalents are packaged as programs to ensure the completion of studies in a specific period of time. Credit from these Camosun College courses can be applied towards programs offered by the following institutes. Transfer arrangements are subject to regulations of both Camosun and the appropriate organization.

Students interested in Continuing Education transfer equivalents should check the CE calendar (published three times a year) for registration details.

Students interested in the credit transfer equivalents must:

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

Chartered Accountant (CA)

CA Required Courses	Camosun Equivalent
Advanced Financial Accounting	ACCT 310 or ACCT 420
Auditing	ACCT 380
Business Law	BUS 276
Finance	FIN 210 & FIN 220 or FIN 221
Intermediate Financial Accounting	ACCT 210 & ACCT 211
Introductory Financial Accounting	ACCT 110 & ACCT 111
Introductory Taxation	ACCT 470 & ACCT 471
Management and Cost Accounting	ACCT 220 & ACCT 320
Management Information Systems	BUS 141

CA Suggested Courses	Camosun Equivalent
Business Systems Analysis	BUS 241
Economics	ECON 103 & ECON 104
Math	BUS 231 or MATH 100 or MATH 108
Organizational Behaviour	BUS 220
Probability/Statistics	BUS 230

For further information on ICABC acceptable equivalents, call ICABC at **1-800-663-2677**, or the School of Business at **250-370-4137**.

Certified General Accountant (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 110 & FIN 210
FA1 Financial Accounting 1	ACCT 110 & ACCT 111
FA2/3 Financial Accounting 2/3	ACCT 210 & ACCT 211
FA4** Financial Accounting 4	ACCT 310
MA1 Management Cost Accounting 1	ACCT 220 & ACCT 320
MA2 Management Cost Accounting 2	ACCT 320 & ACCT 420
MS1 Management Information Systems 1	BUS 141
MS2 Management Information Systems 2	BUS 241
Public Speaking	CRER 702V
QM2 Quantitative Methods 2	BUS 230 or BUS 231
TX1** Taxation 1	ACCT 470 & ACCT 471

Credit is available for co-operative work experience (student must join CGA as a student member in order to obtain work experience credit).

** "C+" or higher required on each course.*

*** Restrictions may apply to transfer. Please contact CGA or the School of Business for more details.*

For more information on CGA-acceptable equivalents, call CGA at **1-800-565-1211**, **or** the School of Business at **250-370-4137**.

Certified Management Accountant 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 276
OB1 Organizational Behaviour	BUS 220
EC1 Economics	ECON 103 & ECON 104
FA 2&3 Financial Accounting 2 & 3	ACCT 210 & ACCT 211
MA 1 Management Cost Accounting 1	ACCT 220
MA 2 Management Cost Accounting 2	ACCT 320
Business Communication	BUS 130
TX1 Taxation	ACCT 470 & ACCT 471
QM1 Quantitative Methods	BUS 230
FM1 Financial Management	FIN 210
AS1 Accounting Information Systems	BUS 141
FA4 Advanced Financial Accounting I	ACCT 310
A1 Auditing	ACCT 380
MA3 Advanced Management Accounting	ACCT 420

** Minimum "C+" grade is required for 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**.

Credit Union Institute of Canada

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 Business Studies Program (GBSP)

CUIC	Camosun Equivalent
110 Accounting	ACCT 110 & ACCT 111
120 Communications	BUS 130
130 Management/Business Administration	BUS 110
140 Marketing	MARK 110 & MARK 265
150 Business Finance	FIN 110 & FIN 210
160 Organizational Behaviour	BUS 220
170 Economics	ECON 103 or ECON 104
180 elective	BUS 210 or BUS 310 or BUS 276

Management Studies Program (MSP)

MSP	Camosun Equivalent
110 Accounting	ACCT 110 & ACCT 111
130 Management/Business Administration	BUS 110
140 Marketing	MARK 110 & MARK 265
150 Business Finance	FIN 110 & FIN 210
160 Organizational Behaviour	BUS 220
170 Economics	ECON 103 or ECON 104

Institute of Canadian Bankers

Associate of the Institute

ICB	Camosun Equivalent
Economics	ECON 103 & ECON 104
Fundamental Accounting	ACCT 110 & ACCT 111
Organizational Behaviour	BUS 220

Specialized Options

Finance and Accounting	ACCT 220 ACCT 253
and one (1) other course	TBA
General	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

Justice Institute	Camosun Equivalent
CCR 101 Foundations of Collaborative Conflict Resolution	BUS 200-level course*
AND	
CCR 102 Building Your Communication Toolbox	
14 hours elective credit	BUS 217

** Discretionary credit for BUS 215 if student completes CCR 101 and CCR 102.*

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 276
Required electives:	
Two (2) (each being 3.0 credits) of:	
Employee and Labour Relations	BUS 313
Information Systems	BUS 141
Financial Accounting 1	ACCT 110
Financial 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 **250-370-4157**.

Purchasing Management Association of Canada

PMAC has recently developed a new Supply Chain Management Professional program. Please click here for details or call the BC Institute at **1-800-441-7622** (toll free).

Certified Financial Planner

For information on CFP-acceptable equivalents, call **1-800-305-9886** or contact the Chair of Finance, School of Business at **250-370-4131**.

Registered Financial Planner

For further information on RFP-acceptable equivalents, call CAFP 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

Diploma in Business Administration

Students interested in completing Camosun College's Diploma in Business Administration can do an equivalent Year 1 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 Commerce (BComm)

Business students can earn a four-year degree in commerce offered by Thompson Rivers University — Open Learning (TRU-OL) in collaboration with Camosun College School of Business. Students with a Camosun College Diploma in Business Administration who meet specific grade and course requirements can apply for a "block transfer" of up to 60 credits towards the Thompson Rivers University — Open Learning degree program (120 credits). Applicants who do not meet the requirements **or** who graduated from older diploma programs may receive less than 60 transfer credits and may be required to take additional courses. Applicants who have taken other college **or** university courses may be eligible to receive additional credits toward their degree.

Once admitted to the TRU-OL program, students may take up to an additional one and a half years of Arts, Sciences and Business courses at Camosun College. They will then complete the final upper-level business courses through Thompson Rivers University — Open Learning.

More information about either Year 1 study for the diploma program **or** the Bachelor of Commerce 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.

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 *School of Arts & Science* chapter of this calendar.

University Degree Laddering Programs

Athabasca University

Bachelor of Management, Post Diploma

- 60 credits for a Diploma in Business Administration;
- 60 credits for a Diploma in Public Administration, direct entry;
- between 57 and 60 credits, depending upon the number of Arts and Science courses chosen as electives, for a Diploma in Public Administration, career entry;
- between 51 and 60 credits, depending upon the number of Arts and Science courses chosen as electives, for a Diploma in Hotel and Restaurant Management.

Students may choose to complete either 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.

BC University-Colleges

There are opportunities for transfer credits to Business Administration degree programs at BC University-Colleges. These degrees are offered by:

- British Columbia Institute of Technology
- Kwantlen Polytechnic University
- Okanagan University-College
- University of the Fraser Valley

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 Year 3 and Year 4 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 Admissions, Royal Roads University, at **250-391-2528**, or toll-free at **1-877-778-6227**.

University of Lethbridge

Post-Diploma Bachelor of Management

Graduates of the Diploma in Business Administration can earn the management degree by completing just 20 to 25 courses. University of Lethbridge offers degrees in Accounting, Finance, First Nation's Governance, General Management, Human Resource Management and Labour Relations, International Management, Information Systems, and Marketing. Students admitted to the Post-Diploma program are also eligible for participation in the Management Co-operative Education, and Theory into Practice programs. Consult uleth.ca/man for more information.

University of Northern British Columbia

Bachelor of Commerce

The University of Northern British Columbia (UNBC) extends a block transfer of 60 credit hours to students graduating with a business diploma from any ACCC accredited college **or** technical institute in Canada.

Specific course credit is granted for articulated courses. Remaining credits within the block of 60 hours are awarded as either lower division commerce credit, **or** as unspecified credit.

For further information please contact UNBC, office of the Registrar, at **250-960-6300**.

University of Victoria

Bachelor of Commerce in Hospitality Management

Graduates of the Diploma in Hotel & Restaurant Management are able to apply to the Bachelor of Commerce in Hospitality Management degree program. Additional courses are required.

For more information, click here.

School of Business Faculty Listing

Accounting

Chair: Agatha Thalheimer
Phone: 250-370-4137

Berry, Stu, BA, MA
Dawson, Leelah, BA, MBA, EdD
Dixon, Gord, B.Comm, MSc, CMA
Egeland, Erin, BAccS, MBA, CGA
Edwards, Barbara, BA, M.Acc., CA, Ed.D
Giles, Joe, BA, CMA
Hoggard, Amy, B.Comm, CA
Kendrew, Jolene, B.Comm, CA
Kristjanson, Tana, BRS, CA
McLeish, Richard, BSc, Dip. Ed., MA
Norrie, Keri, BA, CA, CGA
Parker, Alison, CMA
Sekhon, Ken, BSc, MEng, MBA
Thalheimer, Agatha, BA, B.Comm, MPA
Widdifield, Lyle, BComm, CA, BEd, MBA

Applied Business Technology

Chair: LeaAnne Webster
Phone: 250-370-4163

Baskerville-Bridges, Robin, BASc (ELEC. ENG.)
Berry, Stu, BA, MA
Clarke, Karen, BA, BEd, MA
Coccola, Odette, BA, LLB
Gaudreault, Patricia, Paralegal, MA
Jhooti, Jasdeep, BSc, BEd
McLeish, Richard, BSc, Dip. Ed., MA
Oqilvic, Ernie, BA (Hons), LLB
Painter, Leslie, A.V.C.M, IDP, MA
Tait, Shannon, BA, RM Cert.
Webster, LeaAnne, BEd, Adv. IDP

Continuing Education Program Coordinators

Phone: 250-370-4565

Business
Giffon, Karen, CPP, Cert. Bus, Cert. Con. Res., AA

Computer Training
Paterson, Elaine CPP, MA

Leadership & Travel Counselling
Larose, Patricia, CPP

Finance, Economics, & UT Business

Chair: Yolina Denchev
Phone: 250-370-4178

Brown, Christine, BA (Econ), MA (Econ)
Corrigan, Shari, BBA (Econ and Finance), MA (Econ), Ec. Dev. Dip.
Dawson, Leelah, BA, MBA, EdD (Cand.)
Denchev, Yolina, BA (Econ), MBA, MA (Econ), ABD (Econ)
Giles, Joe, BA, CMA
Grigoryan, Narine, BS (Math), MBA, MA (Econ), ABD (Econ)
Kumar, Mahesh, BA (HONS), MBA, DIC, ACMA
Mason, Becky, BS (Linguistics), MBA
Sorensen, Rob, BSc, MBA

General Business/ Indigenous Business/ Management/Marketing/ Public Administration

Chair: Susanne Thiessen
Phone: 250-370-4165

Andmore, Josje, BA, MA, LLB
Biin, Dianne, BA
Chung, Larry, MBA, BSc (AGRI)
Clement, Michelle, BA, MBA
Coccola, Odette, BA, LLB
Drews, Marilyn, B.Comm, MEd, IDP
Dunning, Troy, BA, CPGA
Gosse, Carole, MA, CHRP, BA
Jaffey, Marina, B.Comm, MEd, IDP
Kemp, Tim, BA Poli Sci, MPA
Mack, Catherine, Dip. Tech, MBA
McQueen, Robin, BSW, MBA, CHRP
Ogilvie, Ernie, BA (HONS), LLB
Rippon, Tom, CD, PhD, CHRP
Stephens, Karen, Dip., MA
Szwender, Halinka, BSc, MBA
Thiessen, Susanne, BFA, MBA
Wrate, Cynthia, Dip., MBA, ABC, CAAP

Hospitality, Tourism, and Golf Management

Chair: Troy Dunning
Phone: 250-370-4168

Aitchison, Lee, Dip., CofQ Cook, BSc
Armstrong, David, Dip., CofQ Cook
Dunning, Troy, BA, CPGA
Everitt, Carl, Dip., CofQ Cook
Wilson-Mah, Rebecca, BA, MSc

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

School of Health & Human Services

Administration

Website
Email: hhsinfo@camosun.bc.ca

Phone: 250-370-3180
Fax: 250-370-3478

Dean:
Barbara M. Herringer, PhD

Associate Dean:
Debbie Sargent, MSN

Assistant to the Dean:
Cheryle Paquette

Practice Placement Assistant:
Susan Rudiger

HHS Aboriginal Faculty Resource:
Sandee Mitchell

HHS Aboriginal Services Assistant:
Wendy McDonald

Continuing Education & Contract Training Program Coordinator:
Valerie Montague
Phone: 250-370-4785
email: cectinfo@camosun.bc.ca

School Statement

The School of Health & Human Services is dedicated to preparing learners to work effectively as caring professionals on health care teams and in human service agencies. We offer a broad range of certificate and diploma level programs, a Baccalaureate of Science in Nursing, a post-degree in Interprofessional Mental Health and Addictions, and Continuing Education courses and programs.

Our full- and part-time 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 program 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.

Vision

Working together to inspire healthy community

Mission

Learning for practice. Learning for change.

Standards of Academic Progress

The faculty, staff and administration in the School of Health & Human Services are committed to developing environments which foster learner success. Within these environments, learners will make informed choices about program content, expectations, linkages to other institutions and career opportunities.

Every program within the school has specific requirements concerning attendance and performance standards. These requirements are described in a student handbook/course outline which is available to students the first week of the semester. The School of Health & 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. Click here for more information.

Health & Human Services Programs & Credentials

Post-Degree Program

Interprofessional Mental Health and Addictions

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

Degree Programs

Baccalaureate of Science in Nursing

- *Baccalaureate of Science in Nursing offered in partnership with UVic*

Nursing Access for Practical Nurses

- *Baccalaureate of Science in Nursing offered in partnership with UVic*

Diploma Programs

Community, Family and Child Studies

- *Diploma in Community, Family and Child Studies*

Dental Hygiene

- *Diploma in Dental Hygiene*

Early Learning and Care

(Formerly Early Childhood Care and Education)

- *Diploma in Early Learning and Care — Infant and Toddler Specialization*
- *Diploma in Early Learning and Care — Special Needs Specialization*

Certificate Programs

Certified Dental Assistant

- *Certificate in Certified Dental Assistant*

Community Mental Health

- *Certificate in Community Mental Health*

Community Support and Education Assistant

- *Certificate in Community Support and Education Assistant*

Health Care Assistant

(Formerly Home Support/ Resident Care Attendant)

- *Certificate in Health Care Assistant*

Health Care Assistant - ESL

(Formerly Home Support/ Resident Care Attendant - ESL)

- *Certificate in Health Care Assistant*

Indigenous Family Support

(Formerly First Nations Family Support Worker)

- *Certificate in Indigenous Family Support*

Indigenous Health Care Assistant

(Formerly First Nations - Home Support/ Resident Care Attendant)

- *Certificate in Health Care Assistant*

Indigenous Human Services Career Access

- *Certificate in Indigenous Community, Family and Child Studies Career Access*, **or**
- *Certificate in Indigenous Community Mental Health Career Access*, **or**
- *Certificate in Indigenous Community Support & Education Assistant Career Access*, **or**
- *Certificate in Indigenous Studies Career Access*, **or**
- *Certificate in Indigenous Family Support Career Access*

Practical Nursing

- *Certificate in Practical Nursing*

Practical Nursing Access for Health Care Assistants

- *Certificate in Practical Nursing*

Continuing Education

Activity Assistant

- *Certificate in Activity Assistant*

Medical Laboratory Assistant

- *Certificate in Medical Laboratory Assistant*

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK **HERE**.

Post-Degree Diploma

Interprofessional Mental Health and Addictions

The Interprofessional Mental Health and Addictions (IMHA) program prepares people with relevant baccalaureate degrees (e.g., Child and Youth Care, Education, Nursing, Occupational Therapy and Social Work) to engage in the assessment, planning, treatment and evaluation of older teens and adults experiencing acute, persistent, and/or concurrent mental health and addiction challenges. IMHA graduates will work in acute, tertiary, and community settings—most often as members or leaders of interprofessional teams.

The program presents the specialized knowledge and expertise necessary to understand and address the complex needs and concerns of the older teen and adult living with mental health, addiction, and/or concurrent diagnosis challenges. The theory and skills will be in more depth and breadth than mental health content presented in baccalaureate level programs, to prepare participants for leadership roles.

Working with a holistic client focus and from a health promotion perspective, students will engage with the individual, the family, other team members, and the community to develop a partnered interprofessional approach focused on enhancing the client's mental health and well being. Courses will include the content needed to understand the client, the challenges faced, the many contexts of the individual's experience, and the many approaches to care. Class time will be spent with learners and teachers exploring and applying content, and critically thinking about choices made to advance evidence-based practice. Learning activities will include case studies, role play, faculty and peer feedback sessions, as well as guest speakers. The focus will be the application of advanced knowledge and skills.

This 30-credit program is comprised of face-to-face, web-based and practicum components and is offered part time over 12 months.

(IMHA 512 and IMHA 513 are offered entirely online with no on-campus requirements.)

Length: 12 months

Location: Lansdowne Campus

Starting: June

Program Code(s): IMHA

Admission Requirement(s):

- Submit proof of a baccalaureate degree in Child and Youth Care, Education, Nursing, Occupational Therapy, or Social Work from a recognized post-secondary institution;

OR

- Submit proof of a baccalaureate degree and a minimum 500 hours combined practicum/work/volunteer/life experience in human services.

Program Participation Requirement(s):

- Due to new legislation that came into effect January 2011, every registered student who has practicum/clinical placement involving work with children and/or vulnerable adults must undergo a criminal record check (CRC) through the Criminal Record Review Program. A new process is presently being developed. Students will be informed of the new process during program information sessions. Any CRC done outside the college will NOT be accepted and will result in additional cost to the student

Program Completion Requirements:

- Students must achieve a minimum of 70 ("B-") in all theory courses, and successfully complete the practice course to graduate with a Post-Degree Diploma in Interprofessional Mental Health and Addictions.

Notes:

1. *Attendance at a program information session is highly recommended prior to making application to this program.*
2. *A TB skin test, Hepatitis B and flu vaccination are highly recommended and are available at local health clinics or through a physician.*
3. *It is strongly recommended that students have basic computer literacy including experience with keyboarding and basic internet search and email skills.*
4. *Some work experience involving mental health and addictions would be an asset.*

Courses		Credits
IMHA 510	Cultural and Care Contexts	3.0
IMHA 511	Therapeutic Relationships	3.0
IMHA 512	Assessment and Planning	3.0
IMHA 513	Interventions	3.0
IMHA 514	Interprofessional Issues	3.0
IMHA 515	Practice	15.0
Total Credits		**30.0**

Career and Vocational Programs

Certified Dental Assistant

The fully accredited Camosun College Certified Dental Assistant program provides learners with opportunities to develop the knowledge, skills, and values necessary for success with the National Dental Assistant Examination Board (NDAEB) and for subsequent entry to the profession of dentistry as a Certified Dental Assistant (CDA).

CDAs are health professionals who make unique contributions to the dental team. They perform selective skills, support clients of all ages and needs throughout dental procedures, and promote effective oral health practices in private and community environments. Following graduation, CDAs may choose to pursue further experience and education in order to perform specialized skills in prosthodontic and orthodontic procedures, serve clients as dental treatment coordinators, practice the dual role of CDA-receptionist and serve the community in public dental health settings.

In preparation for a career as a CDA, learners will acquire comprehensive knowledge related to CDA practice and will be expected to demonstrate employment qualities such as self-awareness, competence, effective communication and professional integrity. Learners have opportunities to develop effective strategies for team work, dental career development, adapting to change within the dental profession, and continuing their education.

Successful completion of the NDAEB examination is required prior to practicing as a registered and licensed CDA in British Columbia. Once qualified, CDAs will work interdependently within their scope of practice as members of a dental health team and with the supervision and/or direction of a dentist.

Length: 8.5 months (34 weeks)

Location: Lansdowne Campus

Starting: Fall

Program Code(s): CDA

Admission Requirement(s):

- Grade 12 graduation **or** equivalent;
- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Biology 12, or BIOL 103.

Program Participation Requirement(s):

- All students must attend the program orientation or *may* risk losing their seat in the program;
- 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; and,
- All students must have a criminal record check done through the BC Government's Criminal Record Review program.*

** The Criminal Record Review Act requires that students registered in a post-secondary program where they may be working with children and/or vulnerable adults must have a criminal record check done through the BC Government's Criminal Record Review program. The Deputy Registrar of the Ministry of Public Safety and Solicitor General, Policing and Community Safety Branch is the authorized body under the Act to make the determination of risk and he/she is responsible for disclosing findings of the criminal record checks to the college.*

Any student found to be at risk by the Ministry will not be able to participate in clinical/practicum experiences, and thus, will not continue in their program of choice at this time. Information regarding application for the appropriate criminal record check will be provided during information sessions and during the first two weeks of class. Students are responsible for any associated costs. Any criminal record checks done outside of the college will NOT be accepted and will result in additional cost to the student.

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. Students are responsible for recruiting child clients for four preventive appointments.

Program Completion Requirement(s):

- Students must achieve at least 70% ("B-") in each program course in order to continue in the program and obtain a Certificate in Certified Dental Assistant.

Notes:

1. *Interested students are advised to investigate the duties of a certified dental assistant by spending at least two days of observation in a dental office, thereby gaining a working understanding of the career.*
2. *Attendance at a program information session is highly recommended prior to making application to this program.*
3. *A TB skin test, Hepatitis and flu vaccination are highly recommended and are available at local health clinics or through a physician.*
4. *It is strongly recommended students have basic computer literacy, including experience with keyboarding and basic Internet search and email skills.*
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 Practice 1	2.0
Total Credits		**12.0**

Academic Term 2 (Winter)		Credits
CDA 111	Theory 2	3.0
CDA 121	Practice Skills 2	4.0
CDA 141	Integrated Practice 2	5.0
CDA 151	Professional Practice 2	2.0
Total Credits		**14.0**

Academic Term 3 (Spring)		Credits
CDA 142	Integrated Practice 3	3.0
Total Credits		**3.0**

Community, Family and Child Studies

Community, Family and Child Studies (CFCS) is a dynamic, professional two-year program that is based on contemporary research and grounded in principles of social justice (including freedom, equity, fairness and respectful treatment). Teachers create a co-operative learning community where all members contribute and learn from one another.

The diploma prepares students to promote, support and strengthen the well-being of individuals and families and to work as caring, ethical professionals who can adapt to meet current and emergent community needs.

As students progress through integrated courses and practica they will become familiar with a variety of community services and gain experience supporting individuals and/or families. Students will develop their own leadership style and participate in community development, planning and advocacy activities.

There are many employment opportunities for graduates of the CFCS program. Graduates may work independently and/or as a member of an interdisciplinary team, and will be accountable to individuals or community organizations. Community and team environments could include family support services, schools and after school programs, family resource centres, life skills and recreation programs, youth services, women's services, employment training programs, community outreach, foster care and group homes.

Flexible learning opportunities include full-time and part-time studies offered through a combination of day and some evening courses.

Graduates of the Diploma in Community, Family and Child Studies program can apply for transfer credit towards university degree programs, including 60 credits for Child and Youth Care at the University of Victoria, University of the Fraser Valley, or Vancouver Island University. Students must obtain an overall GPA of "B" and complete all courses with a "C+" for this option. Check the advising centre at the university of choice for transfer details.

Certificate graduates from a Community, Family and Child Studies program (e.g., CSEA, ELC and IFS) can apply for transfer credit into Year 2 of the diploma. (Certificate graduates can complete the program part time over two years and will be required to take some Year 1 courses. See Program Leader for details.)

Please contact a Camosun College Academic Advisor for further educational or transfer opportunities associated with this program.

Length:

Full time: Two years

Part time: Four years

Location: Lansdowne Campus

Starting: Fall

Program Code(s):

CFCS1 Year one

CFCS2 Year two

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; **or** ENGL 092 **and** ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; **or** ENGL 140; **or** ELD 092 and ELD 094; **or** ELD 097; **or** assessment.

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Program Participation Requirement(s):

- Due to new legislation that came into effect January 2011, every registered student who has practicum/clinical placement involving work with children and/or vulnerable adults must undergo a criminal record check (CRC) through the Criminal Record Review Program. A new process is presently being developed. Students will be informed of the new process during program information sessions. Any CRC done outside the college will NOT be accepted and will result in additional cost to the student

Program Completion Requirement(s):

- Students must achieve at least 60% ("C") in each program course including ENGL 150, ENGL 160 or ENGL 164, PSYC 154, PSYC 256, HLTH 110 and two electives for a total of 61 credits with an overall GPA of at least 3.0 in order to graduate with a Diploma in Community, Family and Child Studies.

Notes:

1. *Attendance at a program information session is highly recommended.*
2. *It is strongly recommended students have basic computer literacy, including experience with keyboarding and basic Internet search and email skills.*

Year 1

Academic Term 1 (Fall)		Credits
CFCS 110	Foundations for Practice	3.0
CFCS 120	Lifespan Development 1	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
Total Credits		**15.0**

Academic Term 2 (Winter)		Credits
CFCS 111	Professional Practice 1	2.0
CFCS 121	Lifespan Development 2	3.0
CFCS 141	Service Learning	3.0
ENGL 160	Introduction to Literature	3.0
OR		
ENGL 164	Indigenous Literature	3.0
HLTH 110	Health in Today's World	3.0
PSYC 154	Interpersonal Skills	3.0
Total Credits		**17.0**

Year 2

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
Total Credits		**15.0**

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

**** Required electives**:*

Students must consult with program faculty or a Camosun College Academic Advisor regarding university transfer elective choices. PSYC 150, PSYC 272 and SOC 160 are not accepted as electives as they duplicate content in CFCS courses. Students interested in transferring to a CYC degree program or other degree program are advised to also consult with the receiving institution regarding elective choices.

Community Mental Health

The Community Mental Health program will define entry-level competencies for employment in the field of community mental health. It is based on the principles of psychosocial rehabilitation. Graduates will work as members of a community health team in a variety of mental health service sites. The program includes class, lab and practicum experience.

The program is offered full time on campus, and part time with face-to-face and online components. Practicum participation may include day, evening and weekend shifts.

Length:

Full time: Five months

Part time: Nine months

Location: Lansdowne Campus

Starting:

Full time: Spring

Part time: Fall

Program Code(s): CMH

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit a 300-word statement outlining career goals and motivation for entering the program.

Program Participation Requirement(s):

- Attend a scheduled Community Mental Health program information session prior to the first day of class.
- Students registered in partially-online program courses must participate in an orientation to distance education systems and tools prior to or during the first class of the course.
- Due to new legislation that came into effect January 2011, every registered student who has practicum/clinical placement involving work with children and/or vulnerable adults must undergo a criminal record check (CRC) through the Criminal Record Review Program. A new process is presently being developed. Students will be informed of the new process during program information sessions. Any CRC done outside the college will NOT be accepted and will result in additional cost to the student

Program Completion Requirement(s):

- Students must achieve at least 60% ("C") in each program course in order to continue in the program and obtain a Certificate in Community Mental Health.

Notes:

1. *A TB skin test, Hepatitis B and flu vaccination are highly recommended and are available at local health clinics or through a physician.*
2. *It is strongly recommended that students have basic computer literacy, including experience with keyboarding and basic internet search and email skills.*
3. *Students will benefit from volunteer or work experience in human services prior to entering the program.*

Academic Term 1		Credits
CMH 110	Mental Health & Addiction Services	2.0
CMH 111	Mental Illness & Interventions	3.0
CMH 115	Communications	3.0
CMH 120	Support Strategies	3.0
CMH 125	Professional Issues	2.0
CMH 130	Health Care Basics	3.0
CMH 135	Substance Use & Mental Health	2.0
CMH 140	Practicum	5.0
Total Credits		**23.0**

Community Support and Education Assistant

The Community Support and Education Assistant program prepares graduates to function ethically and professionally in home, school, work, and community settings with people who have acquired and developmental disabilities.

Graduates have the knowledge, skills and values necessary to provide and advocate for individualized supports and are prepared to work in entry-level positions with children, youth and adults, their families, support networks, and community organizations.

Graduates receive credit toward the Diploma in Community, Family and Child Studies, and block credit transfer to University of Victoria, University of the Fraser Valley and Vancouver Island University Child and Youth Care degree programs.

Length: 10 months full time
Part time within two years

Location: Lansdowne Campus

Starting:

Full time: September

Part time: September, January

Program Code(s): CSEA

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of 40 hours of directly related work, volunteer, or life experience within the last five years.

Program Participation Requirement(s):

- A satisfactory criminal record check is required for CSEA 111 (Practicum 1) and CSEA 112 (Practicum 2). Due to new legislation that came into effect January 2011, every registered student who has practicum/clinical placement involving work with children and/or vulnerable adults must undergo a criminal record check (CRC) through the Criminal Record Review Program. A new process is presently being developed. Students will be informed of the new process during program information sessions. Any CRC done outside the college will NOT be accepted and will result in additional cost to the student

Program Completion Requirement(s):

- Students must achieve a minimum of 60% ("C") in all theory courses, and successfully complete CSEA 111 and CSEA 112 to graduate with a Certificate in Community Support and Education Assistant.

Note: *It is strongly recommended students have basic computer literacy, including experience with keyboarding and basic Internet search and email skills.*

Academic Term 1 (Fall)		**Credits**
CSEA 110	Community Living Foundations	3.0
CSEA 120	Health & Wellness	4.0
CSEA 140	Development & Diversity	3.0
ENGL 150	English Composition	3.0
PSYC 154	Interpersonal Skills	3.0
Total Credits		**16.0**

Academic Term 2 (Winter)		**Credits**
CSEA 111	Practicum 1	6.0
CSEA 150	Teaching & Learning Supports	4.0
CSEA 160	Citizenship & Quality of Life	3.0
CSEA 170	Working in Organizations	2.0
CSEA 180	Professional Practice	2.0
Total Credits		**17.0**

Academic Term 3 (Spring)		**Credits**
CSEA 112	Practicum 2	4.0
Total Credits		**4.0**

Dental Hygiene

This program prepares individuals to practice dental hygiene in both clinical practice and community-based settings. Graduates will have the knowledge, skills and attitudes necessary to provide preventive, educational and therapeutic dental hygiene services to individuals and groups according to Regulations of the College of Dental Hygienists of British Columbia.

Graduates of the program must write the National Dental Hygiene Certification (NDHCE) Examination to be eligible for licensure as a Registered Dental Hygienist with the College of Dental Hygienists of British Columbia. The NDHCE examination process is external to Camosun College.

Graduates are eligible to apply to the University of British Columbia to complete the 4th (final) year of the Bachelor of Dental Science (Dental Hygiene) program.

Length: Two years

Location: Lansdowne Campus

Starting: Fall

Program Code(s):

DHYG1 Year 1

DHYG2 Year 2

Admission Requirement(s):

- Completion of first-year university-transfer courses with proof of "C+" in each of:
  - Human Anatomy and Physiology (two semesters with regular labs*);
  - Chemistry (two semesters with weekly labs);
  - Elementary Statistics for Social Sciences** (one semester);
  - English (two semesters, writing courses preferred);
  - Psychology (two semesters); and,
  - One (1) elective (one semester).

** Camosun's BIOL 150 and BIOL 151 would satisfy this requirement. Applicants are cautioned that equivalents at other institutions must be two semesters of Human Anatomy and Physiology with regular labs.*

*** Camosun's MATH 116 would satisfy the requirement for Elementary Statistics.*

Program Participation Requirement(s):

- All students must attend the program orientation or may risk losing their seat in the program;
- 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;
- 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; and
- All students must have a criminal record check done through the BC Government's Criminal Record Review program. The criminal record check process is under review. Please refer to our website for more details.*

** The Criminal Record Review Act requires that students registered in a post secondary program where they may be working with children, must have a criminal record check done through the BC Government's Criminal Record Review program. The Deputy Registrar of the Ministry of Public Safety and Solicitor General, Policing and Community Safety Branch is the authorized body under the Act to make the determination of risk and he/she is responsible for disclosing findings of the criminal record checks to the college.*

Any student found to be at risk by the Ministry will not be able to participate in clinical/practicum experiences, and thus, may not continue in their program of choice at this time. Information regarding application for the appropriate criminal record check will be provided during the first two weeks of class. Students are responsible for any associated costs. Any criminal record checks done outside of the college will NOT be accepted and will result in additional cost to the student.

Program Completion Requirement(s):

- Students must achieve at least 70% ("B-") in each course within the program to obtain a Diploma in Dental Hygiene.

Notes:

1. *Interested applicants who have not worked in a dental office are advised to investigate the dental hygienist's role by observing for at least two days a practicing dental hygienist, thereby gaining a working understanding of the career.*
2. *A TB skin test, Hepatitis B and flu vaccination are highly recommended and are available at local health clinics or through a physician.*
3. *The work environment in which the Dental Hygiene student/graduate will be employed may require extensive hand washing and sitting for long periods. 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.*

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4. *BIOL 160 and BIOL 260 may be taken prior to beginning the program.*

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
Total Credits		**16.0**

Academic Term 2 (Winter)		Credits
BIOL 260	General Pathophysiology	3.0
DHYG 121	Oral Embryology & Histology	1.5
DHYG 130	Radiology 1	1.5
DHYG 140	General Dentistry Introduction	1.5
DHYG 151	Principles and Issues 2	3.0
DHYG 161	Clinical Theory & Practice 2	7.0
Total Credits		**17.5**

Academic Term 3 (Spring)		Credits
DHYG 125	Periodontology 1	1.5
DHYG 126	Oral Pathology 1	1.0
DHYG 128	Nutrition 1	1.0
DHYG 162	Clinical Theory & Practice 3	4.0
DHYG 190	Community Dental Health 1	1.0
Total Credits		**8.5**

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	1.5
Total Credits		**17.5**

Academic Term 5 (Winter)		Credits
DHYG 211	Pharmacology 2	2.0
DHYG 224	Periodontology 3	2.0
DHYG 227	Oral Pathology 3	2.0
DHYG 251	Principles and Issues 4	1.0
DHYG 261	Clinical Theory & Practice 5	8.0
DHYG 291	Community Dental Health 3	1.5
Total Credits		**16.5**

Academic Term 6 (Spring)		Credits
DHYG 262	Clinical Theory & Practice 6	4.0
Total Credits		**4.0**

Early Learning and Care *(Formerly Early Childhood Care and Education)*

The Early Learning and Care Diploma program is designed to provide learners with the knowledge, skills and values to create responsive early learning experiences. This includes planning environments that reflect current research and knowledge about how best to support young children's early learning and development. Students learn how to support and strengthen children's unique physical, cognitive, emotional, creative, social, cultural, and linguistic identities. Emphasis is placed on working collaboratively with families, within communities and with other professionals.

The program incorporates historical knowledge of early childhood education and knowledge identified by current research and contemporary discourses on early development and learning.

Graduates are prepared with a strong foundation for many professional opportunities in the field of early learning. Graduates also have specialized knowledge and skills necessary to best support infants, toddlers and/or children with diverse abilities. With experience, graduates are able to provide leadership within the community of early learning.

Students who successfully complete all required courses for the Diploma are eligible for Provincial certification as an Early Childhood Educator with specialization as Infant and Toddler Educators and/or Special Needs Educators.

Employment opportunities include:

- Preschool programs
- Early childhood centres
- Family child care homes
- Recreation centres
- Drop-in parent/child programs
- School-age care programs
- Child care resource and referral centres
- Supported child development programs
- Infant development programs
- Strong start programs
- Infant-toddler centres

Location: Lansdowne Campus

Starting: Fall

Program Code(s): ELC

Admission Requirement(s):

- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of completion of 40 hours experience as an employee or volunteer in a licensed preschool or group day care centre within the past five years.

Program Participation Requirement(s):

On or before the first day of class, students are required to submit:

- documented completion of current First Aid Certificate accepted by the Child Care Facilities Licensing Board; and,
- 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 since the process for obtaining a criminal record check is changing.* Phone 250-370-3912 regarding information sessions or check the Health & Human Services website.

Program Completion Requirement(s):

- Students must complete all program courses and receive a "C+" in all courses to proceed through the program, plus successfully complete ELC 140, ELC 141, ELC 240 and ELC 241 to graduate with a Diploma in Early Learning and Care.

Notes:

1. *Graduates with a diploma in ELC have transfer credit towards a Bachelor of Child and Youth Care Degree at University of Victoria, Vancouver Island University, University of the Fraser Valley, Douglas College or a Bachelor of Early Childhood Care and Education at Capilano University.*

Year 1

Academic Term 1 (Fall)		Credits
ELC 111	Supportive Relationships 1	1.5
ELC 120	Responsive Environments 1	4.0
ELC 140	Practicum 1	2.0
ELC 150	Health, Safety, & Nutrition	3.0
ENGL 150	English Composition	3.0
PSYC 154	Interpersonal Skills	3.0
Total Credits		**16.5**

Academic Term 2 (Winter)		Credits
CFCS 160	Family and Community 1	3.0
ELC 110	Developmental Perspectives 1	3.0
ELC 112	Supportive Relationships 2	1.5
ELC 121	Responsive Environments 2	4.0
ELC 130	Early Childhood Profession	3.0
ELC 141	Practicum 2	3.0
Total Credits		**17.5**

Year 2

Academic Term 3 (Fall)		Credits
CFCS 220	Personal Leadership	3.0
ELC 210	Developmental Perspectives 2	3.0
ELC 212	Supportive Relationships 3	3.0
ELC 240	Practicum 3	4.0
PSYC 256	Introduction to Counselling	3.0
Total Credits		**16.0**

Academic Term 4 (Winter)		Credits
CFCS 211	Professional Practice 2	2.0
ELC 220	Inclusive Child Care	3.0
ELC 230	Infant and Toddler Care	3.0
ELC 241	Practicum 4 ITE	5.0
OR		
ELC 242	Practicum 4 SNE	5.0
ENGL 160	Introduction to Literature	3.0
OR		
ENGL 164	Indigenous Literature	3.0
OR		
ENGL 165	Sports Literature	3.0
Total Credits		**16.0**

Health Care Assistant

The Health Care Assistant program follows the provincially developed curriculum and is designed to provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line caregivers, and respected members of the health care team, in community and facility settings. Under the direction and supervision of a health professional, graduates provide person-centered care aimed at promoting and maintaining the physical, emotional, cognitive, and social well-being of clients/residents.

Upon completion of the program, graduates are prepared to work in any level of continuing care, including: home support, adult day care, assisted living, and complex care (including special care units).

Students are required to participate in the practicum, clinical placements and classes that may include day and evening hours and may include weekends.

Length:

Full time: Seven months (29 weeks)

Part time: Ten months (42 weeks)

Location: Lansdowne Campus

Starting:

Full Time: Fall, Spring

Part Time: Fall

Program Code: HCA

Admission Requirement(s):

- Submit proof of satisfactory completion of HCA English competency test administered by the Assessment Centre (phone 250-370-3597 for schedule information); or "C" in English 12, or EFP 12, or equivalent; or ENGL 050, or ENGL 059.

Program Participation Requirement(s):

- Students will be required to attend an orientation on the first day of class or risk losing their seat in the program;
- A TB skin 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*;
- Due to new legislation that came into effect January 2011, every registered student who has practicum/clinical placement involving work with children and/or vulnerable adults must undergo a criminal record check (CRC) through the Criminal Record Review Program. A new process is presently being developed. Students will be informed of the new process during program information sessions. Any CRC done outside the college will NOT be accepted and will result in additional cost to the student; and,
- FOODSAFE and Standard First Aid with CPR Level C are required prior to the first clinical placement. Students will be responsible for the cost of these certifications.

Program Completion Requirement(s):

- Students must achieve a minimum of 70% ("B-") in all academic courses and successfully complete the community practicum and clinical placements to graduate with a Certificate in Health Care Assistant.

Notes:

1. *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 HCA and help in determining whether this is an appropriate career choice.*
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. *It is strongly recommended that students have basic computer literacy, including experience with keyboarding and basic Internet search and email skills.*
4. *The work environment in which the Health Care Assistant student/graduate will be employed requires demanding lifting and moving techniques and extensive hand washing. Any prospective students with back, neck, or arm injury or serious skin disorders such as psoriasis, eczema, dermatitis or latex allergy should consider carefully before making application to this program. For the same reasons, students with significant health challenges are advised to consult with the Chair.*

Courses		Credits
HCA 110	Concepts for Practice	4.0
HCA 120	Introduction to Practice	2.0
HCA 130	Interpersonal Communications	3.0
HCA 140	Lifestyle and Choices	2.0
HCA 150	Healing 1	5.0
HCA 154	Healing 2	3.0
HCA 161	Personal Care Skills 1	3.0
HCA 162	Personal Care Skills 2	3.0
HCA 171	Clinical Placement 1	1.0
HCA 172	Community Practicum	1.0
HCA 173	Clinical Placement 2	3.0
HCA 174	Transition Practicum	1.0
Total Credits		**31.0**

Health Care Assistant - ESL

This program is designed to provide English as a Second Language students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line care-givers, and respected members of the health care team, in community and facility settings. Under the direction and supervision of a health professional, graduates provide person-centered care aimed at promoting and maintaining the physical, emotional, cognitive, and social well-being of clients/residents.

Upon completion of the program, graduates are prepared to work in any level of continuing care, including: home support, adult day care, assisted living, and complex care (including special care units).

Students will complete a FOODSAFE and Standard First Aid with CPR Level C course, study the HCA program content with instructors from the School of Health & Human Services, study English language skills with an ESL instructor and have class, lab and clinical placement experience throughout the program.

Length: 11.5 months (full time)

Location: Lansdowne Campus

Starting: October

Program Code(s): HCA

Specialization Code(s): ESL

Admission Requirement(s):

- Completion of ELD 036 **or** equivalent level on an English placement test administered by the Assessment Centre (phone **250-370-3597** for schedule information); and,
- Attend an information interview with the Health Care Assistant-English Language Development instructor to confirm program expectations.

Program Participation Requirement(s):

- Students will be required to attend an orientation on the first day of class or risk losing their seat in the program;

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- A TB skin test is compulsory. TB testing must be done within three months of program start or students risk losing their seat in the program, 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 local health clinics or through a physician;* and,
- Due to new legislation that came into effect January 2011, every registered student who has practicum/clinical placement involving work with children and/or vulnerable adults must undergo a criminal record check (CRC) through the Criminal Record Review Program. A new process is presently being developed. Students will be informed of the new process during program information sessions. Any CRC done outside the college will NOT be accepted and will result in additional cost to the student; and,
- FOODSAFE and Standard First Aid with CPR Level C are required prior to the first clinical placement. Students will be responsible for the cost of these certifications.

Program Completion Requirement(s):

- Students must achieve a minimum of 70% ("B-") in all academic courses and successfully complete the community practicum and clinical placements in order to graduate with a Certificate in Health Care Assistant.

Notes:

1. *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 HCA and help in determining whether this is an appropriate career choice.*
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. *It is strongly recommended that students have basic computer literacy including experience with keyboarding and basic Internet search and email skills.*
4. *The work environment in which the Health Care Assistant student/graduate will be employed requires demanding lifting and moving techniques and extensive hand washing. Any prospective students with back, neck, or arm injury or serious skin disorders such as psoriasis, eczema, dermatitis or latex allergy should consider carefully before making application to this program. For the same reasons, students with significant health challenges are advised to consult with the Chair.*

Courses		Credits
ELD 056	ELD for Health Care Assistant	0.0
HCA 110	Concepts for Practice	4.0
HCA 120	Introduction to Practice	2.0
HCA 130	Interpersonal Communications	3.0
HCA 140	Lifestyle and Choices	2.0
HCA 150	Healing 1	5.0
HCA 154	Healing 2	3.0
HCA 161	Personal Care Skills 1	3.0
HCA 162	Personal Care Skills 2	3.0
HCA 171	Clinical Placement 1	1.0
HCA 172	Community Practicum	1.0
HCA 173	Clinical Placement 2	3.0
HCA 174	Transition Practicum	1.0
Total Credits		**31.0**

Indigenous Family Support
(This program is presently under review and may change.)

The Indigenous Family Support program provides students of Aboriginal ancestry with opportunities to develop knowledge, skills and values necessary to work with Indigenous families and individuals in schools and communities. The program provides opportunities for the student to reflect, develop self-awareness and pride as a Indigenous person.

Indigenous Family Support practitioners are prepared to support the development of healthy Aboriginal individuals, families and communities. Program graduates function interdependently as members of a support team under the direction and supervision of experienced professionals in health, education and/or human service settings.

Graduates of the program find employment in roles such as:

- Employees of Native Friendship Centres
- Aboriginal Teaching Assistants in public and tribal schools
- Youth Service Workers
- Child and Family Service Workers
- Transition House Workers
- Employment Training Counsellors

Graduates of the program may choose to continue their education at Camosun College in:

- Indigenous Studies
- Community, Family and Child Studies
- Community Support and Education Assistant
- Early Learning and Care

Many graduates of the former First Nations Family Support Worker program have continued their education towards degrees in:

- Social Work
- Child and Youth Care
- Indigenous (First Nations) Studies
- Education

Graduates of the Indigenous Family Support program may apply to Year 2 of the Community, Family and Child Studies program (CFCS) and upon completion receive two years of transfer toward a Child and Youth Care degree at any participating university. They also may receive transfer credit to other educational programs. Check with the receiving institution for more details.

Note: *Students of Aboriginal ancestry who meet individual course prerequisites, may take IFS program courses if space is available.*

Length:

Full time: 10 months

Part time: Two years

Location: Lansdowne Campus, and a community partnership site

Starting: Fall

Program Code(s): INDFS

Admission Requirement(s): -

- Students must be of Aboriginal ancestry*; and,
- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment.

** Camosun College recognizes any student who is a descendant of the Indigenous peoples of North America to be an Aboriginal student. This includes status and non-status Indians, Métis, Inuit and Native Americans living in Canada.*

Program Participation Requirement(s):

- Due to new legislation that came into effect January 2011, every registered student who has practicum/clinical placement involving work with children and/or vulnerable adults must undergo a criminal record check (CRC) through the Criminal Record Review Program. A new process is presently being developed. Students will be informed of the new process during program information sessions. Any CRC done outside the college will NOT be accepted and will result in additional cost to the student.

Program Completion Requirement(s):

- Students must achieve a minimum of 60% ("C") in all program courses and successfully complete IFS 120 and IFS 121 to graduate with a Certificate in Indigenous Family Support.

Notes:

1. *Attendance at a program information session is highly recommended prior to application to this program.*

2. *A TB skin test, Hepatitis B and flu vaccination are highly recommended and are available at local health clinics or through a physician.*
3. *Standard First Aid with CPR Level C is recommended.*
4. *It is strongly recommended that students have basic computer literacy including experience with keyboarding and basic internet search and email skills.*

Academic Term 1 (Fall)		Credits
CFCS 120	Lifespan Development 1	3.0
IFS 100	Exploring Indigeneity	3.0
IFS 110	Self, Family & Community	3.0
IFS 120	Circle and Elder's Teaching 1	1.0
IFS 140	Introduction to Practice	2.0
PSYC 154	Interpersonal Relations	3.0
Total Credits		**15.0**

Academic Term 2 (Winter)		Credits
ENGL 170	Technical & Professional Communications 1	3.0
IST 117	Indigenous Studies in Canada 2	3.0
IFS 121	Circle and Elder's Teaching 2	1.0
IFS 141	Self in Practice	5.0
PSYC 256	Introduction to Counselling	3.0
Total Credits		**15.0**

Academic Term 3 (Spring)		Credits
IFS 142	Professional Practice	5.0
Total Credits		**5.0**

Indigenous Health Care Assistant

The Indigenous Health Care Assistant (I - HCA) program follows the provincially developed HCA curriculum with a focus on Aboriginal community and culture. It is designed to provide Aboriginal students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line caregivers, and respected members of the healthcare team, in community and facility settings. Under the direction and supervision of a health professional, graduates provide person-centered care aimed at promoting and maintaining the physical, emotional, cognitive, and social well-being of clients/residents.

Upon completion of the program, graduates are prepared to work in any level of continuing care, including home support, adult day care, assisted living, and complex care (including special care units).

Students are required to participate in the practicum, clinical placements and classes that may include day and evening hours and may include weekends.

Length: Eleven months (49 weeks)

Location: Lansdowne Campus

Starting: Varies

Program Code(s): HCA

Specialization Code(s): IND

Admission Requirement(s):

- Students must be of Aboriginal ancestry*; and,
- 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).

** Camosun College considers any student who is a descendant of the Indigenous peoples of North America to be an Aboriginal student. This includes status and non-status Indians, Métis, Inuit and Native Americans living in Canada.*

*** 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 Enrolment Services.*

Program Participation Requirement(s):

- Students will be required to attend an orientation on the first day of class or risk losing their seat in the program;
- A TB skin 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*;
- Due to new legislation that came into effect January 2011, every registered student who has practicum/clinical placement involving work with children and/or vulnerable adults must undergo a criminal record check (CRC) through the Criminal Record Review Program. A new process is presently being developed. Students will be informed of the new process during program information sessions. Any CRC done outside the college will NOT be accepted and will result in additional cost to the student; and,
- FOODSAFE and Standard First Aid with CPR Level C are required prior to the first clinical placement. Students will be responsible for the cost of these certifications.

Program Completion Requirement(s):

- Students must achieve a minimum of 70% ("B-") in all HCA courses; successfully complete the community practicum and clinical placements; plus successfully complete ENGL 059, IST 114, IST 115 and LRNS 103 in order to graduate with a Certificate in Health Care Assistant.

Notes:

1. *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 HCA and help in determining whether this is an appropriate career choice.*
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. *It is strongly recommended that students have basic computer literacy, including experience with keyboarding and basic Internet search and email skills.*
4. *The work environment in which the Health Care Assistant 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.*

Courses		Credits
ENGL 059	Intermediate English/HCA	0.0
HCA 110	Concepts for Practice	4.0
HCA 120	Introduction to Practice	2.0
HCA 130	Interpersonal Communications	3.0
HCA 140	Lifestyle and Choices	2.0
HCA 150	Healing 1	5.0
HCA 154	Healing 2	3.0
HCA 161	Personal Care Skills 1	3.0
HCA 162	Personal Care Skills 2	3.0
HCA 171	Clinical Placement 1	1.0
HCA 172	Community Practicum	1.0
HCA 173	Clinical Placement 2	3.0
HCA 174	Transition Practicum	1.0
IST 114	Indigenous Studies Health 1	1.5
IST 115	Indigenous Studies Health 2	2.0
LRNS 103	Learning Skills for Social Sciences	1.0
Total Credits		**35.5**

Indigenous Human Services Career Access

This 12-month program is designed for Aboriginal learners who are interested in careers in human/social/community service. Students will explore educational opportunities within the fields of Human Services while simultaneously developing an understanding of their interests, abilities and potential in an environment which supports the development of healthy Indigenous self-identities. Students will develop realistic personal, career and educational goals and obtain the academic skills and prerequisites required to meet their goals.

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Students will complete the program over three (3) semesters. Semesters 1 and 2 include courses specific to English upgrading, and career and Indigenous exploration. Semester 3 includes the first semester courses of the destination certificate and/or diploma program of the student's choice.

Students who complete this program will obtain credit towards completion of a diploma or certificate program in the School of Health and Human Services or the Department of Aboriginal Education and Community Connections.

A student will be admitted into the program as an IHSCAP student. At the successful completion of semester one (1), students will be supported to apply for conditional acceptance into their Health and Human Services/Aboriginal Education and Community Connections destination program of choice. Students will also need to be aware of any additional, non-academic admission or participation requirements specific to the destination program they choose, such as volunteer hours.

Some of the courses may be offered in the evenings during some of the semesters. Subject to availability of space, students may study part time.

Length: 12 months

Location: Lansdowne

Starting: Winter

Program Code(s): INDHSCACC

Admission Requirement(s):

- Open to people of Aboriginal ancestry* only; and,
- Submit proof of "C" in English 10, **or** ENGL 033; **or** assessment.

** Camosun College recognizes all Aboriginal students who are descendants of Indigenous peoples of what is now called North America including status and non-status Indians, Metis, Inuit and Native Americans.*

Program Participation Requirement(s):

- Students will be required to attend an orientation on the first day of class or risk losing their seat in the program; and,
- Due to new legislation that came into effect January 2011, every registered student who has practicum/clinical placement involving work with children and/or vulnerable adults must undergo a criminal record check (CRC) through the Criminal Record Review Program. A new process is presently being developed. Students will be informed of the new process during program information sessions. Any CRC done outside the college will NOT be accepted and will result in additional cost to the student.

Program Completion Requirement(s):

- Students must successfully complete BEST 041, HLTH 111 and HLTH 112, IFS 100, IFS 118, IFS 119 with a cumulative GPA of 2.0, and in Semester 3 successfully meet course completion requirements* in their chosen program, to qualify for the credential.

** Some courses in Semester 3 require the student to receive a minimum of a "C" or "C+" in each course in order to be considered a successful completion. Students should refer to the Program Completion Requirements for their destination program of choice to verify the completion requirements.*

Notes:

1. *Although it is not a requirement for this program, students may find a home computer beneficial for their studies.*
2. *A TB skin test, Hepatitis B and flu vaccination are highly recommended for students who take the Indigenous Family Support Program or the Community Mental Health Program and are available at local health clinics or through a physician.*

Academic Term 1

Courses (Winter)		Credits
BEST 041	Career Exploration	0.0
IFS 100	Exploring Indigeneity	3.0
IFS 118	IHSCAP Circle & Elders Teaching 1	1.0

Students requiring English prerequisites* for one of the destination programs in Academic Term 3 will take at least one (1) of:

ENGL 050	Intermediate English	0.0
ENGL 092**	Provincial English Composition	3.0
ENGL 094**	Provincial English Literature	3.0
ENGL 096**	Provincial Indigenous Literature	3.0

** Students who have completed their English prerequisites and who have an interest in reducing their course load for Semester 3 may choose to enrol in another elective of their choice.*

*** One of ENGL 094 or ENGL 096, combined with ENGL 092 is equivalent to Provincial English 12.*

Academic Term 2

Courses (Spring/Summer)		Credits
HLTH 111	Indigenous Community Health	3.0
HLTH 112	Holistic Health and Healing	3.0
IFS 119	IHSCAP Circle & Elders Teaching 2	1.0

Students requiring English prerequisites* for one of the destination programs in Academic Term 3 will take at least one (1) of:

ENGL 092**	Provincial English Composition	3.0
ENGL 094**	Provincial English Literature	3.0
ENGL 096**	Provincial Indigenous Literature	3.0

** Students who have completed their English prerequisites and who have an interest in reducing their course load for Semester 3 may choose to enrol in another elective of their choice.*

*** One of ENGL 094 or ENGL 096, combined with ENGL 092 is equivalent to Provincial English 12.*

Academic Term 3

Following successful completion of Semesters 1 and 2 of the IHSCAP Program, students will enter one of the following destination programs:

Early Learning and Care (ELC)

To be admitted to this destination program, a student will require a "C+" in English 12, or EFP 12; or a "C" in ENGL 092 and ENGL 094; or ENGL 094 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or assessment. Additionally, a student must meet any of the additional Admission and Participation Requirements as outlined in the ELC Program.

Courses (Fall)		Credits
ELC 111	Supportive Relationships 1	1.5
ELC 120	Responsive Environments 1	4.0
ELC 140	Practicum 1	2.0
ELC 150	Health, Safety & Nutrition	3.0
ENGL 150	English Composition	3.0
IFS 120	Circle and Elders Teaching 1	1.0
PSYC 154	Interpersonal Relations	3.0
Total Credits		**17.5**

OR

Community Support and Education Assistant (CSEA)

To be admitted to this destination program, a student will require a "C+" in English 12, or EFP 12; or a "C" in ENGL 092 and ENGL 094; or ENGL 094 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or assessment. Additionally, a student must meet any of the additional Admission and Participation Requirements as outlined in the CSEA Program.

Courses (Fall)		Credits
CSEA 110	Community Living Foundations	3.0
CSEA 120	Health and Wellness	4.0
CSEA 140	Development and Diversity	3.0
ENGL 150	English Composition	3.0
IFS 120	Circle and Elders Teaching 1	1.0
PSYC 154	Interpersonal Relations	3.0
Total Credits		**17.0**

OR

Indigenous Family Support (IFS)

To be admitted to this destination program, a student will require a "C+" in English 12, or EFP 12; or a "C" in ENGL 092 and ENGL 094; or ENGL 094 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or assessment. Additionally, a student must meet any of the additional Admission and Participation Requirements as outlined in the IFS Program.

Courses (Fall)		Credits
CFCS 120	Lifespan Development 1	3.0
IFS 110	Self, Family and Community	3.0
IFS 120	Circle and Elders Teaching 1	1.0
IFS 140	Introduction to Practice	2.0
PSYC 154	Interpersonal Relations	3.0
Total Credits		**12.0**

OR

Community Mental Health (Part time) – (CMH)

To be admitted to this destination program, a student will require a "C+" in English 12, or EFP 12; or a "C" in ENGL 092 and ENGL 094; or ENGL 094 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or assessment. Additionally, a student must meet any of the additional Admission and Participation Requirements as outlined in the CMH Program.

Courses (Fall)		Credits
CMH 110	Mental Health & Addiction Services	2.0
CMH 111	Mental Illness and Interventions	3.0
CMH 130	Health Care Basics	3.0
IFS 120	Circle and Elders Teaching 1	1.0
Total Credits		**9.0**

OR

Indigenous Studies (INDST)

To be admitted to this destination program, a student will require a "C+" in English 12, or EFP 12; or a "C" in ENGL 092 and ENGL 094; or ENGL 094 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or assessment. Additionally, a student must meet any of the additional Admission and Participation Requirements as outlined in the INDST Program.

Courses (Fall)		Credits
ANTH 104	Introduction to Anthropology	3.0
ENGL 150	English Composition	3.0
IST 104	Indigenous Ways of Knowing	3.0
IST 111	Circle Seminar 1	1.0
IST 116	Indigenous Studies in Canada 1	3.0
Total Credits		**13.0**

OR

Community, Family and Child Studies (CFCS)

To be admitted to this destination program, a student will require a "C+" in English 12, or EFP; or a "C" in ENGL 092 and ENGL 094; or ENGL 094 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or assessment. Additionally, a student must meet any of the additional Admission and Participation Requirements as outlined in the CFCS Program.

Courses (Fall)		Credits
CFCS 110	Foundations for Practice	3.0
CFCS 120	Lifespan Development 1	3.0
CFCS 140	Introduction to Community Resources and Supports	3.0
CFCS 160	Family and Community	3.0
ENGL 150	English Composition	3.0
IFS 120	Circle and Elders Teaching 1	1.0
Total Credits		**16.0**

Baccalaureate of Science in Nursing

The Camosun College Baccalaureate of Science in Nursing program is a partner in the Collaboration for Academic Education in Nursing (CAEN) and offers a four-year Baccalaureate Nursing program with the University of Victoria and six other BC colleges and universities as well as Aurora College (Yellowknife).

The purpose of the program is to educate nurses to contribute to the enhancement of health for all Canadians and others in the global community. The program fosters critically reflective, independent, and motivated learners and practitioners with an inquiry approach to lifelong learning in their practice. Within this program, learners are prepared to work with individuals, families, groups, and communities in a variety of settings.

The program assists students to develop knowledge, competencies and understanding of their own and others' (individuals, groups, communities, populations) diverse experiences of health and healing. By being cognizant of nurses' professional roles and the evolving health care system, students learn to work as partners with clients and other health care providers. Through their understanding of and participation in the evolving health care system, graduates will be active participants and leaders in influencing and contributing to the promotion of health.

Students entering the program at Camosun College continue directly (after 2 years, 4 months), to the University of Victoria for completion of a Baccalaureate of Science in Nursing, or may transfer to another partner site if space allows. Through engagement in teaching and learning, critical thinking, and critical reflection, the CAEN program provides baccalaureate academic education for nurses.

The credential, the Baccalaureate of Science in Nursing is awarded by the University of Victoria upon successful completion of the four-year program. Successful completion of the Canadian Registered Nurse Exam (CRNE) is required to qualify for registration as a Registered Nurse in British Columbia by the College of Registered Nurses of British Columbia (CRNBC). The CRNE process is external to Camosun College and the University of Victoria. At the completion of their education, graduates will be prepared to meet the professional practice requirements, at the entry level, as identified by the College of Registered Nurses in BC (CRNBC) for nursing education programs in British Columbia. Students will also meet the Canadian Registered Nurse Examination (CRNE) competencies.

The Nursing program provides graduate nurses with the theory and skills needed to meet the changing health care needs of our society. Emphasis will be placed upon health assessment of individuals, families, communities and populations across the lifespan, and situated in practical experiences as the foundation of nursing theory. Students will be directly involved with clients in local hospitals and community agencies. This will include some evening and weekend hours.

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, RN's may qualify to work in specialized areas.

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.

Length: Four years

Location: Lansdowne Campus (for two years, four months) transferring to the University of Victoria School of Nursing for remainder of the program.

Starting: Fall

Program Code(s):

BSN1 Year 1

BSN2 Year 2

BSN3 Year 3

Admission Requirement(s):

- Grade 12 graduation or equivalent;
- Submit proof of "B" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment;
- Submit proof of "B" in Foundations of Math 11, or Pre-calculus 11, or Principles of Math 11, or Foundations of Math 12, or Pre-calculus 12, or Principles of Math 12, or MATH 073, or MATH 093, or MATH 105, or MATH 107, or MATH 115, or MATH 116, or MATH 137; **or** assessment;

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- Submit proof of "B" in Chemistry 11, or CHEM 100; and,
- Submit proof of "B" in Biology 12, or BIOL 103.

AND

- Attendance at a Nursing program information session. Call **250-370-3912** or click here for schedules.

Program Participation Requirement(s):

- All students must attend the program orientation or may risk losing their seat in the program;
- A TB skin 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 vaccination are highly recommended and are available at local health clinics or through a physician. It is strongly recommended that students maintain complete and current immunization throughout the program*;
- It is required that students have yearly respirator mask 'fit-testing' done. Fitting will be completed in the program and students will be responsible for completing this process and for any associated costs;
- Students are required to have documented completion of current Standard First Aid including CPR Level C for progression into Academic Term 2. Annual recertification of CPR Level C must be maintained throughout the Nursing program; and,
- All students must have a criminal record check done through the BC Government's Criminal Record Review program.*

** The Criminal Record Review Act requires that students registered in a post secondary program where they may be working with children and/or vulnerable adults must have a criminal record check done through the BC Government's Criminal Record Review program. The Deputy Registrar of the Ministry of Public Safety and Solicitor General, Policing and Community Safety Branch, is the authorized body under the Act to make the determination of risk and he/she is responsible for disclosing findings of the criminal record checks to the college.*

Any student found to be at risk by the Ministry will not be able to participate in clinical/practicum experiences, and thus, will not continue in their program of choice at this time. Information regarding application for the appropriate criminal record check will be provided during information sessions and during the first two weeks of class. Students are responsible for any associated costs. Any criminal record checks done outside of the college will NOT be accepted and will result in additional cost to the student.

Program Completion Requirement(s):

- The baccalaureate degree must be completed within seven years of commencement of the program; and,
- Students must complete each course in the program with a "C" grade minimum, and obtain a cumulative GPA of 3.0 ("C+") to transfer to the University of Victoria. *UVic includes repeated and failed courses in the GPA calculation for all required CAEN courses, including the required English and elective courses*.

Notes:

1. *Assessment of English writing and comprehension, and mathematics skills, are recommended and available to students prior to beginning the program. Guidance and learning skills or upgrading classes are available to students who feel they could benefit from additional skills in these areas.*
2. *Students who are waiting to enter the Nursing program may wish to take ENGL 150 as well as two required non-nursing electives. In the planning for elective selection at Camosun College, Academic Advisors can assist with the course selection process. (BIOL 103, BIOL 150, BIOL 151, HLTH 110 and PSYC 154 are not accepted as electives.)*
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 Chair.*
4. *Upon entry to the program, it is strongly recommended that students have basic computer literacy including experience with keyboarding and basic internet search and email skills.*
5. *Patient safety requires competency with basic mathematics (e.g., giving medications) and spoken English (e.g., giving/receiving patient reports). Math and communication skills are evaluated throughout the program.*

Year 1

Academic Term 1 (Fall)		Credits
BIOL 152	Anatomy & Physiology 1	4.0
ENGL 150	English Composition	3.0
NURS 110	Professional Practice 1	3.0
NURS 132	Health and Healing 1	3.0
NURS 142	Health Workshop 1	3.0
NURS 160	Relational Practice 1	3.0
NURS 180	Nursing Practice 1	3.0
Total Credits		**22.0**

Academic Term 2 (Winter)		Credits
BIOL 153	Anatomy & Physiology 2	4.0
NURS 111	Professional Practice 2	3.0
NURS 133	Health and Healing 2	3.0
NURS 143	Health Workshop 2	3.0
NURS 181	Nursing Practice 2	6.0
One (1) non-Nursing elective		3.0
Total Credits		**22.0**

Practicum (Spring) (6 weeks)		Credits
NURS 170	Consolidated Practice Experience 1	5.0
Total Credits		**5.0**

Year 2

Academic Term 3 (Fall)		Credits
BIOL 252	Pathophysiology for Nursing 1	3.0
NURS 232	Health and Healing 3	3.0
NURS 242	Healing Workshop 1	3.0
NURS 260	Relational Practice 2	3.0
NURS 280	Nursing Practice 3	7.0
Total Credits		**19.0**

Academic Term 4 (Winter)		Credits
BIOL 253	Pathophysiology for Nursing 2	3.0
NURS 233	Health and Healing 4	3.0
NURS 243	Healing Workshop 2	3.0
NURS 281	Nursing Practice 4	7.0
PHIL 250	Healthcare Ethics	3.0
Total Credits		**19.0**

Practicum (Spring) (6 weeks)		Credits
NURS 270	Consolidated Practice Experience 2	5.0
Total Credits		**5.0**

Year 3

Academic Term 5 (Fall)		Credits
NURS 332	Health and Healing 5	3.0
NURS 342	Healing Workshop 3	3.0
NURS 360	Relational Practice 3	3.0
NURS 380	Nursing Practice 5	7.0
One (1) non-Nursing elective		3.0
Total Credits		**19.0**

Required electives:

It is important to note that two non-nursing electives must be completed by the end of Academic Term 5 in order to progress to Academic Term 6. Electives must be university transferable and may be at any level. (BIOL 103, BIOL 150, BIOL 151, HLTH 110 and PSYC 154 are not accepted as electives.)

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

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.)

Year 3 and Year 4 at UVic

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

Nursing Access for Practical Nurses

This program offers currently BC Licensed Practical Nurses (LPN's) the opportunity to access Year 2 of the Camosun College Collaboration for Academic Education in Nursing (CAEN) which, in partnership with the University of Victoria, offers completion of a Baccalaureate of Science in Nursing, prepares graduates to write the Canadian Registered Nurse Examination and seek subsequent licensure as a Registered Nurse with the College of Registered Nurses of British Columbia (CRNBC).

The program consists of completion of selected Academic Term 1 and 2 nursing courses, plus BIOL 152 and ENGL 150 (or a non-nursing elective) in the Winter term, followed by completion of BIOL 153 in the Spring term along with ENGL 150 (or a non-nursing elective) if not taken in Term 2. The student enters Year 2 of the Nursing program in the following Fall term. The student is given course exemption for Academic Term 1 nursing courses (with the exception of NURS 110), NURS 170, and NURS 242 in Academic Term 3.

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 "B" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment;
- Submit proof of "B" in Foundations of Math 11, Pre-calculus 11, or Principles of Math 11, or Foundations of Math 12, or Pre-calculus 12, or MATH 073, or MATH 116, or MATH 137; **or** assessment;
- Submit proof of "B" in Biology 12, or BIOL 103; and,
- Submit proof of "B" in Chemistry 11, or CHEM 100;

AND

- Current BC licensure as a Practical Nurse; and,
- Satisfactory LPN 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 commencement of Academic Term 1 of the Nursing Access for Practical Nurses program:

- A TB skin 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 local health clinics or through a physician. It is strongly recommended that students maintain complete and current immunization throughout the program*;
- Students are required to have yearly respirator mask 'fit-testing' done. Fitting will be completed in the program and students will be responsible for completing this process and for any associated costs;
- Students are required to have documented completion of current Standard First Aid including CPR Level C. Annual recertification of CPR Level C must be maintained throughout the Nursing program; and,
- All students must have a criminal record check done through the BC Government's Criminal Record Review program. The criminal record check process is under review. Please refer to our website for more details.*

** The Criminal Record Review Act requires that students registered in a post secondary program where they may be working with children, must have a criminal record check done through the BC Government's Criminal Record Review program. The Deputy Registrar of the Ministry of Public Safety and Solicitor General, Policing and Community Safety Branch is the authorized body under the Act to make the determination of risk and he/she is responsible for disclosing findings of the criminal record checks to the college.*

Any student found to be at risk by the Ministry will not be able to participate in clinical/practicum experiences, and thus, may not continue in their program of choice at this time. Information regarding application for the appropriate criminal record check will be provided during the first two weeks of class. Students are responsible for any associated costs. Any criminal record checks done outside of the college will NOT be accepted and will result in additional cost to the student.

Program Completion Requirement(s):

- The Baccalaureate program must be completed within seven years of commencement of the program; and,
- Students must complete each course in the program with a "C" grade minimum and obtain a cumulative GPA of 3.0 ("C+") to transfer to the University of Victoria. *UVic includes repeated and failed courses in the GPA calculation for all required CAEN courses, including the required English and elective courses.*

Notes:

1. *Assessment of English writing and comprehension, and mathematics skills, are recommended and available to students prior to beginning the program. Guidance and learning skills or upgrading classes are available to students who feel they could benefit from additional skills in these areas.*
2. *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 Chair.*
3. *It is strongly recommended that students have basic computer literacy including experience with keyboarding and basic internet search and email skills.*

Academic Term 1 (Winter)		Credits
BIOL 152	Anatomy & Physiology 1	4.0
ENGL 150	English Composition	3.0
OR		
One (1) non-Nursing elective*		3.0
NURS 110	Professional Practice 1	3.0
NURS 111	Professional Practice 2	3.0
NURS 133	Health and Healing 2	3.0
Total Credits		**16.0**

Academic Term 2 (Spring)		Credits
BIOL 153	Anatomy & Physiology 2	4.0
ENGL 150	English Composition	3.0
OR		
One (1) non-Nursing elective*		3.0
Total Credits		**7.0**

** **Required electives**:*

Electives must be university transferable and may be at any level. However, students planning to take 3rd and 4th year electives at UVic should consider any prerequisites to UVic courses (see UVic calendar for specific courses). In the planning for elective selection at Camosun College, Academic Advisors can assist with the course selection process.

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK **HERE**.

BIOL 103, HLTH 110 and PSYC 154 are NOT accepted as electives.

Students considering transfer to a collaborative BC college or university should consider an additional English elective which may be necessary in order to meet graduating requirements of that institution. (Consult that institution's calendar for program requirements).

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.

Successful completion of the Canadian Practical Nurse Exam (CPNE) is required to qualify for registration as a Licensed Practical Nurse (LPN) in British Columbia by the College of Licensed Practical Nurses of British Columbia (CLPNBC). The CPNE process is external to Camosun College. Refer to the College of Licensed Practical Nurses of BC website for additional information. The cost is paid by the student.

Students will be required to participate in clinical placements that may include evening or weekend hours.

Length: One year (53 weeks)

Location: Lansdowne

Starting: Fall

Program Code(s): PN

Admission Requirement(s):

- Grade 12 graduation or equivalent;
- Submit proof of "C+" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment;
- Submit proof of "C+" in Principles of Math 10, or Foundations of Math & Precalculus 10, or MATH 034; **or** assessment; and,
- Submit proof of "C+" in Biology 12, or BIOL 103.

Program Participation Requirement(s):

- A TB skin 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 local health clinics or through a physician*;
- Current Standard First Aid with CPR Level C is required prior to the first clinical placement. The student will be responsible for the cost of this certification; and,
- All students must have a criminal record check done through the BC Government's Criminal Record Review program. The criminal record check process is under review. Please refer to our website for more details.*

** The Criminal Record Review Act requires that students registered in a post secondary program where they may be working with children, must have a criminal record check done through the BC Government's Criminal Record Review program. The Deputy Registrar of the Ministry of Public Safety and Solicitor General, Policing and Community Safety Branch is the authorized body under the Act to make the determination of risk and he/she is responsible for disclosing findings of the criminal record checks to the college.*

Any student found to be at risk by the Ministry will not be able to participate in clinical/practicum experiences, and thus, may not continue in their program of choice at this time. Information regarding application for the appropriate criminal record check will be provided during the first two weeks of class. Students are responsible for any associated costs. Any criminal record checks done outside of the college will NOT be accepted and will result in additional cost to the student.

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.

Notes:

1. *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.*
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. *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.*
4. *Students are required to have basic computer literacy including experience with keyboarding, Internet search and email skills.*

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
Total Credits		**20.0**

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
Total Credits		**17.0**

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	5.0
PNUR 163	Clinical Placement 3	6.0
Total Credits		**19.0**

Preceptorship (Summer/Fall)		Credits
PNUR 164	Preceptorship	6.0
Total Credits		**6.0**

Practical Nursing Access for Health Care Assistants
(Formerly Practical Nursing Access for Resident Care Attendants)

This program is designed to allow Health Care Assistant (HCA) 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.

Successful completion of the Canadian Practical Nurse Exam (CPNE) is required to qualify for registration as a Licensed Practical Nurse (LPN) in British Columbia by the College of Licensed Practical Nurses of British Columbia (CLPNBC). The CPNE process is external to Camosun College. Refer to the College of Licensed Practical Nurses of BC website for additional information. The cost is paid by the student.

Students will be required to participate in clinical placements that may include evening or weekend hours.

Length: 8.5 months

Location: Lansdowne Campus

Starting: Spring

Program Code(s): PNAC

Admission Requirement(s):

- Submit proof of Grade 12 graduation or equivalent;
- Submit proof of "C+" in English 12, or EFP 12; **or** "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment;
- Submit proof of "C+" in Principles of Math 10, or Foundations of Math & Pre-calculus 10, or MATH 034; **or** assessment;
- Submit proof of "C+" in Biology 12, or BIOL 103;
- Submit proof of a Health Care Assistant or Resident Care Attendant certificate from a British Columbia public college*; and,
- Submit proof (such as an employer letter of reference) of 850 hours of satisfactory HCA/RCA work experience within the last five years.

** Note that Long Term Care Aid or Continuing Care Assistant graduates will first need to upgrade their certificates to RCA/HCA level. Furthermore, if applicants do not have a credential from a BC public college, they will need to have their credential and competency assessed for equivalency to Camosun College's RCA/HCA program.*

Program Participation Requirement(s):

- A TB skin 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 local health clinics or through a physician*;
- Current Standard First Aid with CPR Level C is required prior to the first clinical placement. The student will be responsible for the cost of this certification; and,
- All students must have a criminal record check done through the BC Government's Criminal Record Review program. The criminal record check process is under review. Please refer to our website for more details.*

** The Criminal Record Review Act requires that students registered in a post secondary program where they may be working with children, must have a criminal record check done through the BC Government's Criminal Record Review program. The Deputy Registrar of the Ministry of Public Safety and Solicitor General, Policing and Community Safety Branch is the authorized body under the Act to make the determination of risk and he/she is responsible for disclosing findings of the criminal record checks to the college.*

Any student found to be at risk by the Ministry will not be able to participate in clinical/practicum experiences, and thus, may not continue in their program of choice at this time. Information regarding application for the appropriate criminal record check will be provided during the first two weeks of class. Students are responsible for any associated costs. Any criminal record checks done outside of the college will NOT be accepted and will result in additional cost to the student.

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 the final preceptorship, and to obtain a Certificate in Practical Nursing.

Notes:

1. *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.*
2. *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.*
3. *Upon entry to the program, it is strongly recommended that students have basic computer literacy including experience with keyboarding, Internet search and email skills.*

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	5.0
PNUR 160	Clinical Placement	3.0
Total Credits		**32.0**

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

Continuing Education

The School of Health & Human Services provides life-long learning through Continuing Education opportunities including professional development and career-oriented certificate programs.

We also provide courses and programs as customized workforce training to meet the needs of your business or organization. Please call Continuing Education & Contract Training at 2**50-370-4578** or email **cectinfo@camosun.bc.ca** to enquire about customized programs.

The following programs may have unique application procedures, refund policies, etc. Phone **250-370-4578** or email **cectinfo@camosun.bc.ca** for current program information and a complete information package.

Activity Assistant

If you know you have a keen interest in working with older adults with cognitive and physical challenges, you may be interested in becoming an Activity Assistant. Activity Assistants plan and implement, under supervision, individual and group activities. Settings include care facilities, assisted-living settings, clients' homes, seniors centres or residential group homes. They work collaboratively with other team members, families and volunteers.

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This part-time certificate program starts in February and takes place over six weekends (about two weekends per month) until April. The program concludes in June and includes two flexible practicum periods, allowing you to continue working while completing the program requirements.

Length: Four months (226 hours)

Location: Lansdowne Campus

Starting: Winter

Program Code(s): ACTIVITY

Admission Requirement(s):

- Submit proof of Resident Care Attendant (RCA) or Home Support/Resident Care (HSRC) certificate, or Health Care Assistant (HCA) certificate, or the equivalent (e.g., RN or LPN).

Program Participation Requirement(s):

At least two weeks prior to the start date of the practicum, students must submit proof of:

- Due to new legislation that came into effect January 2011, every registered student who has practicum/clinical placement involving work with children and/or vulnerable adults must undergo a criminal record check (CRC) through the Criminal Record Review Program. A new process is presently being developed. Students will be informed of the new process during program information sessions. Any CRC done outside the college will NOT be accepted and will result in additional cost to the student;
- Standard First Aid certificate (including CPR Level C); and,
- FOODSAFE Level 1 certificate.

Note: *Some employers may require the following: Class 4 Driver's licence; and minimum of one year related work experience.*

Program Completion Requirement(s):

- Students must pass ACAS 250, ACAS 251 and ACAS 252 with a minimum 65% ("C+"), plus achieve a "COM" grade in both practicums to obtain a Certificate in Activity Assistant.

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 approximately 500 hours and is offered annually from September to May. The program is a combination of part-time evenings and weekends with a full-time, daytime practicum component.

Length: Nine months
Approximately 500 hours long

Location: Lansdowne Campus

Starting: September

Program Code(s): MEDLAB

Admission Requirement(s):

- Submit proof of Grade 12 graduation or equivalent; and,
- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Camosun MATH 053, or Math 10 (Principles), or Foundations of Math & Pre-calculus 10; **or** assessment; and
- Submit proof of keyboarding to a minimum of 40 net words* per minute within six months prior to application. Test must be from a recognized organization and show gross words, timing, errors, etc.

** The Med Lab program deducts two points per error if gross words plus errors are submitted.*

AND one of the following:

- Submit proof of "C+" in Camosun College's Medical Terminology course, or another Medical Terminology course with a minimum of 60 hours.

  OR

- Submit proof of "C" in a Human Biology course (e.g., Biology 12, or BIOL 103).

  OR

- Submit proof of a minimum of six months paid or volunteer work in a health care field (e.g., RN, LPN).

Program Participation Requirement(s):

- Due to new legislation that came into effect January 2011, every registered student who has practicum/clinical placement involving work with children and/or vulnerable adults must undergo a criminal record check (CRC) through the Criminal Record Review Program. A new process is presently being developed. Students will be informed of the new process during program information sessions. Any CRC done outside the college will NOT be accepted and will result in additional cost to the student.

Program Completion Requirement(s):

- Successful completion of all courses with a minimum of "C+" (65%) in MEDL 401V, MEDL 403V, MEDL 405V, MEDL 408V, MEDL 411V, and MEDL 412V; **and** "COM" in MEDL 409V and MEDL 410V.

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

School of Health & Human Services Faculty Listing

Continuing Care

Chair: Carly Hall
Phone: 250-370-3240

Armstrong, Nicki, RN, BN, BSc
Deane-Clark, Heather, RN, BN, MAEd, GNC
Hall, Carly, RN, BSN, MEd
MacLennan, Jan, RN, BScN
Neilson, Karen, RN, BSN
Patterson, Dianne, RN, BN, BMGT
Robb, Leanne, RN, BSN, MAEd
Robbins, Susan, RN, BScN

Dental

Chair: Shirley Bassett
Phone: 250-370-3190

Barker, Ada, AA, 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
Jackson, Bev, Dip. D.H., BScD (Dental Hygiene), MEd
Morch, Elizabeth, Dip. D.H., A.B.DDE
Reagan, Janet, C.D.A., Dip. Adult Ed., BEd, MEd, PhD
Schaefer, Melissa, S.D.T., Dip. D.H., MEd
Sims, Trina, C.D.A., Dip. Adult Ed., BA (Adult Education)
Viczko, Lynne, C.D.A., S.D.T., Dip. D.H., BEd, MA

Community, Family and Child Studies

(Formerly Human Services)

Chair: Anita Ferriss
Phone: 250-370-3208

Astren, Joan, BA, MEd, ECCE Cert.
Bass, Michelle, BA, BSc, MSW, PhD(C)
Fast, Robin, BSW, MA(C)
Ferriss, Anita, MA
Hoyland, Toni, BEd, MEd
Leone, Linda, BA, ECE Cert., MA
McAlister, Martha, BA, BSW, Dip. Ed., MEd, PhD(C)
McCrodan, Patty, P.T., BSc, MA
Mitchell, Sandee, BSW
O'Dowd, Colleen, BA, ECCE Cert.
Odynski, Patti, BA, MA
Ross, Kristin, MA
Wells, Robert, BFA, Sp. Ed. Dip., MA, PhD(C)

Nursing

Chair: Stephen Bishop
Phone: 250-370-3247

Associate Chair: Marlene Welsh
Phone: 250-370-3277

Abuleal, Sue, RN, BSN
Agostinelli Stull, Michele Maria, RN, BSN
Ashwood-Smith, Hannah, RN, DCH, MPH
Belliveau, Dianne, RN, BSN, MEd
Berezon, Shelley, RN, BSN, MN
Biasio, Heather, RN, BSN, MN
Bishop, Stephen, RN, BSN, MN
Chisamore, Molly, RN, BScN, MEd
Christensen, Kirsten, RN, BN, MSc, Cert. DE
Cohen, Jan, RN, BSN, MEd
Dunkley, Tina, RN, BScN, MA EHH
Fiore, Pasquale, RN, BScN, MSc Health Adm., Cert. Ed.
Fyfe, Maria, RN, BSN, BScN
Gibbs, Renate, RN, BSN, MA, DTN
Godwin, Leah, RN, BScN
Greene, Eileen, RN, BSN, MEd
Heinz, Holly, RN, BSN
Hsieh, Nan, RN, BScN, MA
Huffman, Shauna, RN, BScN
Hughes, Margo, RN, BSN, MEd
Hulbert, Elizabeth, RN, BScN, MSc.A.
Humphries, Joan, RN, BSN, MN
Jantzen, Darlaine, RN, MA, PhD(C)
Jenkins, Sandra, RN, BSN, MEd
Lalonde, Shona, RGN, RN, BScN
Leweke, Paula, RN, BSN, MEd
Lindsay, Maureen, RN, BScN, MAC, CCN(C)
Littlejohn, Paula, RN, BSN, MA, CBE, ID
Manchester-Duval, Phyllis, RN, BScN, MEd
Mavretic, Mary, RN, BSN, MSN
McIntosh, Ann, RN, BScN
McLeod, Lynda, RN, BScN MALT
Ogilvie, Helena, RN, BSN
Paxman, Erika, MA, RN, BSN
Perry, Dianne, RN, BSN, MEd
Petrak, Heidi, RN, BSN, MN
Pettyjohn, Dwayne, RN, BSN
Plummer, Marilyn, RN, BSN, MSc
Russell, Ryan, RN, BSN
Sacilotto, Laura, RN, BTN, MEd
Salema, Teresa, RN, BSN
Scobie, Carol, RN, BScN, MN
Stewart, Sandy, RN, BSN, MA
Thompson, Charlotte, RN, BSN, MSN, MA
Turner, Andrea, RN, BSN
Van Wiltenburg, Wilma, RN, BSN, MN
Welsh, Marlene, RN, BSN, MHS
Won, Stephanie, RN, BSN

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School of Trades &Technology

Administration

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Dean:
Ranjan Bhattacharya, BSc, MBA (Cand.)

Associate Dean:
Ross Lyle, BEng, PEng

Assistant to the Dean:
Barbara Montgomery

Continuing Education & Contract Training Program Coordinator: Ybo Plante
Phone: 250-370-4563
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School Statement

The School of Trades & Technology provides career training in the fields of Industrial and Nautical Trades, and Applied Technology. Industrial Trades programs prepare students for provincial and national certification such as the Red Seal Interprovincial Journeyperson Ticket, while graduates from Nautical courses are eligible for licensing by Transport Canada. All Engineering Technology programs are accredited through the Canadian Technology Accreditation Board and may lead to a Certified Technician (C.Tech) or Applied Science Technologist (AScT) certification. Our unique Engineering Bridge programs enables graduates to enter Year 3 of engineering programs at various provincial universities.

While the School's programs are designed to build on students' previous experiences, the curriculum system also promotes accessibility from pre-college levels. Students enter a program in the career field of their choice at a level commensurate with their background. Interlocking career ladders with multiple exit points provide the flexibility to enter the workforce at various levels and return for further education when appropriate.

All programs are supported by Industry Program Advisory Committees in order to ensure the utmost relevance of curriculum and outcomes.

Mission, Vision and Values

Firmly rooted in thousands of years of nautical, trades and engineering knowledge, the School of Trades & Technology is committed to continuously attest to and expand on its status as one of the premier trades and technical education centres in British Columbia. We strive to endow career practitioners with the skills necessary to succeed in their field of expertise and be respected in a global marketplace. As a technology transfer hub and a centre of industrial excellence we aim to provide regional industry with the facilities and the expertise needed to excel in a competitive world.

In the School of Trades & Technology, faculty, staff and students work together to achieve professional excellence. Mutual respect, personal integrity and authenticity, as well as a commitment to quality and performance form the corner posts of our success. Whether student or staff, we work in teams where a joint effort is required and excel as individuals when needed.

Co-operative Education

Co-operative Education ("co-op") is an optional component of all Engineering Technology programs. Co-op has been demonstrated to be a valuable enhancement to classroom instruction as it provides industry work experience that is relevant to future employment goals. We strongly encourage all prospective students to consider the co-op option when applying to the Technology programs.

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.

Standards of Academic Progress

The School of Trades & Technology fosters an environment that enables students to actively participate in the learning process and become designers of their careers and professional lives. Successful careers ultimately are a result of a student's informed decisions with respect to program content, personal abilities and interests, expectations and employment opportunities. In return, the School in conjunction with the college's support services is responsible for providing advising, career counselling and program information in a timely manner.

The School of Trades & Technology monitors the performance of all registered students. Working within the principles and guidelines of Camosun College and supplemented by departmental regulations, the School reserves the right to remove students from a course or program due to unsatisfactory academic performance. An appeal procedure is available through the college process.

The Camosun College *Academic Progress Policy* applies to all students. Please click here for more information.

Student Responsibilities

The student is ultimately responsible for his/her learning and meeting the requirements for successful completion of the course and/or program. All students are encouraged to communicate issues concerning the course and program with their instructor and Chair/Program Leader, respectively. Students are expected to attend and actively participate in all scheduled classes.

All Programs

A student who cannot complete the program without exceeding one of the above guidelines is required to withdraw from the program and is referred to the appropriate college support services. The student may then register in other college programs provided that the appropriate prerequisites are satisfied. When required to withdraw from the program, the student becomes eligible for re-entry to the program after two program intake cycles.

Trades-Related Programs

Plumbing and Electrical Foundation Programs *(formerly ELT or Pre-employment programs)* require a grade of 80% to pass each module.

All other Foundation, Trades Training and Upgrading programs require an overall grade of 70% ("COM") to pass.

All Apprenticeship programs require an overall grade of 70% ("COM") to pass the technical training portion.

A grade of 95% or higher in any program will receive a With Distinction ("DST") grade.

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 rests with the Dean. Program content and lengths are under constant review and are subject to changes as directed by the Industry Training Authority of BC.

Technology-Related Programs

Students who fail to achieve a "C" in a program course will not be allowed to register to re-take that course ahead of students taking it for the first time. If a student receives a "D" in a required course prerequisite or an "F" in any required course, the student may repeat the course only once.

Engineering Bridge Programs

Camosun College offers the Engineering Bridge programs in partnership with the University of British Columbia (UBC) at their Vancouver (UBC V) and Okanagan (UBC O) campuses, and the University of Victoria (UVic). The Bridge programs are intended to provide direct access to the third year of Engineering at UBC in Civil, Mining or Mechanical Engineering or to UVic in Electrical, Computer and Mechanical Engineering, and Computer Science. Software Engineering Bridge graduates may expect to enter the second academic term of the second year at UVic. For more information, click here.

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 normally permitted to take these programs on a part-time basis for direct university admission. Normally, students must complete all courses and submit proof of a "C" to continue their studies at the university. Students are encouraged to contact the Program Assistant for detailed information at 250-370-4404.

Continuing Education

The School of Trades & Technology offers entry-level and upgrading training to members of the public and through contract training with organizations and industry. Program areas include:

- AutoCAD & Computer Aided Design
- Building Services/Custodial
- Carpentry
- Computer and Network Technologies
- Electrical
- Electronics
- Food Service and Kitchen Industry
- Horticulture
- Manufacturing
- Marine Safety
- Mechanical Trades
- Nautical
- Occupational Safety Training
- Plumbing & Pipe Trades
- Welding
- Woodworking

For information on Continuing Education programs or to explore training for your organization or company, please contact the Trades & Technology Continuing Education office at **250-370-4563** or email **ttce@camosun.bc.ca**.

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK **HERE**.

Trades & Technology Programs & Credentials

Trades Programs

Foundation Programs

(Formerly Entry-Level Trades Training (ELTT) or Pre-employment)

Automotive Service Technician

- *Certificate in Automotive Service Technician Foundation*

Carpentry

- *Certificate in Carpentry Foundation*

Electrical

- *Certificate in Electrical Foundation*

Fine Furniture – Joinery

- *Certificate in Fine Furniture*
- *Certificate in Joinery Foundation*

Heavy Duty/Commercial Transport Mechanic

- *Certificate in Heavy Duty Mechanic Foundation*
- *Certificate in Commercial Transport Mechanic Foundation*

Horticulture Technician

- *Certificate in Horticulture Technician*

Plumbing & Pipe Trades

- *Certificate in Plumbing and Pipe Trades Foundation*

Plumbing, Refrigeration & Pipe Trades

- *Certificate in Plumbing, Refrigeration and Pipe Trades Foundation*

Professional Cook

- *Certificate in Professional Cook Foundation, Level 1*

Certificate in Professional Cook Foundation, Level 2

Sheet Metal Technician

- *Certificate in Sheet Metal Foundation*
- *Certificate in Aircraft Structural Technician Foundation*

Sheet Metal & Metal Fabrication

- *Certificate in Sheet Metal & Metal Fabrication Foundation*

Welding

- *Certificate in Welding, Level C**

** The Industry Training Authority (ITA) has converted this to an Apprenticeship model.*

Other Trades Programs

Welding

- Welding Testing
- Welding Upgrading
- Certificate in Welding, Level B
- Certificate in Welding, Level A

Apprenticeship Programs

- Automotive Service Technician**
- Carpenter**
- Domestic/Commercial Gasfitter*
- Domestic/Residential Certified Geothermal Technician*
- Domestic/Residential Certified Heating Technician*
- Electrician**
- Joiner**
- Metal Fabricator**
- Plumber**
- Professional Cook**
- Refrigeration & Air Conditioning Mechanic**
- Residential Building Maintenance Worker*
- Residential Construction Framing Technician*
- Sheet Metal Worker**
- Sprinkler Fitter**
- Steam/Pipefitter**
- Welder**

All programs receive the BC Certificate of Apprenticeship.

All programs upon completion of the final level receive a Certificate in Apprenticeship Technical Training.

** These programs receive the BC Certificate of Qualification.*

*** These programs receive the BC Certificate of Qualification with the Interprovincial "Red Seal" Endorsement.*

Technology Programs

Civil Engineering Programs

Civil Engineering Technology Access

- *Certificate in Civil Engineering Technology Access*

Civil Engineering Technology

- *Diploma in Civil Engineering Technology*
- *Diploma in Civil Engineering Technology, Co-operative Education Designation*
- *Diploma in Civil Engineering Technology, Internship Designation*

Computer Systems Programs

Computer Systems Technician

- *Certificate in Computer Systems Technician*
- *Certificate in Computer Systems Technician, Internship Designation*

Computer Systems Technology

- *Diploma in Computer Systems Technology*
- *Diploma in Computer Systems Technology, Co-operative Education Designation*
- *Diploma in Computer Systems Technology, Internship Designation*

Electronics & Computer Engineering Programs

Electronics and Computer Engineering Technology Access

- *Certificate in Electronics and Computer Engineering Technology Access*

Electronics and Computer Engineering Technology – Renewable Energy

- *Diploma in Electronics and Computer Engineering Technology — Renewable Energy*
- *Diploma in Electronics and Computer Engineering Technology — Renewable Energy, Co-operative Education Designation*
- *Diploma in Electronics and Computer Engineering Technology — Renewable Energy, Internship Designation*

Network and Electronics Technician

- *Certificate in Network and Electronics Technician*
- *Certificate in Network and Electronics Technician, Internship Designation*

Mechanical Engineering Programs

Engineering Graphics Technician

- *Certificate in Engineering Graphics Technician*

Mechanical Engineering Technology Access

- *Certificate in Mechanical Engineering Technology Access*

Mechanical Engineering Technology

- *Diploma in Mechanical Engineering Technology*
- *Diploma in Mechanical Engineering Technology, Co-operative Education Designation*
- *Diploma in Mechanical Engineering Technology, Internship Designation*

Engineering Bridge Programs

Civil Engineering Bridge

- *Advanced Diploma in Civil Engineering Bridge*

Computer Engineering Bridge

- *Advanced Diploma in Computer Engineering Bridge*

Computer Science Bridge

- *Advanced Diploma in Computer Science Bridge*

Electrical Engineering Bridge

- *Advanced Diploma in Electrical Engineering Bridge*

Mechanical Engineering Bridge

- *Advanced Diploma in Mechanical Engineering Bridge*

Mining Engineering Bridge

- *Advanced Diploma in Mining Engineering Bridge*

Software Engineering Bridge

- *Advanced Diploma in Software Engineering Bridge*
- *Advanced Diploma in Software Engineering Bridge, Internship Designation*

Other Programs

AutoCAD Graphics, Computer-aided Design

- *Certificate in AutoCAD Graphics, Computer-aided Design*

Nautical Training

Watchkeeping Mate

Watchkeeping Mate, Near Coastal

Chief Mate, 150 Ton Domestic

Master, 150 Ton Domestic

Master, 500 Ton Domestic

Master, 500 Ton Near Coastal

Master, 3000 Ton Domestic

Master, 3000 Ton Near Coastal

Chief Mate

Chief Mate, Near Coastal

Master, 60 Ton Limited

Fishing Master, Class 4

Fishing Master, Class 3

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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).

Foundation Programs
(Formerly ELTT and Pre-employment)

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, Refrigeration & Pipe Trades) the student enters the first of two competency based learning levels and progresses through to complete the following levels:

- Common Core/Occupational Core*
- Specialty Core*

** This is not applicable to all Foundation programs (e.g., Automotive Service Technician, Carpentry, Sheet Metal Technician and Heavy Duty/Commercial Transport)*

Graduates of the Foundation program obtain training consistent with provincial standards for those occupational cores and specialties completed but will not acquire the skills and knowledge necessary to become fully qualified. Credit for completing these courses may be applied to apprenticeships affiliated with these specialties.

Notes:

1. *Students should be in good physical health and have good hand-eye coordination and manual dexterity.*
2. *Prospective students should call **250-370-3846** for information on attending a free Information Session.*
3. *Some employers may require additional high school level courses (e.g., English 12, Principles of Math 12, Physics 11).*
4. *Program content and duration are under constant review by the College and the Industry Training Authority; consequently, there could be changes at any time.*

Automotive Service Technician

This 30-week program is designed to prepare the student for entry into the Automotive Mechanical Repair trade, and provides accreditation towards Automotive Service Technician Level 1. The main focus is on Automotive Service Technician requirements but basic internal combustion engine theory and systems are also addressed. Upon completion, students will have the option to write the Industry Training Authority Automotive Service Technician 1 Certificate of Qualification.

Length: 30 weeks

Location: Interurban Campus

Starting: September and March

Program Code(s): AUTOSTF

Admission Requirement(s):

- Submit proof of "C" in English 11, or ENGL 058; **or** assessment; and,
- Submit proof of "C" in Apprenticeship and Workplace Math 11, or MATH 038; **or** assessment.

Note: *If a student does not have one of these preferred math requirements, the college will accept a "C" in Foundations of Math 11, or Pre-calculus 11, or Applications of Math 11, or Principles of Math 11, or MATH 073, or MATH 137.*

OR

- Successful completion of the Trades Assessment Test.

Program Participation Requirement(s):

- Students should be in good physical health and have good hand-eye co-ordination and manual dexterity; and,
- Students must obtain 70% weighted as per program outline.

Program Completion Requirement(s):

- Students must obtain 80% ("COM") in each module to obtain a Certificate in Automotive Mechanical Repair Foundation.

Upon completion, students will have competence in:

- Workplace safety;
- Employability skills;
- Tools and equipment;
- General automotive maintenance;
- General automotive practices;
- Brakes systems;
- Steering systems;
- Suspension systems; and,
- Basic electrical systems.

A key part of the program is two weeks work experience in which the student has the opportunity to experience the real world of the automotive repair trade.

Carpentry

This program provides skills and knowledge necessary for initial entry into the Carpentry trade. The program is delivered in these components: site layout, footings & foundations, and wood frame construction. Current best practices for environmental sustainability are emphasized.

Graduates of the program obtain training consistent with provincial standards for those occupational cores and specialities completed but will not acquire the skills and knowledge necessary to become fully qualified. Credit for completing this program may be applied to apprenticeships affiliated with these specialities.

The program prepares students for a career in the construction industry by developing skills equivalent to that of a first-year apprentice. To attain this objective, hands-on practical experience is emphasized. The practical projects will usually be done on site either at the college or in cooperation with local industry.

Students will be exposed to the same conditions as encountered on the job and must be prepared to work outdoors regardless of the weather. Students may occasionally have to work longer than normal college hours depending on the project. Students should be in good physical health and have good hand-eye coordination and manual dexterity.

This full-time program is comprised of two, three-month courses. Students can enter the program at the beginning of either course.

Length: 25 weeks

Location: Interurban Campus

Starting: January, April, July, October

Program Code(s): CARPF

Admission Requirement(s):

- Submit proof of "C" in English 11, or ENGL 058; **or** assessment; and,
- Submit proof of "C" in Apprenticeship and Workplace Math 11, or MATH 038; **or** assessment.

Note: *If a student does not have one of these preferred math requirements, the college will accept a "C" in Foundations of Math 11, or Pre-calculus 11, or Applications of Math 11, or Principles of Math 11, or MATH 073, or MATH 137.*

OR

- Successful completion of the Trades Assessment Test.

Program Completion Requirement(s):

- A minimum grade of 70% ("COM") overall is required to obtain a Certificate in Carpentry Foundation.

Upon completion, students will be able to:

- Describe the carpentry trade;
- Demonstrate good work habits; and,
- Explain LEED, "Built Green," and the rationale behind "green" buildings.

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;
- Demonstrate basic body mechanics when lifting or moving objects; and,
- Extinguish small fires.

Interpret Drawings and Specifications

- Read residential drawings;
- Sketch and draw simple details;
- Interpret specific information from the BC Building Code, including Part 10 — Water and Energy Efficiency; and,
- 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; and,
- Differentiate environmentally sustainable materials.

Use Hand Tools

- Describe measuring and layout tools;
- Use and maintain cutting tools;
- Use and maintain edge-cutting tools;
- Use and maintain drilling and boring tools;
- Describe the use and maintenance of fastening tools;
- Describe the use and maintenance of miscellaneous tools; and,
- Use hand tools to construct a wood project.

Use Portable Power Tools

- Use and maintain portable power tools;
- Use and maintain power-actuated tools; and,
- Use and maintain chain saws.

Use Shop Equipment

- Use and maintain a table saw;
- Use and maintain a radial arm saw; and,
- Use and maintain miscellaneous shop equipment.

Use Survey Instruments

- Use optical levels.

Use Site Layout

- Layout building locations;
- Use concrete formwork;
- Build footings and wall forms; and,
- Describe and demonstrate the use of environmentally sustainable framing materials and methods.

Frame Residential Wood-Frame 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; and,
- Describe and demonstrate the use of environmentally sustainable framing materials and methods.

Electrical

The Electrical Foundation program is a competency based, self-paced program in which students are able to learn at a comfortable pace. New students are admitted throughout the year.

The knowledge, skills and attitudes that will enable students to become a valuable and safe apprentice have been developed with the assistance and support of the electrical industry. The curriculum is organized into competencies under the major categories of Common Core, Occupational Core and Electrical Specialty.

To complete each competency, students read information contained in learning guides, practice skills in a lab or shop environment, receive one-on-one instructor assistance as needed, then are evaluated with a written test, and for some competencies complete a project or demonstration to program standards.

Length: 25 weeks

Location: Interurban Campus

Starting: Monthly (as space permits)

Program Code(s): ELECTRICF

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Apprenticeship and Workplace Math 11, or MATH 057; **or** assessment.

Note: *If a student does not have one of these preferred math requirements, the college will accept a "C" in Foundations of Math 11, or Pre-calculus 11, or Applications of Math 11, or Principles of Math 11, or MATH 073, or MATH 137.*

Program Participation Requirement(s):

- Students must obtain 80% ("COM") to pass each module.

Program Completion Requirement(s):

- Students must obtain 80% ("COM") in each module to obtain a Certificate in Electrical Foundation.

Upon completion students will be able to:

- Safely and effectively utilize meters, tools and equipment prevalent in the electrical trade;
- Install, troubleshoot and maintain electrical conductors, components and equipment in accordance with established standards, practices and codes;
- Calculate electrical circuit quantities;
- Use a logical thinking process for problem-solving and decision making;
- Take responsibility for decisions and action;
- Communicate clearly and appropriately in written and spoken English and visual form;
- Interact with others within groups or teams in ways that contribute to the effective working relationships and achievements of goals; and,
- Creatively adapt to new challenges and technologies by applying and/or updating knowledge, skills and attitudes.

Level 1 Common Core

- Describe effective learning techniques;
- Describe safe work practices;
- Solve mathematical problems;
- Apply trade science concepts;
- Process technical information;
- Use hand tools and measuring tools;
- Use power tools;
- Lift loads;

- Erect ladders and scaffolds;
- Assemble basic electrical circuits;
- Use common fastenings and fittings; and,
- Describe industrial organizations.

Level 2 Occupational Core

- Describe safe work practices for the electrical trade;
- Describe the electrical trade;
- Interpret electrical schematics and diagrams;
- Apply the principles of electromagnetism;
- Apply electrical energy and power concepts;
- Use basic electrical measuring instruments;
- Analyze series, parallel and combination circuits;
- Select conductors for specific applications;
- Use electrical hand tools;
- Install selected circuit devices; and,
- Connect AC single phase motors and controls.

Level 3 Electrical Specialty

- Apply safe and acceptable work habits;
- Apply the Canadian Electrical Code;
- Use specialized hand tools;
- Use specialized power tools;
- Identify cables, fixtures and fittings;
- Install cables, fixtures and fittings;
- Describe DC principles of electricity;
- Analyze three wire circuits;
- Connect and operate single phase transformers;
- Connect and operate AC motor controls;
- Connect and operate lighting circuits; and,
- Industrial power electronics.

Fine Furniture – Joinery

Graduates of this program will have knowledge and skills necessary for initial entry into the cabinet making and millwork trades, as well as the furniture design, construction and finishing/refinishing industries.

Students can pursue a full Apprenticeship in Joinery through the Industry Training Authority (ITA) after completion of the first 32 weeks. Students who complete the whole program will be eligible to receive both a Certificate in Joinery Foundation, and a Certificate in Fine Furniture.

Classroom work and practical shop projects emphasize the skills required for success in a small scale shop or self-employment situation.

Length: 10 months

Location: Interurban Campus

Starting: September

Program Code(s): FFURNJ

Admission Requirement(s):

- Successful completion of an assessment test* in applied mathematics, English and 3-D visualization; and,
- Submission of a portfolio (samples, slides **or** photographs of craft work indicating design and hand skills).

** To schedule an assessment, contact the Assessment Centre at **250-370-3597**.*

Program Completion Requirement(s):

- Students must successfully complete ("COM") weeks 1 - 32 to be eligible to obtain a Certificate in Joinery Foundation.
- Students must successfully complete ("COM") weeks 1 - 40 to be eligible to obtain a Certificate in Fine Furniture.

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 and 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.

Heavy Duty/Commercial Transport Mechanic

Camosun College's Heavy Duty/Commercial Transport Mechanic Foundations program provides students with skills and theory necessary for initial entry into the Heavy Duty Mechanic trade, or the Commercial Transport trade. Graduates will receive two certificates: one in Heavy Duty and one in Commercial Transport.

This program trains students to become proficient in the service and maintenance of on-highway commercial vehicles such as trucks, buses or fleet vehicles. Special emphasis is placed on electrical systems, hydraulic systems, air and hydraulic brakes, power trains and engine systems. The Heavy Duty section covers off-highway equipment such as excavators, dozers and loaders.

Length: 10 months (40 weeks)

Location: Interurban Campus

Starting: September

Program Code(s): HDMECHF

Specialization Code(s):

HEAVY	Heavy Duty
COMTR	Commercial Transport

Admission Requirement(s):

- Submit proof of "C" in English 11, or English 12, or EFP 12, or ENGL 058; **or** assessment; and,
- Submit proof of "C" in Apprenticeship and Workplace Math 11, or MATH 038; **or** assessment.

Note: *If a student does not have one of these preferred math requirements, the college will accept a "C" in Foundations of Math 11, or Pre-calculus 11, or Principles of Math 11, or Applications of Math 11, or MATH 073, or MATH 137.*

OR

- Successful completion of the Trades Assessment Test.

Program Completion Requirement(s):

- A minimum grade of (70%) mark overall is required to obtain a Certificate in Heavy Duty Mechanic Foundation and a Certificate in Commercial Transport Mechanic Foundation.

Upon completion students will be able to:

Orientation

- Use safe and acceptable work practices;
- Use basic shop tools;
- Use forklifts, jacks, cranes and blocking;
- Identify and use pipe, tubing, hoses and fittings;
- Identify and use bolts, nuts, screws and helicoils;

- Identify bearings and seals;
- Perform fluid and lubricant services; and,
- Perform basic welding repairs with gas welding, arc welding and wire feed welding equipment.

Trucks and Buses

- Service clutches and torque converters;
- Service manual transmission including twin countershafts;
- Service automatic transmissions and powershifts;
- Service drive lines;
- Service differentials (all styles);
- Service hydraulic brakes;
- Service air brakes (qualify for the practical portion of your air ticket);
- Service wheels and tires;
- Service rear suspension;
- Service steering;
- Service 5th wheels; and,
- Service air controls and starters.

Track and Rubber Tired Machines

- Service hydraulics;
- Service wheel machine final drives;
- Service undercarriages;
- Service steering clutches and brakes; and,
- Service winches.

Electrical

- Identify circuits and systems;
- Service batteries;
- Service starters; and,
- Service alternators.

Engine Support Systems

- Service fuel, oil, water, exhaust and air systems; and,
- Perform engine tune up procedures.

Work Experience (3 weeks)

Horticulture Technician

This program provides 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 Basic Grounds Maintenance Course, which occupies approximately half of the program, 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 Certificate in Horticulture Technician.

The Certificate in Horticulture Technician 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.

Students can also gain credits for levels one and two of the Horticulture Technician apprenticeship by writing the relevant ITA exams. The course also credits students with 500 hours of apprenticeship time.

Length: 10 months

Location: Royal Roads University

Starting: July

Program Code(s): HORTTECN

Admission Requirement(s):

- Submit proof of "C" in English 10, or ENGL 058; **or** assessment; and,
- Submit proof of "C+" in Apprenticeship and Workplace Math 10; **or** "C" in MATH 038; **or** assessment.

Note: *If a student does not have one of these preferred math requirements, the college will accept a "C" in Foundations of Math and Pre-calculus 10, or Principles of Math 10, or Applications of Math 10, or MATH 053.*

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 (mounted prints, no more than two per page); of a small garden scene, larger landscape, plants, horticultural workplace and/or any other creative setting which interests you, with written captions explaining choice of photo; and,
  - Complete a survey sheet, provided by the college (or consult our website).

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.*

Program Participation Requirement(s):

- Students must successfully complete all Academic Term 1 courses with a "COM" grade or higher in order to progress to Academic Term 2.

Program Completion Requirement(s):

- Students must successfully complete all Academic Term 1 and Academic Term 2 courses and the work experience requirement* with a "COM" grade or higher in order to obtain a Certificate in Horticulture Technician.

** 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.*

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 121	Diseases and Dispensers
HORT 122	Greenhouses and Environments
HORT 123	Equipment Maintenance
HORT 124	Plant Identification 2
HORT 126	Irrigation & Drainage
HORT 127	Landscape Design & Maintenance 2
HORT 128	Arboriculture
HORT 129	Plant Propagation 2
HORT 131	Business Practices in Horticulture
HORT 132	Horticulture Therapy
HORT 133	Water Gardening
HORT 134	Organic Vegetable Gardening
HORT 135	Retail & Wholesale Production
HORT 141	Work Experience 2

Plumbing and Pipe Trades

(This program is presently under review and may change.)

The Plumbing and Pipe Trades Foundation program provides students with the skills and theory necessary to enter the following designated pipe trades at a starting or initial entry level:

- Plumbing
- Pipefitting/Steamfitting
- Sprinkler Fitting
- Gas Fitting
- Refrigeration

The program prepares the graduate for work in the construction industry. The program will also benefit those students seeking employment with employers in other piping trade related fields such as, the irrigation industry, municipal services, solar systems installation, or plumbing wholesale suppliers.

The Plumbing/Pipe Trades Foundation program is a full-time competency-based program. Students will have scheduled mandatory lectures and demonstration, after which they can work and learn at their own pace. Students with good work ethics, time management skills, and prior learning may be able to accelerate their completion.

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A student who successfully completes the program and is able to obtain an apprenticeship may be eligible for credits for Year 1 schooling of an apprentice. The main focus is on Year 1 apprentice competencies that are common to all of the piping trades. To achieve these competencies students will complete many hands-on projects exposing them to the different pipe trades specialties.

Length: 25 weeks

Location: Interurban Campus

Starting: Bi-monthly

Program Code(s): PLUMBF

Admission Requirement(s):

- Submit proof of "C" in English 11, or ENGL 058; **or** assessment; and,
- Submit proof of "C" in Apprenticeship and Workplace Math 11, or MATH 038; **or** assessment.

Note: *If a student does not have one of these preferred math requirements, the college will accept a "C" in Foundations of Math 11, or Pre-calculus 11, or Applications of Math 11, or Principles of Math 11, or MATH 073, or MATH 137.*

OR

- Successful completion of Trades Assessment Test.

Program Participation Requirement(s):

- Students should be in good physical health and have good hand-eye coordination and manual dexterity; and,
- Students must obtain an overall grade of 80% ("COM") to pass each module.

Program Completion Requirement(s):

- Students must obtain 80% ("COM") in each module to obtain a Certificate in Plumbing and Pipe Trades Foundation.

Upon completion students will be able to:

Level 1 Common Core

- Use safe work practices;
- Solve mathematical problems;
- Apply science concepts;
- Sketch and read drawings;
- Process technical information;
- Use basic measuring, layout and hand tools;
- Use power tools;
- Lift loads;
- Erect ladders and scaffolds;
- Oxy-acetylene cut and weld;
- Assemble and test electrical circuits;
- Use fastenings and fittings;
- Prepare for employment; and,
- Develop employability skills.

Level 2 Occupational Core

- Use safe work practices;
- Describe the piping trades;
- Read and interpret drawings and specifications;
- Solve related mathematical problems;
- Use piping hand tools;
- Use specialized power tools;
- Use piping shop equipment;
- Oxy-acetylene weld; and,
- Construct piping projects.

Level 3 Plumbing and Pipe Trades Specialty

- Apply safe and acceptable work habits;
- Solve related science problems;
- Select common plumbing materials;
- Install valves, fittings, hangers, support and sleeving;
- Install and test hot water (hydronic) heating systems;
- Install and test a drainage, waste and venting system;
- Install and test a potable water supply system;
- Install standard plumbing fixtures; and,
- Maintain plumbing systems and components.

Plumbing, Refrigeration & Pipe Trades

The Plumbing, Refrigeration, & Pipe Trades Foundation program is a pre-apprenticeship program that provides students with the skills and theory necessary to enter the following designated pipe trades at a starting or initial entry level:

- Plumber
- Pipe Fitter/Steam Fitter
- Sprinkler Fitter
- Gas Fitter
- Refrigeration and Air Conditioning Mechanic
- Geothermal Technician
- Heating Technician

The program prepares the graduate for work on installation, repair and service of systems in the residential, commercial and industrial industries. The program will also benefit those students seeking employment in wastewater treatment, well pump installation, heating, geothermal, irrigation, municipal services, and wholesale supply.

A student who successfully completes the program and is able to obtain an apprenticeship will be eligible for credit toward their Year 1 training. The main focus is on Year 1 apprentice competencies for all of the piping trades. To achieve these competencies students will complete many hands-on projects exposing them to the different pipe trades specialities.

Length: 36 weeks

Location: Interurban Campus

Starting: Tri-monthly, continuous intake
Also lockstep Jan. 24

Program Code(s): PRPTF

Admission Requirement(s):

- Submit proof of "C" in English 11, or ENGL 058; **or** assessment; and,
- Submit proof of "C" in Apprenticeship and Workplace Math 11, or MATH 038; **or** assessment.

Note: *If a student does not have one of these preferred math requirements, the college will accept a "C" in Foundations of Math 11, or Pre-calculus 11, or Applications of Math 11, or Principles of Math 11, or MATH 073, or MATH 137.*

OR

- Successful completion of Trades Assessment Test.

Program Participation Requirement(s):

- Students should be in good physical health and have good hand-eye coordination and manual dexterity; and,
- Students must obtain an overall grade of 80% ("COM") to pass each module.

Program Completion Requirement(s):

- Students must obtain 80% ("COM") in each module to obtain a Certificate in Plumbing, Refrigeration & Pipe Trades Foundation.

Upon completion students will be able to:

Common Core

- Use safe work practices;
- Use tools and equipment;
- Organize work;
- Prepare and assemble piping components;
- Assemble and test electrical circuits;
- Prepare for employment; and,
- Demonstrate employability skills.

Speciality Core

- Install sanitary and storm drainage systems;
- Install water service and distribution;
- Install standard plumbing fixtures;
- Install HVAC systems;
- Install refrigeration systems;
- Describe and install other specialized piping systems; and
- Install pumping systems

Professional Cook

Professional Cook Level 1

The Professional Cook Level 1 Foundation program is a 28-week Industry Training Authority (ITA) certified program that will provide learners with a solid foundation of culinary skills. While working in a supervised environment, students perform basic cooking and food preparation tasks utilizing knife skills, correct terminology and a variety of cooking methods. Students will be able to follow recipes, weigh and measure food accurately, and have an understanding of the major techniques and principles used in cooking, baking, and other aspects of food preparation in a limited number of areas of the kitchen, such as breakfast/short order, sandwiches and salads, vegetables and starches, or the preparation of soups and basic sauces.

The food service industry is one of the nation's biggest employers, and opportunities for graduates of Professional Cook programs are numerous and diverse. Students who successfully complete the program are eligible to receive a Camosun College Certificate in Professional Cook Level 1 Foundation, and a credit of 600 hours towards their apprenticeship. Those that can demonstrate an additional 400 hours of industry practical experience are also eligible to receive Industry Training Authority (ITA) Certificate of Qualification PC1.

Students who successfully complete the Professional Cook Level 1 Foundation program have the opportunity to continue on to the Professional Cook Level 2 Foundation program. Subsequently, they can complete the training in the Professional Cook Level 3 Apprenticeship program. Upon graduating from Professional Cook Level 1 and/or 2 Foundation programs past graduates have found excellent positions in fine dining in some of the most famous hotels and restaurants locally, nationally or internationally, as well as positions requiring planning and costing, elaborate buffets, and large-function catering.

Length: 28 weeks

Location: Interurban Campus

Starting: September, January, April

Program Code: PRCOF1

Note: *Students who require information on the Red Seal program need to contact the apprenticeship office at 250-370-4030.*

Admission Requirement(s):

- Candidates must submit proof (e.g., resume) of at least three (3) months of work experience related to the food service industry, together with a letter of reference from their employer to Enrolment Services;
- Submit documented completion of FOODSAFE Level 1 to Enrolment Services.

AND

- Submit proof of "C" in English 10, or ENGL 050, or ENGL 057; **or** assessment; and,
- Submit proof of "C+" in Apprenticeship and Workplace Math 10; **or** "C" in MATH 037; **or** assessment.

Note: *If a student does not have one of these preferred math requirements, the college will accept a "C" in Foundations of Math and Pre-calculus 10, or Principles of Math 10, or Applications of Math 11, or MATH 053.*

OR

- Completed GED with a minimum average standard score of 500 and a minimum standard score of 500 for both Math and English.

OR

- Assessment.*

** The Dean of Trades and Technology or designate may ascertain upon assessment that a student can enter the program without meeting the defined admission requirements. The Dean or designate will provide a student with written permission for the student to present to the Enrolment Services office. Students should contact the Apprenticeship Office at* **250-370-4030** *for more information.*

Professional Cook Level 2

The Professional Cook Level 2 Foundation program is a 14-week Industry Training Authority (ITA) certified program that builds on the culinary skills learned in the Professional Cook Level 1 Foundation program. While working under some supervision, students will perform a variety of cooking and food preparation tasks using multiple cooking methods. In addition to using the major techniques and principles used in cooking, baking, and other aspects of food preparation, students will gain a preliminary understanding of food costing, menu planning and purchasing processes.

The food service industry is one of the nation's biggest employers, and opportunities for graduates of Professional Cook programs are numerous and diverse. Graduates from our program can seek work in restaurants, lodges, clubs, institutions, catering companies, resorts, family restaurants, hospitals, logging camps, cruise ships, school's bistros or hotels.

Students who successfully complete the program are eligible to receive a Camosun College Certificate in Professional Cook Level 2 Foundation, and a credit of 240 hours towards their apprenticeship. Those that can demonstrate an additional 760 hours in industry practical experience are eligible to receive an Industry Training Authority (ITA) Certificate of Qualification PC2.

Students who successfully complete the Professional Cook Level 2 Foundation program have the opportunity to continue on to the Professional Cook Level 3 Apprenticeship program. Upon graduating from the Professional Cook Level 2 and/or Professional Cook Apprentice Level 3 programs, past graduates have found excellent positions in fine dining in some of the most famous hotels and restaurants locally, nationally or internationally, as well as positions requiring planning and costing, elaborate buffets, and large-function catering.

Length: 14 weeks

Location: Interurban Campus

Starting: September, January, April

Program Code: PRCOF2

Admission Requirement(s):

- Submit ITA Certificate of Qualification PC1 or equivalent. (For equivalency questions, students should contact the Apprenticeship Office at 250-370-4030.)

Program Participation Requirement(s):

- Attend an orientation scheduled by Camosun College approximately one month prior to the program start date.
- Submit a Medical Assessment form to Enrolment Services two weeks prior to class start confirming they are in "good general health".*

** The work environment in which a Professional Cook student/graduate will be employed requires demanding lifting and moving techniques, working beside hot ovens and grills and extensive hand washing may not be suited for some students with a significant health challenge(s). Students may wish to consult with a Department Chair for more information.*

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK **HERE**.

Program Completion Requirement(s):

- To qualify for the certificate, students must successfully complete the program content with a minimum of grade of 70% or higher.

Professional Cook Level 3

Students who wish to complete their Level 3 technical training at Camosun and obtain their Red Seal Qualification (Cook) should contact the Camosun College apprenticeship office at **250-370-4030** for more information.

Sheet Metal Technician

This 25-week program will provide students with an opportunity to earn a Certificate in Sheet Metal Foundation and Aircraft Structural Technician Foundation. The first block (approximately eight weeks) equipment and processes are common to all sheet metal trades. The second block (approximately nine weeks) focuses on skills and processes specific to the construction and manufacturing industries. The final block (approximately eight weeks) focuses on skills and processes used in precision sheet metal manufacturing and aircraft sheet metal manufacturing.

Length: 25 weeks

Location: Interurban Campus

Starting: September

Program Code(s): SHTECNF

Specialization Code(s):

AIRCR Aircraft Structural

SHEET Sheet Metal

Admission Requirement(s):

- Submit proof of "C" in English 11, or ENGL 058; **or** assessment; and,
- Submit proof of "C" in Apprenticeship and Workplace Math 11, or MATH 038; **or** assessment.

Note: *If a student does not have one of these preferred math requirements, the college will accept a "C" in Foundations of Math 11, or Pre-calculus 11, or Applications of Math 11, or Principles of Math 11, or MATH 073, or MATH 137.*

OR

- Successful completion of the Trades Assessment Test.

Program Participation Requirement(s):

- Students should be in good physical health and have good hand-eye coordination and manual dexterity.

Program Completion Requirement(s):

- A minimum grade of 70% ("COM") overall to obtain a Certificate in Sheet Metal Foundation and a Certificate in Aircraft Structural Technician Foundation.

Upon completion student will be able to:

Common Core (8 weeks)

- Describe the Sheet Metal trade;
- Use safe and acceptable work practices;
- Select and identify sheet metals;
- Use mathematics for sheet metal fabrication;
- Use measuring, layout and hand tools;
- Perform basic drafting and procedures;
- Read basic orthographic drawings;
- Use standard sheet metal shop equipment; and,
- Construct metal projects and install fasteners.

Sheet Metal Specialty (9 weeks)

- Form seams and edges;
- Solder sheet metal;
- Use layout and pattern development procedures;
- Perform basic architectural sheet metal procedures;
- Use shop work procedures;
- Perform field installation procedures; and,
- Perform basic welds on sheet metal using gas, arc and wire welding equipment.

Precision/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.

Sheet Metal & Metal Fabrication

The Sheet Metal & Metal Fabrication Foundation program is a 30-week pre-apprenticeship program that provides students with the skills and theory necessary to enter the following designated trades at entry level:

- Sheet Metal Worker
- Architectural Sheet Metal Worker
- Metal Fabricator

The program also provides students with precision sheet metal manufacturing and assembly skills for aircraft manufacturing, allowing them to seek entry-level employment in the aircraft manufacturing field.

The program prepares the graduate for work in fabrication and installation of sheet and heavy metal components in the residential, commercial, and industrial construction industries, ship building, and aircraft manufacturing industries.

The main focus of this program is on Year 1 apprentice competencies for sheet metal workers, architectural sheet metal workers and metal fabricators. It also includes competencies for the aircraft sheet metal manufacturing and assembly.

A student who successfully completes the program and is able to obtain an apprenticeship will be eligible for credit for Year 1 technical training for Sheet Metal Worker, Architectural Sheet Metal Worker or Metal Fabricator from ITA.

Length: 30 weeks

Location: Interurban Campus

Starting: September

Program Code(s): SMFAF

Admission Requirement(s):

- Submit proof of "C" in English 11, or ENGL 058; **or** assessment; and,
- Submit proof of "C" in Apprenticeship and Workplace Math 11, or MATH 038; **or** assessment.

Note: *If a student does not have one of these preferred math requirements, the college will accept a "C" in Foundations of Math 11, or Pre-calculus 11, or Applications of Math 11, or Principles of Math 11, or MATH 073, or MATH 137.*

OR

- Successful completion of the Trades Assessment Test.

Program Participation Requirement(s):

- Students should be in good physical health and have good hand-eye coordination and manual dexterity.

Program Completion Requirement(s):

- A minimum grade of 70% ("COM") overall to obtain a Certificate in Sheet Metal & Metal Fabrication Foundation.

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 28 weeks

Location: Interurban Campus

Starting: Monthly (as space permits)

Program Code(s): WELDCF

Admission Requirement(s):

- Submit proof of "C" in English 10, or ENGL 050, or ENGL 058; **or** assessment; and,
- Submit proof of "C+" in Apprenticeship and Workplace Math 10; **or** "C" in MATH 038; **or** assessment.

Note: *If a student does not have one of these preferred math requirements, the college will accept a "C" in Foundations of Math and Pre-calculus 10, or Principles of Math 10, or Applications of MATH 11, or MATH 053.*

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

Program Completion Requirement(s):

- Satisfactory completion of all modules is required to obtain a Camosun College certificate, and module entries in the Welder's Log Book.

Other Trades Programs

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.

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 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 (16 weeks)

Location: Interurban Campus

Starting: (as space permits)

Program Code(s): WELDB

Admission Requirement(s):

- Successful completion of Welding C program; and,
- Registered "C" Level Stamp in Log Book.

Modules

P7	Shielded Metal ARC 2
P8	Gas Metal Arc 2
P9	Flux Core Arc 2
P10	Gas Tungsten Arc 1
RK4	Quality Control/Inspection
RK5	Code Standards/ Specifications
RK6	Blueprint Reading 2
RK7	Welding Metallurgy 2

Program Completion Requirement(s):

- Satisfactory completion of all modules is required to obtain a Camosun College certificate, and module entries in the Welder's 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 (8 weeks)

Location: Interurban Campus

Starting: Monthly (as space permits)

Program Code(s): WELDA

Admission Requirement(s):

- Successful completion of Welding B program; and,
- Registered B Level Stamp in Log Book.

Modules

P11	Shielded Metal Arc 3
P12	Gas Tungsten Arc 2
RK8	Welding Metallurgy 3
RK9	Blueprint Reading 3

Program Completion Requirement(s):

- Satisfactory completion of all modules is required to obtain a Camosun College certificate, and module entries in the Welder's Log Book.

Apprenticeship Programs

Apprenticeship is a type of paid 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.

The Industry Training Authority (ITA) will register all agreements. The apprentice will be provided with an ITA Individual ID number (formerly the Trades Worker ID [TWID] number). Any questions regarding credit for time in the trade or challenging a trade or level must be directed to ITA Customer Service **(1-866-660-6011)**.

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK **HERE**.

Apprentices are responsible for registering with a training provider such as Camosun College for their technical training. See the list below of apprenticeship training provided by Camosun College.

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 common route used to start an apprenticeship within a specific trade has a person taking a Foundation (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 Foundation Training may not be compulsory, joint training committees and many employers recognize it as a prerequisite to employment and/or apprenticeship.

Graduates of Foundation (ELT) programs will be credited with the first level of technical training required in the trade they are registered. In most trades this will be equivalent to first year.

For most trades, the apprentice must complete up to four years of training. Each year consists of an average of 1800 hours of service including the time spent in technical training classes. Formal class time is four to ten weeks in each year, depending on the chosen trade. This training is usually done in a technical training school such as Camosun College.

When all the conditions of the apprenticeship agreement have been fulfilled, apprentices are issued a "Certificate of Apprenticeship" by the Industry Training Authority. In addition to the Industry Training Authority's (ITA) certification, students will be eligible to receive a certificate from Camosun College to recognize the completion of each level of technical training in a trade.

Apprentices may be required to write the BC Certificate of Qualification exam or the Inter-Provincial Examination (Red Seal exam) before being issued their Certificate of Qualification.

Apprenticeship program lengths and content are mandated by the ITA. See the Industry Training Authority website for additional information.

Length:

Automotive Service Technician*	6-7 weeks
Carpenter	6 weeks
Domestic/Commercial Gasfitter	6 weeks
Domestic/Residential Certified Geothermal Technician	6-8 weeks
Domestic/Residential Certified Heating Technician	6-8 weeks
Electrician	10 weeks
Joiner	6 weeks
Metal Fabricator	5 weeks
Plumber	6-8 weeks
Professional Cook*	6 weeks
Refrigeration & Air Conditioning Mechanic	6-8 weeks
Residential Building Maintenance Worker	8 weeks
Residential Construction Framing Technician	6-8 weeks
Sheet Metal Worker	6 weeks
Sprinkler Fitter	6 weeks
Steam/Pipefitter	6-8 weeks
Welder	6 weeks

Location: Interurban Campus

Program Code(s): APPRENTICE

** These programs are using a progressive credential model. Please visit the Industry Training Authority website for current information on these programs.*

Technology Programs

Civil Engineering Programs

Civil Engineering Technology Access

The Civil Engineering Technology Access program is designed to allow students lacking the prerequisites for the Civil Engineering Technology program to pursue the necessary upgrading courses in Math, English and Physics. Additional courses in graphics and computing will allow students to earn credits for the Civil Engineering Technology program. These courses will also help the student decide whether to pursue a career in Civil Engineering. Upon completion of the program students will have acquired:

- A seat reserved for them in the next intake to the Civil Engineering Technology program;
- skills in computers related to Engineering;
- basic skills in technical drawing; and,
- a Certificate in Civil Engineering Technology Access.

Length: Six months

Location: Interurban Campus

Starting: Quarter 1

Program Code(s): CIVILACC

Admission Requirement(s):

- Submit proof of "C" in English 10, or ENGL 050; **or** assessment; and,
- Submit proof of "B" in Principles of Math 10, or Foundations of Math & Precalculus 10, or MATH 053; **or** assessment.

Program Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 in order to qualify for the Certificate in Civil Engineering Technology Access.

Pre-Quarter Courses		**Credits**
ENGR 190	Orientation	0.5
Total Credits		**0.5**

Academic Term 1 (Quarter 1)		**Credits**
CIVL 121	Graphics and Computing 1	2.0
ENGL 130	English for Careers	3.0
MATH 172	Basic Technical Math 1	4.0
PHYS 150	Technical Physics 1	3.0
Total Credits		**12.0**

Academic Term 2 (Quarter 2)		**Credits**
CIVL 122	Graphics and Computing 2	4.0
LRNS 102	Learning & Problem-Solving Skills	1.0
MATH 173	Basic Technical Math 2	5.0
PHYS 151	Technical Physics 2	3.0
Total Credits		**13.0**

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 structures, highways, airports, dams, subways, subdivisions and water and sewage treatment plants. Graduates have also found employment in surveying and with construction firms as project managers or construction supervisors and as resident inspectors for projects.

This two-year, full-time or three-year, part-time, nationally accredited diploma program will stress the use of microcomputers in the solution of civil engineering problems. Students are introduced to computer-aided-design and drafting techniques and computer-based design systems for urban planning, structures, highways, water and water/waste management and all aspects of project management. Surveying on state-of-the-art equipment is also included.

Co-operative education or internship are optional components of this program. To obtain a Co-operative Education designation, students combine classroom study with three (3) terms of co-op work experience. An Internship designation requires at least one (1) work term be completed satisfactorily. Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities.

Graduates may apply for membership in the Applied Science Technologists and Technicians of BC (ASTTBC) and obtain certification as Engineering Technologists. Graduates of this program with a GPA of at least 5.0 may apply to the Advanced Diploma in Civil Engineering Bridge program, which bridges into Year 3 of university to allow graduates to pursue an accredited Bachelor of Engineering degree.

Length:

Full time: 1 year, 9 months
Full-time co-op: 2 years, 6 months
Full-time internship: Between 1 year, 9 months to 2 years, 6 months
Part time: 2 years, 9 months
Part-time co-op: 3 years, 6 months
Part-time internship: Between 2 years, 9 months to 3 years, 6 months

Location: **Interurban Campus**

Starting: Quarter 1

Program Code(s):

CIVIL1 Year 1

CIVIL2 Year 2

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 130*; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment;
- Submit proof of "C+" in Principles of Math 12, or Pre-calculus 12, or MATH 093, or MATH 107; **or** "C" in Calculus 12, or MATH 105, or MATH 115, or MATH 173*; **or** assessment; and,
- Submit proof of "C" in Physics 11, or PHYS 101, or PHYS 151*.

** These courses are part of the Civil Engineering Technology Access program.*

Eligibility for Co-op Work Experience:

- To be eligible to participate in the co-op option, students must complete all Year 1 courses and obtain a GPA of 3.0, plus complete the Workplace Education Prep workshop series (COOP WEP), and be enrolled in a minimum of eight credits in the term preceding the work term;
- To maintain eligibility for the subsequent work terms, students must maintain a GPA of 3.0 and complete the prior work terms successfully.

Eligibility for Internship Work Experience:

- To be eligible to participate in the internship option, students must complete all Year 1 courses and obtain a GPA of 3.0, plus complete the Workplace Education Prep workshop series (COOP WEP), and be enrolled in a minimum of eight credits in the term preceding the work term.

Program Completion Requirement(s):

- To qualify for the Diploma in Civil Engineering Technology, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Diploma in Civil Engineering Technology, Co-operative Education Designation, three (3) co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Civil Engineering Technology, Internship Designation, one (1) work term must be completed satisfactorily.

Full-time Schedule

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	

Full-time Co-op/Internship Option

Yr	Q1	Q2	Q3	Q4
1	Academic Term 1	Academic Term 2	Academic Term 3	Work Term* 1
2	Academic Term 4	Work Term 2	Academic Term 6	Work Term 3
3	Work Term cont'd	Academic Term 5		

** Upon approval, full-time students may participate in a first work term following Academic Term 3.*

Full-time Schedule

Year 1

Pre-Quarter Courses		Credits
ENGR 190	Orientation	0.5
Total Credits		**0.5**

Academic Term 1 (Quarter 1)		Credits
CIVL 131	Graphical Communications 1	2.0
CIVL 151	Surveying 1	3.0
CIVL 192	Statics	1.5
ENGL 170	Technical & Professional Communications 1	3.0
MATH 185	Technical Math 1	3.0
PHYS 191	Physics 1 Civil/Mechanical	3.0
Total Credits		**15.5**

Academic Term 2 (Quarter 2)		Credits
CIVL 132	Graphical Communications 2	3.0
CIVL 152	Surveying 2	2.0
CIVL 193	Strength of Materials 1	3.0
ENGL 180	Technical & Professional Communications 2	1.5
MATH 187	Technical Math 2	3.0
PHYS 192	Physics 2 Civil/Mechanical	3.0
Total Credits		**15.5**

Academic Term 3 (Quarter 3)		Credits
CIVL 133	Graphical Communications 3	1.5
CIVL 146	Highway Design	2.0
CIVL 153	Surveying 3	1.5
CIVL 162	Soils 1	2.0
CIVL 194	Strength of Materials 2	2.0
ENGR 177	Fluid Dynamics 1	2.0
MATH 189	Technical Math 3	3.0
Total Credits		**14.0**

Year 2

Academic Term 4 (Quarter 1)		Credits
CIVL 255	Urban Services	4.0
CIVL 264	Soils 2	3.0
CIVL 276	Hydrology	1.5
CIVL 279	Fluid Dynamics 2	2.0
CIVL 280	Environmental Engineering	1.0
CIVL 293	Structural Design 1	3.0
Total Credits		**14.5**

Academic Term 5 (Quarter 2)		Credits
CIVL 247	Highway Design Project	2.0
CIVL 257	Urban Planning	5.0
CIVL 268	Construction Materials	3.0
CIVL 283	Sewage Treatment	2.0
CIVL 297	Structural Design 2	2.0
ENGR 253A*	Technical Report 1	1.5
Total Credits		**13.5**

Academic Term 6 (Quarter 3)		Credits
CIVL 240	Managing Construction Projects	2.0
CIVL 258	Infrastructure Rehabilitation	1.5
CIVL 265	Soils 3	2.0
CIVL 282	Water Treatment	1.5
CIVL 298	Structural Design Project	4.0
ENGR 253B*	Technical Report 2	1.5
ENGR 278	Engineering Economics	1.0
Total Credits		**15.5**

** Co-op students will take ENGR 253A in Academic Term 6 and ENGR 253B in Academic Term 5.*

Full-time Co-op/Internship Option

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COOP WEP	Workplace Education Prep	0.0
CIVL 101	Co-operative Work Experience 1	5.0
OR		
CIVL 102	Co-operative Work Experience 1	10.0
CIVL 201	Co-operative Work Experience 2	10.0
OR		
CIVL 202	Co-operative Work Experience 2	5.0
CIVL 203	Co-operative Work Experience 3	5.0
OR		
CIVL 233	Co-operative Work Experience 3	10.0
Total Credits		**5.0 - 15.0**

Part-time Schedule

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	Academic Term 8	Academic Term 9	

Part-time Co-op/internship Option

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	Work Term 1*
3	Academic Term 7	Work Term 2	Academic Term 9	Work Term 3
4	Work Term cont'd	Academic Term 8		

** Upon approval, part-time students may participate in a first work term following Academic Term 6.*

Part-time Schedule

Year 1

Pre-Quarter Courses		Credits
ENGR 190	Orientation	0.5
Total Credits		**0.5**

Academic Term 1 (Quarter 1)		Credits
CIVL 151	Surveying 1	3.0
CIVL 192	Statics	1.5
MATH 185	Technical Mathematics 1	3.0
PHYS 191	Physics 1 (Civil/Mechanical)	3.0
Total Credits		**10.5**

Academic Term 2 (Quarter 2)		Credits
CIVL 152	Surveying 2	2.0
CIVL 193	Strength of Materials 1	3.0
MATH 187	Technical Mathematics 2	3.0
PHYS 192	Physics 2 (Civil/Mechanical)	3.0
Total Credits		**11.0**

Academic Term 3 (Quarter 3)		Credits
CIVL 153	Surveying 3	1.5
CIVL 162	Soils 1	2.0
ENGR 177	Fluid Dynamics 1	2.0
MATH 189	Technical Mathematics 3	3.0
Total Credits		**8.5**

Year 2

Academic Term 4 (Quarter 1)		Credits
CIVL 131	Graphical Communications 1	2.0
CIVL 264	Soils 2	3.0
CIVL 279	Fluid Dynamics 2	2.0
ENGL 170	Technical & Professional Communications 1	3.0
Total Credits		**10.0**

Academic Term 5 (Quarter 2)		Credits
CIVL 132	Graphical Communications 2	3.0
CIVL 268	Construction Materials	3.0
CIVL 283	Sewage Treatment	2.0
ENGL 180	Technical & Professional Communications 2	1.5
Total Credits		**9.5**

Academic Term 6 (Quarter 3)		Credits
CIVL 133	Graphical Communications 3	1.5
CIVL 146	Highway Design	2.0
CIVL 194	Strength of Materials 2	2.0
CIVL 240	Managing Construction Projects	2.0
CIVL 258	Infrastructure Rehabilitation	1.5
ENGR 278	Engineering Economics	1.0
Total Credits		**10.0**

Year 3

Academic Term 7 (Quarter 1)		Credits
CIVL 255	Urban Services	4.0
CIVL 276	Hydrology	1.5
CIVL 280	Environmental Engineering	1.0
CIVL 293	Structural Design 1	3.0
Total Credits		**9.5**

Academic Term 8 (Quarter 2)		Credits
CIVL 247	Highway Design Project	2.0
CIVL 257	Urban Planning	5.0
CIVL 297	Structural Design 2	2.0
ENGR 253A*	Technical Report 1	1.5
Total Credits		**10.5**

Academic Term 9 (Quarter 3)		Credits
CIVL 265	Soils 3	2.0
CIVL 282	Water Treatment	1.5
CIVL 298	Structural Design Project	4.0
ENGR 253B*	Technical Report 2	1.5
Total Credits		**9.0**

** Co-op students will take ENGR 253A in Academic Term 9 and ENGR 253B in Academic Term 8.*

Part-time Co-op/Internship Option

COOP WEP	Workplace Education Prep	0.0
CIVL 101	Co-operative Work Experience 1	5.0
OR		
CIVL 102	Co-operative Work Experience 1	10.0
CIVL 201	Co-operative Work Experience 2	10.0
OR		
CIVL 202	Co-operative Work Experience 2	5.0
CIVL 203	Co-operative Work Experience 3	5.0
OR		
CIVL 233	Co-operative Work Experience 3	10.0
Total Credits		**5.0 - 15.0**

Computer Systems Programs

Computer Systems Technology

Computer Systems Technician Certificate

The Computer Systems Technician program is a nine-month certificate program that is Year 1 of the Diploma in Computer Systems Technology.

A Computer Systems Technician graduate will work as an entry-level employee in the computer systems and information technology fields. Employment opportunities include help desk support, sales, technical support, web applications, and junior programmer. A Computer Systems Technician will find employment as a programmer for database-driven dynamic websites using skills such as Java, PHP, Oracle, and other technologies.

Internship is an optional component of this program. An Internship designation requires at least one (1) work term be completed satisfactorily.

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 graduates will easily be able to apply their knowledge to any environment, using whatever technology, package, language or computer system is appropriate.

Many varied employment opportunities exist for graduates. Many situations require a specialist to get the best from a computer system. Most organizations such as government agencies, wholesale or retail sales of goods or services, administrative offices, scientific or engineering enterprises, and forestry companies 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 program's principles and techniques to produce a finished product.

Co-operative education or internship are optional components of this program. To obtain a Co-operative Education designation, students combine classroom study with three (3) terms of co-op work experience. An Internship designation requires at least one (1) work term be completed satisfactorily. Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities. Part-time students may be eligible for co-op or internship, but must apply in their Year 1.

Length:

Technician Certificate:
Full time: 9 months
Internship: 12 months

Technology Diploma:
Full time: 1 year, 9 months
Full-time co-op: 2 years, 3 months
Full-time internship: 2 years

Location: Interurban Campus

Starting: Quarter 1

Program Code(s):

CST1 Year 1 (Certificate)

CST2 Year 2 (Diploma)

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 130; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; and,
- Submit proof of "C+" in Principles in Math 11, or Pre-calculus 11, or MATH 073, or MATH 137; **or** "C" in Principles of Math 12, or Applications of Math 12, or Foundations of Math 12, or MATH 093, or MATH 172; **or** assessment.

Eligibility for Co-op Work Experience:

- To be eligible to participate in the co-op option, students must complete all Year 1 courses and obtain a GPA of 3.0, plus complete the Workplace Education Prep workshop series (COOP WEP), and be fully enrolled in the term preceding the work term;
- To maintain eligibility for the subsequent work terms, students must maintain a GPA of 3.0 and complete the prior work terms successfully.

Eligibility for Internship Work Experience:

- To be eligible to participate in the internship option, students must complete all Year 1 courses and obtain a GPA of 3.0, plus complete the Workplace Education Prep workshop series (COOP WEP), and be fully enrolled in the term preceding the work term.

Program Completion Requirement(s):

- To qualify for the Certificate in Computer Systems Technician, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 3.0.
- To qualify for the Certificate in Computer Systems Technician, Internship Designation, one (1) work term must be completed satisfactorily.
- To qualify for the Diploma in Computer Systems Technology, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 3.0.
- To qualify for the Diploma in Computer Systems Technology, Co-operative Education Designation, three (3) co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Computer Systems Technology, Internship Designation, one (1) work term must be completed satisfactorily.

Full-time Schedule

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	

Full-time Co-op/Internship Option 1

Yr	Q1	Q2	Q3	Q4
1	Academic Term 1	Academic Term 2	Academic Term 3	Work Term
2	Academic Term 4	Academic Term 5	Work Term	
3	Academic Term 6*			

** Academic Term 6 begins three (3) weeks before Quarter 1 starts.*

Full-time Schedule

Year 1

Academic Term 1 (Quarter 1)		Credits
COMP 112	Intro to Computer Systems	3.0
COMP 140	Human Computer Interaction	3.0
COMP 176	Operating Systems	3.0
ENGL 170	Technical & Professional Communications 1	3.0
MATH 163	Math for Computing	4.0
Total Credits		**16.0**

Academic Term 2 (Quarter 2)		Credits
BUS 143	eBusiness for Technologists	3.0
COMP 132	Programming Using Java	3.0
COMP 155	Database Concepts	3.0
COMP 170	Computer/Network Operations	3.0
COMP 183	Intro to Computer Architecture	3.0
Total Credits		**15.0**

Academic Term 3 (Quarter 3)		Credits
COMP 139	Applied Computer Programming	3.0
COMP 157	Windows-based Applications	3.0
COMP 173	Computer Network Programming	3.0
COMP 199	Applied Project - Year One	2.0
COMP 235	Software Engineering	3.0
Total Credits		**14.0**

Year 2

Academic Term 4 (Quarter 1)		Credits
COMP 230	Systems Analysis and Design	3.0
COMP 241	.NET Applications and Services	3.0
COMP 270	Computer Operations	3.0
COMP 272	Intro to Data Communications	3.0
COMP 288	Embedded Systems Applications	3.0
COMP 297	Applied Project - Preparation	1.0
Total Credits		**16**

Academic Term 5 (Quarter 2)		Credits
COMP 240	Developing Web Services	3.0
COMP 259	Advanced Database Concepts	3.0
COMP 298	Applied Project - Analysis	3.0

Students must take two of the following four courses. Note that only two of the following four courses will be offered in Academic Term 5 at one time:

COMP 244	Special Topics in Computing	3.0
COMP 249	Database Administration	3.0
COMP 266	Database Application	3.0
COMP 289	Concurrent Programming	3.0
Total Credits		**15.0**

Academic Term 6 (Quarter 1 or 3)		Credits
COMP 275	Systems Design and Security	3.0
COMP 299	Applied Project - Implementation	8.0
ENGL 273	Technical & Professional Communications 3	1.5
Total Credits		**12.5**

Full-time Co-op/Internship Option

COOP WEP	Workplace Education Prep	0.0
COMP 101	Co-operative Work Experience 1	5.0
OR		
COMP 102	Co-operative Work Experience 1	10.0
COMP 201	Co-operative Work Experience 2	10.0
OR		
COMP 202	Co-operative Work Experience 2	5.0
OR		
COMP 203	Co-operative Work Experience 3	5.0
Total Credits		**5.0 - 15.0**

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

Electronics Engineering Programs

All programs are subject to the Standards of Academic Progress Policy for technology-related programs.

Electronics and Computer Engineering Technology Access

This certificate program is an integral part of the Integrated Electronics program. This program prepares the student for access to the:

- Network and Electronics Technician program; or the
- Electronics and Computer Engineering Technology — Renewable Energy program.

Along with upgrading in Math, Physics and English, students will obtain skills in computers and computer-aided design (CAD), and will obtain a better understanding of digital and analog electronics and develop skills in the use of test equipment.

Graduates not pursuing further education in the Network and Electronics Technician, Electronics Engineering Technology — Renewable Energy or Computer Engineering Technology — Renewable Energy programs, may seek employment at an entry level position in such areas as electronics assembly, schematic capture, and printed circuit board production and repair.

Length: Six months

Location: Interurban Campus

Starting: Quarter 1

Program Code(s): ELECACC

Admission Requirement(s):

- Submit proof of "C" in English 10, or ENGL 050; **or** assessment; and,
- Submit proof of "B" in Principles of Math 10, or Foundations of Math & Pre-calculus 10, or MATH 053; **or** assessment.

Program Completion Requirement(s):

- Students must complete all program courses and achieve an overall GPA of at least 2.0 in order to qualify for a Certificate in Electronics and Computer Engineering Technology Access.

Pre-Quarter Courses		Credits
ELEX 080	Electronics Orientation	0.5
Total Credits		**0.5**

Academic Term 1 (Quarter 1)		Credits
ELEX 126	Introduction to Electronics 1	1.5
ELEX 130	Computers/CAD for Electronics	1.5
ENGL 130	English for Careers	3.0
MATH 172	Basic Technical Math 1	4.0
PHYS 150	Technical Physics 1	3.0
Total Credits		**13.0**

Academic Term 2 (Quarter 2)		Credits
ELEX 127	Introduction to Electronics 2	4.0
ENGL 170	Technical & Professional Communications 1	3.0
LRNS 102	Learning & Problem Solving Skills	1.0
MATH 173	Basic Technical Math 2	5.0
PHYS 151	Technical Physics 2	3.0
Total Credits		**16.0**

Electronics & Computer Engineering Technology – Renewable Energy

Electronics has had a huge impact on our society over the last sixty years ever since the development of the first transistor. Early transistor radios used 4 transistors, whereas a modern cell phone uses in excess of 40 million, in a package that fits in the palm of your hand thanks to nanotechnology. Advances in electronic devices continue with ever-smaller components, opening up opportunities for new products and markets in the future. From helping disabled people to see or move, to capturing the energy from the wind or sun, electronics systems are at the heart of these new advances.

At Camosun College, we believe graduates of our program should have a broad knowledge of both electronics and computer engineering systems to enable them to embrace high technology in all its forms, and to support local industry in maintaining current products and systems and creating the products and systems and in creating the products of the future.

Nowadays, software and programming are inseparable from hardware. As a result, we have a number of specialized programming courses in the program. And, as renewable energies are becoming more important, students of our program will leave with an introductory knowledge of this new and expanding area. Students will also take courses in the control and drive of electrical motors and will directly apply electronics technology to the renewable energies area.

Co-operative education or internship are optional components of this program. To obtain a Co-operative Education designation, students combine classroom study with three (3) terms of co-op work experience. An Internship designation requires at least one (1) work term be completed satisfactorily. Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities.

Graduates of this program with a cumulative GPA of at least 5.0 ("B") may apply for entrance into the Engineering Bridge program, which prepares Engineering Technology graduates to enter Year 3 of Electrical or Computer Engineering at the University of Victoria.

Graduates are prepared for employment in areas such as:

- Computer-aided design (CAD);
- Analog and digital circuitry design;
- Micro-electronics fabrication and testing (hardware and software);
- Instrumentation and data acquisition;
- Micro-controller system design;
- Data gathering, processing and monitoring of RE systems;
- Communications systems design and installation;
- Electronic control systems, robotics;
- Design and testing of microelectronics systems;
- Technical and sales support;
- Solar-powered devices; and,
- Design of renewable energy solutions.

Length:

Full time: 2 years, 3 months
Full-time co-op: 2 years, 9 months
Full-time internship: 2 years, 3 months

Location: Interurban Campus

Starting: Quarter 1

Program Code(s):

ELECR1 Year 1

ELECR2 Year 2

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 130; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and
- Submit proof of "C+" in Principles of Math 12, or Pre-calculus 12, or MATH 093, or MATH 107; **or** "C" in Calculus 12, or MATH 105, or MATH 115, or MATH 173; **or** assessment; and,
- Submit proof of "C" in Physics 11, or PHYS 101, or PHYS 151.

Eligibility for Co-op Work Experience:

- To be eligible to participate in the co-op option, students must complete all Year 1 courses, obtain a GPA of 3.0, complete the Workplace Education Prep workshop series (COOP WEP), and be fully enrolled in the term preceding the work term;
- To maintain eligibility for the subsequent work terms, students must maintain a GPA of 3.0 and complete the prior work terms successfully.

Eligibility for Internship Work Experience:

- To be eligible to participate in the internship option, students must complete all Year 1 courses, obtain a GPA of 3.0, complete the Workplace Education Prep workshop series (COOP WEP), and be fully enrolled in the term preceding the work term.

Program Completion Requirement(s):

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

Full-time Schedule

Yr	Q1	Q2	Q3	Q4
1	Academic Term 1	Academic Term 2	Academic Term 3	
2	Academic Term 4	Academic Term 5	Academic Term 6	
3	Academic Term 7			

Full-time Co-op/Internship Option

Yr	Q1	Q2	Q3	Q4
1	Academic Term 1	Academic Term 2	Academic Term 3	Work Term*
2	Academic Term 4	Academic Term 5	Work Term	
3	Academic Term 6	Work Term	Academic Term 7	

** Upon approval, students may participate in a first work term following Academic Term 3.*

Year 1

Pre-Quarter Courses		Credits
ELEX 080	Electronics Orientation	0.5
ELEX 124	High Reliability Soldering	0.5
Total Credits		**1.0**

Academic Term 1 (Quarter 1)		Credits
ELEX 130	Computers/CAD for Electronics	1.5
ELEX 142	Introductory Circuit Analysis	4.0
MATH 174A	Math for Electronics 3	3.0
PHYS 154	Technical Physics 3	4.0
Total Credits		**12.5**

Academic Term 2 (Quarter 2)		Credits
ELEX 131	Engineering Applications in C	3.0
ELEX 143	Electronic Devices 1	3.0
ELEX 161	Digital Techniques 1	3.0
ENGL 170	Technical & Professional Communications 1	3.0
MATH 174B	Math for Electronics 4	2.0
Total Credits		**14.0**

Academic Term 3 (Quarter 3)		Credits
COOP WEP*	Workplace Education Prep	0.0
ELEX 121	Renewable Energy Systems	3.0
ELEX 162	Digital Techniques 2	3.0
ELEX 167	Embedded Systems 1	3.0
MATH 175	Math for Electronics 5	4.0
Total Credits		**13.0**

** Co-op students only.*

Post Quarter 3 Courses		Credits
ELEX 122	Shop Skills for Electronics	0.5
Total Credits		**0.5**

Year 2

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 267	Embedded Systems 2	3.0
Total Credits		**13.0**

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	System Dynamics	3.0
Total Credits		**13.0**

Academic Term 6* (Quarter 3)		Credits
ELEX 235	Computer Engineering	3.0
ELEX 252	Communications Systems 3	3.0
ELEX 268	Embedded Systems 3	4.0
ELEX 285	Digital Signal Processing	3.0
Total Credits		**13.0**

Academic Term 7* (Quarter 1)		Credits
ELEX 241	Fundamentals of Control	3.0
ELEX 242	Power Electronics	3.0
ELEX 290	Applied Research Project	6.0
ENGL 273	Technical & Professional Communications 3	1.5
Total Credits		**13.5**

** Co-op/Internship students take a different sequence of courses in Academic Terms 6 and 7. See below for details.*

Full-time Co-op/Internship Option

COOP WEP	Workplace Education Prep	0.0
ELEX 101	Co-operative Work Experience 1	5.0
ELEX 102	Co-operative Work Experience 1	10.0
OR		
ELEX 201	Co-operative Work Experience 2	10.0
ELEX 202	Co-operative Work Experience 2	5.0
OR		
ELEX 203	Co-operative Work Experience 3	5.0
Total Credits		**5.0 - 15.0**

Academic Term 6		Credits
ELEX 235	Computer Engineering	3.0
ELEX 241	Fundamentals of Control	3.0
ELEX 242	Power Electronics	3.0
ELEX 268	Embedded Systems 3	4.0
Total Credits		**13.0**

Academic Term 7		Credits
ELEX 252	Communications Systems 3	3.0
ELEX 285	Digital Signal Processing	3.0
ELEX 290	Applied Research Project	6.0
ENGL 273	Technical & Professional Communications 3	1.5
Total Credits		**13.5**

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.

Industrial employers seek graduates of programs that have obtained industry or vendor certification. At Camosun College, we teach the Cisco Networking Academy® Program. Cisco is the largest manufacturer of computer network equipment in the world and the Networking Academy is recognized by industry.

This certificate program:

- provides students with a thorough background in all aspects of computers from troubleshooting hardware to maintaining and installing operating systems;
- gives students the background needed to write the "A+" certification examinations;
- covers the essentials of networking that will prepare students to write the Cisco Certified Network Associate (CCNA) examination; and,
- meets the competencies listed in the blueprint of the International Electronics Technician Common Core.

Internship is an optional component of this program. An Internship designation requires at least one (1) work term be completed satisfactorily.

Our program is delivered on a quarter system with 11 teaching weeks, one exam week and a one week break. Students spend about 25 hours a week in the program with half the time spent in a lab environment. Students are given access to the labs from 7:00am to 11:00pm, allowing students plenty of time to master the subject matter. Our six labs contain some of the most modern instrumentation found in any North American college.

Graduates may seek employment at an entry level in the network management, computer maintenance or industrial consumer repair fields. Alternatively, they may elect to enter one of the Technician specialty programs offered at other colleges across Canada and the United States that have common core electronics as a prerequisite.

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Graduates are prepared for employment in areas such as:

- installation and maintenance of computer networking systems;
- installation, repair and maintenance of microprocessor based equipment;
- maintenance and repair of personal computers;
- computer-aided design (CAD);
- analog and digital circuit assembly, installation, repair and maintenance;
- consumer electronics; and,
- technical sales support.

For further information, please contact the program Chair at **250-370-4433**.

Length: Nine months

Location: Interurban Campus

Starting: Quarter 1

Program Code(s): NELECTECN

Admission Requirement(s):

- Submit proof of "C" in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 130, or ENGL 140, or ELD 092, or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or MATH 073, or MATH 137, or MATH 172; **or** assessment.

OR

- Successful completion of the Electronics and Computer Engineering Access portion of the Integrated Electronics program.

Eligibility for Internship Work Experience:

- To be eligible to participate in the internship option, students must complete all program courses, obtain a GPA of 3.0, complete the Workplace Education Prep workshop series (COOP WEP), and be fully enrolled in the term preceding the work term.

Program Completion Requirement(s):

- To qualify for the Certificate in Network and Electronics Technician, students must complete all program courses and obtain an overall cumulative GPA of at least 2.0.
- To qualify for the Certificate in Network and Electronics Technician Internship Designation, one (1) work term must be completed satisfactorily.

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
Total Credits		**1.5**

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
Total Credits		**12.5**

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
Total Credits		**13.0**

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
Total Credits		**14.0**

Internship Option

COOP WEP	Workplace Education Prep	0.0
ELEX 111	Internship	5.0
Total Credits		**0.5**

Mechanical Engineering Programs

Engineering Graphics Technician

This program is offered only alternate years. The next intake will be January 2013.

The Engineering Graphics Technician program produces graduates who have a foundation and working knowledge of graphics software applications used within engineering and architecture.

The program includes a special emphasis in 2D and 3D computer-aided design (CAD) and drafting, as well as design visualization, which includes still image rendering and engineering animation. The students are exposed to design and documentation standards used within several industry sectors, and provided with an introduction to typical engineering office software.

Technology-based firms and organizations require employees with expertise in technical information communication and graphics. Graduates who have gained these skills will be qualified to seek opportunities in a wide variety of industries, including but not limited to: engineering offices, architectural offices and high technology companies that require the use of technical publishing, 2D and 3D drafting and 3D visualization skills.

The Engineering Graphics Technician program consists of two 12-week terms that span a six-month period, followed by a 100-hour unpaid work term. When taken with the Mechanical Engineering Access programs, a graduate may return to complete the Mechanical Engineering Technology program.

It is highly recommended that applicants have previous computer experience.

Length: Seven months

Location: Interurban Campus

Starting: Quarter 2

Program Code(s): ENGRGRTECN

Admission Requirement(s):

- Submit proof "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 130; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C" in Principles of Math 11, or Pre-calculus 11, or MATH 073, or MATH 137, 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 to qualify for a Certificate in Engineering Graphics Technician.

Academic Term 1 (Quarter 2)		Credits
COMP 156	Computer Concepts	3.0
ENGL 170	Technical & Professional Communications 1	3.0
ENGR 151M	Engineering Drawing 1/2D CAD	3.0
ENGR 152	Technical Publishing Applications	3.0
ENGR 178	Commercial Practices 1	3.0
ENGR 190	Orientation	0.5
MECH 161A	Manufacturing Processes	0.5
Total Credits		**16.0**

Academic Term 2 (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 Specifications	3.0
MECH 153	Mechanical Components & 3D CAD	4.0
Total Credits		**18.0**

Academic Term 3 (Quarter 4)		Credits
ENGR 199	Work Term	1.5
Total Credits		**1.5**

Mechanical Engineering Technology Access

This program assists students in completing the admission requirements to Camosun's Diploma in Mechanical Engineering Technology and the Certificate in Engineering Graphics Technician. While upgrading in math, physics and English, students will gain up-to-date skills applicable to mechanical systems and architectural design:

- Introduction to the use of a computer as a tool for problem-solving;
- Computer-aided-design (CAD) using up-to-date commercial software including 3D and design visualization;
- Design skills in engineering drawing preparation as related to CAD projects.

Students who successfully complete this program will have a seat reserved for them in the next intake to the Mechanical Engineering Technology program.

Length: Six months

Location: Interurban Campus

Starting: Quarter 1

Program Code(s): MECHACC

Admission Requirement(s):

- Submit proof of "C" in English 10, or ENGL 050; **or** assessment; and,
- Submit proof of "B" in Principles of Math 10, or Foundations of Math & Pre-calculus 10, or MATH 053; **or** assessment.

Program Completion Requirement(s):

- Students must complete all program courses and achieve an overall GPA of at least 2.0 in order to qualify for the Certificate in Mechanical Engineering Technology Access.

Pre-Quarter Course		Credits
ENGR 190	Orientation	0.5
Total Credits		**0.5**

Academic Term 1 (Quarter 1)		Credits
ENGL 130	English for Careers	3.0
ENGR 151M	Engineering Drawing 1/2D CAD	3.0
ENGR 158	Applications in Computing	2.0
MATH 172	Basic Technical Math 1	4.0
PHYS 150	Technical Physics 1	3.0
Total Credits		**15.0**

Academic Term 2 (Quarter 2)		Credits
ENGL 170	Technical & Professional Communications 1	3.0
LRNS 102	Learning & Problem-Solving Skills	1.0
MATH 173	Basic Technical Math 2	5.0
MECH 153	Mechanical Components & 3D CAD	4.0
PHYS 151	Technical Physics 2	3.0
Total Credits		**16.0**

Mechanical Engineering Technology

This program is nationally accredited and is designed to produce graduates who have a broad knowledge in science and engineering as they apply to the design, development, manufacture, marketing, operation and maintenance of machines and mechanical devices.

Students balance practical hands-on experience in engineering laboratories and a CNC equipped machine shop with a solid grounding in English, math, physics and engineering concepts.

In the final academic quarter of the program, students work in teams to conceptualize, model, fabricate, assemble and document a mechanical project which is then publicly showcased and demonstrated. Past projects have included underwater vehicles, manufacturing equipment, renewable energy products, transportation devices and medical assistance products.

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, specifications preparation, cost estimates, testing, evaluating, manufacturing and technical sales. Some mechanical engineering technologists will find employment in specialized fields such as design drafting training, materials testing, automation and packaging, instrumentation design, research and development and implementation of CAD/CAM equipment in engineering departments.

This program will appeal to students who enjoy the Sciences and/or have a mechanical aptitude and want to learn how to develop and apply their skills to the development of technology for the betterment of society.

Co-operative education or internship are optional components of this program. To obtain a Co-operative Education designation, students combine classroom study with three (3) terms of co-op work experience. An Internship designation requires at least one (1) work term be completed satisfactorily. Alternating between full-time studies and full-time employment, students gain hands-on experience, marketable skills and contacts for future employment opportunities.

Bridge to Mechanical Engineering

Graduates of this program with a cumulative GPA of at least 5.0 ("B") may apply for entrance into the Advanced Diploma in Engineering Bridge program which prepares Engineering Technology graduates to enter Year 3 of Mechanical Engineering programs at the University of Victoria, the University of British Columbia and the University of British Columbia — Okanagan. Please refer to the Mechanical Engineering Bridge program later in this chapter.

Length:

Full time: 2 years
Full-time co-op: 2 years,9 months
Full-time internship: 2 years

Location: Interurban Campus

Starting: Quarter 1

Program Code(s):

MECHENG1 Year 1

MECHENG2 Year 2

Admission Requirement(s):

- Submit proof "C" in English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 130; or ENGL 140; or ELD 092 and ELD 094; or ELD 097; **or** assessment; and,
- Submit proof of "C+" in Principles of Math 12, or Pre-calculus 12, or MATH 093, or MATH 107; **or** "C" in Calculus 12, or MATH 105, or MATH 115, or MATH 173*; **or** assessment; and,
- Submit proof of "C" in Physics 11, or PHYS 101, or PHYS 151*.

** These courses are part of the Mechanical Engineering Technology Access program.*

Eligibility for Co-op Work Experience:

- To be eligible to participate in the Co-op option, students must complete all Year 1 courses, obtain a GPA of 3.0, complete the Workplace Education Prep workshop series (COOP WEP), and be fully enrolled in the term preceding the work term;
- To maintain eligibility for the subsequent work terms, students must maintain a GPA of 3.0 and complete the prior work terms successfully.

Eligibility for Internship Work Experience:

- To be eligible to participate in the internship option, students must complete all Year 1 courses, obtain a GPA of 3.0, complete the Workplace Education Prep workshop series (COOP WEP), and be fully enrolled in the term preceding the work term.

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

Program Completion Requirement(s):

- To qualify for the Diploma in Mechanical Engineering Technology, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.
- To qualify for the Diploma in Mechanical Engineering Technology, Co-operative Education Designation, three (3) co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Mechanical Engineering Technology, Internship Designation, one (1) work term must be completed satisfactorily.

Full-time Schedule

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 6 instead of a Work Term in Year 2, Quarter 3.*

Full-time Co-op/Internship Option (3 month, 9 month or 12 month)

Yr	Q1	Q2	Q3	Q4
1	Academic Term 1	Academic Term 2	Academic Term 3	Work Term 1*
2	Academic Term 4	Academic Term 5	Work Term 1 or 2	Academic Term 7
3	Work Term 2 or 3		Academic Term 6	

** Upon approval, students may participate in a first work term following Academic Term 3.*

Full-time Schedule

Year 1

Pre-Quarter Courses		Credits
ENGR 190	Orientation	0.5
MECH 161A	Manufacturing Processes 1	0.5
Total Credits		**1.0**

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
Total Credits		**15.0**

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
Total Credits		**17.0**

Academic Term 3 (Quarter 3)		Credits
ELEX 149	Electronics for Mechanical 1	3.0
ENGR 177	Fluid Dynamics 1	2.0
MATH 187	Technical Math 2	3.0
MECH 175	Dynamics	2.0
MECH 183	Computer-Aided-Manufacturing/CAM	3.0
Total Credits		**13.0**

Year 2

Academic Term 4 (Quarter 1)		Credits
ELEX 248	Electronics for Mechanical 2	2.0
MATH 189	Technical Math 3	3.0
MECH 255	Mechanics of Machines	3.0
MECH 261	Thermodynamics 1	2.0
MECH 286	Introduction to Control Systems	3.0
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**

Academic Term 6 (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**

Academic Term 7 (Quarter 4)		Credits
ENGL 273	Technical & Professional Communications 3	1.5
MECH 284	Robotics & Automation	3.0
MECH 295	Project Planning and Design	9.0
Total Credits		**13.5**

Full-time Co-op/Internship Option

COOP WEP	Workplace Education Prep	0.0
MECH 101	Co-operative Work Experience 1	5.0
OR		
MECH 102	Co-operative Work Experience 1	10.0
MECH 201	Co-operative Work Experience 2	10.0
OR		
MECH 202	Co-operative Work Experience 2	5.0
MECH 233	Co-operative Work Experience 3	5.0
Total Credits		**5.0 - 15.0**

Engineering Bridge Programs

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 (UBC) in Vancouver and Kelowna. This program is intended to provide access to Year 3 of Civil Engineering at UBC for graduate Civil Engineering Technologists. Successful students may then continue their studies toward a Bachelor of Applied Science.

The Civil Engineering Bridge is offered in Quarter 2 and 3 (January to June) for September entry into Year 3 of Engineering at UBC.

The Civil Engineering Bridge program is intended for graduates of Civil Engineering Technology programs with high academic standing.

Co-operative education work terms from the Diploma in Civil Engineering Technology program 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 representative 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 Assistant at **250-370-4404**, by email at **engbridge@camosun.bc.ca**, or visit our website.

Length: Six months

Location: Interurban Campus

Starting: Quarter 2

Program Code(s): CIVLBRIDGE

Admission Requirement(s):

- A diploma in Civil Engineering Technology from a program with Canadian Technologies Accreditation*, and a minimum cumulative GPA of 5.0 ("B") on Camosun's nine point scale with no individual course marks below "C"; and,
- Submit two official transcripts (final or in-progress) from all secondary and post secondary institutions the applicant has attended.**

** Graduates of other closely related programs may be accepted upon evaluation of their program by the Coordinator of Engineering Bridge.*

*** Camosun College diploma graduates are not required to submit Camosun College transcripts; however, an additional copy of secondary and other post-secondary transcripts is needed upon application.*

Note: *Civil Engineering Technology includes Municipal, Environmental and Structural.*

Program Completion Requirement(s):

- Students must achieve a "C" in every course.

Note: *A maximum of two transfer courses and/or PLAs are allowed in this program. Student requests for transfer credit may be made for courses taken at a post-secondary institution and not included in the student's Technology program. Transfer credits must be approved by both the Bridge program coordinator and the receiving university.*

Bridge to UBC

To be accepted into Year 3 of Civil Engineering at the University of British Columbia, the student must have completed the Civil Engineering Bridge program with the following conditions:

- have achieved a "C" in nine of the eleven courses;
- have obtained a minimum overall grade of "C"; and,
- have no more than one failing grade in all the courses.

Program Content		Credits
CHEM 150	Engineering Chemistry	4.0
COMP 130	Computing for Engineers	3.0
ENGR 166	Geology for Civil Engineers	3.0
ENGR 262	Analytical Methods	3.0
ENGR 264	Engineering Mechanics	3.0
MATH 250A	Intermediate Calculus 1	3.0
MATH 250B	Intermediate Calculus 2	3.0
MATH 251	Matrix Algebra for Engineers	3.0
MATH 252	Applied Differential Equations	3.0
MATH 254	Probability and Statistics	3.0
PHYS 295	Physics (Engineering Bridge)	4.0
Total Credits		**35.0**

Computer Engineering Bridge

The Computer Engineering Bridge program is offered by Camosun College with the full support and co-operation of the University of Victoria (UVic). This program provides access to Year 3 of Engineering at UVic for graduate Computer and 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 Year 3 of Engineering at UVic (commencing in January). The Computer Engineering Bridge program is intended for graduates of Electronics or Computer Engineering Technology programs with high academic standing.

Co-operative education work terms from the Diploma in Computer Engineering Technology program are transferable between institutions. For students who have completed co-op in their diploma, please contact the receiving institution for details regarding transfer credit, or see a Camosun College Co-operative Education representative 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 Assistant at **250-370-4404**, email **engbridge@camosun.bc.ca** or visit our website.

Length: Six months

Location: Interurban Campus

Starting: Quarter 4

Program Code(s): COMPBRIDGE

Admission Requirement(s):

- A diploma in Computer Engineering Technology **or** Electronics Engineering Technology from a program with Canadian Technologies Accreditation*, and a minimum cumulative GPA of 5.0 ("B") on Camosun's nine-point scale with no individual course marks below "C"; and,
- Submit two official transcripts (final or in-progress) from all secondary and post secondary institutions the applicant has attended.**

** Graduates of other closely related programs may be accepted upon evaluation of their program by the Coordinator of Engineering Bridge.*

*** Camosun College diploma graduates are not required to submit Camosun College transcripts; however, an additional copy of secondary and other post-secondary transcripts is needed upon application.*

Program Completion Requirement(s):

- Students must achieve a "C" in every course to obtain an Advanced Diploma in Computer Engineering Bridge.

Note: *A maximum of two transfer courses and/or PLAs are allowed in this program. Student requests for transfer credit may be made for courses taken at a post-secondary institution and not included in the student's Technology program. Transfer credits must be approved by both the Bridge program coordinator and the receiving university.*

Bridge to UVic

To be accepted into Year 3 of Computer Engineering at the University of Victoria, the student must have completed the Computer Engineering Bridge program with the following conditions:

- have achieved a "C" in 12 of the 14 courses;
- have obtained a minimum overall grade of "C"; and,
- have no more than one failing grade in all the courses.

Program Content		Credits
CHEM 150	Engineering Chemistry	4.0
COMP 139E	Data Structures & Applications	4.0
COMP 166	Programming 1 for Engineers	3.0
ELEX 214*	Electrical Properties of Materials	1.0
ELEX 216*	Signal and Systems Analysis	0.5
ENGR 150	Engineering Graphics	3.0
MATH 222	Discrete Mathematics	3.0
MATH 250A	Intermediate Calculus 1	3.0
MATH 250B	Intermediate Calculus 2	3.0
MATH 251	Matrix Algebra for Engineers	3.0
MATH 252	Applied Differential Equations	3.0
MATH 254	Probability and Statistics	3.0
MECH 210	Statics and Dynamics	2.0
PHYS 210	Electricity and Magnetism	4.0
Total Credits		**39.5**

** ELEX 214 and ELEX 216 are presented as two modules in sequence.*

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

Computer Science Bridge

The Computer Science Bridge program is offered by Camosun College with the full support and co-operation of the University of Victoria (UVic). This program provides entry to Year 3 of Computer Science at UVic for graduates of Computer Systems Technology programs. Successful students may then continue their studies toward a Bachelor of Science degree in Computer Science.

This eight month program is offered over two semesters, transferring to UVic in September or January. The program is intended for graduates 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 UVic for specific details or see a Camosun College Co-operative Education representative for assistance.

For further information contact the Program Assistant at **250-370-4404**, email **engbridge@camosun.bc.ca**, or click here to find more information on our website.

Length: **Eight months**

Location: **Interurban and Lansdowne**

Starting: **Quarter 2**

Program Code(s): **COMPSCIBRIDGE**

Admission Requirement(s):

- A diploma in Computer Systems Technology* from a Canadian Institution with a minimum cumulative GPA of 5.0 ("B") on Camosun's nine-point scale;
- A grade of "C" in University Calculus 1 (MATH 100 or equivalent);
- No individual course marks below a "C"; and,
- Submission of two official transcripts (final or in-progress) from all secondary and post secondary institutions the applicant has attended.**

** Graduates of other closely related programs may be accepted upon evaluation of the program by the Coordinator of Engineering Bridge.*

*** Camosun College diploma graduates are not required to submit Camosun College transcripts; however, an additional copy of secondary and other post-secondary transcripts is needed upon application.*

Program Completion Requirement(s):

- Students must achieve a "C" in every course to obtain an Advanced Diploma in Computer Science Bridge.

Note: *A maximum of two transfer courses and/or PLAs are allowed in this program. Student requests for transfer credit may be made for courses taken at a post-secondary institution and not included in the student's Technology program. Transfer credits must be approved by both the Bridge program coordinator and the receiving university.*

Bridge to UVic

To be accepted into the third year of Computer Science at the University of Victoria, the student must have completed the Computer Science Bridge program with the following conditions:

- have achieved a "C" in seven of the eight courses; and,
- have achieved a minimum overall grade of "C" or better.

Program Content		Credits
COMP 210*	Data Structures and Algorithms	3.0
COMP 227*	Combinatoric Structures	3.0
ENGL 150	English Composition	3.0
MATH 222	Discrete Mathematics	3.0
MATH 225*	Elementary Differential Equations	3.0
MATH 235*	Procedures in Maple	1.5
MATH 250A	Intermediate Calculus 1	3.0
MATH 251	Matrix Algebra for Engineers	3.0
MATH 254	Probability and Statistics	3.0
Total Credits		**25.5**

** If there is a low student enrolment, Computer Science Bridge students may take COMP 210, COMP 227 and MATH 225 at UVic as visiting students. The equivalent courses are CSC 225 - Algorithms and Data Structures 1, MATH 222 - Discrete and Combinational Mathematics, and MATH 201 - Introduction to Differential Equations, respectively. Students would not be required to take MATH 235 if they take UVic's MATH 201 or Camosun's MATH 252 instead of MATH 225.*

Electrical Engineering Bridge

The Electrical Engineering Bridge program is offered by Camosun College with the full support and co-operation of the University of Victoria (UVic). This program provides access to Year 3 of Engineering at UVic for graduate Computer, Electrical, or 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 Year 3 of Engineering at UVic (commencing in January). The Electrical Engineering Bridge program is intended for graduates of Computer, Electronics, or Electrical Engineering Technology programs with high academic standing.

Co-operative education work terms from the Diploma in Electrical Engineering Technology program are transferable between institutions.

For students who have completed co-op in their diploma, please contact the receiving institution for details regarding transfer credit or see a Camosun College Co-operative Education representative 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 Assistant at **250-370-4404**, email **engbridge@camosun.bc.ca** or visit our website.

Length: Six months

Location: Interurban Campus

Starting: Quarter 4

Program Code(s): ELELBRIDGE

Admission Requirement(s):

- A diploma in Computer, Electronics, or Electrical Engineering Technology from a program with Canadian Technologies Accreditation*, and a minimum cumulative GPA of 5.0 ("B") on Camosun's nine-point scale with no individual course marks below "C";
- Submission of two official transcripts (final or in-progress) from all secondary and post secondary institutions the applicant has attended.**

** Graduates of other closely related programs may be accepted upon evaluation of their program by the Coordinator of Engineering Bridge.*

*** Camosun College diploma graduates are not required to submit Camosun College transcripts; however, an additional copy of secondary and other post-secondary transcripts is needed upon application.*

Program Completion Requirement(s):

- Students must achieve an overall cumulative GPA of at least 2.0 and receive a "C" in every course to qualify for an Advanced Diploma in Electrical Engineering Bridge.

Note: *A maximum of two transfer courses and/or PLAs are allowed in this program. Student requests for transfer credit may be made for courses taken at a post-secondary institution and not included in the student's Technology program. Transfer credits must be approved by both the Bridge program coordinator and the receiving university.*

Bridge to UVic

To be accepted into Year 3 of Electrical Engineering at the University of Victoria, the student must have completed the Electrical Engineering Bridge program with the following conditions:

- have achieved a "C" in 12 of the 14 courses;
- obtained a minimum overall grade of "C"; and,
- have no more than one failing grade in all the courses.

Program Content		Credits
CHEM 150	Engineering Chemistry	4.0
COMP 139E	Data Structures & Applications	4.0
COMP 166	Programming 1 for Engineers	3.0
ELEX 214*	Electrical Properties of Materials	1.0
ELEX 216*	Signal and Systems Analysis	0.5
ENGR 150	Engineering Graphics	3.0
MATH 250A	Intermediate Calculus 1	3.0
MATH 250B	Intermediate Calculus 2	3.0
MATH 251	Matrix Algebra for Engineers	3.0
MATH 252	Applied Differential Equations	3.0
MATH 254	Probability and Statistics	3.0
MECH 210	Statics and Dynamics	2.0
MECH 212	Thermodynamics for Engineers	2.0
PHYS 210	Electricity and Magnetism	4.0
Total Credits		**38.5**

** ELEX 214 and ELEX 216 are presented as two modules in sequence.*

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) and the University of British Columbia (UBC). This program provides access to Year 3 of Engineering for graduate Mechanical Engineering Technologists. Successful students may then continue their studies toward a Bachelor of Engineering at UVic or a Bachelor of Applied Science at UBC in Vancouver or Kelowna.

The program is offered twice a year on the college Quarter system. The Winter session, starting in Quarter 2 (January through March) and finishing in Quarter 3 (April through May), permits entry to UBC Kelowna and Vancouver campuses in September.

The Summer session, starting in Quarter 4 (July through September) and finishing in Quarter 1 (September through December), permits immediate entry to UVic and UBC Kelowna in January.

Co-operative education work terms from the Diploma in Mechanical Engineering Technology program are transferable between institutions. For students who have completed co-op in their diploma, please contact the receiving institution for details regarding transfer credit, or see a Camosun Co-operative Education representative.

This program is not governed by Camosun College's policies on admission and academic progress and promotion.

For further information contact the Program Assistant at **250-370-4404,** email **engbridge@camosun.bc.ca,** or visit our website.

Length: Six months

Location: Interurban Campus

Starting: Quarter 2, Quarter 4

Program Code(s): MECHBRIDGE

Admission Requirement(s):

- A diploma in Mechanical Engineering Technology from a program with Canadian Technologies Accreditation*, and a minimum cumulative GPA of 5.0 ("B") on Camosun's nine-point scale with no individual marks below a "C"; and,
- Submit two official transcripts (final or in-progress) from all secondary and post secondary institutions the applicant has attended.**

** Graduates of other closely related programs may be accepted upon evaluation of their program by the Coordinator of Engineering Bridge.*

*** Camosun College diploma graduates are not required to submit Camosun College transcripts; however, an additional copy of secondary and other post-secondary transcripts is needed upon application.*

Program Completion Requirement(s):

- Students must achieve a "C" in all program courses to qualify for an Advanced Diploma in Mechanical Engineering Bridge.

Note: *A maximum of two transfer courses and/or PLAs are allowed in this program. Student requests for transfer credit may be made for courses taken at a post-secondary institution and not included in the student's Technology program. Transfer credits must be approved by both the Bridge program coordinator and the receiving university.*

Bridge to UVic or UBC

To be accepted into Year 3 of Mechanical Engineering at the University of Victoria (UVic) or the University of British Columbia (UBC), the student must have completed the Mechanical Engineering Bridge program with the following conditions:

- have achieved a "C" in ten of the 12 courses;
- have obtained a minimum overall grade of "C"; and,
- have no more than one failing grade in all the courses.

Courses		Credits
CHEM 150	Engineering Chemistry	4.0
COMP 139E	Data Structures & Applications	4.0
COMP 166	Programming 1 for Engineers	3.0
ELEX 250E	Linear Circuits 1	4.0
ENGR 150	Engineering Graphics	3.0
ENGR 290	Materials and Thermodynamics	2.0
MATH 250A	Intermediate Calculus 1	3.0
MATH 250B	Intermediate Calculus 2	3.0
MATH 251	Matrix Algebra for Engineers	3.0
MATH 252	Applied Differential Equations	3.0
MATH 254	Probability and Statistics	3.0
PHYS 210	Electricity and Magnetism	4.0
Total Credits		**39.0**

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 (UBC) in Vancouver. This program is intended to provide access to Year 3 of Mining Engineering at UBC for graduate Mining Technologists. Successful students may then continue their studies toward a Bachelor of Applied Science.

The Mining Engineering Bridge is offered in Quarter 2 and 3 (January to June) for September entry into Year 3 of Mining Engineering.

The Mining Engineering Bridge program is intended for graduates of Mining Engineering Technology programs with high academic standing.

Co-operative education work terms from the Mining Engineering Technology Diploma program 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 representative 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 Assistant at **250-370-4404,** email **engbridge@camosun.bc.ca,** or visit our website.

Length: Six months

Location: Interurban Campus

Starting: Quarter 2

Program Code(s): MINEBRIDGE

Admission Requirement(s):

- A diploma in Mining Engineering Technology from a program with Canadian Technologies Accreditation,* and a minimum cumulative GPA of 5.0 ("B") on Camosun's nine-point scale with no individual marks below a "C"; and,
- Submit two official transcripts (final or in-progress) from all secondary and post-secondary institutions the applicant has attended.**

FOR CAMOSUN COLLEGE COURSE ADMISSION AND HIGH SCHOOL PREREQUISITE ALTERNATIVES, CLICK HERE.

** Graduates of other closely related programs may be accepted upon evaluation of their program by the Coordinator of Engineering Bridge.*

*** Camosun College diploma graduates are not required to submit Camosun College transcripts; however, an additional copy of secondary and other post-secondary transcripts is needed upon application.*

Program Completion Requirement(s):

- Students must achieve a "C" in every course.

Note: *A maximum of two transfer courses and/or PLAs are allowed in this program. Student requests for transfer credit may be made for courses taken at a post-secondary institution and not included in the student's Technology program. Transfer credits must be approved by both the Bridge program coordinator and the receiving university.*

Bridge to UBC

To be accepted into Year 3 of Mining Engineering at the University of British Columbia, the student must have completed the Mining Engineering Bridge program with the following conditions:

- have achieved a "C" in nine of the 11 courses;
- have obtained a minimum overall grade of "C"; and,
- have no more than one failing grade in all the courses.

Academic Term 1 (Quarter 2)		Credits
CHEM 150	Engineering Chemistry	4.0
COMP 130	Computing for Engineers	3.0
ENGR 166	Geology for Engineers	3.0
ENGR 262	Analytical Methods	3.0
ENGR 264	Engineering Mechanics	3.0
MATH 250A	Intermediate Calculus 1	3.0
MATH 250B	Intermediate Calculus 2	3.0
MATH 251	Matrix Algebra for Engineers	3.0
MATH 252	Applied Differential Equations	3.0
MATH 254	Probability and Statistics	3.0
PHYS 295	Physics (Engineering Bridge)	4.0
Total Credits		**35.0**

Software Engineering Bridge

The Software Engineering Bridge program is offered by Camosun College by special arrangement with the University of Victoria (UVic). This program provides entry to the second academic term of the second year of Software Engineering at UVic for graduates of Computer Systems Technology programs. Successful students may then continue their studies toward a Bachelor of Software Engineering degree at UVic. The program is intended for graduates 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 UVic for specific details or visit Co-operative Education for assistance. In addition, it may be possible to participate in co-operative education during this bridge program by doing an internship. See the program coordinator for more information.

This program is not governed by Camosun College's policies on admission and academic progress and promotion.

For further information contact the Program Assistant at **250-370-4404**, by email at **engbridge@camosun.bc.ca**, or visit our website**.**

Length: Six months

Location: Interurban Campus

Starting: **Quarter 4**

Program Code(s): SOFTBRIDGE

Admission Requirement(s):

- A diploma in Computer Systems Technology from a program with CIPS Accreditation* and a minimum cumulative GPA of 5.0 ("B") on Camosun's nine-point scale with no individual marks below a "C."
- Submit proof of a "C" in University Calculus 1 (MATH 100 or equivalent).
- Submit proof of "C" in Physics 11, or PHYS 101.
- Submit two official transcripts (final or in-progress) from all secondary and post-secondary institutions the applicant has attended.

** Graduates of other closely related programs may be accepted upon evaluation of their program by the Coordinator of Engineering Bridge.*

*** Camosun College diploma graduates do not need to submit Camosun transcripts, however one copy each of secondary and other post-secondary transcripts are required.*

Eligibility for Internship Work Experience:

- To be eligible to participate in the internship option, students must complete all program courses, obtain a GPA of 3.0, complete the Workplace Education Prep workshop series (COOP WEP), and be fully enrolled in the term preceding the work term.

Program Completion Requirement(s):

- Students must achieve a "C" in all program courses to obtain an Advanced Diploma in Software Engineering Bridge.
- To qualify for the Advanced Diploma in Software Engineering Bridge, Internship Designation, one (1) work term must be completed satisfactorily.

Note: *A maximum of two transfer courses and/or PLAs are allowed in this program. Student requests for transfer credit may be made for courses taken at a post-secondary institution and not included in the student's Technology program. Transfer credits must be approved by both the Bridge program coordinator and the receiving university.*

Bridge to UVic

To be accepted into the second academic term of the second year of Software Engineering at the University of Victoria, the student must have completed the Software Engineering Bridge program with the following conditions:

- Have achieved a "C" in eight of the nine courses; and
- Have obtained a minimum overall grade of "C".

Program Content		Credits
CHEM 150	Engineering Chemistry	4.0
ELEX 284	System Dynamics	3.0
MATH 222	Discrete Mathematics	3.0
MATH 250A	Intermediate Calculus 1	3.0
MATH 251	Matrix Algebra for Engineers	3.0
MATH 254	Probability and Statistics	3.0
MECH 210	Statics and Dynamics	2.0
PHYS 191	Physics 1 Civil/Mechanical	3.0
***PLUS* one of:**		
BIOL 102	Non-Majors Biology (Diversity)	4.0
BIOL 103	Non-Majors General Biology	4.0
MECH 212	Thermodynamics for Engineers *(recommended)*	2.0
Total Credits		**26.0 - 28.0**

Internship Option

COOP WEP	Workplace Education Prep	0.0
SENG 201	Internship Work Experience	3.0
Total Credits		**3.0**

Other Programs

AutoCAD Graphics Certificate

The AutoCAD Graphics certificate 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** for a 'Permission to Register' form.

A Camosun College Certificate in AutoCAD Graphics will be awarded to students who 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)	36 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

Nautical Programs

The Nautical Training 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
- Watchkeeping Mate, Near Coastal
- Chief Mate, 150 Ton Domestic
- Master, 150 Ton Domestic
- Master, 500 Ton Domestic
- Master, 500 Ton Near Coastal
- Master, 3000 Ton Domestic
- Master, 3000 Ton Near Coastal
- Chief Mate
- Chief Mate, Near Coastal
- Master, 60 Ton Limited
- Fishing Master, Class 4
- Fishing Master, Class 3

Students may register for a complete program or specific modules within a program. Course lengths vary within the program. Complete details can be accessed through our website.

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.

The following courses may also be available for individual registration:

- Communications 1 & 2
- Chartwork & Pilotage 1 & 2
- Navigation Safety 1 & 2
- Meteorology 1 & 2
- Ship Construction & Stability 1 - 5
- General Ship Knowledge 1 & 3
- Celestial Navigation 1 & 2
- Cargo 1 - 3
- Simulated Electronic Navigation, Level 1A
- Ship Management Level 3

See our website or call **250-370-4016** for current information on the listed certificates of competency.

The following Nautical courses are offered through our Continuing Education department. For more information, including up-to-date schedules, call **250-370-4563** or see our website.

- Marine Basic First Aid
- MED A1, A2, A3
- ROC-MC (Restricted Operator, Maritime Commercial)
- Simulated Electronic Navigation, Limited (SENL)
- Electronic Chart Display & Information System (ECDIS)
- Bridge Resource Management (BRM)
- Small Vessel Operator Proficiency (SVOP)
- Passenger Safety Management & Specialized Passenger Safety Management

Call **250-370-4563** or **250-370-4016** for more information.

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
CCC	Certified Canadian Chef
CCE	Certified Cost Engineer
CD	Canadian Forces Decoration
CIV	Captain Intermediate Voyage
CLS	Canada Land Surveyor
CofA	Certificate of Apprenticeship
CofQ	BC Certificate of Qualification (Formerly TQ Trades Qualification)
CWI	Certified Welding Inspector
Dip. Ed.	Diploma in Education
Dip. Tech.	Diploma of Technology
DNS	Diploma Nautical Science
DPSM	Diploma in Public Sector Management
EdD	Doctor of Education
EIT	Engineer in Training
FMS	Fellow Member of Management Services
FNI	Fellow of the National Institute
FSRA	Field Safety Representative A
FSRB	Field Safety Representative B
ID	Instructor's Diploma
IP	Inter Provincial
ISP	Information Systems Professional (CIPS)
LEED AP	Leadership in Energy & Environmental Design Accredited Professional
MA	Master of Arts Degree
MASc	Master of Applied Science
MBA	Master of Business Administration
MEd	Master of Education
MC	Master Certificate
MM	Master Mariner
MNI	Member of the Nautical Institute
MSc	Master of Science
PEng	Professional Engineer
PhD	Doctor of Philosophy
POW 3	3rd Class Power Engineer
SMIEEE	Senior Member of Institute of Electrical & Electronics Engineers, Inc.
VIC	Vocational Instructors Certificate

School of Trades & Technology Faculty Listing

Architectural Trades

Chair: Cam Russell, BEd, CofQ, IP
Phone: 250-370-3804
Fax: 250-370-4429

Guenter, Ken, BA, MEd, CofA, CofQ, IP
Heagy, Robin, BA, MA, CofA, CofQ, IP, ID
Murray, Geoff, BA (Hons.), CofA, CofQ, IP, ID, LEED AP
Newburg, Grant, CofA, CofQ, IP, Dip. Ind. Ed
Newton, Tom, BSc, Dip. Ed, CofA, CofQ, IP
Russell, Cam, BEd, CofQ, IP
Smith, Derek, BEd, CofA, CofQ, IP
Swanwick, Mark, CofA, CofQ, IP, ID
Toronitz, Dale, BSc, Dip. Ed, Arboriculture Cert.
van Akker, Albert, CofA, CofQ, IP, ID

Civil Engineering Technology

Chair: Peter Burrage
Phone: 250-370-4443
Fax: 250-370-4525

Bai, Bao-Qin, BSc, MSc, PhD, ID, PEng
Broom, Zoë, BASc (Hons.), MA, PEng
Burrage, Peter, BASc (Hons.), MEd, ID, PEng
Fell, Peter, Dip. Tech., BEng, PEng
Gibbs, Ross, Dip. Tech., BEng, BSc (Computer Science), BSc (Math), ID, MEng, PEng
Vliet, Larry, Dip. Tech.
Wilkinson, Gordon, BASc, MEng, PEng, CLS (Geodesy)

Computer Science

Chair: Saryta Schaerer
Phone: 250-370-4451
Fax: 250-370-3898

Ayers, Tim, BComm, BSc
Baril, Suzanne, MA
Barker, Deryk, BEd (Hons.), MSc, Cert. Ed.
Downarowicz, Jadwiga, BSc, Cert. Ed.
Hadian, Shohreh, BSc, MSc, PID
Hartman, Ken, BSc
Hilman, Donald, Dip. Tech., BSc
Lang, Stephen, BSc
Leahy, Robert, BA, MSc
Pfeifer, Darrell, BSc
Reimer, Deid, BSc
Schaerer, Saryta, BA, BSc, MSc
Shpak, Dale, BSc, MEng., PhD, SMIEEE, PEng
Weston, Marla, BSc (Hons.), PhD

Professional Cook Training

Chair: Gilbert Noussitou
Phone: 250-370-3778
Fax: 250-370-3859

Dober, Clemens, CofA
Hood, Greg, ID, CofQ, CCC
Noussitou, Gilbert, CCC, CofA, ID, IP
Seed, Terrence, CCC, IP, CofA

Electrical Trades

Chair: Ken Holland
Phone: 250-370-3772
Fax: 250-370-3875

Bradley, Carmen, IP, CofA
Brady, Rodger, IP, CofA
Burchnall, Jim, IP, CofA, FSRA
Crowther, Doug, IP, CofA, ID
Daigle, Dan, IP, CofA, FSRA
Holland, Ken, IP, CofA, CofQ, MC, ID, FSRA
Iverson, Steve, ID, IP, CofA, FSRA
Kohorst, George, IP, CofA
Krawchuk, Jay, IP, MC, CofA, CofQ
Megenbir, Ron, IP, CofQ, FSRB
Richman, Mike, IP, CofA, FSRB, POW 3
Stuart, Al, IP, CofA, CofQ, ID
Warrender, Ian, IP, CofA, CofQ, ED, AscT, BGS

Electronics & Computer Engineering Technology – Renewable Energy

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, MASe
Cumiskey, Jason, Dip. Tech., BSc
Curtis, Trevor, Dip. Tech., MA, ID
Duncan, Alan, BSc (Eng), ID
Dundas, Mel, Dip. Tech., ID
Gruno, Paul, Dip. Tech., ID
Mayes, Wayne, Dip. Tech., ID
Pimlott, Godfried, BSc, BEng
Shahni, Saeed, BSc (Eng)
Stretch, Lindsay, Dip. Tech (Mech), Dep. Tech (Elex), 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: Ross Lyle
Phone: 250-370-4511
Fax: 250-370-4525

Bartlett, James, BSc, MSc
Hedge, Peter, FMS, Dip. Ed.
Heerah, Imtehaze, BEng, MASc
Lyle, Ross, Dip. Tech., BEng, PEng
Rook, Russ, BEng, MSc, EIT
Spaulding, Will, BSc, MSc, PEng
Stephen, Jeffrey, Dip. Tech, BEng,
Tarnai-Lokhorst, Kathy, BASc, PEng, MBA
Wakefield, Derek, BSc, PEng

Mechanical/Metal Trades

Chair: Ray Fischer
Phone: 250-370-3786
Fax: 250-370-4428

Alexander, Kevin, ID, CofQ, IP, Registered "A" Welder Certificate, CWI
Bonin, Lou, ID, CofQ, IP, Registered "A" Welder Certificate, CWI
Broad, Kyle, IP, CofQ, CofA, ID
Dishkin, Norm, IP, CofQ
Fischer, Ray, ID, IP, CofQ
Howard, Ron, Registered "A" Welder Certificate
MacDonald, Ken, IP, CofQ
Ooievaar, Andre, IP, CofA, CofQ
Stratford, Jim, ID, IP, Registered "A" Level Welder Certificate, CWI

Nautical

Program Leader: Capt. Ivan Oxford
Phone: 250-370-4016
Fax: 250-370-3898

Oxford, Capt. Ivan, MM, MNI, DNS, ID
Tyre, Capt. David
Worrall, Capt. Richard, CIV, DNS, MNI

Plumbing/Pipe Trades

Chair: Rod Lidstone
Phone: 250-370-3790
Fax: 250-370-4429

Black, Matt, IP, CofA, CofQ
Gordon, John, CofQ, IP, CofA, Gas-A
Lidstone, Rod, CofQ, ID, IP, CofA, Gas-A
McPherson, Jamie, IP, CofQ, CofA
Morris, Dennis, IP, CofA, CofQ
Paterson, Al, IP, CofQ, CofA
Vaux, Darren, IP, CofA, CofQ, Gas-A

Course Description Key

Course Descriptions

To see course descriptions on our website, click here.

Course Description Format

Course descriptions in this calendar use a common format, which includes several elements described here.

Course Abbreviation and Number

The abbreviation and course number identify the course, and they appear on timetables, course registration forms and transcripts.

Credit Values

Credit values are based on 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 five-number code in parentheses before each course description:

- the first number in the parentheses indicating lecture hours per week;
- the second number indicating seminar hours per week;
- the third number indicating lab hours per week;
- the fourth number indicating field practice hours per week; and,
- the fifth number indicating practical work hours per week (practicum, clinical placement, co-operative/ noncooperative education, or internship work terms).

Notes:

1. *When a class is offered over different lengths* (e.g., offered in the 14-week Fall semester and in a seven-week term), the hours per week refer to the first delivery format.*
2. *Classes offered on two-month term or three-month Quarter systems have proportionately more hours per week in class.*
3. *Some courses will not fit into the above format, such as courses that have both on-campus and off-campus or online components, or are offered in a consecutive module format, or self-paced. In this case, special notes apply. For more information, contact Enrolment Services at* ***250-370-3550****.*

Course Description Details

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

Courses that transfer to at least one of UBC, UVic, SFU, or UNBC are indicated by the following statement:

To find where this course transfers, check the BC Transfer Guide

Requirements

Prerequisites

A requirement that must be met before registration into the course. Course pre-requisites require a minimum grade of "C" or "S" unless otherwise noted.

Co-requisites

A course that must be taken at the same time (concurrently), as the stated course. Withdrawal from a co-requisite course will automatically result in withdrawal from the courses requiring that co-requisite.

Pre or Co-requisite

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, most often English, math or computer skills, and/or the evaluation of transfer credit for course work taken at another institution which may result in placement at equivalency to the prerequisite.

Language Placement Tests

Camosun may accept Language Proficiency Index (LPI) **or** International English Testing System (IELTS) scores in place of the English assessment test. Call **250-370-3597** for information.

Departmental Assessment

Refers to an assessment by the department offering the course. Students should have documentation of relevant course work and/or experience to be assessed.

Permission of the Chair, Program Leader, Designate or Other

Where a requirement indicates that (alternative) entry to a course may be by permission of a Chair, Program Leader, designate or other, it is the students responsibility to ensure a valid 'Permission to Register' form is completed and presented to Enrolment Services *prior* to registering in that course.

Restricted Courses

Some courses are restricted to students in career programs and will be noted as such on published timetables.

Secondary School Prerequisite Alternatives

Where a college course has a high school prerequisite, there may also be a Camosun course that can be used as an alternative. For example, the prerequisite for CHEM 110 is Chemistry 11 and the students can use Camosun's CHEM 100 to satisfy this requirement. For more information, click here.

Course Abbreviations

ABT	Applied Business Technology
ACCT	Accounting
AET	Athletic and Exercise Therapy
ANTH	Anthropology
ARCH	Archaeological Field Assistant
ART	Art and Art History
ASDG	Associate Degree
ASIA	Asia-Pacific Studies
ASTR	Astronomy
BEST	Building Employment Success for Tomorrow
BIOL	Biology
BUS	Business
CDA	Certified Dental Assistant
CFCS	Community, Family and Child Studies
CHEM	Chemistry
CHIN	Chinese
CIVL	Civil Engineering
CMH	Community Mental Health
COMM	Communications
COMP	Computer Science
COOP	Co-operative Education
CRIM	Criminal Justice
CSEA	Community Support and Education Assistant
DHYG	Dental Hygiene
ECON	Economics
ELC	Early Learning and Care
ELD*	English Language Development
ELEX	Electronics
ENGL	English
ENGR	Engineering
ENVR	Environmental Technology
ETP	Employment Training and Preparation
EXW	Exercise and Wellness
FIN	Finance
FREN	French
FURN	Fine Furniture — Joinery
GED	GED Preparation
GEOG	Geography
GEOS	Geoscience
GOLF	Golf Management
HCA	Health Care Assistant
HIST	History
HLTH	Health
HMGT	Hospitality Management
HORT	Horticulture
IBL	Indigenous Business Leadership
IESA	International Ed Study Abroad
IFS	Indigenous Family Support
IMHA	Interprofessional Mental Health and Addictions
IST	Indigenous Studies
JAPN	Japanese
JAZZ	Jazz Studies
KORE	Korean
LGL	Legal
LRNS	Learning Skills
MARK	Marketing
MATH	Mathematics
MECH	Mechanical Engineering
MUS	Music
MUSF	Music Foundations
NURS	Nursing
PADM	Public Administration
PHIL	Philosophy
PHYS	Physics
PNUR	Practical Nursing
PSC	Political Science
PSYC	Psychology
REL	Religion
SCI	Science
SENG	Software Engineering
SFL	Sport and Fitness Leadership
SOC	Sociology
SOCW	Social Work
SPAN	Spanish
SPEX	Sport and Exercise
SPMA	Sport Management
SPP	Sport Performance
TMGT	Tourism Management

** English as a Second Language (ESL)*