



## Publication Information

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Editor, Sabine Berg

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

The calendar is published before the beginning of the academic year, and while every attempt has been made to ensure its accuracy, readers should be aware of the following:

1. The calendar is not intended to be a complete statement of all procedures, policies, rules and regulations at Camosun College.
2. Camosun College reserves the right to change or cancel any provision or requirement at any time. 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.
3. Academic Advisors may assist in planning programs, but the final responsibility for meeting the requirements for program completion rests with each student.
4. Tuition rates are approved annually and any changes will take effect September of the effective year.

**[camosun.ca/calendar](http://camosun.ca/calendar)**

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## General Information

### Board of Governors

College Governance Executive Assistant  
Phone: 250-370-3409

### Campus Maps

### College History

### College Organization

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

### Education Council

Permanent Secretary for Education Council  
Phone: 250-370-4690

### Mission & Values

Communications & Advancement  
Phone: 250-370-4269  
Email: [communications@camosun.bc.ca](mailto:communications@camosun.bc.ca)

### 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.ca](mailto:aboriginal@camosun.ca)

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

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

### Academic Advising

Email: [academicadvising@camosun.bc.ca](mailto:academicadvising@camosun.bc.ca)  
Phone: 250-370-3550

### Academic Upgrading Help

Academic Upgrading Help Centre  
Interurban Campus: CBA 109

*Also see English Help; Help Centres, Camosun; or Math Help*

### 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](mailto:assessment@camosun.bc.ca)

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

*\* If we miss your call, you may leave a message or hear a recorded message 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 assessment tests administered at other institutions, a non-refundable fee (payable in advance) is levied. Call **250-370-3597** or email [assessment@camosun.bc.ca](mailto:assessment@camosun.bc.ca). Click [here](#) to access the Out-of-Town Assessment application 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 completing the online Appointment Form located under Other (External) testing services link on our [website](#).

### Assessment Fees

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

- \$10 for each English and mathematics testing;
- \$20 for a single out-of-town assessment;
- \$30 for two out-of town assessment tests; and,
- \$35 for most external tests (includes taxes) of 3 hours or less in duration.

## AudioVisual Services

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

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

## Book Exchange (Used)

Email: subasic@camosunstudent.org

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

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

## Bookstores

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

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

## Bus Pass (UPass)

Email: ccss@camosunstudent.org

BC Transit  
BC Transit Busline: 250-382-6161

## Camosun International (CI)

Email: inted@camosun.bc.ca

Lansdowne Campus: ID 2nd floor  
Interurban Campus: CC 2nd floor  
Phone: 001-250-370-3681

## Camosun College Student Society (CCSS)

Email: ccss@camosunstudent.org

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

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

## Campus Security

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

Lansdowne Campus: 250-370-3041  
Interurban Campus: 250-370-3889

## Career Resource Centres

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

Interurban Campus: CC 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: LC FCC Bldg

Interurban Campus: ICC C Bldg

## Classroom Restaurant

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

## Clubs for Students

Email: clubs@camosunstudent.org  
Phone: 250-370-37642

## Communications & Advancement

Interurban Campus  
Email: communications@camosun.bc.ca  
Phone: 250-370-4269

## Computing Resources

Email: GPTechs@camosun.bc.ca

Lansdowne Campus: E 1st floor  
For hours, locations, printing, software and info about labs in some schools, click [here](#).

Phone: 250-370-3073 (for a recorded message on lab hours)

Student Portal - The place enrolled students should go for news, information and online services.

## Continuing Education & Contract Training

Email: cectinfo@camosun.bc.ca  
Phone: 250-370-4578

## Co-operative Education & Student Employment

Lansdowne Campus: F 128  
Interurban Campus: CC 251

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

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

## Counselling Services

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

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

## Dunlop House Restaurant

Lansdowne Campus  
Phone: 250-370-3144

## English Help

**Academic Upgrading Help Centre**  
Interurban Campus: CBA 109

**English Help Centre**  
Lansdowne Campus: E 202

- English  
Phone: 250-370-3131
- ELD (English Language Development)  
Phone: 250-370-3654

**ELD Help Centre**  
Interurban Campus: CBA 160  
Phone: 250-370-4917

## Enrolment Services

Ask questions online at:  
[camosun.ca/askus](https://camosun.ca/askus)

Phone: 250-370-3550  
Toll-free: 1-877-554-7555

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

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

## Financial Aid & Awards

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

Interurban Campus: CC 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  
8:30 a.m. to 11:30 p.m.

Interurban Campus: JW Bldg entrance, near Contract Training  
7:00 a.m. to 11:30 p.m.

## First Nations Student Association

Email: [fnsa@camosun.ca](mailto:fnsa@camosun.ca)

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

## Fitness and Recreation

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

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

## Food Bank

Food banks are located at each CCSS office.

Email: [ccss@camosunstudent.org](mailto:ccss@camosunstudent.org)

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

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

## Food Services

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

By the Books, Library Bldg.

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

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

Java Express, CBA Bldg.

For hours and information, click [here](#).

## Graduation

Events Coordinator  
Email: [graduation@camosun.ca](mailto:graduation@camosun.ca)  
Phone: 250-370-4570  
[www.camosun.ca/grad](http://www.camosun.ca/grad)

## Help Centres, Camosun

See *Academic Upgrading Help; English Help; Math Help; & 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

## Information Sessions

Free program info sessions held on the third Thursday evening of each month. See our [website](#) for time and location details.

[www.camosun.ca/infosessions](http://www.camosun.ca/infosessions)

## Intercollegiate Athletics (Chargers)

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

## Keyboarding Speed Assessments

Email: [sofbus@camosun.ca](mailto:sofbus@camosun.ca)

For more information: 250-370-4565  
To register: 250-370-3550, or click [here](#)

## Library Services

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

Research Help:  
Phone: 250-370-3622

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

Research Help:  
Phone: 250-370-4630

## Lockers

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

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

## Lost and Found

Lansdowne: ID 200  
Phone: 250-370-3041

Interurban: PR Bldg  
Phone: 250-370-3889

## Math Help

Academic Upgrading Help Centre  
Interurban Campus: CBA 109

Math Help Centre  
Lansdowne Campus: E 342  
Phone: 250-370-3319

Trades Math Help  
Interurban Campus: JW 123

## 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: F 101B  
Phone: 250-370-3696  
Email: [ccssplan@camosun.bc.ca](mailto:ccssplan@camosun.bc.ca)

Interurban: CC 117  
Phone: 250-370-3869  
Email: [interurbanplan@camosun.bc.ca](mailto:interurbanplan@camosun.bc.ca)

## Nexus

Email: [nexus@nexusnewspaper.com](mailto:nexus@nexusnewspaper.com)  
Nexus [website](#)

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

## Ombudsman

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

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

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

## Parking & Transportation

[Parking rates and detailed info](#)

[Robbins Parking](#)

## Photo ID

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

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

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

## Prayer/Meditation Space

Quiet space for prayer and meditation is scheduled on a term by term basis. Check the [website](#) for current locations.

## Pride Collective

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

## Printing & Copying

Email: [printshop@camosun.bc.ca](mailto: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.

## Student Employment

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

Lansdowne Campus: F 128  
Interurban Campus: CC 251

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

## Student Society (CCSS)

Email: [ccss@camosunstudent.org](mailto:ccss@camosunstudent.org)

Lansdowne Campus: F 101B  
Phone: 250-370-3590

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

## Study Abroad

[studyabroad@camosun.bc.ca](mailto: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](mailto:ccss@camosunstudent.org)

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

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

## Walk Safer Program

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

## Welcome Week

Email: [ccss@camosunstudent.org](mailto:ccss@camosunstudent.org)

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

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

## Women's Centres

Email:

[women.centre@camosunstudent.org](mailto:women.centre@camosunstudent.org)

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

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

## Writing Centre

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

Phone: 250-370-3491

Lansdowne Campus: LLC 144  
Interurban Campus: Library CC

# Important Dates 2013/2014

2013 College Closures	
January 1	New Year's Day
February 11	Family Day
February 22	College Conversations Day
March 29	Good Friday
April 1	Easter Monday
May 20	Victoria Day
July 1	Canada Day
August 5	BC Day
September 2	Labour Day
October 14	Thanksgiving
November 11	Remembrance Day
December 25 - January 1	Holiday Break

2014 College Closures	
January 1	New Year's Day
February 10	Family Day
February 14	College Conversations Day
April 18	Good Friday
April 21	Easter Monday
May 19	Victoria Day
July 1	Canada Day
August 4	BC Day
September 1	Labour Day
October 13	Thanksgiving
November 11	Remembrance Day
December 25 - January 1	Holiday Break

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 2013	Important Dates 2013	Quarter System 2013
July 3	Most Summer '13 (7-week) courses commence.	
July 9*	Last day to WITHDRAW from Spring/Summer '13 (14-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring/Summer '13 (14-week) courses	
July 10	<b>Fee Deadline:</b> For students enrolled in Summer '13 (7-week) courses and Quarter 4 '13. 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 8
August 5	<i>British Columbia Day – college closed.</i>	August 5
August 6*	Last day to WITHDRAW from Summer '13 courses without a failing grade. Last day to CHANGE to AUDIT for most Summer '13 courses.	
August 10	Last day of instruction for most Spring/Summer '13 (14-week) courses.	
	Last day to WITHDRAW from most Quarter 4 '13 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 4 '13 courses.	August 12*
August 12-16	Examination period for Spring/Summer '13 (14-week) courses.	
August 13	Last day to request \$50 registration deposit refund after withdrawing from ALL Fall '13 courses.	
August 20	Last day of instruction for most Summer '13 (7-week) courses.	
August 21-22	Examination period for Summer '13 (7-week) courses.	
	Last day to request \$50 registration deposit refund after withdrawing from ALL Quarter 1 '13 courses.	August 30
September 2	<i>Labour Day – college closed.</i>	September 2
September 3	Most Fall '13 credit programs/courses commence.	
	Last day of instruction for most Quarter 4 '13 courses.	September 6
	Examination period for Quarter 4 '13.	September 9-13
September 17	<b>Fee Deadline:</b> For students enrolled in Fall '13. 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 '13 credit programs/courses commence.	September 23
October	Fall '13 and Quarter 1 '13 Final Examination Schedule posted.	October
October	Winter '14 and Quarter 2 '14 course schedules are available on Camlink.	October
	<b>Fee Deadline:</b> For students enrolled in Quarter 1 '13. 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 7
October 7	Last day for Fall '13 and Quarter 1 '13 students who have extended health and/or dental benefits to opt out of the Students Benefits Plan.	October 7
October 8	Deadline to apply for Fall 2013 Foundation Bursaries.	October 8

October 14	<i>Thanksgiving Day – college closed.</i>	October 14
October 17	ShakeOut - BC provincial preparedness	October 17
November 4	Last day to WITHDRAW from most Fall '13 courses without a failing grade. Last day to CHANGE to AUDIT for most Fall '13 courses.	
November 11	<i>Remembrance Day Observed - college closed.</i>	November 11
	Last day to WITHDRAW from most Quarter 1 '13 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 1 '13 courses.	November 12
	Last day of instruction for most Quarter 1 '13 courses.	December 6
December 7	Last day of instruction for most Fall '13 courses.	
	Last day to request \$50 registration deposit refund after withdrawing from ALL Quarter 2 '14 courses.	December 16
December 9-14 & December 16, 17	Examination period for Fall '13 and Quarter 1 '13.	December 9-13
December 16	Last Day to request \$50 registration deposit refund after withdrawing from ALL Winter '14 courses.	
December 25 - January 1	<i>Holiday Break – college closed.</i>	December 25 - January 1
<b>Semester System 2014</b>	<b>Important Dates 2014</b>	<b>Quarter System 2014</b>
January 2	<i>College reopens after Holiday Break.</i>	January 2
January 6	Most Winter '14 and Quarter 2 '14 credit programs/courses commence.	January 6
January 20	<b>Fee Deadline:</b> For students enrolled in Winter '14 and Quarter 2 '14. 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 20
January 20	Last day for NEW Winter '14 and Quarter 2 '14 students who have extended health and/or dental benefits to opt out of the Student Benefits Plan.	January 20
February	Winter '14 and Quarter 2 '14 Final Examination Schedule posted.	February
February 10	<i>Family Day – college closed.</i>	February 10
February 11	Deadline to apply for Winter 2014 Foundation Bursaries.	February 11
February 13	<i>Student Services closed.</i>	February 13
February 13-14	<i>Reading Break 2014.</i> Note: Students in Trades and in programs offered on the Quarter System remain in school February 13.	February 14
February 14	<i>College Conversations Day – college closed.</i>	February 14
	Last day to WITHDRAW from most Quarter 2 '14 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 2 '14 courses.	February 24
March	Spring/Summer '14 and Quarter 3 and 4 '14 course schedules are available on Camlink.	March
March 3	Deadline to submit <a href="#">Application to Graduate/Request for Credentials form</a> for inclusion in June 2014 Graduation Ceremony.	March 3
March 10*	Last day to WITHDRAW from most Winter '14 courses without a failing grade. Last day to CHANGE to AUDIT for most Winter '14 courses.	
	Last day to request \$50 registration deposit refund after withdrawing from ALL Quarter 3 '14 courses.	March 17
	Last day of instruction for most Quarter 2 '14 courses.	March 21
	Examination Period for Quarter 2 '14.	March 24-28
	Most Quarter 3 '14 courses commence.	April 7
April 18	<i>Good Friday – college closed.</i>	April 18
April 21	<i>Easter Monday – college closed.</i>	April 21
April 12	Last day of instruction for most Winter '14 courses.	
April 14	Last day to request \$50 registration deposit refund after withdrawing from ALL Spring '14 (7-week) and Spring/Summer '14 (14-week) courses.	
	<b>Fee Deadline:</b> For students enrolled in Quarter 3 '14. 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 22
April 14-17, 22-25	Examination period for Winter '14.	



May	Spring '14, Spring/Summer '14 and Quarter 3/Quarter 4 '14 Final Examination schedule posted.	May
May	Fall '14 and Quarter 1 '14 course schedules are available on Camlink.	May
May 5	Most Spring '14 (7-week) courses and most Spring/Summer '14 (14-week) courses commence.	
May 12	<b>Fee Deadline:</b> For students enrolled in Spring '14 (7-week). Students who wish to withdraw must drop class(es) on or before fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.	
May 19	<i>Victoria Day – college closed.</i>	May 19
May 20	<b>Fee Deadline:</b> For students enrolled in Spring/Summer '14 (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 '14 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 3 '14 courses.	May 26
June 5	Last day to WITHDRAW from most Spring '14 (7-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring '14 courses.	
	Last day to request \$50 registration deposit refund after withdrawing from ALL Quarter 4 '14 courses.	June 11
June 11	Last day to request \$50 registration deposit refund after withdrawing from ALL Summer '14 (7-week) courses.	
June 19-20	College Graduation Ceremony 2014.	June 19-20
	Last day of instruction for most Quarter 3 '14 courses.	June 20
	Examination period for Quarter 3 '14	June 23-27
June 19-20	<b>Graduation and Awards Ceremonies 2014:</b> For all students who will complete their requirements by April 25, 2014. Students must submit their <a href="#">Application to Graduate/Request for Credentials form</a> by March 3, 2014. The graduation form is also available at the Enrolment Services office. For more details about graduation, click <a href="#">here</a> .	
June 21	Last day of instruction for most Spring '14 (7-week) courses.	
June 23-25	Examination period for Spring '14.	
July	Summer '14 and Quarter 4 '14 Final Examination Schedule posted.	July
July 1	<i>Canada Day – college closed.</i>	July 1
July 2	Most Summer '14 (7-week) and Quarter 4 '14 credit programs/courses commence.	July 2
July 7*	Last day to WITHDRAW from Spring/Summer '14 (14-week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring/Summer '14 (14-week) courses	
July 9	<b>Fee Deadline:</b> For students enrolled in Summer '14 (7-week) courses and Quarter 4 '14. 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 16
August 4	<i>British Columbia Day – college closed.</i>	August 4
August 5	Last day to WITHDRAW from Summer '14 courses without a failing grade. Last day to CHANGE to AUDIT for most Summer '14 courses.	
August 19	Last day of instruction for most Spring/Summer '14 (14-week) courses.	
	Last day to WITHDRAW from most Quarter 4 '14 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 4 '14 courses.	August 18*
August 11-15	Examination period for Spring/Summer '14 (14-week) courses.	
August 12	Last day to request \$50 registration deposit refund after withdrawing from ALL Fall '14 courses.	
August 19	Last day of instruction for most Summer '14 (7-week) courses.	
August 20-21	Examination period for Summer '14 (7-week) courses.	
	Last day to request \$50 registration deposit refund after withdrawing from ALL Quarter 1 '14 courses.	August 29
September 1	<i>Labour Day – college closed.</i>	September 1
September 2	Most Fall '14 credit programs/courses commence.	
	Last day of instruction for most Quarter 4 '14 courses.	September 12
	Examination period for Quarter 4 '14.	September 15-19
	Most Quarter 1 '14 credit programs/courses commence.	September 22

\*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 (in writing) from all courses 21 calendar days prior to the start of class. [Contact Enrolment Services](#) to withdraw, or for more information.

# 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:

Denis Powers  
Executive Director Human Resources  
Camosun College  
Phone: 250-370-3106  
[powers@camosun.bc.ca](mailto:powers@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:

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

## 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 or disability support services.

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.

If appealing a suspension from College by the President, the student shall submit a completed Request for [Final Stage Appeal form](#) and all supporting documentation to the Board of Governors within ten (10) working days of receiving the President's written decision.

### 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 courses. 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.

- English Proficiency
  - i. Academic and Career programs:  
All applicants must have a minimum TOEFL score of 83 (CBT) or IELTS score of 6.0, with nothing less than a 5.5 in any band, for general college admission. Some programs or courses may require a higher score for entry
  - ii. English Language Development and academic upgrading programs:  
No minimum level of English proficiency is required for general college admission. Some programs or courses may require a higher score for entry.

## 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:

- enrolled at Camosun College;
- completing the academic admission requirements to their chosen program and they will complete the necessary course(s) *two months* prior to the program start;
- 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 nonacademic 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.*

Other than in the case of programs requiring admission requirements at the post-secondary level, 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. 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 Access 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 the Transfer Credit Coordinator 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 the Transfer Credit Coordinator.

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 4-8 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.

Please visit the Transfer/Credit section of our [website](#) for:

- more information about the transfer credit process; and
- step-by-step details on how to apply for transfer credit.

## 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

### Camosun Assessment Testing

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 International at **001-250-370-3681** prior to arranging testing.

### Language Proficiency Index (LPI)

In place of a "C+" in English 12, Camosun accepts a Language Proficiency Index (LPI) score of 5 or higher, or assessment.

### International English Testing System (IELTS)

In place of a "C+" in English 12, Camosun accepts 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.

### Test of English as a Foreign Language (TOEFL)

The following TOEFL scores are accepted in lieu of the English 12 C+ pre-requisite for Camosun College courses: IBT = 88-90 (min 20 in each section), CB = 230 (min 4.5 TWE), PB = 570 (min 4.5 TWE).

## 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

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.

For information on International Education Applications, please contact [Camosun College International](#).

## Student Status

### New Students

A new student is one who submits an application and has never attended the college.

### Returning Students

A student who has 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) needs to submit a new application and application fee.

### Continuing Students

A continuing student is one who is registered in the current academic year and will continue to take classes in the same program in the next academic year; there is no need to reapply.

## 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 Wait Lists

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 Wait List Procedure

Students in college preparatory and university transfer courses, associate degrees, bachelor and specified part-time career programs will be automatically enrolled from wait lists 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 \$37.14 (effective September 2013) 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

### 2012/2013 Fee Schedule

*The following rates are effective as of September 2013 and are subject to change. Tuition rates are approved annually and changes will take effect in September 2013. For updates, check the college [website](#) and publications beginning July 2013.*

### 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.

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

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

The following rates are effective as of September 2013 and may be subject to change. Student Society fees and levies are approved annually and changes will take effect in September 2013. For updates, check the college [website](#).

### Athletic Levy

An athletics levy is assessed at \$4.15 per month to enhance athletics programming and services at both campuses.

### Building Fund Levy

A building fund levy of \$3.74 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 \$2.11 per month membership fee in the Canadian Federation of Students.

### Child Care Levy

A Child Care Levy is assessed at \$1.02 per month.

### Recreation Levy

A Recreation Levy of \$2.63 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 \$9.48 per month.

## Universal Bus Pass (UPass)

The UPass is assessed at \$21.25 per month.

## CCSS Student Benefits Plan

### Website

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

Interurban: CC 117  
Phone: 250-479-5578  
Email: [interurbanplan@camosun.bc.ca](mailto: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 \$240 per year. These fees are assessed in two equal assessments of \$120 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 Continuing Education certificate program. The request must be received prior to the program start date; or,
  - as a one-time transfer to the next possible intake of a student's program (within 12 months). The request must be received prior to the program start date; or,
  - when an applicant/student has requested a Seat Deferral (according to the guidelines outlined in the [Seat Deferral section](#)). Seat Deferrals will be granted only when the request is received prior to the start date of the program.

- Students must notify Student Services prior to the start of the program/term/semester if they would like their deposit transferred.

### 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 waitlisted 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.  
[camosun.ca/askus](mailto:camosun.ca/askus)

#### 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.*

### 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 February 2013 and are subject to change. For updates, check the college [website](#).*

Application Fee (non-refundable)	\$37.14
Criminal Record Check	\$40.00
Duplicate Credentials	\$10.00
Duplicate Registration Receipt	\$5.00
Duplicate Tax Forms (T2202A)	\$5.00
Letter or Verification of Enrolment	\$10.00
NSF Charges	\$20.00
Replacement Photo ID	\$15.00
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 Centre

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

### Continuing Education

Keyboarding Assessments	\$25.00
VIHA Medical Terminology	\$25.00

## 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](mailto:financialaid@camosun.bc.ca)

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

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

Monday	} 8 am to 4 pm
Tuesday	
Wednesday	

Thursday	8 am to 5:30 pm
Friday	8 am to 4 pm

For eligible students, financial assistance may be available through student loans, grants, bursaries, awards and scholarships. Check links on the Financial Aid & Awards [website](#) or contact a Financial Aid Advisor at offices located at each campus during the hours indicated above.

The [StudentAidBC website](#) and [CanLearn website](#) are valuable resources, providing information on government assistance programs, available grants, and repayment.

## 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.

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).

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 a list of bursaries and awards and 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.

# 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 consent. It is therefore the student's responsibility to ensure that the 'Request for Official Transcript' form is completed.

Official transcripts are produced on Tuesdays and Thursdays for pick-up or mailing. Transcripts must be requested and paid for by 12:00 noon prior to the day of production.

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

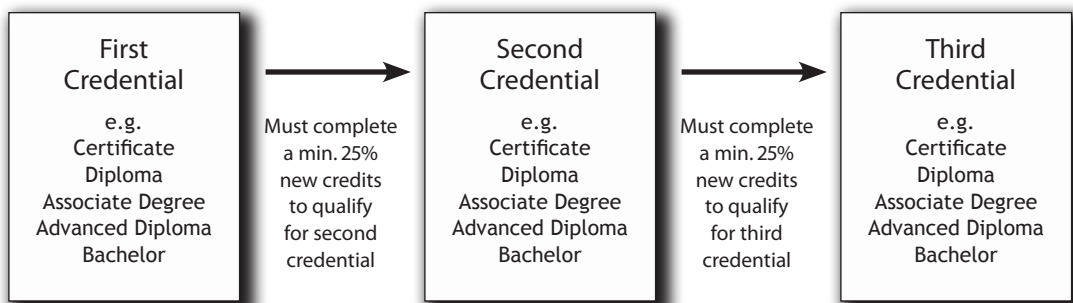
The standard time limit for completion of a credential is twice the normal length of the program in which the student is enrolled. The college cannot guarantee that courses or programs will be available for students to complete graduation requirements after this time.

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 one college-wide graduation ceremony each year as follows:

- June 2013 for all students who will complete their requirements by April 26, 2013. Students must submit their ['Application to Graduate/Request for Credential' form](#) by March 1, 2013.
- The graduation form is also available at the Enrolment Services office. For more details about graduation, click [here](#).



# Departments

## Camosun International

### [Website](#)

Phone: 001-250-370-3681

Fax: 001-250-370-3689

Camosun College has been a leader in the field of international education since 1983. Today the college enrolls between 600 and 700 international students annually from over 50 different countries. Students can study as full time, exchange, or participate in a short term customized program. Camosun International (CI), provides a high level high level of service to our international campus community through the provision of dedicated admissions, academic advising, peer support and counseling staff available to all International students.

CI works closely with the Schools and Departments of the College to contribute to the internationalization of our students, our college and our community. Study Abroad opportunities are available to students in over 20 different countries. We are developing overseas education partnerships and projects, coordinating customized training both in Canada and abroad and providing consulting services.

Explore our web site to learn how you can join us as we enhance cultural understanding and participation throughout the world.

## 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 progression 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

### Co-operative Education

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.

### Student Employment

Student Employment provides comprehensive employment development services to all students and alumni of Camosun College. Services include access to job postings for graduate, part-time and seasonal work opportunities; employer contacts through career fairs and information sessions; assistance with work search skills; career-related seminars; and employment and career resources. Services are available at both campuses.

## 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  
[camosun.ca/askus](http://camosun.ca/askus)

### 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](mailto:accessinfo@camosun.bc.ca)

#### School of Arts & Science

**250-370-3298** or email  
[artsci@camosun.bc.ca](mailto:artsci@camosun.bc.ca).

#### School of Business

**250-370-4565**  
[sofbus@camosun.bc.ca](mailto:sofbus@camosun.bc.ca).

#### School of Health & Human Services

**250-370-3206**  
[hsinfo@camosun.bc.ca](mailto: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.ca](mailto:aboriginal@camosun.ca)

Lansdowne Campus: Ewing 272

Interurban Campus: CBA 128

Phone: 250-370-3299

Fax: 250-370-3291

### Acting Director:

Sarah Loewen, MBA

### Chair:

Janice Simcoe, BA, MA

### Assistant to the Director:

Doreen Provencher

### Services and Marketing Program Leader:

Sandee Mitchell, BSW

### Education Program Leader:

Todd Ormiston, BSW, MPA, EdDoc

### Indigenization/Special Projects

#### Coordinator:

Corrine Michel, BEd, MA



## Community Connections

Camosun College serves the communities that are in the traditional territories of the Esquimalt, Lekwungen, Malahat, Pacheedaht, Pauquachin, Scia'new, 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 community-based council has provided advice and direction regarding the needs of Aboriginal students and communities in the region.

Camosun College has long-term partnerships with WSÁNEĆ School Board, the Victoria Native Friendship Centre, and Songhees Nation, and works closely with other Nations and Aboriginal organizations to support community-based education programs. For information on partnering with Camosun, please contact the AECC department Chair at 250-370-3299.

Na'Tsa'Maht, which means unity or being of one mind, is the Gathering Place for Aboriginal students and community members on Lansdowne campus. For usage guidelines and more, see [Na'Tsa'Maht](#).

## Aboriginal Services

### Advisors: Faye Martin

Marcey Louie

Suzanne Wilkinson

Tommy Happynook Jr.

Asma Antoine

### Community Liaison: Trevor Day

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 [ASETS](#) 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. This includes status and non-status Indians, Métis, Inuit and Native Americans who reside in Canada.*

*Welcome to all!*

## 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 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

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 WSÁNEĆ Adult Education Centre, provides students with the English, math, Indigenous Studies, and computer studies (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 8-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 Aboriginal self-identities.

## Indigenous Studies

This two-year diploma program examines Indigenous 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 250-370-3299.

## 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 WSÁNEĆ Adult Education Centre, and students are encouraged to interact with Aboriginal community members.

**Length:** Eight months

**Location:** Saanich Adult Education Centre

**Starting:** Fall

**Program Codes:** INDPREP

**Admission Requirements:**

- Submit proof of "C" in English 10 or ENGL 050; or assessment.
- Submit proof of "C" in MATH 034; or assessment.

**Program Completion Requirements:**

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

**What you'll study:**

<http://camosun.ca/learn/programs/ind-prep/study.html>

## 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.

Graduates are also eligible to apply for admission, via block transfer, to Year 3 of the First Nations Studies, BA program at Vancouver Island University. Academic Advisors are available for help with university transfer options.

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 Codes:**

INDST1 Year 1

INDST2 Year 2

**Admission Requirements:**

- Submit proof of a letter grade of "C+" in English 12, or English 12 First Peoples; or "C" in ENGL 092 and 094, or ENGL 092 and 096, or ENGL 103 and ENGL 104, or ENGL 103 and ENGL 106, or ENGL 142, or ELD 092 and 094, or ELD 097; or assessment.

**Program Completion Requirements:**

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/ist/study.html>



# Centre for Sport & Exercise Education

## Administration

### Website

Email: [sported@camosun.bc.ca](mailto: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

## 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 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 an optional 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. Opportunity is provided to obtain certifications 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, Internship Designation; or\*](#)
- [\*Bachelor of Sport and Fitness Leadership-Sport Management Specialization, or\*](#)
- [\*Bachelor of Sport and Fitness Leadership-Exercise and Wellness Specialization, Internship Designation; or\*](#)
- [\*Bachelor of Sport and Fitness Leadership-Exercise and Wellness Specialization\*](#)

## 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 musculoskeletal 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 Codes:**

BAET1 Year 1

BAET2 Year 2

BAET3 Year 3

BAET4 Year 4

**Admission Requirements:**

- Submit proof of "C+" in English 12, or TPC 12, or assessment;
- Submit proof of "C+" in Principles of Math 11, or MATH 073, or assessment;
- Submit proof of "C+" in Biology 12, or BIOL 103, or BIOL 144, or equivalent;
- Submit proof of "C+" in any other grade 11 science course (Chemistry is highly recommended); 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 Requirements:**

- 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 obtaining of the certificates\* will be provided during the program;
  - 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;
  - Students are responsible for obtaining 1,200 clinical and/or fieldwork placement hours by the end of their Bachelor of Athletic and Exercise Therapy program. A minimum of 1,200 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.
  - 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students

must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

**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 Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/baet/study.html>

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## Sport and Fitness Leadership

### Sport Management Specialization or Exercise & Wellness Specialization

The Bachelor of Sport and Fitness Leadership (BSFL) is a four-year degree that prepares students for the development, leadership, delivery, and management of sport and fitness programs. The Bachelor of Sport and Fitness Leadership degree offers two distinct specializations (Sport Management or Exercise and Wellness).

#### BSFL Sport Management Specialization (SPMA)

The students within this specialization study sport program design and delivery, athlete and coach development, the business of sport, and sport as a vehicle for social change. This program follows North American Society for Sport Management (NASSM) guidelines.

This degree provides students with an understanding of local, provincial, national and international sport systems. The degree also provides business and communication skills necessary to adapt to the ever-changing needs of the sport management field. Graduates will gain employment related certifications through organizations such as the National Coaching Certification Program (NCCP).

### BSFL Exercise & Wellness Specialization (EXWELL)

The students within this specialization study physical activity adoption and maintenance to optimize fitness and health in both apparently healthy individuals and those with chronic disease risk factors. Students will gain the skills to work across diverse age, gender and ability populations in the areas of individual and group fitness, high performance sport and exercise management.

This degree provides students with the knowledge and skills to lead children, adults and seniors to be active and healthy. Graduates from the BSFL Exercise & Wellness Specialization meet the requirements to write the Canadian Society of Exercise Physiologists (CSEP) - Certified Exercise Physiologist (CEP) exam as well as other fitness related certifications.

#### Program Codes:

BSFL1 - SPMA  
BSFL2 - SPMA  
BSFL3 - SPMA  
BSFL4 - SPMA  
BSFL1 - EXWELL  
BSFL2 - EXWELL  
BSFL3 - EXWELL  
BSFL4 - EXWELL

#### Career Opportunities:

There are diverse employment opportunities for graduates: municipal recreation; corporate wellness programs; private fitness facilities; educational institutions; local, provincial and national sport organizations; professional sport organizations; multi-disciplinary clinics; provincial health institutions; high performance sport; adventure tourism; marketing; media and public relations.

#### Opportunities for Further Study:

Graduates have the knowledge, skills, and abilities necessary to pursue graduate studies in sport and fitness and health promotion, corporate wellness, sport management, coaching, and physical education.

#### Program Admission Requirements:

**Bachelor of Sport and Fitness Leadership**  
Year One (1) Entry in to Bachelor of Sport and Fitness Leadership

#### Bachelor of Sport and Fitness Leadership Exercise and Wellness Specialization

- Submit proof of a letter grade of "C+" or higher in English 12, English 12 First Peoples, or ENGL 092 and 094, or ENGL 092 and ENGL 096, or ENGL 103 and ENGL 104, or ENGL 103 and ENGL 106, or ENGL 142, or ELD 092 and ELD 094, or ELD 097; or assessment;

- Submit proof of letter grade 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 letter grade of "C+" or higher in Biology 12, BIOL 103
- Submit proof of letter grade of "B" in Physical Education 11/CR 12, or assessed by department.

#### Bachelor of Sport and Fitness Leadership Sport Management Specialization

- Submit proof of a letter grade of "C+" or higher in English 12; or English 12 First Peoples, or "C" in ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096, ENGL 142, ENGL 103 or 104, or ENGL 103 or 106, or ELD 092 and ELD 094; ELD 097, or assessment;
- Submit proof of letter grade of "C+" in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, MATH 073, or MATH 137, or assessment;
- Submit proof of letter grade of "B" in Physical Education 11 or Community Recreation 12 or assessment by department.

#### Transfer in to Bachelor of Sport and Fitness Leadership

- Diploma in Sport Management, or
- 3 credits of 100 level or higher English (excluding English 103, 104, 106, 142); 27 credits of Sport and/or Fitness related courses; and 30 additional academic credits which may include Sport and/or Fitness-related credits.
- Students must have successfully completed all required courses with a minimum grade of "C".
- Diploma in Exercise and Wellness, or
- 3 credits of 100 level or higher English (excluding English 103, 104, 106, 142); BIOL 143, BIOL 144, SPEX 210, SPP 150, PSYC 160, CHEM 214, HLTH 110, EXW 240, or equivalent; and 33 additional academic credits which may include Sport and/or Fitness-related credits. Students must have successfully completed all required courses with a minimum grade of "C".

#### What you'll study:

<http://camosun.ca/learn/programs/bsfl/study.html>

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## 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 behavior 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 behaviors 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.

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).

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.

Graduates of the Exercise and Wellness program are eligible to write the Canadian Society for Exercise Physiology Certified Personal Trainer (CSEP-CPT) exam.

**Length:** Two years full time

**Location:** Interurban Campus (some courses at Lansdowne Campus)

**Starting:** Fall

**Program Codes:**

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 142; 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
- Submit proof of "B" in Physical Education 11, or Community Recreation 12; or departmental assessment.

#### Program Participation Requirements:

- It is expected that students will sustain an optimal level of fitness throughout the duration of the program.
- Students will undertake a lifestyle questionnaire and health-related fitness assessment that identifies their current level of fitness and supports their future development. The questionnaire will provide individual baseline data and assessments for each student and will assist in the measurement of their progress over the two years of the program.
- It is expected that students will obtain certification from two (2) sport, coaching and/or fitness licensing programs.\*
- Students will be provided with the opportunity to obtain CPR (Health Care Practitioner) and 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.
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be

unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

#### Eligibility for Internship:

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

#### Program Completion Requirement:

- Students must obtain an overall cumulative GPA of at least 3.0 to qualify for a Diploma in Exercise and Wellness, Internship Designation (EXW 101 or EXW 101P).

#### What you'll study:

<http://camosun.ca/learn/programs/exwell/exwell-study.html>

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## 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.

Students that have successfully completed the Diploma in Sport Management are eligible to apply to year 3 of the Bachelor of Sport and Fitness Leadership- BSFL Sport Management Specialization (SPMA).

**Length:** Two years full time

**Location:** Interurban Campus

**Starting:** Fall

**Program Codes:**

SPMA1 Year 1

SPMA2 Year 2

**Admission Requirements:**

- Submit proof of "C+" or higher in English 12, or EFP 12, or TPC 12 (prior to 2007/08); 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 142; 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 Requirements:**

- 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.
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

**Program Completion Requirements:**

- 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 or SPMA 101P); 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*).

**What you'll study:**

<http://camosun.ca/learn/programs/sport/sport-study.html>

## 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.

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 training.

**Length:** Two years, full time

**Location:** Interurban Campus

**Starting:** Fall

**Program Codes:**

SPPE1 Year 1

SPPE2 Year 2

**Admission Requirements:**

- 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 142; 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

- 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 Requirements:**

- 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;
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

#### Program Completion Requirements:

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

#### What you'll study:

<http://camosun.ca/learn/programs/sport-performance/study.html>

## 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.

Students who pass all the required courses with a "C+" in Math 137 (or equivalent), a "C" in ENGL 140 (or equivalent) and a minimum "C" average will have a seat reserved for them in the Exercise and Wellness Diploma program in the next semester.

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:** Four months full time

**Location:** Interurban Campus (some courses at Lansdowne Campus)

**Starting:** Winter

**Program Code:** 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.

#### Program Participation Requirements:

- 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.
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

#### Program Completion Requirements:

- 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 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.

#### What you'll study:

<http://camosun.ca/learn/programs/sport-exercise-access/study.html>

### 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.

Students who pass all the required courses with a "C+" in Math 137 (or equivalent), a "C" in ENGL 140 (or equivalent) and a minimum "C" average will have a seat reserved for them in the Sport Management Diploma program in the next semester.

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:** Four months full time

**Location:** Interurban Campus (some courses at Lansdowne Campus)

**Starting:** Winter

**Program Code:** 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 Requirements:**

- 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.
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

**Program Completion Requirements:**

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/sport-exercise-access/study.html>

# School of Access

## Administration

### Website

Email: [access.camosun.bc.ca](mailto:access.camosun.bc.ca)

Phone: 250-370-3295 (Lansdowne)

Fax: 250-370-3291

Phone: 250-370-4941 (Interurban)

Fax: 250-370-4938

### Acting 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 (Eng), P(Eng)

#### Employment Training Programs

David Greig, 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

#### Acting Chair, ELD – College and Academic Preparation

Elizabeth West, BA, Dip. Appl. Ling., MA

#### 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.

Camosun 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 and students make progress towards 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.

In order to remain in good academic standing, a student must maintain a minimum grade point average (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.

The Camosun College Academic Progress Policy applies to all students. For more information on the Academic Progress Policy, click [here](#).

## Student Access Services (SAS)

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, basic computer studies and other online courses. Current locations are: Bridges for Women Society, Literacy Victoria, Our Place Society, WSÁNEĆ 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

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## 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*

### English Language Teaching

#### - International

- *Certificate in English Language Teaching - International*

## 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 (English as a Second Language - ESL)

### Academic and 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*

### English Language for the Workplace (e-Work)

- *Certificate in English Language for the Workplace-e-Work*



Camosun College's ESL programs are accredited by  
Languages Canada  
[www.languagescanada.ca](http://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.

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 basic computer studies courses together with personal and cultural development components.

The courses are currently offered at the Saanich Adult Education Centre of the WSÁNEĆ 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, and basic 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 basic computer studies courses are also offered in various other locations in the community. Online classes are also available.

**Starting:** Monthly

**Program Code:** FDN

**Specialization Code:** FNU

### Admission Requirements:

- By assessment\*; and,
- Informational interview with a member of the Foundations Department 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 Access assessment with the School of Access, call 250-370-3295.*

*An Access Assessment consists of a one-on-one interview and/or placement assessment with an instructor. Students receive their assessment results immediately after the interview and assessment.*

### What you'll study:

<http://camosun.ca/learn/programs/abel/require.html>

## Certificate Fundamental Academic Upgrading

The Certificate in Fundamental Academic Upgrading is designed for students who want to upgrade their basic reading, writing and math skills.

Completion of this certificate can prepare students for academic upgrading courses at the Intermediate level, and, in some cases, will provide direct entry into some college programs. For a full understanding of how this certificate can lead to other programs, students are encouraged to see an Academic Advisor.

### Program Completion Requirements:

- To be eligible for the Certificate in Fundamental Academic Upgrading, students must complete at least two (2) of the fundamental academic upgrading courses.

### What you'll study:

<http://camosun.ca/learn/programs/abel/upgrading-certificate-int.html#fundamental>

## Certificate Intermediate Academic Upgrading

The Certificate in Intermediate Academic Upgrading is designed for students requiring upgrading in math and English, as well as students who wish to undertake career exploration combined with academic preparation. Completion of this certificate prepares students for courses at the Advanced (math) and Provincial levels (English) with English 050, and for direct entry into Technology Access programs, Business Access, HCA, Sport Management Access and Exercise and Wellness Access (excluding prerequisite of PE 11 or Community Recreation 12 or departmental assessment), as well as the math for the Electrical Foundation program.

### Program Completion Requirements:

- To be eligible for the Certificate in Intermediate Academic Upgrading, students must complete at least three (3) Intermediate Academic Upgrading courses, or, two (2) Intermediate Academic Upgrading courses **PLUS** the BEST program.

### What you'll study:

<http://camosun.ca/learn/programs/abel/upgrading-certificate-int.html#fundamental>

**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.*



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## Academic Upgrading College Preparatory

Camosun College offers a range of prerequisite upgrading courses in English, English as a second language, mathematics, biology, chemistry, and physics that are required for entrance into college or university programs. Courses are taken individually, provided you meet the prerequisites.

### Length:

Most courses are 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 are also offered in various other locations in the community. Online classes are also available through Distributed Education.

**Starting:** Varies

**Program Code:** PREP

### Admission Requirements:

- 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.*

### What you'll study:

<http://camosun.ca/learn/programs/prep/study.html>

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## 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).

### What you'll study:

<http://camosun.ca/learn/programs/dog-wood/study.html>

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## 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 also be offered at various locations through community partnerships)

**Starting:** Every two months from September to April.

**Program Code:** BEST

### Admission Requirement:

- 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:

- Students will be required to maintain a BEST attendance policy.

### Program Completion Requirements:

- Students must successfully complete the following courses to be eligible for a Certificate in Better Employment Strategies and Techniques.

### What you'll study:

<http://camosun.ca/learn/programs/best/study.html>

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## English Language Teaching - International

This advanced certificate program provides instruction in English language teaching methodology with an introduction to theoretical and practical issues in teaching English language skills. It includes instruction in the intercultural awareness required to teach English to non-native speakers. A practicum provides hands-on teaching experience and some self directed work enables students to explore areas of English language teaching further.

This program is designed for English language teachers overseas who may have experience teaching ESL but require specific training or for those who lack experience but are interested in training in the field.

This program is offered through a combination of face-to-face and online delivery.

**Program Code:** ELTI

### Admission Requirement:

- Bachelors degree in humanities or social science (for native English speaking applicants)

### OR

- Bachelors degree in English linguistics or applied linguistics (for non-native English speakers)
- English Language Requirements
  - a. Native English speaking applicants will be exempted from English language requirements
  - b. Non-native English speaking applicants are required to demonstrate proof of English language proficiency (IELTs or TOEFL)

All applicants must complete Camosun College's "Application for Admission" and "Enrolment Form" and provide certified true copies of previous tertiary or other relevant qualifications

### Program Completion Requirements:

- Students must successfully complete all units of the program.

## 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, WorldHost, 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 250-370-3845.

**Length:** Four months

**Location:** Interurban Campus

**Starting:** Fall, Winter  
(Intakes may be ongoing; contact the ETP department at 250-370-3845)

#### Program Codes:

ETP1 Level 1

ETP2 Level 2

#### Specialization Codes:

ETPCM Construction Materials Handler

ETPCS Customer Service

ETPFS Food and Customer Service

ETPGC Gardening and Customer Service

#### Admission Requirements:

- Schedule and complete an intake interview with the Employment Training and Preparation (ETP) program chair;
- 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 Requirements:

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 Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/etp/study.html>

### 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:** ETPEG

#### Admission Requirements:

- 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 Requirements:

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.

#### What you'll study:

<http://camosun.ca/learn/programs/etp/study.html>

### 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.

This program 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 250-370-3845)

**Program Code:** ETPWLN

#### Admission Requirements:

- 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 Requirements:

- 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 Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/etp/study.html>

## 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 application and admission, **International students** must refer to the Camosun 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:** ELD

**Specialization Codes:**

ELD1 ELD2

**Admission Requirements:**

- 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 less than 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 Requirements:

- 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 Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/eld/study.html>

### Academic and Professional English (CAPE)

This full- or part-time program is designed for foreign trained professionals who wish to develop workplace English language skills and job-finding skills and strategies. It is intended to provide skilled newcomers to Canada with the knowledge of the Canadian workplace, strategies for accessing work in Canada, and a short Canadian professional work experience. It includes opportunities to develop both occupation-specific language and general English language skills. The program also provides newcomers with an increased cultural

awareness of the Canadian workplace and the knowledge and skills required to enhance professional careers.

#### 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:** ACPE

#### Admission Requirements:

- 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 (at least one year) from their country of origin and have relevant professional work experience in their country of origin.

#### Program Participation Requirements:

- 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.
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks

done outside of the College will not be accepted and will result in additional cost to the student.

**Program Completion Requirements:**

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/capel/study.html>

score less than 14; or proof of TOEFL CB at 197; or proof of TOEFL PB at 527; or completion of Camosun College courses ELD 062 and ELD 064 or equivalent; or assessment.

**Program Participation Requirements:**

- Applicants must have access to a computer and the internet and have a current email address.

**Program Completion Requirements:**

- Students must complete all program courses with a grade of "COM" or "DST."

**What you'll study:**

<http://camosun.ca/learn/programs/ework/study.html>

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## English Language for the Workplace-e-Work

This full-time or part-time online certificate program will provide communication and socio-cultural workplace training to internationally educated professionals and skilled workers who have undergraduate and graduate qualifications and who are currently under-employed or working in their careers and looking to advance.

This practical language-focused program is designed to ensure that students develop the language and socio-cultural competencies required to integrate and advance in the Canadian workplace.

The e-Work certificate program complements the post secondary credentials of internationally educated professionals' and skilled workers' and equips students with a Canadian credential that demonstrates excellence in English language for the workplace. Upon completion of the program graduates are well prepared to enter and advance in employment in the provincial workplace.

**Length:**

Full time: Six months

Part time: Up to two years

**Location:** Online

**Starting:** 2 intakes per semester

**Program Code:** EWRK

**Admission Requirements:**

- Submit proof of post-secondary qualifications (i.e. a post-secondary certificate, diploma or degree) and,
- Submit proof of CLB level 6 or higher in all four language skills (Listening, Speaking, Reading, Writing); or proof of IELTS at 5.5 with no band less than 5; or proof of TOEFL IBT at 71 with no



# School of Arts & Science

## Administration

### Website

Email: [artsci@camosun.bc.ca](mailto:artsci@camosun.bc.ca)  
Lansdowne Campus: F 104A  
Phone: 250-370-3298  
Fax: 250-370-3417

### Dean:

Dominic Bergeron, PhD

### Assistant to the Dean:

Dale Mosher

### Administrative Officer:

Judy Shirley

## 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 Arts & Science Studies, 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.

Our career programs provide excellent training for direct employment in business, industry, and government. Students have the knowledge and training for immediate employment, or to continue further studies.

In the School of Arts & Science students can 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.

- 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 an optional component of selected programs. Students choosing co-operative education or internship have found the work experience to be a value-added element in their overall education.

## Camosun Pathway to University of Victoria

If you are a current Camosun College student who wishes to attend the University of Victoria, you will be guaranteed admission to the UVic Humanities, Science or Social Sciences faculties if you:

- Complete between 24 university transfer credits (8 courses) and 60 university transfer credits (20 courses); and
- Achieve a Grade Point Average of at least 2.0 ("C") on the most recent 24 credits in your Camosun studies.

For complete information on transfer credit recognized from Camosun to UVic, please visit [BCTransferguide.ca](http://BCTransferguide.ca) and consult an Academic Advisor.

## 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. It is essential that students communicate directly with instructors regarding the educational requirements of the course; and with the relevant program chair. Students are expected to attend and actively participate in their classes.

## Standards of Academic Progress

The School of Arts & Science endeavours to help students progress toward their educational goals. We will monitor course prerequisites and academic progress so that students enrol in courses where they can succeed.

**Academic Probation:** When progress is unsatisfactory, appropriate interventions will occur.

- A student whose Grade Point Average (GPA) is below 2.0 ("C") will be placed on academic probation. A student in this situation must consult with an Academic Advisor.
- A student on academic probation 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 for 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](#).

## 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.



# Arts & Science Programs & Credentials

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## Academic Studies

### Arts and Science Studies

- *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*

### Engineering Transfer

- *Certificate in Engineering Transfer*

### University Transfer

## Diploma (Career) Programs

### Applied Chemistry and Biotechnology

- *Diploma in Applied Chemistry and Biotechnology*
- *Diploma in Applied Chemistry and Biotechnology Laboratory, 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*

### Comics & Graphic Novels

- *Certificate in Comics & Graphic Novels*

### Music

- *Certificate in Music Foundations*

## 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.

Students enrolled in the Arts and Science Studies program have priority when registering for courses at Camosun.

#### 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, off site locations, and distributed education.

**Starting:** Winter

**Program Code:** ARTSCI

#### Admission Requirements:

- Submit proof of "C" or higher in English 11, or ENGL 050, or ELD 072 and ELD 074, or Principles of Math 11 or Pre-calculus 11 or Math 137 or Math 073; or assessment.
- meeting only the MATH or only the English admission requirement will limit options for course selection.

*Note: Upgrading may be required for English, math or science to access all possible courses for this credential.*

#### Program Completion Requirements:

- 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 Degrees

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 have 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 (8) 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 Requirements:

- To be eligible to obtain the Co-operative Education Designation, students must successfully complete two (2) co-op work terms.

#### Internship Designation Completion Requirement:

- To be eligible to obtain the Internship Designation, students must successfully complete one work term.

#### What you'll study:

<http://camosun.ca/learn/programs/ad/adarts/study.html>

#### 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

CRWR all UT courses

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

CMNS CMNS 105

GSWS 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

GSWS all UT courses

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, 216, 217, 218, 219, 272, 274, 276

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, 216, 217, 218, 219, 272, 274, 276

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 Codes:

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 Requirements:

- Submit proof of "C+" in English 12, or EFP 12; or "C" in ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096, or ENGL 142; or ELD 092 and ELD 094; or ELD 097; or assessment;

## General Arts

### Completion Requirements:

- two (2) UT courses in first-year English: ENGL 151 and ENGL 161 or ENGL 163;
- 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 Codes:

ADSCI1 Year 1

ADSCI2 Year 2

### Discipline Codes:

BIOL Biology

GENS General Science

PMED Pre-Medicine

PSYC Psychology

### Admission Requirements:

- 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 142; 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.

## General Science

### Completion Requirements:

- two (2) UT math courses (must include MATH 100 or MATH 108);
- two (2) UT courses in first-year English: ENGL 151 and ENGL 161 or ENGL 163;
- 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

## Engineering Transfer

This full-time 10 month program provides an introduction to engineering mechanics and project design and a solid foundation in first year science and English. This program prepares students for entry into either the second year Bachelor of Engineering (BEng) or Bachelor of Software Engineering (BSEng) at the University of Victoria (UVic). Students may also apply for course-to-course transfer to other post secondary institutions. Part-time students are welcome but should note that not all courses are offered each semester.

**Length:** 10 months

**Location:** Lansdowne Campus (fall and winter), Interurban Campus spring)

**Starting:** Fall

**Program Code:** ENGTRC

### Admission Requirements:

- Submit proof of "C+" or higher in English 12, or EFP 12; or "C" in ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 142; or ELD 092 and ELD 094; or ELD 097; or assessment; and
- Submit proof of "B" or higher in Principles of Math 12, or Pre-calculus 12, or MATH 093, or MATH 105, or MATH 115; or assessment; and
- Submit proof of "C" or higher in Physics 12, or PHYS 104; and
- Submit proof of "C" or higher in Chemistry 11 or CHEM 100. "C" or higher in Chemistry 12 or CHEM 110 is recommended.

### Program Completion Requirements:

- Students must pass all program courses and achieve an overall GPA of at least 3.0 to qualify for a Certificate in Engineering Transfer. (CHEM 110, an alternate for Chemistry 12, is not included in the program GPA calculation.)

### Notes:

- Successful completion of the Engineering Transfer program provides block transfer and guaranteed entrance into second-year Engineering at University of Victoria. UVic has competitive entry into some second year engineering programs as space is limited. UVic typically has more demand than available space in the Mechanical and Biomedical

programs. UVic students and transfer students are evaluated equally and seats are offered based on GPA.

- Students will need to take UVic's ENGR 020 in second year before their UVic co-op work term.
- Students wishing to study engineering at UBC, SFU or another post-secondary institution must apply for course-to-course transfer. Students should check the [BC Transfer Guide](#) and contact their destination institution for transfer information.
- There is an alternate pathway to an engineering degree. Start with a [2 year engineering technology program](#) followed by a [bridging program](#) and then enter 3rd year Engineering at either UVic or UBC.

## 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, School of Business, Interurban Campus, Email: [sofbus@camosun.ca](mailto:sofbus@camosun.ca), 250-370-4565.*

### 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 Codes:**

UT1 Year 1

UT2 Year 2

**Discipline Codes:**

ARTS Arts

BUS Business or Commerce

EDUC Education

SCI Science

**Arts, Business, Education**

**Admission Requirements:**

- Submit proof of "C+" in English 12, or EFP 12, or equivalent; or assessment.

**Science**

**Admission Requirements:**

- 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.

**Length:** 18 - 20 months

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Codes:**

ACBT1 Year 1

ACBT2 Year 2

**Admission Requirements:**

- 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 142; 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.

**Program Completion Requirements:**

- A minimum GPA of at least 2.0 is required to graduate from the program

**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

**Notes:**

The program is also designed to allow flexibility for students who wish to have the option to transfer to the third year of university degree programs in chemistry, biochemistry or microbiology. Graduates are also eligible to apply for admission, via block transfer, to the third year of the Environmental Science program at Royal Roads University.

**What you'll study:**

<http://camosun.ca/learn/programs/acbt/study.html>

**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 Codes:

CJ1 Year 1

CJ2 Year 2

#### Admission Requirements:

- 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 142; 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 & Pre-calculus 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 Requirements:

- 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 obtain a minimum GPA of 3.0;
- Successfully complete ENGL 151, or ENGL 161, or ENGL 163, or ENGL 150;
- Complete seven (7) Year 1 program courses in the Criminal Justice program; and,
- Complete the Workplace Education Prep workshop series (COOP WEP).

#### Program Completion Requirements:

- 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*

#### What you'll study:

<http://camosun.ca/learn/programs/cj/adarts/study.html>

### 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.

The Environmental Technology Program has been granted block transfer to BSc in Geography at University of Victoria.

#### 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 Codes:**

ENVR1 Year 1

ENVR2 Year 2

ENVR3 Year 3

**Admission Requirements:**

- 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 142; 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 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 Requirements:**

- Students must complete all program requirements and achieve an overall cumulative grade point average of at least 2.0 in order to qualify for the diploma.

**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	Academic Term 6	Academic Term 7

**What you'll study:**

<http://camosun.ca/learn/programs/envr/study.html>

## 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 Victoria Conservatory of Music application 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

Toll free: 1-866-386-5311

Fax: 250-386-6602

Email: [post-secondaryregistrar@vcmbc.ca](mailto:post-secondaryregistrar@vcmbc.ca)

[Website](#)

**Application Deadline: February 28**

Application deadline for early admission to Fall term is February 28 of the same year. Final application deadline for space-available admission to Fall term is June 1 of the same year. All application materials must be received before the candidate is moved to audition, and not later than March 15 for early admission or June 1 for space-available audition. All application requirements must be satisfied by April 15 for early admission or June 15 for space-available admission. 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 Victoria Conservatory of Music 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 spoken interview answers in the recorded audition.

**Program Participation Requirements:**

- 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, accordion, string, woodwind, or brass instruments are required to supply and maintain their instrument at optimal performance level. Keyboard, harp, large string, common doubling, and percussion instruments may be provided and maintained by the Victoria Conservatory of Music for study and performance requirements only; however, students must supply all accessories (e.g., swabs, reeds, bows) necessary to proper practice of the instrument. An instrument use and rental fee may apply.
- 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. A music rental deposit or fee may apply.
- 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.

## Jazz Studies

Jazz Studies is a two-year diploma program offered through a partnership between the Victoria Conservatory of Music and Camosun College. The program focuses on improvisational skills, development of the ear, and work within an aural musical tradition. Program content is equally applicable to students of traditional and experimental jazz as it is to students of world music, ethnic instruments, and contemporary popular music forms and genres.

Students study first instrument in a private lesson and combo setting, jazz theory and jazz language, jazz musicianship and jazz keyboard skills, jazz history, improvisation and both small and large ensembles. Business of music, music media and elective courses round out the curriculum.

Upon completion of the Diploma in Jazz Studies, graduates may transfer to a variety of college and universities for Bachelor programs.

Students may elect to study full-time or part-time; however, students should be prepared to dedicate both daytime and evening hours to scheduled courses, and students selecting a part-time option should be aware that alternating-year delivery schedule of some courses may add significantly to the length of the full program. MUS, MUSF, and JAZZ courses are taught on the Victoria Conservatory of Music campus at 900 Johnson Street in downtown Victoria, BC V8V 3N4.

**Length:** Two years

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

**Starting:** Fall

**Program Codes:**

JAZZ1 Year 1

JAZZ2 Year 2

**Admission Requirements:**

- Submit proof of a letter grade of “C+” or higher in English 11.
- Applicants are further advised that grade of “C+” or higher in English 12, or EFP 12; or a “C” or higher in ENGL 103 and 104, or ENGL 103 and 106, or ENGL 092 and 094, or ENGL 092 and 096, or ENGL 142, or ELD 092 and 094, or ELD 097, or assessment is a pre-requisite to a number of courses required for the program.

**Note:** Students can be admitted without having yet met the prerequisite to enrol in the program's English courses (ENGL 151 and ENGL 161 or 163 or 164), and Jazz Survey courses (JAZZ 112, JAZZ 113, JAZZ 212, and JAZZ 213). Students who do not meet the course prerequisites at time of admission will

need to upgrade their English while in the program by successfully attaining a “C” or higher in ENGL 103 and 104, or ENGL 103 and 106, or ENGL 092 and 094, or ENGL 092 and 096, or ENGL 142, or ELD 092 and 094, or ELD 097, or assessment.

- Because of the historical scope of the program, History 11 and 12 are strongly recommended, but not required.
- Attend a personal interview with the Chair of Music and the Department Head for his/her instrument;

**AND**

- Perform a live or recorded audition.\* Audition repertoire should be chosen to best demonstrate the applicant's current level of achievement. Candidates should:
  - prepare three works in contrasting style chosen repertoire should include one blues and one medium swing standard. Audition works should be performed with the accompaniment of one or more assisting musicians unless specifically designated as a solo work for the candidate's chosen instrument.
  - 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:**

- Complete at the time of the audition a written theory entrance assessment, testing knowledge of written rudiments at the level RCM (Toronto) Advanced Rudiments in preparation for JAZZ 124 Jazz Language 1. Candidates must demonstrate attainment of 70% or better in order to be considered for admission to the Diploma in Jazz Studies.

At the discretion of the adjudicators, applicants whose level of theory at the time of their audition is below the required entrance standard may be offered acceptance to Diploma in Jazz Studies conditional upon attainment of the required theory standard by July 31, or may be offered the opportunity to complete MUSF 120 and MUSF 121 as a part of the Diploma in Jazz Studies program, or may be offered placement in the Certificate in Music Foundations program.

**Note:** Students who have completed or anticipate completing MUSF 121 with a mark of 70 both in course and on cumulative final examination will not be required to write the theory entrance assessment or undertake any musicianship placement assessment. Students with a transcript demonstrating completion of VCM

Grade 7 Theory Rudiments (mark of 70 within the past 5 years) or RCM Grade 2 or Advanced Rudiments (mark of 70 within the past 5 years) may submit this transcript en lieu of taking the theory entrance assessment.

\* 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.

**Aural Musicianship:**

Basic aural musicianship, including sight singing, sight reading, melodic play-back or sing-back, interval and chord recognition, improvisation and accompanying, may be assessed prior to the start of the program, either as a part of the audition or at a separate pre-term assessment. Such assessments are for placement recommendations for the JAZZ 122 (Jazz Musicianship course stream) or JAZZ 134 (Jazz Combo and Improvisation course stream) should the candidate be accepted to the Diploma in Jazz Studies program. Candidates assessed below the accepted level of entrance in aural musicianship may be granted admission to the Diploma of Jazz Studies but will be advised to undertake remedial instruction at their own expense.

**Keyboard Skills for Non-keyboard Majors:**

Students in the Diploma in Jazz Studies who are not studying keyboard as a first instrument must as a program requirement complete JAZZ 227 (Jazz Keyboard Skills 4) where students must demonstrate a variety of essential keyboard skills, including technical ability; sight reading; harmonization of simple melodies; accompanying; and improvisation.

Once accepted to the program, each non-keyboard student will be assessed for these keyboard proficiency skills in the week prior to the start of term and placed in the appropriate pre-requisite Jazz Keyboard Skills course (JAZZ 126, JAZZ 127, or JAZZ 226), or placed in JAZZ 227, or offered the option to complete JAZZ 227 by Prior Learning Assessment (PLA). A student who presents an RCM or VCM transcript attesting to a mark of 70 or better on RCM grade 8 piano or VCM grade 7 piano will be given transfer credit for MUS 227 as an alternative to completing the JAZZ 227 credit.

**Note:** Students can be admitted without having yet met the prerequisite to enrol in the program's required Jazz Keyboard Skills 4 (JAZZ 227). Students who do not meet the course pre-requisite at the time of assessment will need to upgrade their keyboard skills while in the program. Upgrade may be attained through the series of courses JAZZ 126, 127, and 226; or through a care-



fully directed program of private study on jazz keyboard. Student selecting the option to undertake private studies are advised to consult the instructor of JAZZ 227 early in their studies to ensure all the pre-requisite skills are being covered through private study.

#### Program Completion Requirements:

- Non-Keyboard Specialization students must receive a letter grade corresponding to 70% in core MUSF/MUS/JAZZ courses and a 70% or better in JAZZ 227, and maintain an overall average GPA of "B-" for all MUSF/MUS/JAZZ courses to receive a Diploma in Jazz Studies.
- Keyboard Specialization students must receive a letter grade corresponding to 70% in core MUSF/MUS/JAZZ and maintain an overall average GPA of "B-" all MUSF/MUS/JAZZ courses to receive the Diploma in Jazz Studies.

#### What you'll study:

<http://camosun.ca/learn/programs/music/jazz/study.html>

## 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 practice 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, harp or accordion. 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 performance or composition studies and may transfer to a variety of colleges and universities for Bachelor programs, where they can take up residency in choice apprenticeship programs; and in some cases 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) through the following electives in

the second year: MUS 208 and MUS 209, MUS 228 and MUS 229. See Registrar of Post-Secondary Programs of the Victoria Conservatory of Music for full AVCM details.

Students of piano, strings, voice, or flute whose interests lie in studio teaching may consider completing the two year course in Pedagogy and Literature offered in their areas: flute MUS 150, MUS 151, MUS 250, MUS 251; piano MUS 152, MUS 153, MUS 252, MUS 253; strings MUS 154, MUS 155, MUS 254, MUS 255; or voice MUS 156, MUS 157, MUS 256, MUS 257. Each series of courses may be applied toward certification for AVCM, Teaching. See Registrar of Post-Secondary Programs of the Victoria Conservatory of Music for full AVCM details.

Students may elect to study full-time or part-time; however, students should be prepared to dedicate both daytime and evening hours to scheduled courses, and students selecting a part-time option should be aware that alternating-year delivery schedule of some courses may add significantly to the length of the full program. MUS, MUSF, and JAZZ courses are taught on the Victoria Conservatory of Music campus at 900 Johnson Street in downtown Victoria, BC V8V 3N4.

<b>Length:</b>	Two years
<b>Location:</b>	Off Campus Victoria Conservatory of Music
<b>Starting:</b>	Fall
<b>Program Codes:</b>	
MUSIC1	Year 1
MUSIC2	Year 2

#### Admission Requirements:

- Submit proof of a letter grade of "C+" or higher in English 11.
- Applicants are further advised that a letter grade of "C+" or higher in English 12, or EFP 12; or a "C" or higher in ENGL 103 and 104, or ENGL 103 and 106, or ENGL 092 and 094, or ENGL 092 and 096, or ENGL 142, or ELD 092 and 094, or ELD 097, or assessment is a pre-requisite to a number of courses required for the program.

*Note: Students can be admitted without having yet met the prerequisite to enrol in the program's English courses (ENGL 151, and ENGL 161 or 163), and Music History courses (MUS 110, MUS 111, MUS 210, and MUS 211). Students who do not meet the course prerequisites at time of admission will need to upgrade their English while in the program by successfully attaining a "C" or higher in ENGL 103 and 104, or ENGL 103 and 106, or ENGL 092 and 094, or ENGL 092 and 096, or ENGL 142, or ELD 092 and 094, or ELD 097, or assessment.*

- Because of the historical scope of the program, History 11 and 12 is strongly recommended, but are not required.
- Attend a personal interview with the Chair of Music and the Department Head for your instrument; and,

#### AND

- All applicants for **First Instrument Classical** must 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. Prepare two or more contrasting works. See below for requirements for specific instruments.*

#### OR

All applicants for **Composition** are required to submit:

- a list of completed compositions;
- a list of performances of any of the above compositions;
- 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 below;

#### AND all candidates must:

- Complete at the time of audition a written theory entrance assessment, testing knowledge of written rudiments at the level RCM (Toronto) Advanced Rudiments in preparation for MUS 120 Harmony 1. Candidates must demonstrate attainment to a standard of 70% in order to be considered for admission to the Diploma in Music.

At the discretion of the adjudicators, applicants whose level of theory at the time of their audition is below the required entrance standard may be offered acceptance to Diploma in Music conditional upon attainment of the required theory standard by July 31, or may be offered the opportunity to complete MUSF 120 and MUSF 121 as a part of the Diploma in Music program, or may be offered placement in the Certificate in Music Foundations program.

*Note: Students who have completed or anticipate completing MUSF 121 with a mark of 70 both in course and on cumulative final examination completing MUSF 121 (Theory and Musicianship 2) with a mark of 70% or better on the final examination for this course will not be required to write the theory entrance assessment or take the a musicianship placement assessment. Students with a transcript demonstrating completion of VCM Grade 7 Theory Rudiments (mark of*

70 within the past 5 years) or RCM Grade 2 or Advanced Rudiments (mark of 70 within the past 5 years) may submit this transcript in lieu of taking the theory entrance assessment.

#### Aural Musicianship:

Basic aural musicianship, including sight singing, sight reading, melodic play-back or sing-back, interval and chord recognition, improvisation and accompanying, may be assessed prior to the start of the program, either as a part of the audition or at a separate pre-term assessment. Such assessments are for placement recommendations for the MUS 122 (Musicianship course stream) should the candidate be accepted to the Diploma in Music program. Candidates assessed below the accepted level of entrance in aural musicianship may be granted admission to the Diploma of Music but will be advised to undertake remedial instruction at their own expense.

#### Keyboard Skills for Non-keyboard Majors:

Students in the Diploma in Music who are not studying keyboard as a first instrument must as a program requirement complete MUS 227 (Keyboard Skills 4) where students must demonstrate a variety of essential keyboard skills, including technical ability; sight reading; harmonization of simple melodies; accompanying; and improvisation.

Once accepted to the program, each non-keyboard student will be assessed for these keyboard proficiency skills in the week prior to the start of term, and placed in the appropriate pre-requisite Keyboard Skills course (MUS 126, MUS 127, or MUS 226), or placed in MUS 227, or offered the option to complete MUS 227 by Prior Learning Assessment (PLA). A student who presents an RCM or VCM transcript attesting to a mark of 70 or better on RCM grade 8 piano or VCM grade 7 piano will be given transfer credit for MUS 227.

**Note:** Students can be admitted without having yet met the prerequisite to enroll in the program's required Keyboard Skills 4 (MUS 227). Students who do not meet the course pre-requisite at the time of assessment will need to upgrade their keyboard skills while in the program. Upgrade may be attained through the series of courses MUS 126, 127, and 226; or through a carefully directed program of private study on keyboard. Student selecting the option to undertake private studies are advised to consult the instructor of MUS 227 early to ensure all the pre-requisite skills are being covered through private study.

#### Audition: First Instrument, Classical

Audition repertoire should be chosen to best demonstrate the applicant's current level of achievement. Lists of representative repertoire are available on request.

Candidates should:

- Prepare an audition program which includes at minimum:
  - Piano, Pipe Organ, Harpsichord, Accordion:** Two or more contrasting works from the standard keyboard repertoire (Baroque, Classical, Romantic, post-1900). Jazz or popular selections are not acceptable.
  - Voice:** Six or more contrasting pieces from the standard classical vocal repertoire (art songs, Lieder, arias, etc.) only, performed with piano as required by the score. At least three languages should be demonstrated.
  - Guitar:** Two or more contrasting works from the standard classical repertoire. Auditions must be played on a standard classical (nylon-strung) guitar.
  - Violin, Viola, Cello, Double Bass, 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.
  - Harp:** Two or more complete contrasting works from the standard classical repertoire. Instruments will be provided for the audition.
- Demonstrate knowledge of technical elements appropriate to the instrument such as major/minor scales and chords/arpeggios as best demonstrates the applicant's level of performance achievement. Applicants submitting a recorded audition should contact the Registrar of Post-Secondary Studies for a list of technical elements to be performed in addition to the chosen repertoire selections.
- Be prepared to read at sight. Applicants submitting a recorded audition will have this requirement waived unless requested by the audition committee, in which case a short study selection will be substituted for sight-reading.

#### Program Completion Requirements:

- Non-Keyboard Specialization Students must receive a letter grade corresponding to 70% in core MUSF/MUS/JAZZ courses and a 70% or better in MUS 227, and maintain an overall average GPA of "B-" for all MUSF/MUS/JAZZ courses to receive a Diploma in Music.
- Keyboard Specialization Students must receive a letter grade corresponding to 70% in core MUSF/MUS/JAZZ and maintain an overall average GPA of "B-" all MUSF/MUS/JAZZ courses to receive

the Diploma in Music.

#### Academic Courses:

All students, whether instrumentalists, vocalists, or those specializing in Composition, are encouraged to participate in small chamber music ensembles, which are organized according to the students' interests and skills. Instrumentalists may participate in chamber music through Chamber Music MUS 130, MUS 131, MUS 230, MUS 231. Pianists and vocalists may additionally participate in chamber music through Collaborative Piano MUS 132, MUS 133, MUS 232, MUS 233.

#### What you'll study:

[http://camosun.ca/learn/programs/music/music\\_dip/study.html](http://camosun.ca/learn/programs/music/music_dip/study.html)

## Music Foundations

Music Foundations is a one-year course of studies offered through a partnership between the Victoria Conservatory of Music and Camosun College. The Certificate in Music Foundations is designed for students intending to pursue further studies in music at the post-secondary level. The program is designed to ensure that students master the rudiments of their chosen area of study and receive a thorough grounding in the core subjects within the field of music. Students receive intensive one-on-one studio instruction on their chosen instrument with the goal of introducing them to new repertoire; enhancing their practising skills and technical fluency; and developing excellence in performance.

Students may choose 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, harp or accordion. 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.

Students may elect to study full-time or part-time; however, students should be prepared to dedicate both daytime and evening hours to scheduled courses, and students selecting a part-time option should be aware that alternating-year delivery schedule of some courses may add significantly to the length of the full program. MUS, MUSF, and JAZZ courses are taught on the Victoria Conservatory of Music campus at 900 Johnson Street in downtown



Victoria, BC.

**Length:** Eight months

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

**Starting:** Fall

**Program Code:** MUSF

**Admission Requirements:**

- Submit proof of a letter grade of "C+" or higher in English 11.
  - Applicants are further advised that a letter grade of "C+" or higher in English 12, or EFP 12; or a "C" or higher in ENGL 103 and 104, or ENGL 103 and 106, or ENGL 092 and 094, or ENGL 092 and 096, or ENGL 142, or ELD 092 and 094, or ELD 097, or assessment is a pre-requisite to a number of courses required for the program or recommended for elective fulfillment.
- Note: Students can be admitted without having yet met the prerequisite to enrol in the program's English courses (ENGL 151 and ENGL 161 or 163). Students who do not meet the courses prerequisite at time of admission will need to upgrade their English while in the program by successfully attaining a "C" or higher in ENGL 103 and 104, or ENGL 103 and 106, or ENGL 092 and 094, or ENGL 092 and 096, or ENGL 142, or ELD 092 and 094, or ELD 097, or assessment.*
- Because of the historical scope of the program, History 11 and 12 are strongly recommended, but not required.

**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. Audition repertoire should be chosen to best demonstrate the applicant's current level of achievement. Contact the Registrar of Post-Secondary Studies at the Victoria Conservatory of Music for advice on acceptable and required audition materials; and,
- **Jazz Audition:** Prepare three works in contrasting style, 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;

**OR**

• **Classical Performance Audition:**

**Piano, Pipe Organ, Harpsichord, Accordion:** Two or more contrasting works from the standard keyboard repertoire (Baroque, Classical, Romantic, post-1900). Jazz or popular selections are not acceptable.

**Voice:** Three or more contrasting pieces from the standard classical vocal repertoire (art songs, Lieder, arias, etc.) only, performed with piano as required by the score. A minimum of two languages is required.

**Guitar:** Two or more contrasting works from the standard classical repertoire. Auditions must be played on a standard classical (nylon-string) guitar.

**Violin, Viola, Cello, Double Bass, 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.

**Harp:** Two or more complete contrasting works from the standard classical repertoire. Instruments will be provided for the audition.

**Program Completion Requirements:**

- Students must receive a grade equivalent to 70% ("B-") or better in core MUSF, JAZZ and MUS courses and maintain an overall GPA for all MUSF, JAZZ and MUS courses (core and elective combined) of 4.0 ("B-") to receive the Certificate in Music Foundations.

**What you'll study:**

<http://camosun.ca/learn/programs/music/muf/study.html>

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## 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. Courses are generally offered in the evening. Please check the [website](#) and [Camlink](#) for details.*

**Length:** Two years

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Codes:**

VISART1 Year 1

VISART2 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 142; or ELD 092 and ELD 094; or ELD 097; or assessment; and
- Mandatory attendance at an information session; and,
- Submission of a 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 Requirements:**

- Because of the way each succeeding term in the program builds upon skills and concepts developed or refined in

courses in the preceding term, students receiving less than a "C" grade in any course are not permitted to continue their studies in the Visual Arts program but may reapply for admission to the next appropriate intake and only if there is a seat available.

#### Program Completion Requirements:

- Students must complete all program courses and achieve an overall cumulative GPA of at least 2.0 in order to qualify for the Diploma in Visual Arts.

#### What you'll study:

<http://camosun.ca/learn/programs/visart/study.html>

## Certificate Programs

### 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:** ARCH

#### 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 142; or ELD 092 and ELD 094; or ELD 097; or assessment; or permission of the Dean

#### Program Participation Requirements:

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. Students are advised to consult the Social Sciences Department if there are any concerns.

#### Program Completion Requirement:

- Students must achieve a "COM" or "DST" in ARCH 190 to qualify for a Certificate in Archaeological Field Assistant.

#### What you'll study:

<http://camosun.ca/learn/programs/archaeological/study.html>

### Comics & Graphic Novels

Comics and graphic novels use the language of visual storytelling. Visual storytelling, however, is much more than just drawing comic books. While the traditional comic book still thrives, the advent of the graphic novel has expanded the realm of visual storytelling into a persuasive dramatic art form. Visual storytellers create comic books, graphic histories, biographies, memoirs, stories and novels, as well as storyboards for gaming, motion graphics, animation, and advertising.

This two-semester program is designed for students with a passion for writing, visual arts, and storytelling. This program may begin a journey of life-changing learning for recent high schoolers as well as mid or late career adults who are seeking new careers or post-retirement pursuits. Students will develop interdisciplinary skills in fiction and nonfiction writing, script writing, drawing for comics and graphic novels, storytelling layout, and character design; and will learn the essentials of publishing to help them to manage a career as a visual storyteller. Before graduating, students will have created and published a 16-page comic or graphic novel.

Graduates of this certificate program may choose to become freelance comic book or graphic novel writers; or may pursue career opportunities in gaming, motion graphics, illustration or advertising; or may choose to continue their studies toward an Associate Degree in Creative Writing or Arts and Science Studies Diploma at Camosun or other post-secondary credentials in animation, film, visual arts or writing.

**Length:** Eight months

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Code:** COGR

#### Admission Requirements:

- 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 142; or ELD 092 and ELD 094; or ELD 097; or assessment;

#### AND

Submit the following electronically (all three must be submitted together):

- An applicant statement of approximately 500 words, describing yourself, what kind of stories you want to tell, what authors and illustrators have influenced you, what attracted you to this program, and anything else relevant to your interest in visual storytelling as an art form and career path.
- Up to 10 pieces of work (stories, scripts, sketchbook drawings, examples of graphic art, blogs, web pages, photographs, etc.) that support what you have told us about your interest in visual storytelling.
- A brief description of the types of computer applications and software you use, and how you use them.

#### Program Participation Requirements:

- Students must purchase a Supply Kit, including essential art supplies and a portable drawing board.

#### Program Completion Requirements:

- To qualify for the Certificate in Comics & Graphic Novels students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.

#### What you'll study:

<http://camosun.ca/learn/programs/vist/study.html>

## Advanced Certificate Program

### Childhood Developmental Psychopathology

*This program is presently under review and may change.*

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.

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:** CDP

#### Admission Requirements:

- 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 Requirements:

- 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.
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

#### Program Completion Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/psyc/cdp/study.html>

# School of Business

## Administration

### Website

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

Phone: 250-370-4565

Fax: 250-370-4104

### Dean:

Richard Stride, BSc, BEd, 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 are welcomed to Interurban Campus in September and January. Orientation gives students an opportunity to meet the instructors and fellow students, buy textbooks early, get their student ID and bus pass, and be all-around prepared for the start of the program. See our [website](#) for more information.

## 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.



# Business Programs & Credentials

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## Post-Degree Programs

### Post-Degree Diploma in Business Administration – Accounting Option

- *Post-Degree Diploma in Business Administration – Accounting*
- *Post-Degree Diploma in Business Administration – Accounting, Internship Designation*

### Post-Degree Diploma in Business Administration – Human Resource Management & Leadership Option

- *Post-Degree Diploma in Business Administration – Human Resource Management & Leadership*
- *Post-Degree Diploma in Business Administration – Human Resource Management & Leadership, Internship Designation*

### Post-Degree Diploma in Business Administration – Marketing Option

- *Post-Degree Diploma in Business Administration – Marketing*
- *Post-Degree Diploma in Business Administration – Marketing, Internship Designation*

## 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 (suspended)

### 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 Administration

- *Certificate in Business Administration*

### Local Government Administration

- *Certificate in Local Government Administration*

### Provincial Revenue Administration

- *Certificate in Provincial Revenue Administration*

### Tourism and Business (suspended)

- *Certificate in Tourism and Business*
- *Certificate in Tourism and Business, Internship Designation*

## Applied Business Technology Certificate Programs

### Bookkeeping Fundamentals

- *Certificate in Bookkeeping Fundamentals*

### 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*

### Office Fundamentals

- *Certificate in Office Fundamentals*

## 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

## Post-Degree Programs

### Post-Degree Diploma in Business Administration

The School of Business offers a Post-Degree Diploma in Business Administration, with two options:

- Accounting
- Human Resource Management & Leadership
- Marketing

This program offers learners with a bachelor's degree from a recognized institution the opportunity to complete a diploma program in one academic year.

The program is designed to meet the needs of:

- Degree-bearing students who want to prepare further for their careers, but do not wish to undertake the commitment of a master's degree program in another discipline; and
- Students seeking a professional designation with a general degree requirement in addition to studies within a specific discipline, or with specific knowledge requirements.

#### Accounting Option

The Post Degree Diploma in Business Administration – Accounting is designed to provide students with the background and knowledge to enter business or government in an accounting capacity.

It is targeted towards students taking courses to satisfy CMA (Certified Management Accountants), CGA (Certified General Accountants), or CA (Chartered Accountants) course requirements. Internship is available for this program.

The program consists of twelve courses and can be completed in approximately one year if taken on a full-time basis, beginning in the Spring term and completing ACCT 110, ACCT 111 and, if needed, BUS 140\* and FIN 110\* in the Spring and Summer terms.

An Internship option is available for this program.

Courses are offered predominately at the Interurban Campus in the evenings and during the day.

#### Full-Time

**Length:** One year

**Starting:** Spring

#### Part-Time

**Length:** Varies

**Starting:** Fall, Winter, Spring, Summer

**Location:** Interurban Campus

**Program Code:** BUSACCTPD

#### Admission Requirements

- Submit proof an accredited bachelor degree from a recognized post-secondary institution, or a waiver from the School of Business Dean or his or her designate;
- Submit proof of English proficiency by one (1) of the following:
  - "C+" or higher in English 12, or English 12 First Peoples; or "C" or higher in ENGL 092 and 094, or ENGL 092 and 096, or ENGL 103 and ENGL 104, or ENGL 103 and ENGL 106, or ENGL 142, or ELD 092 and 094, or ELD 097, or assessment;
  - An LPI score of 5 or higher; or an 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 the following TOEFL scores: IBT 88-90 (min 20 in each section), CB 230 (min 4.5 TWE), PB 570 (min 4.5 TWE); or assessment; and
- Submit proof of Math proficiency by one (1) of the following:
  - "C" or higher in any university transfer Math course, or
  - "C" or higher in Principles of Mathematics 11, or Pre-Calculus 11 or Foundations of Math 11, or Applications of Math 12, or MATH 137; or a "C+" or higher in MATH 072, or MATH 135; or assessment.

#### Eligibility for Internship Experience

To be eligible to participate in Internship, students must successfully complete six (6) courses, obtain a minimum GPA of 3.0, and complete the Workplace Education Prep workshop series (COOP Prep) prior to the work term.

#### Program Completion Requirements

- To qualify for a Post-Degree Diploma in Business Administration – Accounting Option, students must complete all required program courses and electives and have an overall GPA of at least 2.0.
- Students must have completed an accredited bachelor degree from a recognized post-secondary institution.
- To qualify for a Post Diploma Degree in Business Administration, Accounting Option, Internship Designation, students must complete all required program courses and electives and achieve an overall cumulative GPA of 2.0 or higher and one work term must be completed successfully. Students must have completed an accredited bachelor degree from a recognized post-secondary institution.

#### What you'll study:

<http://camosun.ca/learn/programs/busadmin/study.html>

### Human Resource Management & Leadership Option

The Post Degree Diploma in Business Administration, Human Resource Management & Leadership Option offers learners with a bachelor's degree from a recognized institution an opportunity to complete a diploma program in Human Resource Management & Leadership in one academic year.

Students will gain valuable business skills relevant to working as human resource practitioners, while building on past learning. There is particular emphasis placed on leadership and change management.

This program incorporates some of the key elements required to pursue a Certified Human Resource Professional (CHRP) designation.

With a Post Degree Diploma in Business Administration, Human Resource Management & Leadership Option, career positions may include, but would not be limited to, managing in government or private industry, business consulting, and human resources advising or management.

An Internship option is available for this program.

This full and part-time program is offered primarily on-campus which includes both day and evening classes, along with some distance education options.

#### Full-Time

**Length:** One year

**Starting:** Fall, Winter

#### Part-Time

**Length:** Varies

**Starting:** Fall, Winter, Spring

**Location:** Interurban Campus

**Program Code:** BUSHRMLPD

#### Admission Requirements

- Submit proof an accredited bachelor degree from a recognized post-secondary institution, or a waiver from the School of Business Dean or his or her designate;
- Submit proof of English proficiency by one (1) of the following:
  - "C+" or higher in English 12, or English 12 First Peoples; or "C" or higher in ENGL 092 and 094, or ENGL 092 and 096, or ENGL 103 and ENGL 104, or ENGL 103 and ENGL 106, or ENGL 142, or ELD 092 and 094, or ELD 097, or assessment;

- An LPI score of 5 or higher; or an 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 the following TOEFL scores: IBT 88-90 (min 20 in each section), CB 230 (min 4.5 TWE), PB 570 (min 4.5 TWE); or assessment.
- Submit proof of Math proficiency by one (1) of the following:
  - "C" or higher in any university transfer Math course, or
  - "C" or higher in Principles of Mathematics 11, or Pre-Calculus 11 or Foundations of Math 11, or Applications of Math 12, or MATH 137; or a "C+" or higher in MATH 072, or MATH 135; or assessment.

#### Eligibility of Internship Work Experience.

- Students must complete all required program courses and electives and achieve an overall GPA of 2.0 or higher and one work term must be completed successfully.

#### Program Completion Requirements

- To qualify for a Post Degree Diploma in Business Administration - Human Resource Management & Leadership Option, students must successfully complete all required program courses and electives and achieve an overall cumulative GPA of 2.0 or higher.
- Students must have completed an accredited bachelor degree from a recognized post-secondary institution.
- To qualify for a Post Diploma Degree in Business Administration, Human Resource Management & Leadership Option, Internship Designation, students must complete all required program courses and electives and achieve an overall cumulative GPA of 2.0 or higher. Students must have completed an accredited bachelor degree from a recognized post-secondary institution. one work term must be completed successfully.

#### What you'll study:

<http://camosun.ca/learn/calendar/current/web/hrml.html>

### Marketing Option

The Post Degree Diploma in Business Administration — offers learners with a bachelor's degree from a recognized institution an opportunity to complete a diploma program in Marketing in one academic year. This diploma gives students an opportunity to gain valuable business skills while building on past learning.

In this one-year program, students will study a broad range of marketing skills with opportunities to develop competencies in

corporate communications & marketing, consumer behaviour, and services marketing.

With a Post Degree Diploma in Business Administration — Marketing Option, career positions may include, but would not be limited to, business consulting, communications management, marketing and sales management, public relations, advertising, and customer service management.

An Internship option is available for this program.

This is a full and part-time program is offered primarily on-campus which includes both day and evening classes, along with some distance education options.

#### Full-Time

**Length:** One year

**Starting:** Fall, Winter

#### Part-Time

**Length:** Varies

**Starting:** Fall, Winter, Spring

**Location:** Interurban Campus

**Program Code:** BUSMARKPD

#### Admission Requirements

- Submit proof an accredited bachelor degree from a recognized post-secondary institution, or a waiver from the School of Business Dean or his or her designate;
- Submit proof of English proficiency by one (1) of the following:
  - "C+" or higher in English 12, or English 12 First Peoples; or "C" or higher in ENGL 092 and 094, or ENGL 092 and 096, or ENGL 103 and ENGL 104, or ENGL 103 and ENGL 106, or ENGL 142, or ELD 092 and 094, or ELD 097, or assessment;
  - An LPI score of 5 or higher; or an 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 the following TOEFL scores: IBT 88-90 (min 20 in each section), CB 230 (min 4.5 TWE), PB 570 (min 4.5 TWE); or assessment.
- Submit proof of Math proficiency by one (1) of the following:
  - "C" or higher in any university transfer Math course, or
  - "C" or higher in Principles of Mathematics 11, or Pre-Calculus 11 or Foundations of Math 11, or Applications of Math 12, or MATH 137; or a "C+" or higher in MATH 072, or MATH 135; or assessment.

#### Eligibility for Internship Work Experience

- students must complete all required program courses and electives and achieve an overall GPA of 2.0 or higher and one work term must be completed successfully.

#### Program Completion Requirements

- To qualify for a Post Degree Diploma in Business Administration — Marketing Option, students must successfully complete all required program courses and electives and achieve an overall cumulative GPA of 2.0 or higher.
- Students must have completed an accredited bachelor degree from a recognized post-secondary institution.
- To qualify for a Post Diploma Degree in Business Administration, Marketing Option, Internship Designation, students must complete all required program courses and electives and achieve an overall cumulative GPA of 2.0 or higher. Students must have completed an accredited bachelor degree from a recognized post-secondary institution. one work term must be completed successfully.

#### What you'll study:

<http://camosun.ca/learn/programs/markstudy.html>

## Degree Programs

### Bachelor of Business Administration

At Camosun, we are committed to developing and offering programs that blend current knowledge with practical skills.

The School of Business offers a Bachelor of Business Administration (BBA). 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. There are three majors to choose from:

- Accounting
- Human Resource Management & Leadership
- Marketing Communication Management

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 an applied work experience component 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 experience 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

- A minimum of 420 hours of industry relevant work experience is required to graduate. This may be a combination of co-op work term (BUS 201) and non-co-op work term (ACCT 499, HRML 499, MARK 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.

#### Length:

Full time: Four years  
Part time: Varies

**Location:** Interurban Campus

**Starting:** Fall, Winter

#### Program Codes:

BBA1 Year 1  
BBA2 Year 2  
BBA3 Year 3  
BBA4 Year 4

#### Specialization Codes:

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, and includes all the courses required by the professional accounting bodies. Admission takes place at Year 1 or any time during the four-year program. BBA—Accounting students must satisfy additional requirements to continue from Year 2 to Year 3.

The program can be completed on a full-time and part-time basis. This feature recognizes and accommodates the many

accounting students who are attempting to obtain a degree while maintaining a full or part time job.

The program includes an applied work experience component. This work experience component may be recognized as part of the professional bodies' own practical work experience requirement.

The program provides flexible transfer arrangements. Successful completion of the course 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.

- The intended student population includes:
  - Post high school students
  - Mature, work force oriented, returning students
  - Accounting diploma graduates
  - University transfer students

The graduates' employment skills will relate directly to the following occupations: Business Consultants, Controllers, Corporate Accountants, Financial Analysts, Financial Planners, Financial Managers, Management Accountants, Internal Auditors, Public Accountants, Treasurers, Asset Managers, and Business Owners. The ultimate employment destination for graduates include private practice, business, crown corporations, and government agencies.

#### Program Code:

BBA1 BBA3  
BBA2 BBA4

Major: ACCT

#### Year 1 Admission Requirements:

##### Direct Entry (full or part-time):

- Submit proof of a letter grade of "C+" or higher in English 12, or English 12 First Peoples; or "C" or higher 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 142, or ELD 092 and ELD 094, or ELD 097, or assessment; and
- Submit proof of a letter grade "C" or higher in Principles of Math 11, or Pre-Calculus 11 or Foundations of Math 11, or Applications of Math 12, or MATH 137, or "C+" grade in Math 072, or MATH 135; or assessment.

##### Career Entry (full or part-time):

Applicants to the Business Administration Diploma Career Entry program must submit the following to the Program Leader:



- Submit proof of a letter grade of "C+" or higher in English 12, or English 12 First Peoples; or "C" or higher 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 142, or ELD 092 and ELD 094, or ELD 097, or assessment; and
- Submit proof of a letter grade "C" or higher in Principles of Math 11, or Pre-Calculus 11 or Foundations of Math 11, or Applications of Math 12, or MATH 137, or "C+" grade in Math 072, or MATH 135; or assessment.

**OR:**

- Approval from the School of Business Committee.

**AND:**

- A detailed resume outlining a minimum of 5 years of related work experience;
- 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.

**Note:** *Students should check required prerequisites for courses in the BBA. Students may need to take additional courses (or receive permission from the relevant Department Chairs) to meet pre-requisite requirements for courses such as English 250, Math, or non-business academic electives.*

**Year 3 Progression Requirements:**

- Completion of the following 13 courses with minimum grade point average of B- (70%, 4.0/9.0):  
ACCT 110; BUS150; BUS 276; ENGL 151 or ENGL 161, or ENGL 163, or ENGL 164; ACCT 111; ACCT 210; ACCT 211; ACCT 220; BUS 141; BUS 231; ECON 103; FIN 110; FIN 210; or MATH 100, or MATH 105, or MATH 107, or MATH 108, or MATH 109, or MATH 112, or MATH 113, or MATH 115, or MATH 126

**Note:** *Students must ensure they have the appropriate pre-requisites (or permission of the relevant Department Chairs) for Arts and Science courses such as English 250, Humanities and Social Science electives, and Math, prior to taking those courses in the BBA.*

**Program Completion Requirements**

- A minimum of 15 courses must be taken at Camosun including ACCT 480 and at least seven mandatory accounting courses.
- To qualify for a Bachelor of Business Administration - Accounting Major, a student must complete all required program courses and electives, 420 hours of applied work experience, and achieve an overall cumulative GPA of at least 3.0 ('C+').

**What you'll study:**

<http://camosun.ca/learn/programs/bba-acct/study.html>

**Human Resource Management & Leadership Major**

The Bachelor of Business Administration in Human Resource Management & Leadership provides learners with a solid foundation in functional and strategic HR Management professional practice.

The program builds on Camosun College's Diploma in Business Administration and the Advanced Diploma in Human Resource Management. The Bachelor of Business Administration in Human Resource Management & Leadership 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.

The program includes a work experience component.

Admission takes place at Year 1 or any time during the four-year program.

**Note:** *At least two courses are offered through Distance Education (DE).*

**Program Code:** BBA1 BBA3  
BBA2 BBA4  
Major: HRML

**Admission Requirements:**

*Direct Entry (full or part-time):*

- Submit proof of a letter grade of "C+" or higher in English 12, or English 12 First Peoples; or "C" or higher 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 142, or ELD 092 and ELD 094, or ELD 097, or assessment; and
- Submit proof of a letter grade "C" or higher in Principles of Math 11, or Pre-Calculus 11 or Foundations of Math 11, or Applications of Math 12, or MATH 137, or "C+" grade in Math 072, or MATH 135; or assessment.

*Career Entry (full or part-time):*

Applicants to the Business Administration Diploma Career Entry program must submit the following to the Program Leader:

- Submit proof of a letter grade of "C+" or higher in English 12, or English 12 First Peoples; or "C" or higher 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 142, or ELD 092 and ELD 094, or ELD 097, or assessment;

and

- Submit proof of a letter grade "C" or higher in Principles of Math 11, or Pre-Calculus 11 or Foundations of Math 11, or Applications of Math 12, or MATH 137, or "C+" grade in Math 072, or MATH 135; or assessment.

**OR:**

- Approval from the School of Business Committee.

**AND:**

- A detailed resume outlining a minimum of 5 years of related work experience;
- 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.

**Note:** *Students should check required prerequisites for courses in the BBA. Students may need to take additional courses (or receive permission from the relevant Department Chairs) to meet pre-requisite requirements for courses such as English 250, Math, or non-business academic electives.*

**Program Completion Requirements:**

- A minimum of 10 courses must be taken at Camosun 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 of: BUS 450 or BUS 460.
- To qualify for a Bachelor of Business Administration - Human Resource Management & Leadership Major, a student must complete all required program courses and electives, 420 hours of applied work experience, and achieve an overall cumulative GPA of at least 3.0. ('C+').

**What you'll study:**

<http://camosun.ca/learn/programs/bba-hrml/study.html>

**Marketing Communications Management Major**

*This program is currently under Program Review and Renewal. See the Camosun website for updates.*

The Bachelor of Business Administration in Marketing Communications Management 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.

Program completion requires a work experience component, which may or may not be Co-op.

Admission takes place at Year 1 or any time during the four-year program.

**Program Code:** BBA1 BBA3  
BBA2 BBA4  
Major: MCOMM

#### Admission Requirements:

##### Direct Entry (full or part-time):

- Submit proof of a letter grade of "C+" or higher in English 12, or English 12 First Peoples; or "C" or higher 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 142, or ELD 092 and ELD 094, or ELD 097, or assessment; and
- Submit proof of a letter grade "C" or higher in Principles of Math 11, or Pre-Calculus 11 or Foundations of Math 11, or Applications of Math 12, or MATH 137, or "C+" grade in Math 072, or MATH 135; or assessment.

##### Career Entry (full or part-time):

Applicants to the Business Administration Diploma Career Entry program must submit the following to the Program Leader:

- Submit proof of a letter grade of "C+" or higher in English 12, or English 12 First Peoples; or "C" or higher 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 142, or ELD 092 and ELD 094, or ELD 097, or assessment; and
- Submit proof of a letter grade "C" or higher in Principles of Math 11, or Pre-Calculus 11 or Foundations of Math 11, or Applications of Math 12, or MATH 137, or "C+" grade in Math 072, or MATH 135; or assessment.

#### OR:

- Approval from the School of Business Committee.

#### AND:

- A detailed resume outlining a minimum of 5 years of related work experience;
- 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.

**Note:** Students should check required prerequisites for courses in the BBA. Students may need to take additional courses (or receive permission from the

relevant Department Chairs) to meet pre-requisite requirements for courses such as English 250, Math, or non-business academic electives.

#### Program Completion Requirements:

- To qualify for a Bachelor of Business Administration - Marketing Communications Management Major, a student must complete all required program courses and electives, 420 hours of applied work experience, and achieve an overall cumulative GPA of at least 3.0 ('C+').

#### What you'll study:

<http://camosun.ca/learn/programs/bba-mcm/study.html>

## 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:** GOLFADV

#### Admission Requirements:

- 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 142; 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 Requirements:

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/golfad/study.html>

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## 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:** HRMADV

**Admission Requirements:**

- 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 142; 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 Requirements:**

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/hrmadv/study.html>

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## Managing for Government

The Advanced Diploma in Managing for Government assists students who are already working in the public sector and have a degree or diploma. Typically, students have a management role, are aspiring to this level, or are looking to upgrade and remain competitive in the public sector.

Because the program is designed for working professionals, there are many options to "fast track" the program, including online learning and recognition of past experience through Prior Learning Assessment, which recognizes the knowledge, skill and abilities already achieved through life and work. Also, some students may receive transfer credit for past college or university-level courses completed or have applicable courses from previously taken Camosun programs such as the Certificate in Local Government Administration.

This program is designed for:

- Directors, supervisors, officers and managers of public sector departments and agencies
- Project managers and program analysts from federal, provincial and municipal levels
- City managers, policy advisors and council members
- Directors and managers of school boards, universities and colleges
- Healthcare authorities
- Budget, finance and audit officers

Most of the courses in the Advanced Diploma in Managing for Government are also core courses for the Local Government Management Intermediate Certificate, which supports management staff in the municipal sector. We maintain a relationship with this body which is of benefit to students wishing to pursue further credentials.

As this program is designed to have students complete it quickly, Camosun offers two courses per semester. To further accommodate adult learners with a level of flexibility, all PADM courses are offered in a seven-week format. The course delivery will incorporate a mixed model that includes a first class in a face-to-face environment, or the option of virtual participation, followed on a weekly basis by modules available online.

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:** 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

**Program Code:** MANGO

**Admission Requirements:**

- Submit proof of a college diploma, associate degree, university or college degree;

**OR**

- At least five years related work experience\*; and,
- Completion of some academic or professional development activities beyond high school.\*

**\* 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, volunteer experience and academic background, and 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 goals.

**Program Participation Requirements:**

- Students are required to have basic computer skills and access to the Internet.

**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 Requirements:**

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/mangov/study.html>

## 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 Requirements:**

- 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 or Academic Term 4	Academic Term 4 or Work Term 2

**What you'll study:**

<http://camosun.ca/learn/programs/busadmin/study.html>

**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 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,  
Lansdowne Campus

#### Starting:

Direct Entry: Fall, Winter

Career Entry: Fall, Winter, Spring

#### Program Codes:

BUSADMIN1 Year 1

BUSADMIN2 Year 2

#### Specialization Codes:

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 Requirements:

- 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 142; 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 Requirements:

- 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 142; 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 Applications of Math 12; or "C+" in MATH 072, or MATH 135; or assessment.

#### OR

- Approval from the School of Business Exceptions Committee;

#### AND

- 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.

#### 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 Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/acct/study.html>

### Chinook Option

*This program is currently under Program Review. See the Camosun website for updates.*

*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 Requirements:

- 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 Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/chinook/study.html>

### 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 Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/fin/study.html>

### 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 Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/genbl/study.html>

### Indigenous Business Leadership Option

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 Requirements:

*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 Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/ibl/study.html>



## 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 Requirements:

- 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.

### What you'll study:

<http://camosun.ca/learn/programs/mgmt/study.html>

## 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 Requirements:

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.

### What you'll study:

<http://camosun.ca/learn/programs/mark/study.html>

## Tourism Management Option

*(This program is suspended. Refer to our [website](#) for current information, or contact the School of Business at [sofbus@camosun.bc.ca](mailto: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 Requirements:

- 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.

### What you'll study:

<http://camosun.ca/learn/programs/tour/>

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## Golf Management

*This program is under Program Review and Renewal. See Camosun website for updates.*

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 Codes:**

GOLFM1 Year 1

GOLFM2 Year 2

### Admission Requirements:

- 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 142; 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 Requirements:

- 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.

### What you'll study:

<http://camosun.ca/learn/programs/golf/study.html>

## Hospitality 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, some of which include:

- Camosun College - BBA Human Resource Management & Leadership; and BBA Marketing Communications Management
- Royal Roads University - BComm, or BA in International Hotel Management
- University of Victoria - BComm
- Latrobe University (Australia) - BComm
- Ryerson University - BComm

**Length:** Two years

**Location:** Lansdowne and/or Interurban Campus

**Starting:** Fall

### Program Codes:

HMGT1 Year 1

HMGT2 Year 2

### Admission Requirements:

- 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 142; 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:

- 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 34 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 maintain a GPA of 2.0; and complete the first work term successfully.

### Program Completion Requirements:

- 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 work terms.

### Full-time Schedule

Year	Sept-Dec	Jan-Apr	May-Sept
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

### What you'll study:

<http://camosun.ca/learn/programs/hradmgmt/study.html>

## 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:** OFFICEMGMT

**Admission Requirements:**

- 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 Requirements:**

- To qualify for the Diploma in Office Management, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 2.0.

- To qualify for the Diploma in Office Management, Co-operative Education Designation, two (2) co-op work terms must be completed satisfactorily.
- To qualify for the Diploma in Office Management, Internship Designation, one (1) work term must be completed satisfactorily.

**What you'll study:**

<http://camosun.ca/learn/programs/officemgmt/study.html>

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## 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 Codes:**

BUSADMIN1 Year 1  
PADMIN2 Year 2

**Specialization Code:**

PADMN Public Administration

**Direct Entry**

**Admission Requirements:**

- 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 142; 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 Requirements:**

- 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 Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/padmin/study.html>

## Certificate Programs

### Business Access

This program is designed for students interested in Business Administration who do not meet the Math or English admission requirement, or wish to refresh their skills before starting a business program. Students are given the opportunity to gain their Math and English requirement or refresh their skills, while simultaneously taking introductory business courses.

#### Length:

Full time: Four months

Part time: Determined by student and availability of courses.

**Location:** Interurban Campus

**Starting:** Fall and Winter

**Program Code:** BUSACC

#### Admission Requirements:

- Submit proof of "C" or higher in English 11; or "B" or higher in ENGL 050; or ELD 072 and ELD 074; or ELD 072 and ELD 080; or assessment; and,
- Submit proof of a letter grade of "C" or higher in Principles of Math 10, or Foundations of Math and Pre-calculus 10, or "B" in Applications of Math 11 or "C-" or higher in Principles of Math 11 or Pre-calculus 11 or "C" in Applications of Math 12, or "C" in Math 053, or Math 057; or assessment.

#### Program Completion Requirements:

- Students must pass all the required courses, obtain get at least a C+ in MATH 135, and have a cumulative GPA of 2.0 to complete the program.

#### What you'll study:

<http://camosun.ca/learn/programs/busacc/study.html>

### Business Administration

This certificate program offers participants the opportunity to gain a wide variety of business skills. Courses are included in management, communications, technology, marketing, economics and more. Upon completion of the Business Certificate, students can seamlessly ladder into other School of Business diploma and degree programs.

#### Length:

Full time: One year

Part time: Varies

**Location:** Interurban Campus

**Starting:** Fall

**Program Code:** BUSCERT

#### Admission Requirements:

- Submit proof of a letter grade "C+" or higher in English 12, or English 12 First Peoples; or "C" or higher 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 142; or ELD 092 and ELD 094; or ELD 097; or assessment; and,
- Submit proof of a letter grade "C" or higher in Principles of Math 11, or Applications of Math 12, or Foundations of Math 11, or Pre-calculus 11, or MATH 137, or "C+" grade in MATH 072, or MATH 135; or assessment.

#### Program Completion Requirements:

- To qualify for a Certificate in Business Administration, a student must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0.

#### What you'll study:

<http://camosun.ca/learn/programs/cert-busadmin/study.html>

### 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

**Program Code:** LOCALGOV

#### 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 142; 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:

- Students must achieve an overall cumulative GPA of at least 2.0 in order to qualify for a Certificate in Local Government Administration.

#### \* 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.

#### What you'll study:

<http://camosun.ca/learn/programs/localgov/study.html>

### 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: PROVREV

**Admission Requirements:**

- 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 142; 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 Requirements:**

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/provrev/>

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## Tourism and Business

*(This program is suspended. Refer to our [website](#) for current information, or contact the School of Business at [sofbus@camosun.bc.ca](mailto: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: 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 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 142; 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 Requirements:**

- Students must successfully complete all program courses and achieve an overall cumulative GPA of 2.0 or higher.

**What you'll study:**

<http://camosun.ca/learn/programs/tour-bus/>

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## 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.

**Part-time Students**

Subject to the availability of space, students may study in any of the Applied Business Technology programs on a part-time basis. Prerequisites for the individual courses are listed with the course descriptions.

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## Bookkeeping Fundamentals

**Online Delivery**

The Bookkeeping Fundamentals Certificate program is designed for students who require flexibility and convenience to complete their education goals. This certificate prepares students with the fundamental skills and knowledge necessary to provide entry-level bookkeeping support for today's office.

Employment possibilities include entry-level bookkeeping positions in a variety of business settings.

Graduates of the program acquire a Camosun College Bookkeeping Fundamentals certificate. This program bridges into other Applied Business Technology certificate and diploma programs.

This online program is offered on a full or part-time basis. All courses are taken online through BC Campus portal.

**Length:** Varies

**Location:** Online

**Starting:** Continuous intake

**Program Code:** ABTBKF

**Admission Requirements:**

- Submit proof of "C" or higher in English 12, or EFP 12, or ENGL 092, or ENGL 142, or ELD 92, or ELD 97; or assessment;

- Submit proof of "C" in Principles of Math 10, or Foundations of Math and Pre-calculus 10, or Applications of Math 11; or "C+" in MATH 034; or assessment.

**Program Completion Requirements:**

- Students must complete all program courses with a grade of "C" or higher.
- The program is designed to be completed within 24 months from commencement of the first online course.

**What you'll study:**

<http://camosun.ca/learn/programs/abtbook/study.html>

## 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:** ABTLGL

**Admission Requirements:**

- 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 142; 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 Requirements:**

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/abtql/study.html>

## 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.

The Medical Office Assistant Certificate program is offered full and part-time, and in two formats: face-to-face classroom delivery and online learning. Students are advised to contact the appropriate program leader or department chair to review the options.

**Please note:** Classroom and Online options are independent of one another and are not intended to be blended.

**Option A: Classroom delivery - full-time or part-time**

**Option B: Online delivery - full-time or part-time**

**Option A: Classroom Delivery**

The classroom delivery option of the Medical Office Assistant Certificate program is offered on a full-time and part-time basis, and is limited to 35 students per year.

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:** Interurban

**Starting:** September

**Program Code:** ABTMOA

**Admission Requirements:**

- Submit proof of "C" or higher in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 142, or ELD 092, or ELD 097; 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.*

**Program Completion Requirements:**

- To qualify for the Medical Office Assistant Certificate program, students must complete all program courses with a grade of a "C" or higher.
- The classroom program is designed to be completed within 24 months.

**Option B: Online Delivery**

The online option of the Medical Office Assistant Certificate is offered on a full-time or part-time basis.

**Length:** Varies

**Location:** Online

**Starting:** Continuous intake

**Program Code:** ABTMOA

**Admission Requirements:**

- Submit proof of "C" or higher in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 142, or ELD 092, or ELD 097; 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.*

**Program Completion Requirements:**

- To qualify for the Medical Office Assistant Certificate program, students must complete all program courses with a grade of a "C" or higher.
- The online program is designed to be completed within 48 months from commencement of the first online course.

**What you'll study:**  
(classroom)

<http://camosun.ca/learn/programs/abtmoa/study.html>

(online)

<http://camosun.ca/learn/programs/abtmoa/study-online.html>

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## 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 Office Administration Certificate Program is offered full and part-time in two formats: face-to-face classroom delivery and online learning. Students are advised to contact the appropriate program leader or department chair to review the options.

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 bridges to additional credentials within the office administration field.

**Please note:** Classroom and Online options are independent of one another and are not intended to be blended.

**Option A: Classroom delivery - full-time or part-time**

**Option B: Online delivery - full-time or part-time**

### Option A: Classroom Delivery

The classroom delivery option of the Office Administration Certificate program is offered on a full-time and part-time basis. The program includes an optional Internship component, which normally occurs during Spring and Summer terms.

**Length:**

Full time: Eight months

Part time: Varies

Internship Option: 12 months

**Location:** Interurban Campus

**Starting:**

Full time: September

Part time: Varies

**Program Code:** ABTOAD

### Admission Requirements:

- Submit proof of "C" or higher in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 142, or ELD 092, or ELD 097; or assessment; and,
- Submit proof of keyboarding speed of 20 words per minute with 5 or fewer errors ( Camosun College assessment required\*).

\*Speed and technique requirements must have been assessed by Camosun College not more than **12 months prior** to the start of the Office Administration program. The School of Business offers keyboarding speed assessments through Continuing Education for a fee of \$25.

### Program Completion

#### Face to Face:

- To qualify for the Certificate in Office Administration, students must complete all program courses with a grade of "C" or higher, obtain a keyboarding speed of 40 wpm with 5 or fewer errors and successfully complete the Capstone Project.
- The face-to-face program is designed to be completed within 24 months.

### 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.

### What you'll study:

<http://camosun.ca/learn/programs/officeadmin/study.html>

### Option B: Online Delivery

The online option of the Office Administration Certificate program is offered on a full-time and part-time basis. The program includes an optional Internship component, which normally occurs during Spring and Summer terms.

**Length:** Varies

**Location:** Online

**Starting:** Continuous intake

**Program Code:** ABTOAD

### Admission Requirements:

- Submit proof of "C" or higher in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 142, or ELD 092, or ELD 097; or assessment; and,
- Submit proof of keyboarding speed of 20 words per minute with 5 or fewer errors ( Camosun College assessment required\*).

\*Speed and technique requirements must have been assessed by Camosun College not more than **12 months prior** to the start of the Office Administration program. The School of Business offers keyboarding speed assessments through Continuing Education for a fee of \$25.

### Eligibility for Internship Work Experience:

- To participate in internship, students must complete all program courses, obtain a minimum grade point average of 3.0, and complete the Workplace Education Prep workshop series (COOP WEP) prior to the internship.

### Program Completion Requirements:

#### Online:

- To qualify for the Certificate in Office Administration, students must successfully complete all program courses with a grade of "C" or higher, obtain a keyboarding speed of 40 wpm with 5 or fewer errors.
- The online program is designed to be completed within 48 months from the commencement of the first course.

### What you'll study:

<http://camosun.ca/learn/programs/officeadmin/study-online.html>

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## Office Fundamentals

### Online Delivery

The Office Fundamentals Certificate program is designed for students who require flexibility and convenience to complete their education goals. This certificate prepares students with the fundamental skills and knowledge necessary to provide entry-level administrative support for today's office.

Employment possibilities include entry-level bookkeeping positions in a variety of business and government settings.

Graduates of the program acquire a Camosun College Office Fundamentals certificate. This program bridges into other Applied Business Technology certificate and diploma programs.

This online program is offered on a full-time or part-time basis. All courses are taken online through BC Campus portal.

**Length:** Varies

**Location:** Online

**Starting:** Continuous intake

**Program Code:** ABTOF

### Admission Requirements:

- Submit proof of "C" or higher in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 142, or ELD 92, or ELD 97; or assessment;

- Submit proof of "C" or higher in Principles of Math 10, or Foundations of Math and Pre-calculus 10, or Applications of Math 11; or "C+" in MATH 034; or assessment.

#### Program Completion Requirements:

- Students must complete all program courses with a grade of "C" or higher.
- Students must obtain an average keyboarding speed of 25 words per minute with five or fewer errors.
- The program is designed to be completed within 24 months from commencement of the first online course.

#### What you'll study:

<http://camosun.ca/learn/programs/abtfund/study.html>

## 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:** APMC

#### Admission Requirements:

- Be over 18 years of age;
- Have basic computer knowledge; and,
- Have a business background.

#### What you'll study:

<http://camosun.ca/learn/programs/apmc/study.html>

### 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 335-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 110-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:** 335 hours (approximately)

**Location:** Interurban Campus

**Starting:** September

**Program Code:** HOSPUNIT

#### Admission Requirements:

Submit documented proof of the following:

- Official Grade 12 graduation sealed transcripts (including English 12, or Communications 12), or GED;
- Successful completion of the Camosun College Medical Terminology course (minimum of 60 hours duration) with a minimum 75% grade taken within the last three years, or equivalent;
- Keyboarding skills (50 wpm net\*) no more than one year prior to the start of the program and from an approved provider;
- VIHA Medical Terminology Assessment with a minimum of 72% (36/50) grade as per VIHA minimum employment requirements and dated no more than one year prior to the program start; and

- Completion of a free Unit Clerk Information Session.

\*Net means one word taken off for every error.

#### Program Participation Requirements:

- Prior to the practicum, the employer *requires* a negative TB skin test within six months of the practicum start. In the event of a positive TB skin test, a negative TB chest X-ray report is required.
- Prior to the practicum, the employer *recommends* that students update their immunization for German measles, polio, tetanus, diphtheria, and Hepatitis B, and be free from latex sensitivity or allergy.
- Camosun *requires* that students successfully complete each course as sequenced to continue in the 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

#### What you'll study:

<http://camosun.ca/learn/programs/huc/study.html>

## 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:** LDCT

**Admission Requirements:**

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/ldct/study.html>

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## 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:** MSACCESS

**Admission Requirements:**

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/msaccess/study.html>

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## 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.

**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:** MSOFFICE

**Admission Requirements:**

- 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 Requirements:**

- 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).*

**What you'll study:**

<http://camosun.ca/learn/programs/msoffice/study.html>

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## Travel Counselling

*This program is currently under review and will not be offered again until review is complete. If you wish to have your name added to Interest List for future intakes of this program, please email [sofbus@camosun.ca](mailto:sofbus@camosun.ca)*

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## 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

**Program Code:** WEBFN

**Admission Requirements:**

- Submit proof of attendance in BSCM 710V Web Foundations Pre-course; or assessment by Program Coordinator.

**What you'll study:**

<http://camosun.ca/learn/programs/webfoundations/study.html>

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## 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
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 151 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
<b>Specialized Options</b>	
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

# School of Health & Human Services

## Administration

### [Website](#)

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

Phone: 250-370-3180

Fax: 250-370-3478

Dean:

TBA

Assistant to the Dean:

TBA

Practice Placement Assistant:

Susan Rudiger

HHS Aboriginal Services Assistant:

Wendy McDonald

Continuing Education & Contract Training  
Program Coordinator:

Valerie Montague

Phone: 250-370-4785

email: [cectinfo@camosun.bc.ca](mailto: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

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## Post-Degree Program

### Interprofessional Mental Health and Addictions

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

## Degree Programs

### Baccalaureate of Science in Nursing

- *Baccalaureate of Science in Nursing offered in partnership with UVic*

### Nursing Access for Practical Nurses

- *Baccalaureate of Science in Nursing 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

- *Diploma in Early Learning and Care – Infant and Toddler Specialization*
- *Diploma in Early Learning and Care – Special Needs Specialization*

### Medical Radiography

- *Diploma in Medical Radiography*

### Practical Nursing

- *Diploma in Practical Nursing*

## Certificate Programs

### Certified Dental Assistant

- *Certificate in Certified Dental Assistant*

### Combined Indigenous Career Access and Family Support

- *Certificate in Indigenous Human Services Career Access*
- *Certificate in Indigenous Family Support*

### 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 Human Services Career Access*

### Mental Health and Addictions

- *Certificate in Mental Health and Addictions*

### Practical Nursing Access for Health Care Assistants

- *Certificate in Practical Nursing*

## Continuing Education

### Activity Assistant

- *Certificate in Activity Assistant*

## Certificate Programs

### American Sign Language

- *Certificate in American Sign Language: Prep Level*
- *Certificate in American Sign Language: Basic Level*

### Herbal Studies

- *Certificate in Herbal Studies*

### Medical Laboratory Assistant

- *Certificate in Medical Laboratory Assistant*

## 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 program is comprised of face-to-face, web-based and practicum components.

**Length:** 12 months

**Location:** Lansdowne Campus

**Starting:** June

**Program Code:** IMHA

#### Admission Requirements:

- Submit proof of a baccalaureate degree in Child and Youth Care, Education, Nursing, Occupational Therapy, Psychology, or Social Work from a recognized post-secondary institution. Other degrees and experience in a helping role may be considered; check with the Program Leader for determination; **and**

- Resume listing work and volunteer experience; **and**
- Brief Statement of Intention: Submission of a 400-500 word statement outlining career goals and motivation for entering the program.

All applicants must arrange for their undergraduate institute to send original transcripts to Enrolment Services. Other documentation to be submitted to: IMHA Program Leader, Dept. of Community, Family & Child Studies; Camosun College, 3100 Foul Bay Rd. Victoria V8P 5J2 or Fax: 250-370-3492 or Email: [cfcsadmin@camosun.bc.ca](mailto:cfcsadmin@camosun.bc.ca)

It is strongly recommended that potential students attend a CFCS Department Information Session - [www.camosun.ca/learn/infosessions/hhsl#cfcs](http://www.camosun.ca/learn/infosessions/hhsl#cfcs)

#### Program Participation Requirement:

- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

#### 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.

#### What you'll study:

<http://camosun.ca/learn/programs/imha/imha-study.html>

## 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:** CDA

**Admission Requirements:**

- Grade 12 graduation or equivalent; **and**
- Submit proof of "C" or higher in English 12, or TPC 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 142; or ELD 092 and ELD 094; or ELD 097; or assessment; **and**
- Submit proof of "C" or higher in Biology 12 or BIOL 103.

**Program Participation Requirements:**

- 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; an annual CPR C Refresher course is highly recommended, and,
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

**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 assist with the recruitment and screening of child clients from preventive appointments.

**Program Completion Requirements:**

- 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.*

**What you'll study:**

<http://camosun.ca/learn/programs/cda/cda-study.html>

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## 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, strengths-based practice, and self-determination. 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 families. Students will develop leadership skills and participate in planning, advocacy and civic engagement activities to strengthen community.

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.

CFCS diploma graduates may be eligible to receive block transfer (60 credits) towards the University of Victoria BA in Child and Youth Care. Transfer credit for related programs at other BC post-secondary institutions may also be available. Contact the Advising Centre of the institution of choice for more details.

Certificate graduates from other Community, Family and Child Studies department programs (Community Support and Education Assistant; Early Learning and Care; Indigenous Family Support Program; or Mental Health and Addictions) can apply to enter Year 2 of the CFCS 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.)

**Length:**

Full time: Two years

Part time: Four years

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Codes:**

CFCS1 Year one

CFCS2 Year two

**Admission Requirements:**

- Submit proof of "C+" or higher 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 142; or ELD 092 and ELD 094; or ELD 097; or assessment.

**Program Participation Requirements:**

- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

**Program Completion Requirements:**

- Students must achieve at least 60% ("C") in each program course including two of the following: ENGL 151, ENGL 161, ENGL 063, or ENGL 164 (or the former ENGL 150, ENGL 160) PSYC 154, PSYC 256, HLTH 110 and one elective 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.

**What you'll study:**

<http://camosun.ca/learn/programs/cfcs/study.html>

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## 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:** CSEA

**Admission Requirements:**

- Submit proof of "C+" or higher in English 12, or TPC 12 (prior to 2007/08), 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 142; 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 Requirements:**

- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must

be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

**Program Completion Requirement:**

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/csw/csw-study.html>

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## Dental Hygiene

This program prepares individuals to practice dental hygiene in both clinical practice and community-based settings. Graduates will have the knowledge, skills and attitudes necessary to provide preventive, educational and therapeutic dental hygiene services to individuals and groups according to Regulations of the College of Dental Hygienists of British Columbia.

Graduates of the program must write the National Dental Hygiene Certification Examination (NDHCE) to be eligible for licensure as a Registered Dental Hygienist with the College of Dental Hygienists of British Columbia.

Graduates are eligible to apply to the University of British Columbia to complete the 4th (final) year of the Bachelor of Dental Science (Dental Hygiene) program.

**Length:** Two years

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Codes:**

DHYG1 Year 1

DHYG2 Year 2

**Admission Requirements:**

- Completion of the following with a minimum grade of "C+" or higher in each course; or an equivalent course from another post-secondary institution:



- One of: BIOL 143 and BIOL 144, or BIOL 150 and BIOL 151, or BIOL 152 and BIOL 153;
- Two of: CHEM 110, CHEM 112, CHEM 120, CHEM 121;
- Two of: ENGL 151, ENGL 161, ENGL 163, ENGL 164\*;
- Two of: PSYC 110, PSYC 120, PSYC 130, PSYC 150, PSYC 152, or PSYC 164;
- One of: MATH 116, MATH 216, MATH 218, or BUS 230;
- One university transferable 100 level or higher elective.

\* Camosun's former courses ENGL 150, ENGL 160 may be used to fulfill this requirement.

#### Program Participation Requirements:

- 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.
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

During this program students will be assigned to practice sessions where they will receive a variety of dental hygiene treatments and procedures, including local anaesthesia.

#### Program Completion Requirements:

- Students must achieve at least 70% ("B-") in each course and a COM or DST in the clinical practice courses 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.*
4. *BIOL 160 and BIOL 260 may be taken prior to beginning the program.*

#### What you'll study:

<http://camosun.ca/learn/programs/dhyg/dhyg-study.html>

### Early Learning and Care

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:** ELC

#### Admission Requirements:

- Submit proof of "C+" or higher in English 12, or TPC 12 (prior to 2007/08) 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 142; 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 Requirements:

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,
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

#### Program Completion Requirements:

- 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.*

#### What you'll study:

<http://camosun.ca/learn/programs/elc/study.html>

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## 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).

#### 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 Requirements:

- Submit proof of satisfactory completion of HCA English competency test (administered by the Assessment Centre); or "C" in English 12, or EFP 12, or Technical & Professional English 12; or ENGL 050 or ENGL 059; or ELD 072 and ELD 074.

#### Program Participation Requirements:

- 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 before the program start, or 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 flu vaccines are highly recommended and are available at your local health clinic or through your physician;
- 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.
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

#### Program Completion Requirements:

- 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.*

#### What you'll study:

<http://camosun.ca/learn/programs/hca/hca-study.html>

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## 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:** HCA

**Specialization Code:** ESL

### Admission Requirements:

- Completion of ELD 054 and ELD 056 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 Requirements:

- 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 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,
- 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.

- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of 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 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.*

### What you'll study:

<http://camosun.ca/learn/programs/hcaesl/hcaesl-study.html>

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## 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 Education 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:

- First Nations Community Studies
- Community, Family and Child Studies
- Community Support and Education Assistant
- Early Childhood Care and Education

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:** INDFS

**Admission Requirements:**

- Students must be of Aboriginal ancestry\*; and,
- Submit proof of "C+" or higher in English 12 or TPC 12 (prior to 2007/08), 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 142; 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:**

- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

**Program Completion Requirements:**

- 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.*

**What you'll study:**

<http://camosun.ca/learn/programs/ifs/ifs-study.html>

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## Health Care Assistant

### - Indigenous

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:** HCA

**Specialization Code:** IND

**Admission Requirements:**

- 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 Requirements:**

- 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;*
- 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.
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs.



Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

#### Program Completion Requirements:

- 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.*

#### What you'll study:

<http://camosun.ca/learn/programs/ihca/ihca-study.html>

## Indigenous Human Services Career Access

This 8-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.

Students will complete the program over two (2) semesters. Both semesters include courses specific to English upgrading, and career and Indigenous exploration.

Students who complete this program will be eligible to continue their education to obtain a diploma or certificate from a program in the School of Health and Human Services, Department of Community, Family and Child Studies, or the Department of Aboriginal Education and Community Connections.

**Length:** 12 months

**Location:** Lansdowne

**Starting:** Fall

**Program Code:** INDHSCAC

#### Admission Requirements:

- Submit proof of "C" in English 10, or ENGL 033; or assessment.
- Open to people of Aboriginal ancestry. 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, Métis, Inuit and Native Americans.

*Students who successfully complete all required courses as noted in the Indigenous Human Services Career Access Program Completion Requirement will have a seat reserved for them in the Department of Community, Family and Child Studies or the Department of Aboriginal Education and Community Connections destination program of their choice in the next semester. Students will also need to complete any additional non-academic admission or participation requirements specific to the destination program they choose, such as volunteer hours and a clear criminal record check.*

#### Program Participation Requirements:

- Students will be required to attend an orientation on the first day of class or risk losing their seat in the program; and,
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g.

coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

#### Program Completion Requirements:

- Students must successfully complete HLTH 111, HLTH 112, and IFS 100 with a cumulative GPA of 2.0; and BEST 041, IFS 118, IFS 119, and LRNS 103 with a "COM" or "DST";
- Submit proof of a "C+" or higher in English 12, EFP 12, or equivalent, or alternate to qualify for a Certificate in Indigenous Human Services Career Access.

**Note:** *Some of the courses may be offered in the evenings during some of the semesters.*

#### What you'll study:

<http://camosun.ca/learn/programs/ihscap/ihscap-study.html>

## Combined Indigenous Career Access and Family Support

This 18-month program is designed for Aboriginal learners who are interested in a career working in human/social/community service. Students develop 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 goal to become an Indigenous Family Support Worker. The first eight months of the program will prepare students for the ten month Indigenous Family Support Program.

The Indigenous Family Support Program provides students of Aboriginal ancestry with opportunities to develop knowledge, skills, awareness and values needed to work with indigenous individuals and families in schools and communities. The program promotes awareness of indigenous history and culture. It provides opportunities for each student to reflect and develop self-awareness and pride as an 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 Education 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 Studies
- Education

**Length:** 18 months

**Location:** Interurban and Lansdowne Campuses

**Starting:** Fall

**Program Code:** INDCAFSACC

**Admission Requirements:**

- Submit proof of "C" in English 10, or ENGL 033; or assessment.
- Open to people of Aboriginal ancestry. 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, Métis, Inuit and Native Americans.

**Program Participation Requirements:**

- Students will be required to attend an orientation on the first day of class or risk losing their seat in the program; and,
- 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 B.C. Government's Criminal Record Review

program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs.

Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

**Program Completion Requirements:**

Graduates of the Combined Indigenous Career Access Family Support Program receive *both* a Certificate in Indigenous Human Services Career Access and a Certificate in Indigenous Family Support:

- Certificate in Indigenous Human Services Career Access:
  - Students must achieve a minimum of 60% ("C") in all program courses in Academic Terms 1 and 2;
  - Submit proof of a C+ or higher in English 12, English 12 First Peoples, or equivalent, or alternate; and,
  - Successfully complete IFS 118 and 119 to graduate.
- Certificate in Indigenous Family Support:
  - Students must achieve a minimum of 60% ("C") in all program courses in Academic Terms 3, 4 and 5; and,
  - Successfully complete IFS 120, 121, and 142 to graduate.

*\* Certificate graduates from the Indigenous Family Support Program can apply to enter Year 2 of the Community, Family and Child Studies (CFCS) 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.).*

*CFCS Diploma graduates may be eligible to receive block transfer (60 credits) towards the UVIC BA in Child & Youth Care. Transfer credit for related programs at other BC*

*Post Secondary Institutions may also be available. Contact the Advising Centre of the institution of choice for more details.*

**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.

**What you'll study:**

<http://camosun.ca/learn/programs/ihsicap/ihsicap-study.html>

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## Medical Radiography

Medical Radiography is the art and science of producing medical images using x-radiation. X-ray images can be film or digital form and serve routine needs or form part of complex investigations. The technologist produces images that a radiologist interprets in order to aid in medical diagnoses.

The Medical Radiography program is an intense 24 continuous months of full-time study (without summer breaks), combining didactic and clinical instruction. Students receive intensive theoretical and practical instruction through lectures, labs, online courses, as well as practical experience in the clinical environment.

Students are expected to act as surrogate patients to learn positioning techniques, as well as interpersonal skills. Clinical practicums occur within hospital sites throughout the province and provide an opportunity to apply knowledge learned throughout the curriculum. Students will be expected to travel and provide their own accommodations for clinical experiences.

Graduates of this program are eligible to write the national certification examination to become registered with the Canadian Association of Medical Radiological Technologists (CAMRT), which is a requirement to work in some provinces in Canada. The health care system is in a transition phase as new technology is establishing new responsibilities of care and treatment. Entering the Medical Radiological field means that you are prepared for lifelong learning as your chosen career continues to change, grow and advance.

Opportunities exist for graduates to take additional certification in Computerized Axial Tomography (CT), Breast Imaging and Magnetic Resonance Imaging (MRI). Graduates also move into management, equipment sales. Information technology, educational and research roles.

**Length:** 24 months

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Codes:**

MRAD1 Year 1

MRAD2 Year 2

#### Admission Requirements:

This program is a partnership with BCIT and College of New Caledonia (CNC), and a common admission process is being established. As such, the admission requirements and selection process are similar to BCIT and CNC programs. The rigor of this program requires commitment beyond that of most other college programs. This program is in high demand and the number of qualified applicants will exceed the number of seats available, and, as such, not all of those meeting minimum requirements can be admitted. The admission process is composed of several stages.

#### Stage 1:

All applicants must provide proof of the following (these are the minimum requirements):

- High school graduation or equivalent;
- Submit proof of "B" in English 12, or English language proficiency, or EFP 12; or ENGL 092 & ENGL 094; or ENGL 092 & ENGL 096; or ENGL 103 & ENGL 104; or ENGL 103 & ENGL 106; or ENGL 142; or ELD 092 & ELD 094; or ELD 097;
- Submit proof of "B" in Principles of Math 12, or Pre-calculus 12; or MATH 105; or MATH 107; or MATH 115; or assessment;
- Submit proof of "B" in Physics 12 or PHYS 104;
- Submit proof of "B" in Biology 12 or BIOL 103;
- A completed Physical Requirements Form (this will be sent to applicants and/or available on-line);
- Attendance at an MRT Information Session\*;
- 40 hours of volunteer work in a patient related environment;\*\*
- A resume and cover letter outlining relevant work experience and any personal achievements. The cover letter should answer the question "How do you see your academic and life experience as preparation for the Medical Radiography Technology program?"

- **Note:** *It is highly recommended that the academic admission requirements (excluding English) be completed within the past five years. If more than five years has elapsed, upgrading in the required subjects is recommended.*

*All qualifying documentation must be submitted prior to March 31st of the year of entrance.*

*\* An online option of the information session is available for anyone out of town; please contact the Program Assistant at 250-370-3910 or mrtinfo@camosun.ca.*

#### \*\*Volunteer Hours

- *The type of volunteer work the Medical Radiography Department requires of applicants is that of an "interactive" role rather than an "informational" role; interacting with patients on a more personal level. For example: reading to patients, playing games (cards, bingo, etc.), providing for their non-medical needs (assistance with wheelchairs, mobility, etc.).*
- *The best environment to gain this all-inclusive sensory experience of sounds, smells and sights of the hospitalized patient is within an institutional care setting. MRT's typically work in acute care environments.*
- *The following work experience will not qualify for this requirement: receptionist (dental, medical, veterinarian, imaging clinic, medical lab clinic, physiotherapy clinic), medical office assistant (MOA), dental assistant, life guard, day/child care staff.*
- *The applicant must submit a letter from the facility supervisor (Volunteer Coordinator) confirming at least 40 volunteer hours and the role and responsibilities performed. Some facilities may require more than 40 hours of volunteer time in order for this letter to be provided – i.e., VIHA typically requires 60 hrs.*

*The volunteer hour requirement will be discussed at the MRT Information Session. For unanswered questions about the volunteer hours, please contact the Program Assistant at 250-370-3910.*

*In addition to the admission criteria, the following attributes are recommended to ensure the best possible success in the program.*

- Applicants must have a strong sense of responsibility, a caring nature, an interest in the well-being of others, particular the sick and injured.
- Applicants must have excellent interpersonal skills, strong problem-solving skills and the ability to function as part of a team.

- Applicants must recognize that the profession is both physically and mentally demanding and therefore must be able to cope well in a stressful environment.
- Applicants must have a controlled sensitivity to disturbing scenarios such as trauma patients, surgical procedures, and symptoms of hospitalized patients.
- This occupation requires individuals to have excellent physical fitness and mental acuity; this includes good eyesight and hearing.
- Applicants must be competent in written and oral English; must be able to accurately follow written instructions and understand fast paced verbal directions.
- Computer literacy including interacting with various computer software programs is required during the program training and eventual employment.
- Applicants are required to attend classes 5 days/week, often from 0830-1700 hrs. There will be significant homework expectations. Applicants should ensure they are able to meet these time commitments.

**Note:** *The above criteria are not inclusive of all criteria and are not in any particular order.*

#### Stage 2:

A select number of applicants will be invited to attend an interview session. The following criteria will be taken into consideration for selection of applicants:

- Meeting the minimum requirements as outlined in Stage 1;
- A GPA for academic courses that is above the minimum required for each course;
- The quality and quantity of volunteer work;
- The recent achievement of academic requirements (it is recommended that the Science and Math course requirements be completed, or upgraded, within the past five years);
- Any other related post secondary education achievements;
- Any related work experience identified in a resume;
- Any personal achievements identified on the resume (for example; humanitarian awards).

#### Stage 3:

Those with the highest scores from the interview session will be invited to visit and observe an actual radiography department and subsequently complete an on-line examination.



#### Stage 4:

Scores from the interview, clinical visit and on-line exam will be totaled and the top 16 students will be offered seats in the program in a given year, pending completion of the Program Participation Requirements prior to the program start date. Applicants will be notified how to complete the Program Participation Requirements in their acceptance letter.

#### Program Participation Requirements:

- Successful completion of a Medical Terminology course (or on-line learning module).
- 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.
- A negative TB skin test or chest x-ray is required prior to the first clinical. TB testing will be done within the program and students will be responsible for any costs associated with it. 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.
- Current Standard First Aid and CPR Level C is required prior to the first clinical placement. Annual recertification of CPR Level C must be maintained throughout the program. Students will be responsible for the cost of this certification.
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.  
  
Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs.

Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

#### Notes:

1. *The cost of all program admission and participation requirements is the responsibility of the applicant.*
2. *The program will maintain a short wait list for entry into the same year, pending withdrawals or deferrals. In extenuating circumstances, an invited applicant may apply for a one year deferral. The wait list will not be retained for future years. Those applicants meeting the academic requirements, but not gaining a seat in the year of application will need to reapply but will not need to resubmit academic information already sent in.*

#### Program Completion Requirements:

- The student must achieve at least a C+ in each course and a COM for all practice based courses in order to successfully complete the program.

#### What you'll study:

<http://camosun.ca/learn/programs/mrtl/study.html>

## Mental Health and Addictions

The Mental Health and Addictions Certificate program prepares students to be members of interprofessional teams supporting individuals who are experiencing mental health and addiction challenges.

Students learn to work from a strengths-based perspective, emphasizing the interaction between individuals and their physical, social, and cultural environments. Students learn to use a holistic approach to support individuals mentally, emotionally, spiritually, physically, and socially. Students learn about diversity and culturally-responsive practice. They also gain knowledge of Indigenous history and culture in relation to mental health and addiction issues.

Students gain entry-level knowledge and skills necessary to promote, support, and strengthen the functioning of individuals and community. Graduates may work in community based, residential, and outreach settings.

Graduates of the program who wish to continue their education may seek university transfer credit for some of the courses in the program. Program graduates are also prepared to continue their

education towards a diploma in Community, Family and Child Studies at Camosun College. Check the advising centre at the institution of choice for transfer details.

**Length:** ten months (40 weeks)

**Location:** Lansdowne Campus

**Starting:** Fall

**Program Codes:** MHA

#### Admission Requirements:

- Submit proof of a letter grade of "C+" or higher in English 12, or English 12 First Peoples; or a "C" or higher in ENGL 092 and 094, or ENGL 092 and 096, or ENGL 103 & ENGL 104, or ENGL 103 & ENGL 106, or ENGL 142, or ELD 092 and 094, or ELD 097; or assessment; and,
- Submit a 300 or more word statement outlining career goals and motivation for entering the program; and,
- Attend a scheduled Mental Health and Addictions program Information Session.

#### Program Participation Requirements:

- Students registered in partially online program courses must participate in an orientation to distance education systems and tools prior to or during the first classes of the 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).



### Program Completion Requirements:

- Students need to achieve a min of "C" in every course in the program and a "COM" in MHA 140 in order to qualify for the Mental Health and Addictions Certificate.

### Notes:

1. To find out where individual courses transfer to other BC post-secondary institutions students should check the [BC Transfer Guide](#). To view current block transfer agreements for diploma graduates consult the [BC Transfer Guide](#) listed above. Check the advising centre at the institution of choice for details.
2. Program graduates are also prepared to continue their education towards a diploma in Community, Family and Child Studies at Camosun College.

### What you'll study:

<http://camosun.ca/learn/programs/mha/study.html>

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## Baccalaureate of Science in Nursing

The Camosun College Nursing Department partners with the University of Victoria (UVic) School of Nursing and three other colleges (Aurora College in Yellowknife, College of the Rockies in Cranbrook, and Selkirk College in Castlegar) to deliver a Baccalaureate of Science in Nursing degree. Students who maintain a minimum C+ GPA and who have completed the program requirements through the end of Semester 5 are guaranteed a seat in the UVic BSN Program.

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, 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 the Baccalaureate Degree. Students may transfer to another partner site if space allows. Through engagement in teaching and learning, critical thinking, and critical reflection, the program provides baccalaureate academic education for nurses. 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.

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.

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.

<b>Length:</b>	Four years
<b>Location:</b>	Lansdowne Campus (for two years, four months) transferring to the University of Victoria School of Nursing for remainder of the program.
<b>Starting:</b>	Fall
<b>Program Codes:</b>	
BSN1	Year 1
BSN2	Year 2
BSN3	Year 3

### Admission Requirements:

The BSN Program is a four year degree program delivered in partnership with the University of Victoria (UVic), and a common admission process is being established. As such, the admission requirements and selection process are consistent with UVic admission requirements. The rigor of this program requires a higher level of commitment. The program is in high demand and the number of qualified applicants greatly exceeds the number of seats available, and, as such, not all of those meeting minimum requirements can be admitted.

The following general requirements will be assessed throughout the selection process:

- Applicants must have a strong sense of responsibility, a caring nature, and an interest in the well-being of individuals, families and communities.
- Applicants must have excellent interpersonal skills, strong problem-solving skills, and the ability to function both independently and as part of a team.
- Applicants must recognize the profession is both physically and mentally demanding and therefore must be able to cope well with stressful environments.
- Applicants must have controlled sensitivity to disturbing scenarios such as trauma patients, surgical procedures, and symptoms of hospitalized patients.
- This occupation requires individuals to have excellent physical fitness and mental acuity; this includes good eyesight and hearing.
- Applicants must be competent in written and oral English; must be able to accurately follow written instructions, and understand fast paced verbal directions.
- Computer literacy including interacting with various computer software programs is required during the program training and eventual employment.

The admission process is composed of several stages.

#### Stage 1:

All applicants must submit proof of the following:

- Grade 12 graduation or equivalent;
- A letter grade of "B" or higher 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 142; or ELD 092 and ELD 094; or ELD 097; or assessment;
- A letter grade of "B" or higher in Foundations of Math 11, or Pre-calculus 11, or Principles of Math 11 or MATH 073, or MATH 137, or MATH 116, or

Foundations of Math 12, or Pre-calculus 12, or Principles of Math 12, or MATH 093, or MATH 105, or MATH 107, or MATH 115; or assessment;

- A letter grade of "B" or higher in Chemistry 11, or CHEM 100; and,
- A letter grade of "B" or higher in Biology 12, or BIOL 103.
- Acknowledgement of meeting the requirements for registration with the College of Registered Nurses of B.C. (CRNBC) as laid out in the CRNBC document Requisite Skills and Abilities (RSA's)\* (<https://www.crnbc.ca/Standards/Lists/StandardResources/464reqsitieskillsabilities.pdf>)
- A minimum of 40 hours of paid or volunteer work in a health care related environment\*\*

It is highly recommended that the academic admission requirements be completed within the past five years. If more than five years has elapsed, upgrading in the required subjects is recommended.

It is also recommended that the applicant submits a resume if there is a any relevant work experience and/or personal achievements that they would like to have considered in Stage 2.

\*RSAs will be discussed at the information session, and a signed acknowledgement obtained from applicants.

\*\*Paid or Volunteer Hours

- The type of paid or volunteer work the Nursing Department requires of applicants is that of an "interactive" role rather than an "informational" role; i.e. interacting with patients on a care provision level. The best environment to gain this all-inclusive sensory experience of sounds, smells and sights of the hospitalized patient would be an extended/long term care and/or retirement/seniors facility, or in-home care provision.
- The following types of work experience will not qualify for this requirement: receptionist, medical office assistant (MOA), life guard, day/child care staff.
- The applicant must submit a letter from the facility supervisor or Volunteer Coordinator confirming at least 40 volunteer or paid hours and the role responsibilities performed.

### Stage 2:

Qualified applicants will take mathematics and English writing and comprehension assessments. Those applicants who achieve a minimum cut score on the assessments will be invited to Stage 3 of the admission process.

### Stage 3:

Applicants will be invited to attend multiple mini-interview process. The interview will consist of two or more brief interviews to discuss the profession of nursing, attitudes towards health care and education, and to assess spoken English fluency. The applicant will be asked to write a short (one paragraph) essay on a related question assigned at the interview.

The interviews will be assessed as either "meets/does not meet" entry requirements.

### Stage 4:

Applicants who meet the entry requirements in Stages 1,2 and 3 will then be offered a seat in the BSN program based on their GPA.

### Notes:

- The cost of all program admission and participation requirements is the responsibility of the applicant.
- The program will maintain a short waitlist for entry into the same year, pending withdrawals or deferrals. In extenuating circumstances an invited applicants may apply for a one year deferral. The waitlist will not be retained for future years. Those applicants meeting the academic requirements, but not gaining a seat in the year of application will need to reapply but will not need to resubmit academic information already sent in.

### Program Participation Requirements:

- 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,
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

### Program Completion Requirements:

- 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 courses, including the required English and elective courses.*
- The baccalaureate degree must be completed within seven years of commencement of the program.

### Notes:

*2.5 years are completed at Lansdowne Campus and then the student will transfer to UVic for the final 1.5 years to obtain a BSN.*

*Students who enroll in this program will receive a detailed Nursing Department Handbook which provides further information regarding the guidelines and procedures affecting the program.*

*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.*

### What you'll study:

<http://camosun.ca/learn/programs/nurse/nurse-study.html>

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## Nursing Access for Practical Nurses

The Camosun College Nursing Department partners with the University of Victoria School of Nursing and three other colleges (Aurora College in Yellowknife, College of the Rockies in Cranbrook and Selkirk College in Castlegar), to deliver Baccalaureate of Science in Nursing degree. Students who maintain a minimum C+ GPA and who have completed the program requirements through the end of Semester 5 are guaranteed a seat in the UVic BSN Program.

The NAPN program offers current B.C. Licenced Practical Nurses (LPNs) the opportunity to access the second year of the Camosun College Nursing Program and 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 151, ENGL 161 or ENGL 163 (or a non-nursing elective) in the winter term, followed by completion of BIOL 153 in the spring term along with ENGL 151, ENGL 161 or ENGL 163 (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:** NAPN

### Admission Requirements:

- Grade 12 graduation or equivalent;
- Submit proof of "B" or higher in English 12, or TPC 12 (prior to 2007/08), 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 142; or ELD 092 and ELD 094; or ELD 097; or assessment;
- Submit proof of "B" or higher in Foundations of Math 11, or Pre-calculus 11, or Principles of Math 11, or MATH 073, or MATH 137, or MATH 116 or Foundations of MATH 12, or Pre-calculus 12, or Principles of MATH 12 or MATH 093, or MATH 105, or MATH 107, or MATH 115, or assessment;
- Submit proof of "B" or higher in Biology 12, or BIOL 103; and,
- Submit proof of "B" or higher in Chemistry 11, or CHEM 100;

**AND**

- Attendance at a Nursing program information session. Call 250-370-3912 for schedules, or go to [camosun.ca](http://camosun.ca)

**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 Requirements:

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,
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification

(one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

### Program Completion Requirements:

- 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 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 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.*

### What you'll study:

<http://camosun.ca/learn/programs/napn/napn-study.html>

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## Practical Nursing

This program is designed to provide learners with the knowledge, skills, judgments, and attitudes to perform the full range of competencies as identified by the College of Licensed Practical Nurses of British Columbia. The program provides a learning experience that is integrated, professional, collaborative and culturally sensitive with an aim to prepare graduates to care for



individuals and families at multiple life stages and in a variety of practice settings. Upon successful completion of the program, learners will be eligible to write the Canadian Practical Nurse Registration Exam (CPNRE).

Students will be required to participate in clinical placements that may include evening or weekend hours.

**Length:** 20 months (74 weeks)

**Location:** Lansdowne

**Starting:** Fall

**Program Code:** PN

**Admission Requirements:**

- Grade 12 graduation or equivalent;
- Submit proof of "C+" or higher in English 12, or EFP 12; or "C" or higher 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 142; or ELD 092 and ELD 094; or ELD 097; or assessment;
- Submit proof of "C" or higher in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12, or MATH 073, or MATH 137; or assessment; and,
- Submit proof of "C+" or higher in PNUR 101 - Human Anatomy and Physiology for Practical Nursing (Note: A "C" or higher in Biology 12 is a pre-requisite for PNUR 101); or equivalent\*

\*Note: Camosun College courses BIOL 150 and 151, or BIOL 152 and 153, or BIOL 143 and 144 may be used as alternatives to PNUR 101.

**Program Participation Requirements:**

- A negative TB skin test or chest x-ray is required prior to the first clinical placement. 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. It is strongly recommended that students maintain complete and current immunization throughout the program; Students who fail to comply with immunization requirements of clinical placement agencies may be prohibited from attending practice education experiences by Health Authority and clinical partner site policy.*
- Students are required to have yearly respiratory 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;

- Current Standard First Aid and CPR Level C is required prior to the first clinical placement. Annual recertification of CPR Level C must be maintained throughout the program. Students will be responsible for the cost of this certification; and,
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

**Program Completion Requirements:**

- A minimum GPA of 65% ("C+") in each theory course and a "COM" in each clinical course is required to graduate from the program.

**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.*

**What you'll study:**

<http://camosun.ca/learn/programs/pn/pn-study.html>

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## Practical Nursing Access for Health Care Assistants

*This program is currently under review and will change.*

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 Registration Exam (CPNRE) 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 CPNRE 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:** PNAC

**Admission Requirements:**

- 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 Requirements:

- 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,
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

#### Program Completion Requirements:

- 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.*

#### What you'll study:

<http://camosun.ca/learn/programs/pnaccr/study.html>

## 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 **250-370-4578** or email [cectinfo@camosun.bc.ca](mailto:cectinfo@camosun.bc.ca) to enquire about customized programs.

The following programs may have unique application procedures, refund policies, etc. Phone **250-370-4578** or email [cectinfo@camosun.bc.ca](mailto: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.

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:** ACAS

#### Admission Requirements:

- 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 Requirements:

At least two weeks prior to the start date of the practicum, students must submit proof of:

- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

- 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 Requirements:**

- Students must pass ACAS 250, ACAS 251 and ACAS 252 with a minimum 65% ("C+"),
- plus achieve a "COM" grade in ACAS 270 and ACAS 271 (Practicum I and II)

**What you'll study:**

<http://camosun.ca/learn/programs/activity-assistant/study.html>

## American Sign Language

This comprehensive program complies with the provincial American Sign Language (ASL) guidelines for post-secondary education. Courses are taught by immersion; all instructors are deaf and all communication is visual American Sign Language. The program consists of two levels of ASL, allowing students to earn two credentials, American Sign Language: Prep Level and American Sign Language: Basic Level, if they complete all courses. Students may exit with the ASL Prep credential if they choose to end their studies there.

The ASL Prep Level is oriented to individuals who have little or no knowledge of American Sign Language. The focus is on developing a beginning vocabulary and developing basic skills to communicate personal and family information. Students who successfully complete this level will gain limited conversation and information-sharing skills, useful in communicating with friends, neighbours, family members and/or co-workers.

The ASL Basic level program builds on skills acquired at the Prep Level, and strengthens skills in conversation, asking clarifying questions, phrasing, use of classifiers, and building knowledge of linguistic functions and grammatical features. Students who complete this level will gain an understanding of deaf culture and basic skills to communicate with individuals who are deaf or hearing impaired. The skills acquired will support work with non-verbal children using some signs.

This program provides a complementary credential for people who work with individuals who are deaf or hearing impaired, or have developmental disabilities, such as Community Support Workers, Educational Assistants, Child and Youth Care Workers, Early Childhood Educators, and health care or legal workers. The program structure also supports students who wish to attend simply out of interest.

Courses are offered via two access streams: reserved (students are guaranteed a seat to the end of Basic mastery) or unreserved seats (students enroll in courses one at a time and may exit at any time). To complete the full program (Prep and Basic levels), the program length is approximately one year via reserved seats and two years for unreserved seats.

Students who have successfully completed ASL training at a recognized institution (using the VISTA curriculum) within the last three years may apply for transfer credit or assessment.

**Length:** One to two years  
**Location:** Lansdowne Campus  
**Starting:** Winter  
**Program Code:** AMSL

**Program Completion Requirements:**

- 1) **Certificate in American Sign Language: Prep Level** - Students must complete AMSL 555V with a minimum grade of B-; and AMSL 501V, and AMSL 502V and AMSL 503V and AMSL 504V with an overall average of B- to receive the Prep Level certificate.
- 2) **Certificate in American Sign Language: Basic Level** - Students must complete AMSL 655V with a minimum grade of B-; and AMSL 601V, and AMSL 602V and AMSL 603V and AMSL 604V with an overall average of B- to receive the Basic Level certificate.

## Herbal Studies

*This program is presently under review and may change.*

Herbal medicine is the ancient use of plant remedies in the treatment of disease. Modern science now allows us to better understand their healing powers and how they can complement traditional medicine. The philosophy behind herbal medicine is to treat the person, not the disease. Our six-month, part-time program educates students to safely create effective, simple, affordable herbal remedies for personal use, using sustainable practices. Students will:

- Learn how to identify and use local wild and cultivated healing herbs;
- Become knowledgeable in Western, Ayurvedic, and some traditional Indigenous philosophies and their use of herbs;
- Create affective, simple, affordable herbal remedies for personal use and learn about sustainable herbal practices; and,
- Apply a holistic approach to health and healing with herbs using modern science to enhance and complement their knowledge, efficacy and safety.

Students will explore traditional and Western approaches of using herbs for different remedies. The program theory includes an introduction to the physical structure and systems of the human body. Legal and ethical considerations of practicing herbalism will also be discussed. The practical component of this program, "Learning on the Land," includes hands-on herb identification, harvesting, and medicine-making for personal use.

As the herbal industry is not presently regulated, this credential provides validation that the student has received a quality education from a reputable public post-secondary institution. While many students will choose to attend for personal interest, this credential serves to raise the standard of the industry and helps to promote a broader acceptance of holistic medicine. This program provides a strong foundation for students to create herbal remedies for personal use and to apply their knowledge in a community setting. Students may pursue continuing education towards professional membership in the American Herbalist Guild.

The program is delivered online. Students should expect to commit 5-10 hours per week to their online study.

**Length:** Six months  
**Location:** Online and field practice  
**Starting:** September  
**Program Codes:** HERB

**Admission Requirements:**

- Submit proof of "C" in English 10, or ENGL 033, or satisfactory completion of the English competency test (administered by the Assessment Centre).

**Program Participation Requirements:**

- Students must be physically able to travel to Victoria, BC and participate in three seasonal herb walks in rugged terrain.

**Program Completion Requirements:**

- Successful completion of all courses with a minimum of "B-" (70%) in HERB 501V, HERB 502V, HERB 503V, and HERB 504V and successfully complete the field experience for HERB 505V.

**Note:** *It is strongly recommended that students have basic computer literacy, including experience with keyboarding and basic internet search and email skills. Students will find a home computer beneficial for their studies.*

**What you'll study:**

<http://camosun.ca/learn/programs/herbal-studies/study.html>

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## 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:** MEDL

### Admission Requirements:

- 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 142; or ELD 092 and ELD 094; or ELD 097; or assessment; and,
- Submit proof of "C" or higher 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 Requirements:

- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

Please note that this process must be completed prior to starting the first work integrated learning experience (e.g. client care session, clinical placement, practicum, etc.).

### Program Completion Requirements:

- 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.*

### What you'll study:

<http://camosun.ca/learn/programs/med-lab/study.html>

# School of Trades & Technology

## Administration

### Website

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

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

Phone: 250-370-3822

Fax: 250-370-3898

### Dean:

Eric Sehn M.Ed.

### Assistant to the Dean:

Barbara Montgomery

### Continuing Education & Contract Training Program Coordinator: Ybo Plante

Phone: 250-370-4563

Fax: 250-370-4552

## 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 Journeyman 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

A vision answers the question, "Where do we want to go?" For Camosun College, that means being Canada's College of Life-Changing Learning. The School of Trades & Technology embraces this vision and moves it forward through innovative and creative programming that supports students in a vibrant and dynamic learning environment.

A mission answers the question, "Why do we exist?" Our goal is to build a better tomorrow by providing outstanding and relevant learning experiences, valued credentials, and life-long student success. Our focus is on hands on applied learning with strong connections to industry partners. This prepares our students for meaningful employment within their chosen fields.

Values guide us on how we work to achieve our vision. We strive to employ progressive learning techniques, while demonstrating intelligent risk taking to improve our programs and services. We approach the art of teaching with respect, enthusiasm, and a good sense of humour. We are neither just teachers; nor are we merely instructors. We are facilitators of knowledge. As such, our job as educators is to distil the essence of the complex, to crystallize it so that it becomes accessible and meaningful.

## 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. Click here for more information on [Co-operative Education](#).

## 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 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 towards 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.

In order to remain in good academic standing, a student must maintain a minimum GPA (grade point average) of 2.00 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.

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. There is a three step system in place to facilitate this process: Stage One Intervention: Academic Alert; Stage Two Intervention: Academic Probation; and Stage Three Intervention: Academic Removal.



## 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 meeting one of the preceding 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.

The Camosun College *Academic Progress Policy* applies to all students. Please click [here](#) for more information.

## 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. 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
- Drafting
- Electrical
- Electronics
- Food Service and Kitchen Industry
- Horticulture
- Manufacturing
- Marine Safety & other TC courses
- Mechanical Trades
- Nautical
- Occupational Safety Training
- Plumbing & Pipe Trades
- Solar PV
- Solar Thermal
- 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 [tce@camosun.bc.ca](mailto:tce@camosun.bc.ca).

# 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 & Metal Fabrication

- Certificate in Sheet Metal & Metal Fabrication Foundation

#### Trades Skills

- Certificate in Trades Skills Foundation (CORE)

#### 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\*
- Electrician\*\*
- Joiner\*\*
- Metal Fabricator\*\*
- Plumber\*\*
- Professional Cook\*\*
- Refrigeration & Air Conditioning Mechanic\*\*
- Residential Building Maintenance Worker\*
- Residential Construction Framing Technician\*
- Sheet Metal Worker\*\*
- Sprinkler System Installer\*\*
- Steamfitter/Pipefitter\*\*
- Welder\*\*

All graduates receive the BC Certificate of Apprenticeship.

All graduates 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.

\*\*\* Graduates of Automotive Service Technician (AST) levels 1, 2 and 3 receive the BC Certificate of Qualification. Graduates of level 4 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, 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*

#### Electrical & Computer Engineering Bridge

- *Advanced Diploma in Electrical & Computer Engineering Bridge*

#### Mechanical Engineering Bridge to UBC

- *Advanced Diploma in Mechanical Engineering Bridge to the University of British Columbia*

#### Mechanical Engineering Bridge to UVic

- *Advanced Diploma in Mechanical Engineering Bridge to the University of Victoria*

#### Mining Engineering Bridge

- *Advanced Diploma in Mining Engineering Bridge*

### 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

## 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, 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.*

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## 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:** AUTOSTF

### Admission Requirements:

- 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 assessment.*

### OR

- Successful completion of the Trades Assessment Test.

### Program Participation Requirement:

- Students should be in good physical health and have good hand-eye co-ordination and manual dexterity.

### Program Completion Requirement:

- Students must obtain 70% weighted as per program outline.

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.

### What you'll study:

<http://camosun.ca/learn/programs/eltauto/eltauto-study.html>

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## 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 specialties 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 specialties.

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:** CARPF



### Admission Requirements:

- 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:

- 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.

### What you'll study:

<http://camosun.ca/learn/programs/carp/carp-study.html>

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## Electrical Foundation

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:** ELECTRICF

### Admission Requirements:

- Submit proof of "C" in English 12, or EFP 12 or TPC 12 (prior to 2007/08); 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 142; 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:

- Students must obtain 80% ("COM") to pass each module.

### Program Completion Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/eltelec/eltelec-study.html>

## 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:** FFURNJ

#### Admission Requirements:

- 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 Requirements:

- 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.

#### 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.

#### What you'll study:

<http://camosun.ca/learn/programs/ffurn/ffurn-study.html>

## 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:** HDMECHF

#### Specialization Codes:

HEAVY Heavy Duty

COMTR Commercial Transport

#### Admission Requirements:

- 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 Requirements:

- 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)

What you'll study:

<http://camosun.ca/learn/programs/eltheavy/eltheavy-study.html>

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## 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:** HORTTECN

#### Admission Requirements:

- 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 Requirements:

- 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 Requirements:

- 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.*

What you'll study:

<http://camosun.ca/learn/programs/horticult/horticult-study.html>

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## 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 System Installer
- Gas Fitting

The program prepares the graduate for work in the construction industry. The program will also benefit those students seeking employment with employers in other piping trade related fields such as, the irrigation industry, municipal services, solar systems installation, or plumbing wholesale suppliers.

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:** PLUMBF

**Admission Requirements:**

- 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 Requirements:**

- 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:**

- 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:**

**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.

**Specialty Core**

- Install sanitary and storm drainage systems;
- Install water service and distribution;
- Install standard plumbing fixtures;
- Install HVAC systems;
- Describe and install other specialized piping systems; and
- Install pumping systems

**What you'll study:**

<http://camosun.ca/learn/programs/eltpump/eltpump-study.html>

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## 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

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.

The Plumbing, Refrigeration & Pipe Trades 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.

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 specialties.

**Length:** 36 weeks

**Location:** Interurban Campus

**Starting:** Tri-monthly, continuous intake  
Also lockstep intakes available: dates to be confirmed

**Program Code:** PRPTF

**Admission Requirements:**

- 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 Requirements:**

- 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 Requirements:**

- 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.

**Specialty 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

**What you'll study:**

<http://camosun.ca/learn/programs/plumb-refrigeration/what-you-study.html>

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## 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 1 Technical Training, and a credit of 600 hours toward 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 Requirements:

- 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 technical training, 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 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

**Program Code:** PRCOF2

#### Admission Requirement:

- Submit ITA Certificate of Qualification PC1 or equivalent. (For equivalency questions, students should contact the Apprenticeship Office at 250-370-4030.)

#### Program Participation Requirements:

- 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 significant health challenges. Students may wish to consult with a Department Chair for more information.

#### Program Completion Requirement:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/culina/culina-study.html>

## 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 precision sheet metal 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:** SMFAF

**Admission Requirements:**

- 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 Requirements:**

- Students should be in good physical health and have good hand-eye coordination and manual dexterity.

**Program Completion Requirement:**

- A minimum grade of 70% ("COM") overall to obtain a Certificate in Sheet Metal & Metal Fabrication Foundation.

**Upon completion of the program, students will be able to:**

- describe the metal trades
- use safe and acceptable work practices
- solve trade math problems
- use tools and equipment
- use power shop equipment
- cut and weld metals
- sketch & read drawings
- layout and develop patterns
- fabricate sheet metal products
- install air handling systems
- examine architectural sheet metal systems, materials and fasteners
- install architectural sheet metal products and components

- use structural layout techniques
- use surface preparation and finishing methods
- fabricate plate fittings
- use precision sheet metal skills

**What you'll study:**

<http://camosun.ca/learn/programs/shtecn/shtecn-study.html>

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## Trades Skills Foundation (CORE)

This 12-week program trains individuals for employment as entry-level trades helpers and skilled labourers in a number of trades careers. The program teaches foundation skills required to successfully learn on the job, and provides opportunities for bridging into other foundation or apprenticeship programs. As an Industry Training Authority Association program, a detailed program profile is available through [their website](#).

**Length:** 12 weeks

**Location:** Interurban Campus

**Starting:** February, May, August, November

**Program Code:** TRSKF

**Program Participation Requirements:**

- All students will meet with the program leader prior to the first day of class.
- Students should be in good physical health and have good hand-eye coordination and manual dexterity.
- 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 B.C. Government's Criminal Record Review program. The Ministry of Justice is the authorized body under the Act to make the determination of risk. Any student found to be at risk by the Ministry will not be able to participate in a work integrated learning experience (e.g. coops, clinical placements, practicum's, internships, preceptor ships, work experience, etc.) and may therefore be unable to complete the program.

Camosun will provide students with information regarding the criminal record check process that must be followed. Instructions on the Criminal Record Check process will be provided to students by email, prior to their practicum. Students must be able to provide two pieces of current, government issued identification (one with photo). Students are responsible for all associated costs. Note: Any Criminal Record Checks done outside of the College will not be accepted and will result in additional cost to the student.

- All programs have a mandatory attendance requirement. A student who misses three days in the program will be required to withdraw from the program. In exceptional cases, the program leader may recommend and 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 change as directed by the Industry Training Authority of BC.

**Program Completion Requirement:**

- Students must successfully complete CORE 100 (COM or DST).

**Courses**

CORE 100 Trades Skills Foundation

**What you'll study:**

<http://camosun.ca/learn/calendar/current/web/core.html>

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## 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:** WELDCF

**Admission Requirements:**

- 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 Requirements:

- 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 Requirements:

- Satisfactory completion of all modules is required to obtain a Camosun College certificate, and module entries in the Welder's Log Book.

### What you'll study:

<http://camosun.ca/learn/programs/welddc/welddc-study.html>

## 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:** WELDUPGRADE

### Specialization Codes:

ADV	Advanced
TEST	Testing

### Admission Requirement:

- Assessment by Welding Program Leader or Welding instructor.

### What you'll study:

<http://camosun.ca/learn/programs/weldtesting.html>

### 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:** WELDUPGRADE

### Admission Requirement:

- Assessment by Welding Program Leader or Welding instructor.

### What you'll study:

<http://camosun.ca/learn/programs/weldupgrade.html>

## 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:** WELDB

### Admission Requirements:

- 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 Requirements:

- Satisfactory completion of all modules is required to obtain a Camosun College certificate, and module entries in the Welder's Log Book.

### What you'll study:

<http://camosun.ca/learn/programs/welddb/>

## 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:** WELDA

### Admission Requirements:

- 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 Requirements:

- Satisfactory completion of all modules is required to obtain a Camosun College certificate, and module entries in the Welder's Log Book.

### What you'll study:

<http://camosun.ca/learn/programs/weldda/>

## 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).

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:** APPRENTICE

*\* These programs are using a progressive credential model. Please visit the Industry Training Authority [website](#) for current information on these programs.*

**What you'll study:**

<http://camosun.ca/learn/programs/apprentice.html>

## 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:** CIVILACC

**Admission Requirements:**

- 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 Requirements:**

- Students must achieve an overall cumulative GPA of at least 2.0 in order to qualify for the Certificate in Civil Engineering Technology Access.

**What you'll study:**

<http://camosun.ca/learn/programs/civilacc/civilacc-study.html>

## 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 Civil Engineering Bridge Program, which bridges into Year 3 of university to allow graduates to pursue an accredited degree in civil engineering.

**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 Codes:**

CIVIL1 Year 1

CIVIL2 Year 2



**Admission Requirements:**

- Submit proof of "C" in English 12, or EFP 12, or TPC (prior to 2007/2008); 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 142; 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 1 and one of Principles of Math 12 or Pre-calculus 12; or "C" in MATH 105, 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 Requirements:**

- 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.

**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.

**What you'll study:**

<http://camosun.ca/learn/programs/civil/civil-study.html>

**Computer Systems Programs**

**Computer Systems Technology**

**Computer Systems Technician Certificate**

The Computer Systems Technician program is a 1 year certificate program that is the first year of, and ladders to, the Computer Systems Technology Diploma second year.

A Computer Systems Technician graduate will work as an entry-level employee in the computer systems and information technology fields. 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.

**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.

There are 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. In the second year, the student chooses electives tailoring the program for a specific career goal. The applied computing project, done in the final term, combines the principles and techniques of the program to produce a finished product.

Internship is an optional components of this program.

**Length:**

Technician Certificate: 9 months  
Technology Diploma: 1 year, 9 months

**Location:** Interurban Campus

**Starting:** Quarter 1

**Program Codes:**

COMP1 Year 1 (Certificate)

COMP2 Year 2 (Diploma)

**Admission Requirements:**

- Submit proof of "C" or higher in English 12, or EFP 12, or TPC (prior to 2007/08); 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 142; or ELD 092 and ELD 094; or ELD 097; or assessment; and,

- Submit proof of "C+" in Principles in Math 11, or Pre-calculus 11, or MATH 073; or "C" in Principles of Math 12, or Applications of Math 12, or Foundations of Math 12, or MATH 093; or assessment.

#### 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 Requirements:

- 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 Diploma in Computer Systems Technology, students must successfully complete all program courses and achieve an overall cumulative GPA of at least 3.0.

#### 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/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	Academic Term	

Part-time schedules may be possible. Email the Computer Science chair for details: [schaerer@camosun.bc.ca](mailto:schaerer@camosun.bc.ca)

#### What you'll study:

<http://camosun.ca/learn/programs/cst/>

## 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:** ELECACC

#### Admission Requirements:

- 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 Requirements:

- 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.

#### What you'll study:

<http://camosun.ca/learn/programs/elecacc/elecacc-study.html>

## 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 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. 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 systems 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 Codes:

ELECR1 Year 1

ELECR2 Year 2

**Admission Requirements:**

- Submit proof of "C" in English 12, or EFP 12, or TPC 12 (prior to 2007/08); 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 142; 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 together with a "C" in either Principles of Math 12 or Pre-calculus 12, or "C" MATH 105, or MATH 115, or MATH 173; or assessment; and,
- Submit proof of a letter grade "C" or higher 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 Requirements:**

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/elex/elex-study.html>

**Network and Electronics Technician**

*This program is presently under review and may change.*

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 7:30 am to 10:30 pm, 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.

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:** NELECTECN

**Admission Requirements:**

- Submit proof of "C" in English 12, or EFP 12, or ENGL 092, or ENGL 103, or ENGL 130, or ENGL 142, 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 Requirements:**

- 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.

**What you'll study:**

<http://camosun.ca/learn/programs/nelectecn/nelectecn-study.html>



# Mechanical Engineering Programs

## Engineering Graphics Technician

*It is anticipated that the next intake for this program will be January 2015, subject to available funding.*

The Engineering Graphics Technician program produces graduates who have a foundation and working knowledge of graphics software applications used within engineering and architectural design.

The program includes a special emphasis in 2D and 3D computer-aided design (CAD) and drafting, as well as design visualization, which includes still image rendering and engineering animation. The students are exposed to design and documentation standards used within several industry sectors, and provided with an introduction to typical engineering office software.

Technology-based firms and organizations require employees with expertise in technical information communication and graphics. Graduates who have gained these skills will be qualified to seek opportunities in a wide variety of industries, including but not limited to: engineering offices, architectural offices and high technology companies that require the use of technical publishing, 2D and 3D drafting and 3D visualization skills.

The Engineering Graphics Technician program consists of two 12-week terms that span a six-month period, followed by a 100-hour unpaid work term. When taken with the Mechanical Engineering Technology Access program, 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:** ENGRGRTECN

### Admission Requirements:

- 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 142; 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 Requirements:

- 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.

### What you'll study:

<http://camosun.ca/learn/programs/engrgtechn/engrgtechn-study.html>

## 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:** MECHACC

### Admission Requirements:

- 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 Requirements:

- 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.

### What you'll study:

<http://camosun.ca/learn/programs/mechengacc/mechengacc-study.html>

## 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 minimum

**Location:** Interurban Campus

**Starting:** Quarter 1



### Program Codes:

MECHENG1	Year 1
MECHENG2	Year 2

### Admission Requirements:

- Submit proof "C" or higher in English 12, or EFP 12, or TPC (prior to 2007/08); 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 142; or ELD 092 and ELD 094; or ELD 097; or assessment; and,
- Submit proof of "C+" or higher in Principles of Math 12, or Pre-calculus 12, or MATH 093, or MATH 107; or "C" or higher in Calculus 12 and one of Principles of Math 12 or Pre-calculus 12; or "C" or higher in MATH 105, or MATH 115, or MATH 173\*; or assessment; and,
- Submit proof of "C" or higher 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.

### Program Completion Requirements:

- 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.

### What you'll study:

<http://camosun.ca/learn/programs/mecheng/mecheng-study.html>

## 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). 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 degree at either the Vancouver or Okanagan campuses of UBC.

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](mailto:engbridge@camosun.bc.ca), or visit our [website](#).

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 2

**Program Code:** CIVLBRIDGE

### Admission Requirements:

- 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 CTAB accredited 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:

- Students must achieve a "C" in every course to obtain an Advanced Diploma in Civil Engineering Bridge.

**Note:** A maximum of two transferred 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 a "C" or better in all courses.

### What you'll study:

<http://camosun.ca/learn/programs/engineer-bridge/civil-engineering.html>

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## Computer Science Bridge

This program is presently under review and may change.

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 program transfers 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](mailto: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:** COMPSCIBRIDGE

### Admission Requirements:

- 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); 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 Engineering Bridge Coordinator.

\*\* 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 Requirements:

- Students must achieve a "C" in every course to obtain an Advanced Diploma in Computer Science Bridge.

**Note:** A maximum of two transferred 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 a grade of "C" in all courses.

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## Electrical and Computer Engineering Bridge

The Electrical and 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, 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 and Computer 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.

For further information contact the Program Assistant at 250-370-4404 or by email at [engbridge@camosun.bc.ca](mailto:engbridge@camosun.bc.ca)

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 4

**Program Code:** ELECBRIDGE

### Admission Requirements:

- 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 CTAB accredited programs may be accepted upon evaluation of their program by the Engineering Bridge Coordinator.

\*\* 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 Requirements:

- Students must achieve a "C" in every course to obtain an Advanced Diploma in Electrical Engineering Bridge.

**Note:** A maximum of two transferred 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 a "C" or better in all courses.

### What you'll study:

<http://camosun.ca/learn/programs/engineer-bridge/electrical-engineering.html>

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## Mechanical Engineering Bridge to the University of British Columbia

The Mechanical Engineering Bridge to the University of British Columbia is a 6 month program offered by Camosun College with the full support and co-operation of the University of British Columbia (UBC). This program provides access to the third year of Engineering for graduate Mechanical Engineering Technologists. Successful students may then continue their studies toward a Bachelor of Applied Science degree at UBC.

The program is offered on the Camosun College quarter system. The Mechanical Engineering Bridge to the University of British Columbia program is intended for graduates of Mechanical Engineering Technology programs with high academic standing.

Cooperative Education work term 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.

For further information contact the Program Assistant at 250-370-4404, email [engbridge@camosun.bc.ca](mailto:engbridge@camosun.bc.ca), or visit our [website](#).

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 2

**Program Code:** MEBRUBC

**Admission Requirements:**

- 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 9 point scale with no individual course marks below a "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 Engineering Bridge Coordinator.

\*\* 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 Requirements:**

- A "C" grade letter or better in every course.

**Note:** A maximum of two transfer courses and/or PLAs are allowed in the 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.

To be accepted into the third year of Mechanical Engineering at UBC, the student must have completed the Mechanical Engineering Bridge to the University of British Columbia program with a grade of "C" or better in all courses. In addition, a student with a "D" or "F" grade in a course must obtain a "C+" or better grade when the course is re-taken.

**What you'll study:**

<http://camosun.ca/learn/programs/engineer-bridge/mechanical-engineering.html>

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## Mechanical Engineering Bridge to the University of Victoria

The Mechanical Engineering Bridge to the University of Victoria is a 6 month program offered by Camosun College with the full support and co-operation of the University of Victoria (UVic). This program provides access to the third year of Engineering for graduate Mechanical Engineering Technologists. Successful students may then continue their studies toward a Bachelor of Engineering degree at UVic.

The program is offered on the Camosun College quarter system. The Mechanical Engineering Bridge to the University of Victoria program is intended for graduates of Mechanical Engineering Technology programs with high academic standing.

Cooperative Education work term 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.

For further information contact the Program Assistant at 250-370-4404, email [engbridge@camosun.bc.ca](mailto:engbridge@camosun.bc.ca), or visit our [website](#).

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 2

**Program Code:** MEBRUVIC

**Admission Requirements:**

- 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 9 point scale with no individual course marks below a "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 CTAB accredited programs may be accepted upon evaluation of their program by the Engineering Bridge Coordinator.

\*\* 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 Requirements:**

- Students must achieve a "C" in all program courses to qualify for an Advanced Diploma in Mechanical Engineering Bridge to UVic or UBC.

**Note:** A maximum of two transfer courses and/or PLAs are allowed in the 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 the third year of Mechanical Engineering at UVic, the student must have completed the Mechanical Engineering Bridge to the University of Victoria program with a "C" or better in all courses.

**What you'll study:**

<http://camosun.ca/learn/programs/engineer-bridge/mechanical-engineering.html>

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## 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](mailto:engbridge@camosun.bc.ca), or visit our [website](#).

**Length:** Six months

**Location:** Interurban Campus

**Starting:** Quarter 2

**Program Code:** MINEBRIDGE

**Admission Requirements:**

- 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.\*\*

*\* Graduates of other closely related CTAB accredited 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 Requirements:**

- Students must achieve a "C" in every course to obtain an Advanced Diploma in Mining Engineering Bridge.

**Note:** *A maximum of two transferred 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. Transferred courses 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 a "C" or better in all courses.

**What you'll study:**

<http://camosun.ca/learn/programs/engineer-bridge/mining-engineering.html>



## 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](mailto: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:** AUTOCAD

**Admission Requirements:**

**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:** NAUTICAL

**Admission Requirements:**

- 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.

# Course Description Key

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## Course Descriptions

Course descriptions are listed online on the Camosun website. Descriptions provide 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.

To see course descriptions on our website, click [here](#).

## Course Description Format

Course descriptions 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.

## Requirements

### Prerequisites

A prerequisite is a requirement that must be met before registration into the course. Course prerequisites require a minimum grade of "C" or "S" unless otherwise noted.

### Co-requisites

A co-requisite is 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 pre or co-requisite is 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.

### Language Placement Tests

Camosun may accept Language Proficiency Index (LPI) or International English Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) scores in place of the English assessment test.

## Departmental Assessment

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	<a href="#"><u>Applied Business Technology</u></a>	HCA	<a href="#"><u>Health Care Assistant</u></a>
ABTO	<a href="#"><u>Applied Business Technology (Online)</u></a>	HERB	<a href="#"><u>Herbal Studies</u></a>
ACCT	<a href="#"><u>Accounting</u></a>	HIST	<a href="#"><u>History</u></a>
AET	<a href="#"><u>Athletic and Exercise Therapy</u></a>	HLTH	<a href="#"><u>Health</u></a>
AMSL	<a href="#"><u>American Sign Language</u></a>	HMGT	<a href="#"><u>Hospitality Management</u></a>
ANTH	<a href="#"><u>Anthropology</u></a>	HORT	<a href="#"><u>Horticulture</u></a>
ARCH	<a href="#"><u>Archaeological Field Assistant</u></a>	HRML	<a href="#"><u>Human Resource Management &amp; Leadership</u></a>
ART	<a href="#"><u>Art and Art History</u></a>	IBL	<a href="#"><u>Indigenous Business Leadership</u></a>
ASDG	<a href="#"><u>Associate Degree</u></a>	IESA	<a href="#"><u>International Ed Study Abroad</u></a>
ASIA	<a href="#"><u>Asia-Pacific Studies</u></a>	IFS	<a href="#"><u>Indigenous Family Support</u></a>
ASTR	<a href="#"><u>Astronomy</u></a>	IMHA	<a href="#"><u>Interprofessional Mental Health and Addictions</u></a>
BAET	<a href="#"><u>Bachelor of Athletic and Exercise Therapy</u></a>	INDST	<a href="#"><u>Indigenous Studies</u></a>
BEST	<a href="#"><u>Building Employment Success for Tomorrow</u></a>	INDPREP	<a href="#"><u>Indigenous College Prep</u></a>
BSFL	<a href="#"><u>Bachelor of Sport and Exercise Leadership</u></a>	JAPN	<a href="#"><u>Japanese</u></a>
BIOL	<a href="#"><u>Biology</u></a>	JAZZ	<a href="#"><u>Jazz Studies</u></a>
BUS	<a href="#"><u>Business</u></a>	KORE	<a href="#"><u>Korean</u></a>
CDA	<a href="#"><u>Certified Dental Assistant</u></a>	LGL	<a href="#"><u>Legal</u></a>
CFCS	<a href="#"><u>Community, Family and Child Studies</u></a>	LRNS	<a href="#"><u>Learning Skills</u></a>
CHEM	<a href="#"><u>Chemistry</u></a>	MARK	<a href="#"><u>Marketing</u></a>
CHIN	<a href="#"><u>Chinese</u></a>	MATH	<a href="#"><u>Mathematics</u></a>
CIVL	<a href="#"><u>Civil Engineering</u></a>	MEBRUBC	<a href="#"><u>Mechanical Engineering Bridge to the University of British Columbia</u></a>
COMM	<a href="#"><u>Communications</u></a>	MECH	<a href="#"><u>Mechanical Engineering</u></a>
COMP	<a href="#"><u>Computer Science</u></a>	MHA	<a href="#"><u>Mental Health and Addictions</u></a>
COOP	<a href="#"><u>Co-operative Education</u></a>	MRAD	<a href="#"><u>Medical Radiography</u></a>
CORE	<a href="#"><u>Trades Skills Foundation</u></a>	MUS	<a href="#"><u>Music</u></a>
CRIM	<a href="#"><u>Criminal Justice</u></a>	MUSF	<a href="#"><u>Music Foundations</u></a>
CRWR	<a href="#"><u>Creative Writing</u></a>	NURS	<a href="#"><u>Nursing</u></a>
CSEA	<a href="#"><u>Community Support and Education Assistant</u></a>	PADM	<a href="#"><u>Public Administration</u></a>
DHYG	<a href="#"><u>Dental Hygiene</u></a>	PHIL	<a href="#"><u>Philosophy</u></a>
ECON	<a href="#"><u>Economics</u></a>	PHYS	<a href="#"><u>Physics</u></a>
ELC	<a href="#"><u>Early Learning and Care</u></a>	PNUR	<a href="#"><u>Practical Nursing</u></a>
ELD*	<a href="#"><u>English Language Development</u></a>	PSC	<a href="#"><u>Political Science</u></a>
ELEX	<a href="#"><u>Electronics</u></a>	PSYC	<a href="#"><u>Psychology</u></a>
ENGL	<a href="#"><u>English</u></a>	REL	<a href="#"><u>Religion</u></a>
ENGR	<a href="#"><u>Engineering</u></a>	SCI	<a href="#"><u>Science</u></a>
ENVR	<a href="#"><u>Environmental Technology</u></a>	SENG	<a href="#"><u>Software Engineering</u></a>
ETP	<a href="#"><u>Employment Training and Preparation</u></a>	SFL	<a href="#"><u>Sport and Fitness Leadership</u></a>
EWRK	<a href="#"><u>English Language for the Workplace - e-Work</u></a>	SMFB	<a href="#"><u>Sheet Metal and Metal Fabrication</u></a>
EXWELL	<a href="#"><u>Exercise and Wellness</u></a>	SOC	<a href="#"><u>Sociology</u></a>
FIN	<a href="#"><u>Finance</u></a>	SOCW	<a href="#"><u>Social Work</u></a>
FREN	<a href="#"><u>French</u></a>	SPAN	<a href="#"><u>Spanish</u></a>
FURN	<a href="#"><u>Fine Furniture – Joinery</u></a>	SPEX	<a href="#"><u>Sport and Exercise</u></a>
GED	<a href="#"><u>GED Preparation</u></a>	SPMA	<a href="#"><u>Sport Management</u></a>
GEOG	<a href="#"><u>Geography</u></a>	SPPE	<a href="#"><u>Sport Performance</u></a>
GEOG	<a href="#"><u>Geography</u></a>	TMGT	<a href="#"><u>Tourism Management</u></a>
GEOG	<a href="#"><u>Geoscience</u></a>	VIST	<a href="#"><u>Comics &amp; Graphic Novels</u></a>
GOLF	<a href="#"><u>Golf Management</u></a>		
GSWS	<a href="#"><u>Gender, Sexuality, Women's Studies</u></a>		

\* English as a Second Language (ESL)