



2019

ACADEMIC CALENDAR

-20



## THE ARTS

[selkirk.ca/arts](http://selkirk.ca/arts)

- Contemporary Music & Technology
- Digital Arts
- Web Development
- Kootenay Studio Arts
- Blacksmithing
- Bronze Casting
- Ceramics
- Jewelry
- Open Studio
- Sculptural Metal
- Studio Arts Diploma
- Textiles

## BUSINESS

[selkirk.ca/business](http://selkirk.ca/business)

- Business Administration
- Accounting and Finance
- Professional Management

## HEALTH

[selkirk.ca/school/health](http://selkirk.ca/school/health)

- Medical Transcription, Editing & Documentation (Online Program)
- Gerontology (Online Program)
- Health Care Assistant
- Nursing
- Nursing Unit Clerk (Online Program)
- Pharmacy Technician (Online Program)

## HOSPITALITY & TOURISM

[selkirk.ca/hospitality-tourism](http://selkirk.ca/hospitality-tourism)

- Culinary Management
- Golf Club Operations (Online Program)
- Professional Cook Training
- Resort & Hotel Management
- Ski Resort Operations & Management

## HUMAN SERVICES

[selkirk.ca/human-services](http://selkirk.ca/human-services)

- Community Support Worker Associate Certificate
- Education Assistant & Community Support Worker
- Early Childhood Care & Education
- Human Services Diploma
- Child & Youth Care Specialty
- Early Childhood Care & Education: Inclusive Practices or Infant Toddler Care
- Social Service Worker Specialty
- Mental Health & Addictions
- Social Service Worker

## INDUSTRY & TRADES TRAINING

[selkirk.ca/trades](http://selkirk.ca/trades)

- BC Electrical Code (Online Program)
- BC Low Energy Code (Online Program)
- Carpentry Foundation & Apprenticeship
- Electrical Foundation & Apprenticeship
- Fine Woodworking Foundation
- Hairstylist
- Heavy Mechanical Foundation
- Metal Fabricator Foundation
- Millwright/Machinist Foundation
- Plant Operator
- Refrigeration Plant Operator (Online Program)
- Welding

## ENVIRONMENT & GEOMATICS

[selkirk.ca/eg](http://selkirk.ca/eg)

- Forest Technology
- Geographic Information Systems
- Integrated Environmental Planning Technology
- Recreation, Fish & Wildlife Technology

## SELKIRK INTERNATIONAL

[selkirk.ca/international](http://selkirk.ca/international)

- Advanced Diploma in TESOL (*Teaching English to Speakers of Other Languages*)
- English Language Program
- English Language Tours
- International Study Abroad Program

## UNIVERSITY ARTS & SCIENCES

[selkirk.ca/uas](http://selkirk.ca/uas)

### ARTS

- Anthropology
- Economics
- French
- Indigenous Studies
- Philosophy
- Spanish
- Sociology
- Women's Studies

### SCIENCES

- Computer Science
- Geography
- Geology
- Engineering
- Mathematics
- Physics
- Rural Pre-Medicine
- Statistics

## ONE-YEAR CERTIFICATE PROGRAMS

- Restorative Justice (*advanced certificate*)
- Engineering Transfer (Applied Science)
- Workplace Communications
- Workplace Readiness

## ASSOCIATE OF ARTS DEGREES

- Elementary Education
- English
- Entry to Traditional Chinese Medicine
- General Arts
- History
- Psychology
- Creative Writing

## ASSOCIATE OF SCIENCE DEGREES

- Biochemistry
- Biology
- Chemistry
- Entry to Pharmacy
- General Sciences

## LIBERAL ARTS DIPLOMAS

- Creative Writing
- Law and Justice Studies
- Liberal Arts
- Peace and Justice Studies

### Flexible Pre-Major:

- Anthropology
- English
- Psychology
- Sociology

## ADVANCED DIPLOMA

- Rural Pre-Medicine

## BACHELOR DEGREE PROGRAMS

- Bachelor of Geographic Information Systems – *Selkirk College, baccalaureate credential*
- Bachelor of Science in Nursing – *University of Victoria, baccalaureate credential*

## POST-GRADUATE DIPLOMA PROGRAMS

- Accounting
- Business Management
- Culinary Management
- Hospitality Management
- Leadership in Gerontological Nursing

## ACADEMIC UPGRADING & DEVELOPMENT

- BC Adult Graduation Diploma
- Upgrading (formerly Adult Basic Education)
- Adult Special Education
- Essential Skills
- Literacy

## COMMUNITY EDUCATION & WORKPLACE TRAINING

- Personal and professional development courses are available through many of our campus locations. To view the current list of Community Education courses, visit [selkirk.ca/ce](http://selkirk.ca/ce)

## CO-OP EDUCATION

- Integrate paid work experience with your studies and develop relevant employment skills, confidence through real world experiences, a competitive edge and realistic expectations of the workforce. Visit [selkirk.ca/coop](http://selkirk.ca/coop)

## TRANSITIONS FOR HIGH SCHOOL STUDENTS

- If you are a Grade 10 to 12 student, you have the opportunity to participate in post-secondary programs that fit YOUR interests, personality and style of learning—all while earning credits towards high school and college graduation. For a full list of available courses and programs, visit [selkirk.ca/transitions](http://selkirk.ca/transitions)

[selkirk.ca/programs](http://selkirk.ca/programs)

Selkirk  College





## Admission Requirements

All students must satisfy the general admission requirements for the college as well as the stated requirements for their program. For detailed admission information visit:

[selkirk.ca/admission-requirements](http://selkirk.ca/admission-requirements)

### PRE-ADMISSION ASSESSMENT

[selkirk.ca/services/crt](http://selkirk.ca/services/crt)

### APPLICATION (DOMESTIC STUDENT)

[selkirk.ca/apply](http://selkirk.ca/apply)

### INTERNATIONAL STUDENT APPLICATION

[selkirk.ca/international/apply](http://selkirk.ca/international/apply)

## Fees

Tuition and other fees for your specific program can be found on the program page at:

[selkirk.ca/programs](http://selkirk.ca/programs)

### WITHDRAWAL & REFUNDS

[selkirk.ca/withdrawal-refunds](http://selkirk.ca/withdrawal-refunds)

### MISCELLANEOUS FEES

[selkirk.ca/miscellaneous-fees](http://selkirk.ca/miscellaneous-fees)

### FINANCIAL AID

[selkirk.ca/financial-aid](http://selkirk.ca/financial-aid)

## Academic Regulations

Our Academic Policies are available online at:

[policies.selkirk.ca/college](http://policies.selkirk.ca/college)

### TRANSFER CREDIT

[selkirk.ca/transfer-credit](http://selkirk.ca/transfer-credit)

### FULL-TIME & PART-TIME STATUS

[selkirk.ca/full-time-part-time](http://selkirk.ca/full-time-part-time)

## Campus Services

### BOOKSTORE

[selkirk.ca/bookstore](http://selkirk.ca/bookstore)

### CHILDCARE SERVICES

[selkirk.ca/childcare-services](http://selkirk.ca/childcare-services)

### DUPLICATING SERVICES

[selkirk.ca/duplicating-services](http://selkirk.ca/duplicating-services)

### FOOD SERVICES

[selkirk.ca/food-services](http://selkirk.ca/food-services)

### IT SERVICES

[selkirk.ca/it-services](http://selkirk.ca/it-services)

### LIBRARY

[selkirk.ca/library](http://selkirk.ca/library)

### STUDENT HOUSING SERVICES

[selkirk.ca/student-housing](http://selkirk.ca/student-housing)

## Student Support Services

### INDIGENOUS SERVICES

[selkirk.ca/indigenous/support-services](http://selkirk.ca/indigenous/support-services)

### ASSESSMENT SERVICES

[selkirk.ca/assessment-services](http://selkirk.ca/assessment-services)

### CAREER CENTRAL

[selkirk.ca/career-central](http://selkirk.ca/career-central)

### CO-OP EDUCATION & EMPLOYMENT SERVICES

[selkirk.ca/cees](http://selkirk.ca/cees)

### COACHING FOR SUCCESS

[selkirk.ca/coaching-for-success](http://selkirk.ca/coaching-for-success)

### COUNSELLING SERVICES

[selkirk.ca/counselling-services](http://selkirk.ca/counselling-services)

### ACCESSIBILITY SERVICES

[selkirk.ca/accessibility-services](http://selkirk.ca/accessibility-services)

### EARLY ALERT SUPPORT SYSTEM

[selkirk.ca/early-alert-support-system](http://selkirk.ca/early-alert-support-system)

### HEALTHY CAMPUS

[selkirk.ca/healthy-campus](http://selkirk.ca/healthy-campus)

### LEARNING SUCCESS CENTRES

[selkirk.ca/learning-success-centre](http://selkirk.ca/learning-success-centre)

### OPTIONS FOR SEXUAL HEALTH

[selkirk.ca/options-for-sexual-health](http://selkirk.ca/options-for-sexual-health)

### WRITING CENTRE

[selkirk.ca/writing-centre](http://selkirk.ca/writing-centre)

## Athletics & Recreation

### SELKIRK SAINTS

[selkirk.ca/saints](http://selkirk.ca/saints)

### CAMPUS RECREATION & ATHLETICS

[selkirk.ca/athletics](http://selkirk.ca/athletics)

### CASTLEGAR FACILITIES

[selkirk.ca/castlegar-facilities](http://selkirk.ca/castlegar-facilities)

### NELSON FACILITIES

[selkirk.ca/nelson-facilities](http://selkirk.ca/nelson-facilities)

How is GPA calculated?



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# **PROGRAMS**

## 2019–20



# ACADEMIC UPGRADING

[selkirk.ca/academic-upgrading](http://selkirk.ca/academic-upgrading)

## ACCREDITATION:

**BC Adult Graduation Diploma**

## CAMPUS:

**Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, Trail**

Looking to upgrade your skills? Want to get into that awesome first-year course or program? Improve subject understanding, study skills and complete prerequisite courses such as biology, chemistry, English, math and physics along with college success, computer sciences and social studies. All high school levels are available.

Our classrooms are supportive and respectful, and our instructors are committed to your success. Jump start your life with Academic Upgrading.

## LEARN IN A SUPPORTIVE ATMOSPHERE

- Take the courses you need to meet your goals
- Improve your understanding of course content
- Get help with difficult concepts from other courses
- Work out a schedule that suits your needs
- Understand the way you learn best
- Take a class or work on your own
- Get instruction and support when you need it to improve basic skills like reading, writing and math

## TUITION FREE

Upgrading courses are tuition free; the BC government funds Adult Basic Education. You can also apply for the Adult Upgrading Grant (AUG), a government grant to help you cover any additional costs of returning to school. The Selkirk Adult Upgrading Bursary can help cover fees for students not qualified for the Grant.

## REACH YOUR GOALS

Our upgrading staff meets with all new students to help register, fill out forms and answer any questions you may have. You can meet with an instructor to assess your present skill level and get help to decide which courses will meet your needs.

## ADMISSION REQUIREMENTS

Students applying to Academic Upgrading are not subject to the general admission requirements for Selkirk College.

- All applicants will be interviewed by an instructor to discuss past education, current academic goals and an appropriate set of courses.
- The College Readiness Tool is used for advising on course level placement. Students will write the CRT assessment prior to course registration to help instructors determine ideal course level placement. Program Chair or designate,

in consultation with Assessment Services, will determine which subtests of the CRT will be required and the cut off scores for each subtest, in order to verify an applicant's potential for success and program admission.

- Students must be 18 years of age or over at the time of registration.
- Notwithstanding the above, students 16 or 17 years of age may be considered for admission. Students will be assessed for admission based on referral to the program.
- In addition, the instructor who conducted the interview in part 2 must be satisfied that the under-age student can perform in an adult learning environment. Such admission decisions will be made by the Intake Instructors under the supervision of the School Chair.

Note: It is Selkirk's intention to work collaboratively with our local school districts to ensure an under-aged student's needs are best met by programming in the post-secondary system.

Students in good standing who must interrupt their program of studies may apply for readmission.

Re-entry to the Academic Upgrading program is permitted as space becomes available.

## APPLICATION PROCESS

Before an applicant's file is considered to be complete, students must:

- participate in an intake interview (in person or by telephone) with an instructor
- complete a Selkirk College Application for Admission form
- sign their completed Course Registration form
- complete funding paperwork: forms for either an Adult Upgrading Grant, Adult Upgrading Bursary or a funding Opt Out form, including any associated documentation required (child care subsidy form, appendices, proof of income).

## INSTITUTIONAL CREDENTIALS:

### FUNDAMENTAL UPGRADING

- These courses are designed to help adults with upgrading to the end of Grade 9.
- Fundamental courses help adults improve their basic skills and prepare for Intermediate (gr 10) Level upgrading.
- Instruction is available in reading, writing, spelling, science, computer skills and mathematics.

Selkirk College awards a Fundamental Level certificate of completion to learners upon completion of the following Fundamental level courses:

MSK 06	FUNDAMENTAL MATH
LSK 06	LANGUAGE AND WRITING SKILLS
RSK 06	READING SKILLS
SSK 06	SKILLS AND STRATEGIES FOR LEARNING

### INTERMEDIATE UPGRADING

- Intermediate courses help adults improve their academic skills and prepare for Advanced (gr 11) Level upgrading and some trades programs.
- Instruction is available in English, mathematics, sciences, computer studies and social studies.
- Students may choose to take some or all of the subjects.

Selkirk College awards an Intermediate Level certificate of completion to learners upon completion of the following Intermediate level courses:

MATH 44*	MATHEMATICS
ENGL 10	ENGLISH
AND ANY TWO OF THE FOLLOWING:	
CPST 10	COMPUTER STUDIES
EDCP 49	COLLEGE SUCCESS
SCIE 10	SCIENCE
SOST 10	SOCIAL STUDIES

\* MINIMUM REQUIREMENTS ARE LISTED; HIGHER-LEVEL COURSES MAY BE SUBSTITUTED

### ADVANCED UPGRADING

- Advanced courses help adults improve their academic skills and prepare for Provincial (gr 12) Level upgrading and entry to some career programs.
- Completing this level fulfills the requirements for entry to many trades and other college programs.
- Mathematics, sciences, computer studies and English courses are available at most centres.

Selkirk College awards an Advanced level certificate of completion to learners upon completion of the following Advanced level courses:

MATH 50, 54, OR 56*	54 MATHEMATICS - BUSINESS/TECHNICAL
ENGL 50	ENGLISH
AND ANY TWO OF THE FOLLOWING:	
BIOL 50	BIOLOGY
CHEM 50	CHEMISTRY
CPST 50	COMPUTER STUDIES
EDCP 50	COLLEGE SUCCESS
PHYS 50	INTRODUCTION TO PHYSICS
SOST 50	SOCIAL STUDIES

\* MINIMUM REQUIREMENTS ARE LISTED; HIGHER-LEVEL COURSES MAY BE SUBSTITUTED





**PROVINCIAL UPGRADING**

- The BC Ministry of Advanced Education, grants a certificate which is the equivalent of high school graduation.
- Courses at this level in mathematics, biology, chemistry, physics, computer studies, student success, social studies, and English are available..
- Students may elect to take one or more courses, earn post-secondary pre-requisites, or work toward certification.

**BC ADULT GRADUATION DIPLOMA “THE ADULT DOGWOOD”**

To be eligible to graduate with an “Adult Dogwood,” students 18 years of age or over must have completed five courses. Courses and credits can be counted from post-secondary institutions, secondary schools, and often from workplace or other learning establishments.

Selkirk College awards a BC Adult Graduation Diploma to learners upon completion of the following courses:

MATH 50, 54, OR 56*	MATHEMATICS - ANY ADVANCED (GR 11) LEVEL MATH
ENGL 60 OR 66	ENGLISH - ANY PROVINCIAL (GR 12) LEVEL ENGLISH
AND ANY THREE OF THE FOLLOWING:	
BIOL 60	BIOLOGY
CHEM 60	CHEMISTRY
CPST 60	COMPUTER STUDIES
EDCP 60	COLLEGE SUCCESS
EDSS 60	STUDENT SUCCESS
HIST 60	HISTORY
IFA 60	INDIGENOUS FINE ARTS
MATH 60	ALGEBRA AND TRIGONOMETRY
PHYS 60	INTRODUCTION TO PHYSICS
SOST 50	SOCIAL STUDIES
SOST 60	SOCIAL STUDIES: INTRODUCTION TO SOCIAL STUDIES
WORK 60	WORKPLACE EXPERIENCE W ESSENTIAL SKILLS

ANY COURSE THAT IS AUTHORIZED BY THE MINISTRY OF EDUCATION (4 CREDITS) MAY BE SUBSTITUTED.

\* MINIMUM REQUIREMENTS ARE LISTED; HIGHER-LEVEL COURSES MAY BE SUBSTITUTED

**Fundamental**

Fundamental level courses help learners build learning and academic skills by integrating materials from a variety of subject areas. All courses are designed to build learner confidence and create a foundation for further learning.

**PRE GR. 10**

Course	Name	
EDCP 02	Education and Career Planning - Fundamental Level	On Campus
CPST 02	Computer Studies - Fundamental Level	On Campus
SSK 01-06	Skills and Strategies for Learning	On Campus
LSK 01-06	Language and Writing Skills	On Campus
RSK 01-06	Reading Skills	On Campus
MSK 01-06	Fundamental Math	On Campus
ESL-ABE 01-03	English as a Second Language in ABE	On Campus

**Intermediate**

Courses at the Intermediate level help prepare learners for further study or to complete the Foundation for Work certificate.

**GRADE 10**

Course	Name	
ENGL 10	English - Intermediate Level	On Campus
RSS 27	Reading and Study Skills - Intermediate Level	On Campus
MATH 44	Mathematics - Intermediate Level	On Campus
MATH 46	Mathematics for Trades - Intermediate Level	On Campus
MATH 49	Introductory Algebra - Intermediate Level	On Campus
SCIE 10	Science - Intermediate Level	On Campus
SOST 10	Social Studies - Intermediate Level	On Campus
CPST 10	Computer Studies - Intermediate Level	On Campus
ESL-ABE 49	English as a Second Language - Intermediate Level in ABE	On Campus

**Advanced**

Courses at the Advanced level (Grade 11 equivalent) help learners get prerequisites needed for further study and qualify for the BC Adult Graduation diploma, the “Adult Dogwood.”

**GRADE 11**

Course	Name		Credit
ENGL 50	English - Advanced Level	On Campus	
SOST 50	Social Studies - Advanced Level	On Campus	
MATH 50	Introductory Algebra - Advanced level	On Campus	
MATH 54	Applied Mathematics - Advanced Level	On Campus	
MATH 56	Foundations Mathematics - Advanced Level	On Campus	
CHEM 50	Chemistry - Advanced Level	On Campus	
PHYS 50	Introduction to Physics - Advanced level	On Campus	
BIOL 50	Biology - Advanced Level	On Campus	
CPST 50	Computer Studies - Advanced Level	On Campus	
EDCP 50	College Success - Advanced Level	On Campus	
ESL-ABE 50	English as a Second Language in ABE - Advanced Level	On Campus	





## Program Courses

### BIOL 50 - BIOLOGY – ADVANCED LEVEL

Introduces students to biology: the study of living organisms and life processes. Students will study the diversity of life, plant and animal cells, ecology, and evolution, exploring concepts in the classroom, laboratory and in field. Building upon life experiences, students improve their understanding of the natural world and their role in it. The course is designed to build a student's laboratory and field skills, scientific communication skills, and critical thinking skills. This course prepares the student for further studies in biology, natural resources and earth sciences. This course is equivalent to Biology 11.

*Prerequisites: ENGL 50 or equivalent Note: A strong science background is recommended*

### BIOL 60 - BIOLOGY - PROVINCIAL LEVEL

Provides an introduction to cell biology and human physiology. Students will learn about cell biology, mitosis and meiosis, bioenergetics, homeostasis genetics, respiration excretion, bones and muscles, nerves and immunity. This course is designed to help students build laboratory and field skills, scientific communication skills and critical thinking skills. Upon completion, students are prepared for post-secondary studies in biology, physiology and health sciences. This course qualifies for the BC Adult Graduation Diploma. This course is equivalent to Biology 12.

*Prerequisites: ENGL 50 or equivalent.*

### CHEM 50 - CHEMISTRY – ADVANCED LEVEL

For students with little or no previous experience in chemistry. Students will study basic chemical properties, principles and procedures, nomenclature, and chemical reactions, acids and bases, and an introduction to organic chemistry. Lab experiments provide an opportunity to work with standard lab ware and apparatus, observe a variety of chemical compounds and reactions, and perform some quantitative measurements. This course is equivalent to Chemistry 11.

*Prerequisites: Math 49 or equivalent. Corequisites: Math 50 or equivalent*

### CHEM 60 – CHEMISTRY – PROVINCIAL LEVEL

A study of practical chemistry. Students will study reaction kinetics, equilibrium, acid-base reactions, oxidation-reduction, and gas laws. The lab portion of this course develops student skills in laboratory safety, chemistry lab procedures and techniques, data collection, analysis, and scientific communication. Upon completion of this course, students are prepared for academic post-secondary science studies. This course qualifies for the BC Adult

Graduation diploma. This course is equivalent to Chemistry 12.

*Prerequisites: Chemistry 50 and Math 50*

### CPST O2 - COMPUTER STUDIES – FUNDAMENTAL LEVEL

This course is designed to help students gain the knowledge and confidence to perform basic computer operations, as computers are an important part of education, work and personal life. Students will attain basic computer skills, such as using a mouse, keyboarding, working with files in Windows, basic word processing, file sharing, internet use, and digital photography. Students will be ready to enter an Intermediate (Grade 10) level computer studies course, upon completion of this course.

### CPST 10 - COMPUTER STUDIES – INTERMEDIATE LEVEL

This course introduces adult learners to the use of computers in everyday life, including: personal, work and educational environments. Students will practice to understand the basics of how computers work, file management in Windows and intermediate word processing with Word. Students will gain basic understanding and demonstrate their skills through the use of Excel spreadsheets, Powerpoint presentations and online file sharing. By using the computer as a tool, students will become more efficient with internet research, report writing, preparing presentations and keyboarding. Upon completion, students are prepared to enter CPST 50: Computer Studies - Advanced level.

### CPST 50 - COMPUTER STUDIES – ADVANCED LEVEL

This course is an introduction to word processing using Word, spreadsheets using Excel, and databases using Access. Students will learn about computer security (viruses, and other malware) and critical thinking as applied to computers. Practical exercises and projects are used to apply new concepts throughout the course, including an internet research report project. Upon completion of Computer Studies 50, students are ready to enter Computer Studies 60 - Provincial level or further post-secondary studies in office or business administration or computer applications. Computer Studies 50 is equivalent to Computers 11.

*Prerequisites: CPST 10 and English 10 or equivalent.*

### CPST 60 - COMPUTER STUDIES – PROVINCIAL LEVEL

Computer Studies is intended to build communication, multimedia and internet skills. Students will search for information, select for relevance, and then publish this information using desktop publishing and WEB page authoring. Graphical design

principles are emphasized throughout this course. Multimedia publishing involving video capture and streaming audio/video are also included. Selected topics of interest to students can include advanced spreadsheets, database, networking, and online technologies. Upon completion of this course, students are prepared for post-secondary studies in multimedia. This course qualifies for the BC Adult Graduation Diploma. Computer Studies 60 is equivalent to Computer Studies 12.

*Prerequisites: CPST 50 or equivalent.*

### EDCP O2 - EDUCATION AND CAREER PLANNING – FUNDAMENTAL LEVEL

The goal of Career Planning is to enhance the life and employment readiness skills of adult learners. This course helps students to develop a set of core skills to help them meet their personal, career, and educational goals. Topics covered include exploration of personal qualities, communication skills, email etiquette and safety, working with others, problem solving and decision-making, education and career planning, goal setting, and personal finances.

### EDCP 50 - COLLEGE SUCCESS - ADVANCED LEVEL

This course helps students to succeed by developing a set of core skills to help them meet their personal, career, and educational goals. Topics covered include communication, career exploration, educational planning, study skills, time and stress management, interpersonal/personal skills, job preparation, living skills, diversity and critical thinking.

### EDCP 60 - EDUCATION AND CAREER PLANNING - PROVINCIAL LEVEL

Education and Career Planning is intended to enhance skills for further education and employment. Topics include communication, career exploration, study skills, time and stress management, job preparation, educational planning, diversity and critical thinking. This course qualifies for the BC Adult Graduation diploma.

*Prerequisites: EDCP 50 or equivalent.*

### EDSS 60 - STUDENT SUCCESS – PROVINCIAL LEVEL

The goal of EDSS 60 is to develop the learning skills, study strategies and self-awareness necessary for students to experience success as life-long learners. This course qualifies for the BC Adult Graduation diploma.



## Provincial Courses

Courses at the Provincial level (Grade 12 equivalent) help learners get prerequisites needed for further study and qualify for the BC Adult Graduation diploma, the "Adult Dogwood."

### GRADE 12

Course	Name	
ENGL 66	Essential English - Provincial Level	On Campus
ENGL 60	English - Provincial Level	On Campus
SOST 60	Social Studies: Introduction to Psychology - Provincial Level	On Campus
HIST 60	History - Provincial Level	On Campus
BIOL 60	Biology - Provincial Level	On Campus
MATH 60	Algebra and Trigonometry - Provincial Level	On Campus
CHEM 60	Chemistry - Provincial Level	On Campus
PHYS 60	Physics - Provincial Level	On Campus
EDCP 60	Education and Career Planning - Provincial Level	On Campus
EDSS 60	Student Success - Provincial level	On Campus
CPST 60	Computer Studies - Provincial Level	On Campus
IFA 60	Indigenous Fine Arts	On Campus

### ENGL 10 – ENGLISH – INTERMEDIATE LEVEL

Focuses on development of reading skills in conjunction with critical thinking, writing, speaking, and listening skills. In this course, students practice reading to understand periodicals, reports, technical materials, and/or literature and build effective writing skills through the use of proper sentence skills and writing different paragraph types. Upon completion of English 10, students are prepared to enter either English 50 Advanced level, or English 66: Essential English – Provincial level. This course is equivalent to high school English 10.

### ENGL 50 – ENGLISH – ADVANCED LEVEL

Through reading and writing, students will focus on critical and creative thinking, demonstrate oral and written communication, and develop reading, research, and cooperative learning. This course is designed to help students become natural, confident communicators. Students will engage in discussions and activities which will cover a diversity of topics, including: pre-writing strategies, essay development, summarizing, critical reading, plagiarism, grammar, and dictionary use. Upon completion of ENGL 50, students are ready to enter ENGL 60: English – Provincial Level. English 50 is equivalent to English 11.

*Prerequisites: Intermediate Level English or English 10*

### ENGL 60 – ENGLISH – PROVINCIAL LEVEL

For students to upgrade their English skills. Students will develop academic English reading, writing, research, critical thinking and communication skills through studying Canadian literature. Various works of short fiction, poetry, plays and a novel are explored through discussion and analysis, while academic essay skills are developed throughout the course. Upon completion of this course, students are prepared for academic post-secondary studies. This course qualifies for the BC Adult Graduation diploma. English 60 is equivalent to English Studies 12.

*Prerequisites: English 50 or equivalent*

### ENGL 66 - ESSENTIAL ENGLISH - PROVINCIAL LEVEL

Essential English develops practical skills in reading, writing and communicating. These skills will enable students to perform the tasks required by their occupation and other aspects of daily life. Upon completion of this course, students are prepared for entry to Selkirk College's Health Care Aide program. This course qualifies for the BC Adult Graduation diploma, but it is not recommended for entry into most post-secondary education programs. ENGL 66 is equivalent to Communications 12.

*Prerequisites: English 10 or equivalent.*

### ESL-ABE 01-03 - ENGLISH AS A SECOND LANGUAGE IN ABE

This course helps students new to the English language build speaking, reading, and writing skills from beginner level through to advanced level. These courses may not be offered at all centres. Call to discuss course availability in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail.

### ESL-ABE 49 - ENGLISH AS A SECOND LANGUAGE - INTERMEDIATE LEVEL IN ABE

This course helps ESL students expand their vocabulary, improve reading and writing skills and expand their comprehension of English. In the class, discussion groups help develop listening and conversation skills, while practicing composition helps develop grammar and self-expression. This course may not be offered at all centres. Call to discuss course availability in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail.

### ESL-ABE 50 - ENGLISH AS A SECOND LANGUAGE IN ABE - ADVANCED LEVEL

English as a Second Language in ABE introduces ESL students to basic essay writing. Topics also include reading and study skills, vocabulary development, oral participation and listening and note-taking skills. Upon completion of English as a Second Language in ABE, students are ready to enter ABE English courses at the level recommended by their instructor. This course may not be offered at all centres. Call to discuss course availability in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail.

*Prerequisites: ESL ABE 49 or equivalent.*

### HIST 60 - HISTORY - PROVINCIAL LEVEL

This history course examines the major social, economic and political movements from the late 1900's into the 21st century. Students develop an understanding of global events, from war to social movements to economic crises as presented through text, video and lecture/discussion. Students learn how global issues are interconnected geographically and politically. Skills to analyze events and to write brief synopses for presentations are developed. This course prepares students for further studies in social sciences at the post-secondary level. This course qualifies for the BC Adult Graduation diploma. History 60 is equivalent to History 12.

*Prerequisites: ENGL 50 or equivalent.*

### IFA 60 - INDIENOUS FINE ARTS

Under the guidance and mentorship of local Elders, artists and facilitators, and drawing on the collective knowledge of the participants, the course will explore topics including: colonization, reconciliation, traditional knowledge, and identity how these concerns manifest physically and aesthetically in contemporary art practices. Students will become



more aware of Indigenous peoples and their ways of knowing, their relationship with community and the land, their history before and after European contact in an arts-based teaching and learning environment. The curriculum will be developed in collaboration with the local Indigenous communities; will incorporate traditional and contemporary Indigenous arts and traditional art-making processes; will acknowledge that art is a reflection of traditional and contemporary Indigenous culture and worldviews; and will address ethical considerations and protocols related to the Indigenous arts.

*Prerequisites: English 11 equivalent.*

#### LSK 01-06 - LANGUAGE AND WRITING SKILLS

This course is for adults who have had some practice with the printed word. It is designed to meet the basic reading skills of learners and to help students gain the skills to cope well in personal, work and education situations. Throughout the six levels of Fundamental English, students will improve their reading and writing. Students begin at the level that is right for them. Upon completion of Fundamental English, students are ready to enter an Intermediate (Grade 10) level English course.

#### MATH 44 - MATHEMATICS - INTERMEDIATE LEVEL

Intermediate Mathematics provides a solid foundation in number operations. Topics include estimation, measurement, fractions, ratio and proportion, percent, geometry, statistics, signed numbers, exponents, algebra. This course is a terminal math course; students looking for a Trades prerequisite need Math 46 and students looking for an algebra prerequisite need Math 49.

*Prerequisites: Fundamentals Math or placement by pre-test.*

#### MATH 46 - MATHEMATICS FOR TRADES - INTERMEDIATE LEVEL

This math course provides a solid foundation in number operations. Topics include estimation, measurement, fractions, ratio and proportion, percent, geometry, statistics, signed numbers, exponents, algebra, trigonometry, graphing and polynomials. This course prepares students for most trades programs or to take Math 56 Foundations Mathematics – Advanced Level.

#### MATH 49 - INTRODUCTORY ALGEBRA - INTERMEDIATE LEVEL

Topics include measurements, ratios, proportions and percents, equations and inequalities, polynomials, rational expressions, and graphing linear equations. A brief introduction to trigonometry completes this course. This course prepares students for Math 50.

*Prerequisites: Math 46 or equivalent.*

#### MATH 50 - ALGEBRA – ADVANCED LEVEL

Students will begin with an algebraic skills review and move on to develop skills in solving and graphing linear equations and inequalities, relations and functions, systems of linear equations and inequalities. They will study operations with polynomials and polynomial functions, rational expressions and equations, radical expressions and equations, quadratic equations and functions and be introduced to trigonometric functions. Upon completion of Math 50, students are ready to enter Math 60 (Pre-calculus 12 equivalent) or non-science or career post-secondary programs. This course qualifies for the BC Adult Graduation diploma. This course is the equivalent to Pre-calculus 11.

*Prerequisites: Math 49 or equivalent*

#### MATH 54 - APPLIED MATHEMATICS - ADVANCED LEVEL

This is a math course with an applied focus designed for those planning to enter the workforce or take vocational or technical training in the future. An initial review of equations, inequalities and graphing is followed by selected topics covering both consumer and technical math. This course qualifies for the BC Adult Graduation diploma. Math 54 is similar to Applications and Workplace Math 11

*Prerequisites: Math 46 or equivalent.*

#### MATH 56 - FOUNDATIONS MATHEMATICS - ADVANCED LEVEL

Foundations Math is designed for students interested in gaining entry to some non-science career programs and/or earning credit for their Adult Dogwood diploma. Topics include financial math, measurement, algebra, geometry, probability, statistics, logical reasoning, and trigonometry. This course qualifies for the BC Adult Graduation diploma. Math 56 is equivalent to Foundations Math 11.

*Prerequisites: Math 46 or equivalent*

#### MATH 60 – ALGEBRA AND TRIGONOMETRY – PROVINCIAL LEVEL

Students will review basic algebra and study the following topics: functions and graphs including transformations, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, and arithmetic and geometric sequences and series. This course will help prepare students for academic or technical post-secondary studies in mathematics, engineering or sciences. This course qualifies for the BC Adult Graduation diploma. This course is the equivalent to Pre-calculus 12.

*Prerequisites: MATH 50 or equivalent*

#### MSK 01-06 - FUNDAMENTAL MATH

This course begins with a review of whole number operations and moves on to explore primes and multiples, fractions and mixed numbers, decimals, ratio and proportion, percent, measurement, geometry, signed number applications and exponents. Throughout the six levels of Fundamental Mathematics, students will improve their math skills. Students begin at the level that is right for them. Upon completion of Fundamental Math, students are ready to enter an Intermediate (Grade 10) level Math course.

#### PHYS 50 - INTRODUCTION TO PHYSICS – ADVANCED LEVEL

Introduces students to physics as a study of the fundamental laws of nature. Students will study measurement, kinematics, dynamics, electricity, heat, waves and optics. This course aims to foster and develop a scientific way of thinking and a basic knowledge of scientific ideas. This course prepares the student for further studies in physics and provides groundwork for further academic or career training. This course is equivalent to Physics 11.

*Prerequisites: MATH 49 or equivalent*

#### PHYS 60 - PHYSICS – PROVINCIAL LEVEL

Further develops physics' core concepts, building upon introductory material. In this course students explore the nature, scope, relevance and limitations of physics. Students will study two-dimensional kinematics and dynamics, electrostatics, electromagnetism, waves and optics. Upon completion of this course, students are ready to enter further post-secondary studies in physics. This course qualifies for the BC Adult Graduation Diploma. This course is equivalent to Physics 12.

*Prerequisites: PHYS 50 and MATH 50 or equivalents*

#### RSK 01-06 - READING SKILLS

This course is for adults who have had some practice with the printed word. It is designed to meet the basic reading skills of learners and to help students gain the skills to cope well in personal, work and education situations. Throughout the six levels of Fundamental English, students will improve their reading and writing. Students begin at the level that is right for them. Upon completion of Fundamental English, students are ready to enter an Intermediate (Grade 10) level English course.



**RSS 27 - READING AND STUDY SKILLS - INTERMEDIATE LEVEL**

This course is a guided tutorial in reading and study skills. Students meet with an instructor to determine what they need to learn, and together they create a plan for the student to meet their goals. Instructors will provide materials to help the student meet their learning needs. This course can be used to support learning in another course or on its own.

**SCIE 10 - SCIENCE - INTERMEDIATE LEVEL**

Science 10 introduces adult learners to the study of science in general, the scientific method, and to the three major areas of scientific study: biology, chemistry and physics. One additional topic, such as astronomy, geology, nutrition, infectious diseases, or disabilities is included. Hands-on experiments in each area of study develop science laboratory techniques and skills while increasing understanding of course topics. Science 10 prepares students for courses in biology, physics, and chemistry at the Advanced (50) level.

**SOST 10 - SOCIAL STUDIES - INTERMEDIATE LEVEL**

This course introduces adults to social science in a Canadian context. Topics include history, cultural diversity, the role of First Nations, economics and Canadian government, law, and citizenship. This course provides a solid foundation for understanding Canadian society.

**SOST 50 - SOCIAL STUDIES - ADVANCED LEVEL**

Students begin with the history of Canada's Indigenous people and the emergence of Canada as an autonomous nation, exploring changes in the Canadian identity up to the present day. Students study Canadian culture, government, law and citizenship, as well as an overview of economics and global issues and how these affect Canadians. The course aims to advance the learner toward five goals: global citizenship, broadened perspectives, critical thinking skills, analysis of values, and lifelong learning skills. This course prepares students for further studies in social sciences. This course qualifies for the BC Adult Graduation diploma. This course is equivalent to Social Studies 11.

*Prerequisites: English 10 or equivalent.*

**SOST 60 - SOCIAL STUDIES: INTRODUCTION TO PSYCHOLOGY - PROVINCIAL LEVEL**

An exploration of the foundations of modern psychology. Students study the biological basis of behaviour and mental process, such as emotion, perception, personality, thinking, intelligence, motivation, learning and memory. The influence of heredity, culture, gender and age on psychological condition is investigated. Stress, health and healing, as well as psychological disorders are also examined. Current psychological research is incorporated throughout the course. This course prepares students for further studies in social sciences at the post-secondary level. This course qualifies for the BC Adult Graduation diploma. This course is equivalent to Psychology 12.

*Prerequisites: ENGL 50 or equivalent.*

**SSK 01-06 - SKILLS AND STRATEGIES FOR LEARNING**

This course is for adults who have had some practice with the printed word. It is designed to meet the basic reading skills of learners and to help students gain the skills to cope well in personal, work and education situations. Throughout the six levels of Fundamental English, students will improve their reading and writing. Students begin at the level that is right for them. Upon completion of Skills and Strategies for Fundamental Learning, students are ready to enter an Intermediate (Grade 10) level Education and Career Planning course.

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**Contact**

Intake Assistant  
Phone: 1.888.953.1133 ext.13230  
Direct: 250.354.3230  
Email: upgrading@selkirk.ca



### LENGTH OF STUDY:

**1 to 4 Years**

### CAMPUS:

**Castlegar, Nelson, Grand Forks, Trail**

Selkirk College has a diverse offerings of programs to meet the learning needs of adult students. There are many options available that lead to certification and develop transferable skills for adult living and employment. Our Mission is to nurture interdependence and independence through meaningful learning. Our programs build upon learners' unique personal strengths, confidence, awareness and skills.

### OUR TEACHING AND LEARNING PHILOSOPHY

Transitional Training programs include hands-on, experiential education designed to prepare students for success in a variety of workplace, volunteer, and community settings. Students are exposed to a blended learning platform which includes foundational academic and life skills that are essential for developing life-long learners.

Our learners will:

- Build on strengths and interests boosting self-confidence
- Identify, create and achieve personal goals
- Build self-awareness and learn to work with others
- Develop and use effective strategies for handling conflict, change and stress, and problem solving
- Build self-awareness and learn to work with others
- Develop resource and support networks
- Enhance employment readiness and develop useful and transferable workplace skills
- Identify and practice appropriate safety procedures
- Increase numeracy, literacy and technology skills

### ADMISSION REQUIREMENTS

The applicant must meet the following Adult Special Education program requirements to be considered fully-qualified:

#### Academic

The program does not have academic prerequisites, however, the instructor will assess the student's capacity to succeed in the program. All students must:

- Participate in an intake interview with the instructor
- Have the ability to learn and participate in a group setting

## Foundations: Skills for Adult Living

Course Code	Course Name	Hours
EMPS 13	Beginner Employment Skills, or EMPS 15	60
COMU 13	Communications Skills for Adult Living, or COMU 15	60
DISC 13	Discovery of Self for Adult Living, or DISC 15	60
LLIT 13	Beginning Living Literacy, or LLIT 15	60
LMAT 13	Beginning Living Math, or LMAT 15	60
WELL 13	Healthy Living Skills for Adult Living, or WELL 15	60
<b>Total Program Hours</b>		<b>360</b>

- Have had no behavioral or emotional problems that would significantly interfere with the learning or safety of self or others
- Have a commitment to learning
- Have a medical condition affecting cognitive ability.

### APPLICATION PROCESS

Before an applicant's file is considered to be complete, the following must have been received by the Admissions office:

- Completed application form
- An interview (in person or by telephone) with the ASE instructor before entry to the program
- At least two of the following (students must provide documentation at their own effort and expense):
  - A psychological assessment
  - A copy of an IEP (Individual Education Plan) or transcript from school
  - Documentation of disability from a physician or medical specialist
  - A referral from CLBC (Community Living B.C.)
  - A recommendation from an instructor in an ASE program at Selkirk, another college, or high school
  - A referral from a community agency

We believe in giving learners the chance to flourish in a supportive college setting. It is important we take the time to get to know a prospective student so an individual plan is developed to foster success and appropriately meet the needs of the student and programming.

Find out more from the instructor in your community and set up an intake interview.

Nelson and Trail both offer full or part-time programs. Castlegar and Grand Forks offer a part-time program.

Adult Special Education program has the following

certificates of completion:

- Foundations: Skills for Adult Living
- Discovery: Skills for Employment
- Mastery in Food Service
- Mastery in Retail Service
- Mastery in Applied Arts
- Mastery in Agriculture and Sustainability
- Mastery in Entrepreneurship
- Mastery in Leadership – *courses under development.*
- Mentorship: Skills for Transitions – *courses under development.*

## Program Courses

### AGRC 20 - INVASIVE, NATIVE, LOCAL AND IMPORTED PLANTS

Connects students to the local community to learn about local agriculture, invasive and native plants, and food security. Students will research local agriculture and meet with local community agencies to build upon their knowledge and understanding of food, agriculture and related relevant issues. Students will develop positive communication techniques, build confidence and demonstrate positive behaviours essential for building successful workplace relationships.

### AGRE 20 - EXPLORING GARDEN BASICS

Introduces students to basic gardening techniques and gardening knowledge. Students will identify plants, common weeds, garden techniques, types of gardens and learn how to design a basic garden to achieve seasonal sustainability. Furthermore, students will develop skills and habits essential for employment, demonstrate safe work practices, and practice effective workplace communication.





## Discovery: Skills for Employment

Course Code	Course Name	Hours
EMPS 15	Employability and Workplace Skills I	120
EMPS 17	Employability and Workspace Skills II	120
COMU 15	Effective Communication Skills I	120
COMU 17	Effective Communication Skills II	120
DISC 15	Discovery of Self, Others and Community I	120
DISC 17	Discovery of Self, Others and Community II	120
INTS 15	Interpersonal Skills I	120
INTS 17	Interpersonal Skills II	120
WELL 15	Health and Wellness I	120
WELL 17	Health and Wellness II	120
LMAT 15	Living Math I or MSK 01	120
LLIT 15	Living Literacy I, RSK 01 or LSK 01	120
<b>Total Program Hours</b>		<b>1,440</b>

### AGRE 23 - EXPLORING GARDEN BASICS II

Builds upon skills developed in AGRE 20. This course continues to explore gardening techniques and gardening knowledge. Students will expand upon their abilities to identify plants and common weeds, to plant a garden and to design a basic garden to achieve seasonal sustainability. The framework of the class will enhance their skills and habits essential for employment, safety, and effective workplace communication.

### AGRS 20 - PLANTING GARDENS

Provides students with the opportunity to build garden planters and plant flowers, herbs, and vegetables. The focus will be on gaining the specific skills associated with gardening, safety and tool usage. Students will also learn problem-solving strategies, self-management skills, workplace etiquette for task completion, and awareness of quality workmanship.

### ARTC 20 - ART APPRECIATION AND COMMUNITY CONNECTIONS I

Provides students the opportunity to conduct research in the local community to learn how their art of choice is relevant and impactful. Students will find out about the local (or provincial or national) art scene and reach out to artists to learn about their lives, their craft, and what it means to be an artist. A focus will be on exploring introductory mentorship connections.

### ARTC 23 - ART APPRECIATION AND COMMUNITY CONNECTIONS II

Builds upon the skills and connections that were developed in ARTC 20. In this course, students will continue to research the local community to witness how their art of choice is relevant, and impactful. Students will find out more information about the art genre, skills used in the art form and how to become more attentive to quality craftsmanship. These skills will be developed through more established mentorship exploration and connections.

### AGRC 23 - INVASIVE, NATIVE, LOCAL AND IMPORTED PLANTS IN OUR COMMUNITY II

Builds upon the skills and knowledge of AGRC 20. This course will further connect students to the local community to learn about local agriculture, invasive and native plants and food security. Students will research local contacts to build upon their knowledge and understanding of important issues. Student will continue to practice positive communication techniques, build confidence, and demonstrate positive behaviours essential for building successful workplace relationships.

### AGRS 23 - PLANTING GARDENS - SKILLS BUILDING II

Builds upon the skills developed in AGRS 20. This course continues to provide students with the opportunity to build garden planters and plant flowers, herbs, and vegetables. The focus will be on mastering the specific skills associated with

gardening, safety and tool usage. Students will also learn problem solving strategies, self-management skills, workplace etiquette for task completion, and awareness of quality workmanship.

### ARTE 20 - EXPLORING THE ARTS I

Explores art and the area of art as per the determined theme of the class, or as per discussion with the instructor. Students will have the opportunity to distinguish the unique aspects of the art form, practice and learn skills, and practice evaluation and interpretation skills. The focus of this course is exploration of skills and interests.

### ARTE 23 - EXPLORING THE ARTS II

Builds upon the skills developed in ARTE 20. In this course, students will continue to explore art and the area of art as determined in ARTE 20. Students will discover the unique aspects of the art form by practicing and learning skills, and learn evaluation and interpretation skills. The focus of this course is exploration of skills and interests.

### ARTS 20 - CREATING ART - SKILL BUILDING I

Explores a specific type of art so that students learn skills beyond a more basic level, as their abilities allow them to at this time. The intention is that once students have gathered an overall appreciation of art in a general sense within a theme, they can now begin to explore a selected type of art within that theme. The focus of this course is to develop a mastery of skills and ensure quality production.

### ARTS 23 - CREATING ART - SKILL BUILDING II

Builds upon the skills developed in ARTS 20. In this course, students will continue to explore a specific type of art and practice and master skills beyond a more basic level, as their abilities allow them to at this time. The intention is that once students have gathered an overall appreciation of art in a general sense within a theme, they can now begin to explore a selected type of art within that theme. The focus of this course is to develop a mastery of skills, and ensuring quality production.

### CART 20 - CREATING ART

Explores a specific type of art so that students learn skills beyond a more basic level, as their abilities allow them to at this time. The intention is that once students have gathered an overall appreciation of art in a general sense within a theme, they can now begin to explore a selected type of art within that theme. The focus of this course is to develop a mastery of skills and ensure quality production.



### Mastery in Entrepreneurship

Course Code	Course Name	Hours
ENTE 20	Exploring the Market I	120
ENTE 23	Exploring the Market II	120
ENTC 20	Connecting to Community Mentors I	120
ENTC 23	Connecting to Community Mentors II	120
ENTB 20	My Business Development - Skill Building I	120
ENTB 23	My Business Development - Skill Building II	120
CUST 20	Customer Service I	120
CUST 23	Customer Service II	120
CPRJ 20	Community Project I	120
CPRJ 23	Community Project II	120
SAFE 20	Safety on the Job Site I	120

**Total Program Hours 1,320**

### Mastery in Food Service

Course Code	Course Name	Hours
FSWS 20	Space Management I	120
FSWS 23	Space Management II	120
FSWF 20	Food Handling I	120
FSWF 23	Food Handling II	120
CUST 20	Customer Service I	120
CUST 23	Customer Service II	120
CPRJ 20	Community Project I	120
CPRJ 23	Community Project II	120
SAFE 20	Safety on the Job Site I	120
JOBS 20	Job Search II	120

**Total Program Hours 1,200**

#### CASH 20 - CASH FLOW, MONEY AND INVENTORY

Focuses on the cash flow and movement of inventory within a business. Students will work at the cashier, count money, make change, total sales, create bank deposits, count floats, and monitor inventory flow.

#### COLL 12 – SKILLS FOR TRANSITIONING TO THE COLLEGE LIFE I

Introduces the College experience to prospective students of Adult Special Education (ASE), such as students transitioning from high school. Students will be able to explore the college course programming. Furthermore, the instructor and student can determine if it is a good fit to continue on with regular ASE program options.

#### COLL 13 – SKILLS FOR TRANSITIONING TO THE COLLEGE LIFE II

Further continues the introduction to College routines for prospective students transitioning to the Adult Special Education program. This course is for a student who needs more time to develop skills for college and finding strategies for independence and success in the college environment. Students will be identified for taking this course after discussion with the instructor to pinpoint goals for success and transition into the ASE Program.

#### COMU 13 - COMMUNICATION SKILLS FOR ADULT LIVING

Provides students with communication tools that are useful in adult life when communicating with employers, family, friends and community members. Students will participate in a variety of experiential learning activities to practice ways in which we communicate and participate in communication with others. Students will learn about elements of communication, effective communication techniques, asking questions, and responding to requests.

#### COMU 15 - EFFECTIVE COMMUNICATION I

Explores the various elements of communication. Students will examine the different ways in which we communicate and participate in communication with others. Topics include: elements of communication, questioning techniques, active listening, and basic technological skill development.

#### COMU 17 – EFFECTIVE COMMUNICATION II

Builds upon the skills developed in COMU 15. Students will further examine communication techniques and how we engage with one another. Topics include: barriers to communications, paraphrasing techniques, active listening, responses to feedback and basic digital skill development.

#### CPRJ 20 - COMMUNITY PROJECT I

Provides students with an experiential learning opportunity. Students will collaborate together to design and execute a community-based project. The project will highlight skill areas in teamwork, communication, community connections, budgeting, project planning and project completion.

#### CPRJ 23 – COMMUNITY PROJECT II

Builds upon the skills developed in CPRJ 20. This course provides students with more of an in-depth role into the experiential learning opportunity. Students will collaborate together to design and execute a community-based project. The project will highlight skill areas in teamwork, communication, community connections, budgeting, and project planning and completion.



## Mastery in Agriculture and Sustainability

Course Code	Course Name	Hours
AGRE 20	Exploring Garden Basics I	120
AGRE 23	Exploring Garden Basics II	120
AGRC 20	Invasive, Native, Local and Imported Plants in our Community I	120
AGRC 23	Invasive, Native, Local and Imported Plants in our Community II	120
AGRS 20	Planting Gardens – Skill Building I	120
AGRS 23	Planting Gardens – Skill Building II	120
CUST 20	Customer Service I	120
CUST 23	Customer Service II	120
CPRJ 20	Community Project I	120
CPRJ 23	Community Project II	120
SAFE 20	Safety on the Job Site I	120
JOBS 20	Job Search II	120
<b>Total Program Hours</b>		<b>1,440</b>

### CUST 20 - CUSTOMER SERVICE I

Provides students with the knowledge and skills associated with customer service. Topics include: aspects of the retail sector, communication skills, conflict resolution strategies and principles of customer service excellence.

### CUST 23 - CUSTOMER SERVICE II

Builds upon the skills developed in CUST 20. This course will further explore the knowledge and skills associated with customer service. Topics will include: customer service interactions, problem solving, empathy, building rapport, professionalism and workplace confidentiality.

### CUST 25 – CUSTOMER SERVICE III

Service Quality explores the foundational standards for excellent customer service skills. Students will learn about business value, customer expectations, communication skills, and how to approach service recovery issues. Upon completion of the course, students can take the exam to become certified with SuperHost.

### DISC 13 - DISCOVERY OF SELF FOR ADULT LIVING

Provides students with the steps and processes that are helpful for transitioning into a new phase of adult living (e.g. graduating from high school and entering adulthood). As the students learns to participate in personal planning and goal setting, they will be

able to share in self-reflection, recognize support resources, and communicate an awareness of community resources.

### DISC 15 - DISCOVERY OF SELF, OTHERS AND COMMUNITY I

Provides students with the steps and processes to assess their: skills, abilities, habits, and areas of excelled performance. Their compatibility with others and job roles, and areas for growth and development. Throughout the course, students will have the time to reflect upon self, others, and the many opportunities available within their community. Students will research resources for self-advocacy, education, employment and social opportunities that can heighten their lives.

### DISC 17 – DISCOVERY OF SELF, OTHERS AND COMMUNITY II

Builds upon the skills developed in DISC 15. Students will further examine the importance of self-reflection. Students will learn how to match skills and abilities to employment and career planning, determine areas of support in the workplace, identify strategies for coping with change and stress, and develop personal goals around employment. Topics will also include: personal values, human rights, employment standards, workplace attitudes and styles.

### EMPS 13 - BEGINNER EMPLOYMENT SKILLS

Provides students with learning opportunities for developing beginner employability skills. Students will practice valuable workplace skills in a variety of activities that match the student’s abilities. Students will gain a better understanding of common employer expectations, communication techniques, and professionalism.

### EMPS 15 - EMPLOYABILITY AND WORKPLACE SKILLS I

Provides students with hands-on learning opportunities for developing essential employability skills. Students will practice valuable workplace skills that are transferrable to any work place. Topics include: feedback reception, cooperative work habits, and asking for help.

### EMPS 17 - EMPLOYABILITY AND WORKPLACE SKILLS II

Builds upon the skills developed in EMPS 15. This course continues exploring the hands-on learning opportunities for developing essential employability skills. Students will enhance workplace skills transferable to any work place. Students will identify worksite behavioural expectations, follow directions from a task list, receive feedback appropriately, and demonstrate positive work habits and organizational skills.

*Prerequisite: EMPS 15*

### ENTB 20 - MY BUSINESS DEVELOPMENT – SKILL BUILDING I

Offers students the opportunity to explore a specific area of business and learn skills beyond a more basic level, as their abilities allow them to at this time. The intention is that once students have gathered an overall appreciation of business, they can now begin to explore the business model and skills associated with that field. The focus of this course is to develop a mastery of skills and to ensure quality production.

### ENTB 23 - MY BUSINESS DEVELOPMENT – SKILL BUILDING II

Builds upon the skills developed in ENTB 20. Students will be able to explore a specific area of business and learn skills beyond a more basic level as their abilities allow them to at this time. Once students have gathered an overall understanding of the business market, they will continue to practice and perfect their skills more deeply. The focus of this course is to develop a mastery of skills and to ensure quality production.



## Mastery in Retail Service

Course Code	Course Name	Hours
RETE 20	Exploration of Retail Skills	120
RETC 20	Retail Sector in the Community	120
RETS 20	Retail Sector Skills	120
CUST 20	Customer Service I	120
CUST 23	Customer Service II	120
CPRJ 20	Community Project I	120
CPRJ 23	Community Project II	120
SAFE 20	Safety on the Job Site I	120
JOBS 20	Job Search II	120

**Total Program Hours 1,080**

## Mastery in Applied Arts

Course Code	Course Name	Hours
ARTE 20	Exploring the Arts I	120
ARTE 23	Exploring the Arts II	120
ARTC 20	Art Appreciation and Community Connections I	120
ARTC 23	Art Appreciation and Community Connections II	120
ARTS 20	Creating Art – Skill Building I	120
ARTS 23	Creating Art – Skill Building II	120
CUST 20	Customer Service I	120
CUST 23	Customer Service II	120
CPRJ 20	Community Project I	120
CPRJ 23	Community Project II	120
SAFE 20	Safety on the Job Site I	120
JOBS 20	Job Search II	120

**Total Program Hours 1,440**

### ENTC 20 - CONNECTING TO COMMUNITY MEMBERS I

Offers students the opportunity to research how their business idea is relevant and impactful within the local community. Students will find out about the local business scene, and reach out to business leaders to find out what it means to be a business-person. A focus will be on mentorship exploration and connections.

### ENTC 23 - CONNECTING TO COMMUNITY MEMBERS II

Builds upon the information gathered and skills developed in ENTC 20. Students will continue to research the local community and how their business is relevant and impactful. Students will find out more information about the business market, skills used in the business field and how to become more attentive to quality craftsmanship. These skills will be developed through more established mentorship exploration and connections.

### ENTE 20 - EXPLORING THE MARKET I

Explores the current market related to the students' business ideas. Students will have the opportunity to distinguish the unique aspects of the market and how it is successful, what skills are associated, and what level of quality expected. The focus of the course is the exploration of skills and interests.

### FSWF 20 - FOOD HANDLING I

Focuses on the aspects of food handling and preparation skills. The course topics are food knowledge and food preparation techniques.

### FSWF 23 - FOOD HANDLING II

Builds upon the skills developed in FSWF 20. The course will focus on the aspects of food handling and preparation skills. The course topics are food ingredient rationales, food storage, and how to follow a recipe properly.

### FSWS 20 - SPACE MANAGEMENT I

Explores the layout of the food service area and the management of kitchen activities. Students will work together as a team to set up the buffet table, patron tables, and kitchen and food preparation area, and task flow between the kitchen and service areas. The course highlights the importance of a clean kitchen and space management.

### FSWS 23 - SPACE MANAGEMENT II

Builds upon the skills developed in FSWS 20. In this course, students will continue to understand the layout of the food service area and the management of kitchen activities. Students will work together as a team to set up the buffet table, patron tables, kitchen and food preparation area, and task flow between the kitchen and service areas. Topics will include: clear communication, job roles and responsibilities, problem solving, self-management and initiative.

### GOAL 01 - GOAL SETTING FOR TRANSITIONS IN ADULT LIVING I

This course offers students the opportunity for individualized learning. Students will be welcome to set learning goals within the scope of skills development in literacy, numeracy, computer technology and/or adaptive functioning.

### GOAL 02 - GOAL SETTING FOR TRANSITIONS IN ADULT LIVING II

This course offers students the opportunity for individualized learning. Students continue to set learning goals within the scope of skills development in literacy, numeracy, computer technology and/or adaptive functioning. Students will be building upon the learning skills mastered in GOAL 01.



**GOAL 03 - GOAL SETTING FOR TRANSITIONS IN ADULT LIVING III**

This course continues to offer students the opportunity for individualized learning. Students continue to set learning goals within the scope of skills development in literacy, numeracy, computer technology and/or adaptive functioning. Students will be building upon the learning skills mastered in GOAL 02.

**GOAL 04 - GOAL SETTING FOR TRANSITIONS IN ADULT LIVING IV**

This course continues to offer students the opportunity for individualized learning. Students continue to set learning goals within the scope of skills development in literacy, numeracy, computer technology and/or adaptive functioning. Students will be building upon the learning skills mastered in GOAL 03.

**INTS 15 - INTERPERSONAL SKILLS I**

Helps students by developing interpersonal skills essential for employment and to succeed in workplace activities. Students will learn about positive attitudes, appropriate behaviours, and strategies for getting along with others.

**INTS 17 - INTERPERSONAL SKILLS II**

Builds upon the skills developed in INTS 15. Students will continue to build upon their interpersonal skills that are essential for success in the employment setting. Students will learn about positive attitudes, positive communication and feedback, ethical interactions and choices, strategies for getting along with others, accountability and responsibility.

**JOBS 15 - JOB SEARCH I**

Guides students through the job search process. Topics include resume writing strategies, conducting a thorough job search, contacting local support agencies, and practicing common interview questions.

**JOBS 20 - JOB SEARCH II**

Prepares students for transition outside of the mastery program and into the world of work. Students will create resumes or personal profiles for employment and cover letters, identify job search strategies, connect with local employment support agencies, conduct job searches, and practice common interview questions.

**LLIT 13 - BEGINNER LIVING LITERACY SKILLS**

Helps students develop basic literacy skills that are useful for everyday interactions in the community and at home. Students will learn how to use calendars and planners, compose short written

correspondences, understand the impact of first impressions, and identify common signs and symbols used in our community.

**LLIT 15 - LIVING LITERACY I**

Helps students improve their literacy skills. Course topics will focus on literacy skills that impact our daily living. Students will gain confidence with reading signs, symbols, and advertisements, as well as writing words, sentences, short paragraphs, and filling out forms.

**LMAT 13 - BEGINNER LIVING MATH**

Helps students develop basic skills in numeracy. Students will learn to recognize numbers and order numbers, count coins and paper money and use basic number operations to solve basic math problems common in everyday interactions.

**LMAT 15 - LIVING MATH I**

Helps students develop skills in numeracy. Topics will include budgets, wages, coin and paper money, calculator skills, organizational tools, shopping skills, and basic number operations.

**RETC 20 - RETAIL SECTOR IN THE COMMUNITY**

Offers students hands-on experiences in the retail sector. Course topics will expand upon skills developed in RETE 20 and further explore retail service skills in our local community. Students will gain confidence and an understanding of the retail sector through short-term practicum visits to local retail sites. Students will learn about and practice time management, effective workplace communication, positive workplace attitudes and habits, excellent customer service, safe workplace procedures and understanding employer's expectations.

**RETE 20 - EXPLORATION OF RETAIL SKILLS**

Exposes students to a variety of retail sector skills. Course topics will focus on retail service skills that are relevant to our local community. Students will gain confidence and an understanding of the retail sector through various practicum visits to local retail sites. Students will learn about workplace values, professional appearance, acceptable communication skills, positive workplace interactions and common workplace documentation.

**RETS 20 - RETAIL SECTOR SKILLS**

Explores more specific retail sector skills. Students will gain confidence and an understanding of a certain retail sector through a long-term practicum based in the community. Students will learn about important aspects of the workplace, such as

understanding employer's expectations, industry standards, and evaluation in the workplace, workplace rules, policies and safety considerations.

**SAFE 20 - SAFETY ON THE JOB SITE I**

Introduces students to what makes for a safe and healthy workplace. Students will learn about health and safety principles, rights and responsibilities of the employer and employee, Worksafe BC, and hazard recognition in the worksite.

**TECA 15 - ADVANCED TECHNOLOGY I**

Helps students develop computer and social media skills. Students will share their skills in a collaborative learning approach and develop strategies for safe online habits. Topics include: Excel, Powerpoint or Prezi presentations, email, Facebook, Instagram, Twitter, Publisher, and photo editing.

**WELL 13 - HEALTHY LIVING SKILLS FOR ADULT LIVING**

Explores basic health and wellness skills to set up a student for a successful balance in adult life. Students will identify positive healthy behaviours, apply general health and wellness knowledge, recognize community resources for healthy living, and set goals for healthy living.

**WELL 15 - HEALTH AND WELLNESS I**

Helps students to develop an understanding of health and wellness that will help them meet their personal, educational and employment goals. Students will describe their own mental, emotional, physical and spiritual health; create goals for health management; and research resources for assistance, benefits, and goal achievement.

**WELL 17 - HEALTH AND WELLNESS II**

Builds upon the skills developed in Health and Wellness I. Students continue to develop an understanding of health and wellness with a focus on healthy balances, goal setting and community networking. Students will refer to the values that support wellness set out by the BC First Nations Perspective of Wellness: respect, responsibility, wisdom and relationships.

**Contact**

Intake Assistant  
Phone: 1.888.953.1133 ext.13230  
Direct: 250.354.3230  
Email: upgrading@selkirk.ca





<b>LENGTH OF STUDY:</b> <b>Up to Two Year</b>
<b>ACCREDITATION:</b> <b>Associate Degree or Flexible Pre-Major</b>
<b>CAMPUS:</b> <b>Castlegar Campus</b>

If you are someone who has wondered what does it mean to be human and why do humans behave the way they do, then anthropology is for you.

## PROGRAM OVERVIEW

Anthropologists study humans and non-human primates. Anthropology is both a science and a social science, depending on the area of focus. Anthropologists study all peoples (and primates), in all places, throughout time. The difference between anthropology and other disciplines is the way anthropologists approach their studies: comparatively and holistically. At Selkirk College, the focus is more on the social science side of the discipline. There are seven, first and second-year anthropology courses at Selkirk College to choose from.

## FLEXIBLE PRE-MAJOR

A flexible pre-major (FPM) refers to first and second-year courses that students are required to complete in order to be admitted to a major at the third-year level. With FPM agreements in place across many institutions, you can plan your first and second-year courses and leave open multiple options for transferring into various other post-secondary institutions for entrance into the major at the third-year level.

The Flexible Pre-Major in Anthropology requires that students take:

- At least one lower level introductory (either first or second year) Anthropology course of at least three credits in each of the three sub-disciplinary areas – social / cultural, biological / physical, and archaeology. (In cases where an introductory course combines physical / biological with Archaeology, a second course focusing on one or the other of the two sub-disciplinary areas still needs to be taken. Any or all of these courses may be taken at the second year level.)
- A second year general introductory research methods course of at least three credits. (If such a course is not available in the Anthropology department, a comparable course provided through another discipline such as Sociology or Psychology may substitute.)
- A minimum of five lower level (either first or second year) Anthropology courses, or at

Course	Name		Credit
ANTH 100	Introduction to Anthropology I	Online	3
ANTH 101	Introduction to Anthropology II: Cultural Anthropology	On Campus	3
ANTH 110	Introduction to Biological Anthropology	On Campus	3
ANTH 201	Ethnic Relations	Blended	3
ANTH 205	Anthropology of Religion	On Campus	3
ANTH 210	Introduction to Archaeology	Blended	3
ANTH 211	Archaeology Field Methods	On Campus	6
<b>Total</b>			<b>24</b>

least fifteen credits of programming, inclusive of the requirements for introductory courses and research methods. (For those receiving departments expecting Anthropology majors to take six lower level Anthropology courses, the additional course or credits may be taken in year three of the major program.)

- In total, a flexible Pre-Major that consists of five courses, 15 credits.

## CAREER POTENTIAL

Anthropology is a field that provides enormous flexibility in meeting the demands of an ever-changing labour market. The critical thinking, research, analytical and writing skills are applicable to multiple fields. Two of the fastest growing areas of the discipline are in business development, marketing and branding, and in health-care related fields. Anthropologists are in higher demand in the United States than MBAs because of their broader skill set. There are numerous paths that an anthropology degree can take you, besides being a teaching professor.

These include:

- Human resources
- Marketing and branding
- Management consultant
- Law
- Consulting with or for Indigenous peoples
- Health care and human services
- Urban planning
- Environmental consultant
- Policy analyst
- Cultural work (museums, libraries)
- Conservation
- Both large-scale and grassroots development work

## Program Courses

### ANTH 100 - INTRODUCTION TO ANTHROPOLOGY I

An introduction to the major areas within the discipline: physical and cultural anthropology, linguistics, and archaeology.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

### ANTH 101 - INTRODUCTION TO ANTHROPOLOGY II: CULTURAL ANTHROPOLOGY

An introduction to cultural anthropology in western and non-western societies. Through ethnographic accounts students will study world cultures both at home and abroad.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

### ANTH 110 - INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY

This course introduces the theories, methods and research in biological anthropology. Topics include the study of human and non-human primates, morphological variations, the human fossil record, trends and debates in human evolution, and biocultural adaptations.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

### ANTH 201 - ETHNIC RELATIONS

An introduction to the comparative study of "race" and ethnic relations from local to international contexts. The course explores social stratification according to race and ethnicity and looks at the motivations and consequences of such classifications and their relationships to other forms of stratification.

*Prerequisites: ANTH 100 or ANTH 101 recommended. English Studies 12 or equivalent with a grade of "C" or higher.*





LENGTH OF STUDY: <b>8 Months</b>
ACCREDITATION: <b>Certificate of Completion</b>
CAMPUS: <b>Online</b>

Our self-directed, fully distance certificate program gives you flexibility to work at your own pace and get the results you want to advance your career.

Divided into 10 lessons and 10 assignments our BC Electrical Code course offers you access to tutorial help. You will learn about the fundamentals of the rules and regulations governing Canadian electrical work, installation and the calculations you will need. This course is administered through Community Education. You will use the 2015 Canadian Electrical Code (23rd edition) to gain valuable knowledge and training in:

- BC Authorization Procedures for Electrical Contractors
- BC Bulletins, Amendments, General and Electrical Safety Regulations
- Correct Interpretations of Applicable Code Rules
- Proper use of the Code Book
- The BC Safety Standards Act

The course is designed to help students navigate through the code book. You will gain a fundamental understanding of the rules and regulations governing the installation of electrical work. You will gain knowledge of the calculations that are a large part of the code regulations. Many examples are included in the coursework.

### DURATION

The course work is challenging, however, most students that are able to devote a few hours per week to the assigned work can complete this course within six months. Students who already have some familiarity with the Code will likely be able to finish the course in less time. Maximum time allowed for completion is eight months.

### TECHNICAL SAFETY BC RECOGNIZED

In British Columbia, if you wish to be named on an Electrical Permit or an Electrical License or if you wish to sign a declaration for a particular project, you must be qualified as a Field Safety Representative (FSR). You will then have responsibility for code compliance of that project. A FSR named on an application for an operating permit or contractor's licence must, in addition to the duties of a FSR, represent the operating permit holder or licensed contractor in code, technical and worker qualification matters that are within the scope of the Field Safety Representative's certificate of qualification.

To become a FSR you are required to show evidence of having successfully completed a course in the application of electrical codes and standards required by the provincial safety manager and to pass a Technical Safety BC exam. This course qualifies as 'recognized' by Technical Safety BC (formerly known as BC Safety Authority). This course is also excellent for those electricians, technologists or engineers that merely want to refresh their knowledge and update their skills to the latest edition of the code.



### Admission Requirements

This continuous intake program is beneficial for Apprentices and Journeyperson Electricians.

In order to be recognized by Technical Safety BC (formerly known as BC Safety Authority) for application for a Class A, B or C Field Safety Representative examination the student must be a valid holder of an Interprovincial Standards Examination Certificate of Qualification in the trade of Electrician (Red Seal).



### Contact

Community Education & Workplace Training Contact  
Phone: 866.301.6601 ext 13220  
Direct: 250.354.3220  
Email: NelsonCE@selkirk.ca



LENGTH OF STUDY: <b>4 Months</b>
ACCREDITATION: <b>Certificate of Completion</b>
CAMPUS: <b>Online</b>

Our self-directed, fully distance certificate program gives you flexibility to work at your own pace and get the results you want to advance your career.

Divided into five lessons and five assignments our BC Low Energy Code course offers you access to tutorial help. You will learn about the fundamentals of the rules and regulations governing Low Energy electrical work and installation. This course is administered through Community Education. You will use the 2015 Canadian Electrical Code (23rd edition) to gain valuable knowledge and training in:

- BC Authorization Procedures for Electrical Contractors
- BC Bulletins, Amendments, General and Electrical Safety Regulations
- Correct Interpretations of applicable Code Rules
- Proper use of the Code Book
- The BC Safety Standards Act

The course is designed to help students navigate through the Code book. You will gain a fundamental understanding of the rules and regulations governing the installation of electrical work.

### DURATION

The course work is challenging, however most students that are able to devote a few hours per week to the assigned work can complete this course within four months. Students who already have some familiarity with the Code will likely be able to finish the course in less time. If students require more time, they have the option to purchase a one-month extension. The student will be allowed a maximum of two extensions.

### TECHNICAL SAFETY BC RECOGNIZED

In British Columbia, if you wish to be named on an Electrical Permit or an Electrical License or if you wish to sign a declaration for a particular project, you must be qualified as a Field Safety Representative (FSR). You will then have responsibility for code compliance of that project. A FSR named on an application for an operating permit or contractor's licence must, in addition to the duties of a FSR, represent the operating permit holder or licensed contractor in code, technical and worker qualification matters that are within the scope of the Field Safety Representative's certificate of qualification.

To become a FSR you are required to show evidence of having successfully completed a course in the application of electrical codes and standards required by the provincial safety manager and to pass a Technical Safety BC exam. This course qualifies as 'recognized' by Technical Safety BC (formerly known as BC Safety Authority).

### Admission Requirements

This is a continuous intake program.

In order to be recognized by Technical Safety BC (formerly known as BC Safety Authority) for application for a Class LO Energy Field Safety Representative, the student should have one year relevant experience.

### Contact

Community Education & Workplace Training Contact  
Phone: 866.301.6601 ext 13220  
Direct: 250.354.3220  
Email: NelsonCE@selkirk.ca



The following is a suggested mix of courses to satisfy requirements for the associate of science degree in biochemistry. Courses should always be chosen in consultation with a Selkirk College counsellor.

Notes:

Students transferring to SFU should choose CPSC 100 as their elective. Students transferring to UBCO should choose CHEM 222 as their elective. Students are advised to ensure that their course selections will meet the degree requirements of the subsequent institution(s) they plan to attend.

## Year 1

### SEMESTER 1

Course	Name		Credit
BIOL 104	Biology I	On Campus	3
CHEMISTRY	Chemistry Requirement: CHEM 110 or CHEM 122	On Campus	3
ENGLISH	English Requirement: ENGL 110 or ENGL 112	On Campus	3
MATH 100	Calculus I	On Campus	3
PHYSICS A	Physics Requirement: PHYS 102 or PHYS 104	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 2

Course	Name		Credit
BIOL 106	Biology II	On Campus	3
CHEM 125	Foundations of Chemistry II	On Campus	4
ENGLISH	English Requirement: ENGL 111 or ENGL 114	On Campus	3
MATH 101	Calculus II	On Campus	3
PHYSICS B	Physics Requirement: PHYS 103 or PHYS 105	On Campus	3
<b>Total</b>			<b>16</b>

## YEAR 2

### SEMESTER 3

Course	Name		Credit
BIOL 204	Cell Biology	On Campus	3
BIOL 212	Microbiology	On Campus	3
CHEM 212	Organic Chemistry I	On Campus	3
ARTS I	First or Second Year Arts Requirement	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 4

Course	Name		Credit
BIOL 202	Principles of Genetics	On Campus	3
BIOL 206	Introductory Biochemistry	On Campus	3
CHEM 213	Organic Chemistry II	On Campus	3
STAT 206	Statistics	On Campus	3
ARTS I	First or Second Year Arts Requirement	On Campus	3
<b>Total</b>			<b>15</b>

LENGTH OF STUDY:

**2 Years**

ACCREDITATION:

**Associate of Science in Biochemistry**

CAMPUS:

**Castlegar Campus**

Are you fascinated by living organisms and their biological molecules? Also called "biological chemistry," this growing field of scientific study explains how living organisms survive and thrive through their internal chemical processes. Biochemical research is one of the most successful fields at examining living processes and today is part of almost all areas of life sciences research. As a professional biochemist you will make valuable contributions to this vital research and set your path for career success.

Take this program if you are fascinated by living organisms and how their biological molecules contribute to the functioning of their entire beings. Take this program if you are fascinated by life in general and want to understand its complex scientific inner workings and play an active role in discovering more about living beings' interconnectedness.

### COURSES INCLUDE

You will get the basics you need to take further education in biochemistry as you study diverse subjects like:

- Writing composition
- Poetry and drama
- Biology
- Chemistry
- Calculus
- Physics
- Literature and prose fiction
- Organic chemistry
- Cell biology
- Microbiology
- Biochemistry

## Admission Requirements

Admission to the Associate of Science degree in Biochemistry program requires the completion of Biology 12, Chemistry 11, English Studies 12, Physics 11 with a grade of "C" or higher and Pre-calculus 12 or Principles of Math 12 with a grade of "C+" or higher.





## Program Courses

### BIOL 104 - **BIOLOGY I**

A course designed for those students who require first-year biology in their program of study or who wish to go on to further study in biology. The course includes cell biology, biochemistry, and an examination of the processes of life in the plant and animal body. A strong emphasis is placed on the development of critical thinking skills through problem solving, research design, and laboratory analysis.

**Prerequisites:** *BIOL 12 or equivalent and CHEM 11 or equivalent.*

*This course is available via Distance Education, but requires attendance at weekly on-site labs.*

### BIOL 106 - **BIOLOGY II**

Along with BIOL 104 (Biology I), this course provides an overview of the study of living things. Biology 106 presents topics in population, community and ecosystem ecology, and classical and molecular genetics. Evolution provides a unifying theme for the course. A strong emphasis is placed on the development of critical thinking skills through problem solving, case studies and laboratory investigation.

**Prerequisites:** *BIOL 104 with a grade of "C" or higher.*

### BIOL 202 - **PRINCIPLES OF GENETICS**

This course provides the student with a knowledge of classical and reverse genetics. Topics covered include Mendelian inheritance, chromosome theory of heredity, sex determination, mutation, the structure and function of genes, molecular genetics, and the genetic structure of populations. Experimental techniques used in molecular genetics are also introduced.

**Prerequisites:** *BIOL 104 and 106 with a grade of "C" or higher*

### BIOL 204 - **CELL BIOLOGY**

This course provides the student with a thorough knowledge of cell structure and function. Topics covered include biomolecules, membranes, organelles, cell movement, cell signaling, gene regulation, and transcription and translation. Experimental techniques used in modern cellular and molecular biology are also introduced.

**Prerequisites:** *BIOL 104 and 106 with a grade of "C" or higher.*

### BIOL 206 - **INTRODUCTORY BIOCHEMISTRY**

This course provides an introduction to biochemistry including protein structure and function, and representative catabolic and anabolic pathways. Topics covered include water, enzyme kinetics and enzyme structure and function. Experimental techniques used in biochemistry and molecular biology are also introduced.

**Prerequisites:** *Biology 104 and 106 with a grade of "C" or higher.*

*NOTE: Students are advised to take CHEM 212 as a prerequisite. Corequisites: CHEM 213.*

### BIOL 212 - **MICROBIOLOGY**

A survey of the microbial world, with discussions of the medical and ecological significance of key organisms. The biology of micro-organisms (including bacteria and viruses) is a key focal point, but there will also be discussions of immunology and pathology. The laboratory component will build basic skills necessary to perform and interpret research in the fields of medical microbiology, industrial microbiology, environmental microbiology, immunology and virology. A basic knowledge of biology will be presumed, including basic cell biology, ecology, physiology, biochemistry and metabolism.

**Prerequisites:** *BIOL 104 and BIOL 106 (or another six credits of 100-level Biology) with a grade of "C" or higher.*

### CHEM 125 - **FOUNDATIONS OF CHEMISTRY II**

The continuation for either CHEM 110 or CHEM 122. The course consists of two major units: physical chemistry and organic chemistry. The study of physical chemistry begins with an investigation of reaction rates (kinetics), followed by the principles of equilibria applied to pure substances and aqueous solutions, and an introduction to the laws of thermodynamics. The second major unit is a survey of the field of organic chemistry; topics include the physical and chemical properties of alkanes and alkenes, stereochemistry, and addition, substitution, and elimination reactions. The laboratory work involves the measurement of physical and chemical properties as well as chemical syntheses.

**Prerequisites:** *CHEM 110 or CHEM 122 with a grade of "C" or higher.*

### CHEM 212 - **ORGANIC CHEMISTRY I**

Explores the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from first-year general chemistry are reviewed briefly: alkanes, stereochemistry, alkenes, and nucleophilic substitution and elimination reactions of alkyl halides. The correlation between structure and acidity is investigated, and the chemistry of alkynes and alcohols is examined. Structure-determination techniques, including IR and NMR, are explored. The laboratory work for this course provides practical experiences with separation/purification techniques, molecular synthesis, and qualitative analytical methods applied to organic compounds.

**Prerequisites:** *CHEM 125 with a grade of "C" or higher.*

### CHEM 213 - **ORGANIC CHEMISTRY II**

A continuation of CHEM 212. The survey of organic families is continued with a study of aldehydes and ketones, carboxylic acid derivatives, aromatics and amines. The chemistry of a variety of compounds of biological interest is also discussed. The laboratory work involves synthesis and organic structure determination.

**Prerequisites:** *CHEM 212 with a grade of "C" or higher.*

### MATH 100 - **CALCULUS I**

A course designed to provide students with the background in calculus needed for further studies. This course includes: a review of functions and graphs; limits; the derivative of algebraic, trigonometric, exponential and logarithmic functions; applications of the derivative including related rates, maxima, minima, velocity and acceleration; the definite integral; an introduction to elementary differential equations; and applications of integration including velocity, acceleration, areas, and growth and decay problems.

**Prerequisites:** *Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or higher.*

### MATH 101 - **CALCULUS II**

This course is a sequel to MATH 100 for those students who wish to major in mathematics, sciences or applied sciences. The course includes: antidifferentiation and integration; the definite integral; areas and volumes; transcendental functions; techniques of integration; parametric equations; polar coordinates; indeterminate forms, improper integrals and Taylor's formula; and infinite series.

**Prerequisites:** *MATH 100 or equivalent with a grade of "C" or higher.*





The following is a suggested mix of courses to satisfy requirements for the associate of science degree in biology. Courses should always be chosen in consultation with a Selkirk College counsellor.

Notes:

Students transferring to UNBC, UBCO or TRU should choose BIOL 212 as an elective. Students are advised to ensure that their course selections will meet the degree requirements of any subsequent institutions they plan to attend.

## Year 1

### SEMESTER 1

Course	Name		Credit
BIOL 104	Biology I	On Campus	3
CHEMISTRY	Chemistry Requirement: CHEM 110 or CHEM 122	On Campus	3
ENGLISH	English Requirement: ENGL 110 or ENGL 112	On Campus	3
MATH 100	Calculus I	On Campus	3
PHYSICS A	Physics Requirement: PHYS 102 or PHYS 104	On Campus	3

**Total 15**

### SEMESTER 2

Course	Name		Credit
BIOL 106	Biology II	On Campus	3
CHEM 125	Foundations of Chemistry II	On Campus	4
ENGLISH	English Requirement: ENGL 111 or ENGL 114	On Campus	3
MATH 101	Calculus II	On Campus	3
PHYSICS B	Physics Requirement: PHYS 103 or PHYS 105	On Campus	3

**Total 16**

## Year 2

### SEMESTER 3

Course	Name		Credit
BIOL 204	Cell Biology	On Campus	3
CHEM 212	Organic Chemistry I	On Campus	3
ARTS I	First or Second Year Arts Requirement	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3

**Total 15**

### SEMESTER 4

Course	Name		Credit
BIOL 202	Principles of Genetics	On Campus	3
BIOL 206	Introductory Biochemistry	On Campus	3
CHEM 213	Organic Chemistry II	On Campus	3
STAT 206	Statistics	On Campus	3
ARTS I	First or Second Year Arts Requirement	On Campus	3

**Total 15**

#### LENGTH OF STUDY:

**2 Years**

#### ACCREDITATION:

**Associate of Science in Biology**

#### CAMPUS:

**Castlegar Campus**

Get hands-on experience learning how living beings function, evolve and interact with each other, as you gain a deeper understanding of our world's biospheres.

#### PROGRAM OVERVIEW

Selkirk College offers a great start to an undergraduate degree in biology. Complete your first two years in our learner-centered environment! Please also refer to our Rural Pre-Medicine program which is the first one of its kind in Canada. The courses in the RPM program also offer the ability of students interested in health sciences to complete their first two years at Selkirk College. If biology is not your passion, but you need it for another program or degree that you are interested in, we offer a variety of biology courses that are relevant for non-biology majors as well.

#### WHO SHOULD STUDY BIOLOGY?

Biology is the science of life, so it is relevant to everyone! If you like biology, you are curious about living creatures. You might be interested in learning about the complex structure of a bacterium, an insect, a plant or maybe you are interested in human health. You might also like exploring how intricate genetic, biochemical and physiological processes work. Or, perhaps you enjoy learning how organisms interact with their environment and how ecosystems function.

#### CAREER OPPORTUNITIES

Agronomist, Biochemical Engineer, Biochemist, Bioinformatician, Biostatistician, Cell Animator, Cell Biologist, Conservation Biologist, Cosmetic/Perfume Maker, Dentist, Ecologist, Environmental Lawyer, Environmental Technician, Fish and Wildlife Officer, Forensic Specialist, Geneticist, Horticulturalist, Hospital Administrator, Journalist-Scientific, Laboratory Technician, Marine Biologist, Medical Doctor, Medical Illustrator, Medical Librarian, Medical Microbiologist, Nurse, Nutritionist, Occupational Therapist, Oceanographer, Optometrist/Ophthalmologist, Pharmacist, Pharmaceutical Sales Rep, Physiotherapist, Public Health Officer, Researcher, Speech Language Pathologist, Teacher/Professor, Technical Writer, Toxicologist, Veterinarian, Virologist, Wildlife Biologist



**PROGRAM OUTCOMES**

At the end of a Biology degree, you will be able to:

- Think critically, problem solve and use scientific reasoning skills
- Apply the scientific method in experimental design, experimentation and analysis
- Perform common laboratory techniques
- Correlate structure with function
- Understand the complexity of living systems
- Retrieve, assess, analyze and integrate information
- Communicate both orally and in writing
- Work independently and with others

If you like biology, you might also like agriculture, biochemistry, bioinformatics, biophysics, biotechnology, chemistry, health professions, horticulture, neurosciences, and pharmacology.

**Admission Requirements**

In addition to the general admissions requirements of Selkirk College, each biology course has specific prerequisites which must be completed before you may take the course. If you are interested in an associate of science degree in Biology, the program requires the completion of Biology 12, Chemistry 11, English Studies 12, Physics 11 with a grade of "C" or higher and Pre-calculus 12 or Principles of Math 12 with a grade of "C+" or higher.

**Program Courses**

**BIOL 104 - BIOLOGY I**

A course designed for those students who require first year biology in their program of study or who wish to go on to further study in biology. The course includes cell biology, biochemistry, and an examination of the processes of life in the plant and animal body. A strong emphasis is placed on the development of critical thinking skills through problem solving, research design, and laboratory analysis.

*Prerequisites: BIOL 12 or equivalent and CHEM 11 or equivalent.*

*This course is available via Distance Education, but requires attendance at weekly on-site labs.*

**BIOL 106 - BIOLOGY II**

Along with BIOL 104 (Biology I), this course provides an overview of the study of living things. Biology 106 presents topics in population, community and ecosystem ecology, and classical and molecular genetics. Evolution provides a unifying theme for the course. A strong emphasis is placed on the development of critical thinking skills through problem solving, case studies and laboratory investigation.

*Prerequisites: BIOL 104 with a grade of "C" or higher.*

**BIOL 202 - PRINCIPLES OF GENETICS**

This course provides the student with a knowledge of classical and reverse genetics. Topics covered include Mendelian inheritance, chromosome theory of heredity, sex determination, mutation, the structure and function of genes, molecular genetics, and the genetic structure of populations. Experimental techniques used in molecular genetics are also introduced.

*Prerequisites: BIOL 104 and 106 with a grade of "C" or higher.*

**BIOL 204 - CELL BIOLOGY**

This course provides the student with a thorough knowledge of cell structure and function. Topics covered include biomolecules, membranes, organelles, cell movement, cell signaling, gene regulation, and transcription and translation. Experimental techniques used in modern cellular and molecular biology are also introduced.

*Prerequisites: BIOL 104 and 106 with a grade of "C" or higher.*

**BIOL 206 - INTRODUCTORY BIOCHEMISTRY**

This course provides an introduction to biochemistry including protein structure and function, and representative catabolic and anabolic pathways. Topics covered include water, enzyme kinetics and enzyme structure and function. Experimental techniques used in biochemistry and molecular biology are also introduced.

*Prerequisites: Biology 104 and 106 with a grade of "C" or higher.*

*NOTE: Students are advised to take CHEM 212 as a prerequisite and CHEM 213 concurrently with BIOL 206.*

**CHEM 125 - FOUNDATIONS OF CHEMISTRY II**

The continuation of either CHEM 110 or CHEM 122. The course consists of two major units: physical chemistry and organic chemistry. The study of physical chemistry begins with an investigation of reaction rates (kinetics), followed by the principles of equilibria applied to pure substances and aqueous solutions, and an introduction to the laws of thermodynamics. The second major unit is a survey of the field of organic chemistry; topics include the physical and chemical properties of alkanes and alkenes, stereochemistry, and addition, substitution, and elimination reactions. The laboratory work involves the measurement of physical and chemical properties as well as chemical syntheses.

*Prerequisites: CHEM 110 or CHEM 122 with a grade of "C" or higher.*

**CHEM 212 - ORGANIC CHEMISTRY I**

Explores the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from first-year general chemistry are reviewed briefly: alkanes, stereochemistry, alkenes, and nucleophilic substitution and elimination reactions of alkyl halides. The correlation between structure and acidity is investigated, and the chemistry of alkynes and alcohols is examined. Structure-determination techniques, including IR and NMR, are explored. The laboratory work for this course provides practical experiences with separation/purification techniques, molecular synthesis, and qualitative analytical methods applied to organic compounds.

*Prerequisites: CHEM 125 with a grade of "C" or higher.*



### CHEM 213 - **ORGANIC CHEMISTRY II**

A continuation of CHEM 212. The survey of organic families is continued with a study of aldehydes and ketones, carboxylic acid derivatives, aromatics and amines. The chemistry of a variety of compounds of biological interest is also discussed. The laboratory work involves synthesis and organic structure determination.

*Prerequisites: CHEM 212 with a grade of "C" or higher.*

### MATH 100 - **CALCULUS I**

A course designed to provide students with the background in calculus needed for further studies. This course includes: a review of functions and graphs; limits; the derivative of algebraic, trigonometric, exponential and logarithmic functions; applications of the derivative including related rates, maxima, minima, velocity and acceleration; the definite integral; an introduction to elementary differential equations; and, applications of integration including velocity, acceleration, areas, and growth and decay problems.

*Prerequisites: Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or higher.*

### MATH 101 - **CALCULUS II**

This course is a sequel to MATH 100 for those students who wish to major in mathematics, sciences or applied sciences. The course includes: antidifferentiation and integration; the definite integral; areas and volumes; transcendental functions; techniques of integration; parametric equations; polar coordinates; indeterminate forms, improper integrals and Taylor's formula; and infinite series.

*Prerequisites: MATH 100 or equivalent with a grade of "C" or higher.*

### STAT 206 - **STATISTICS**

This course provides an introduction to statistical methods intended for students of Engineering or the Sciences. Descriptive statistics, probability and inferential statistics are covered at a level appropriate for students with some calculus background. The students will learn to calculate confidence intervals and perform hypothesis testing for experiments involving one and two samples. Linear regression and correlation may be introduced if time permits.

*Prerequisites: Math 100 or Math 140 or an equivalent calculus course that introduces integral calculus.*

### **GENERAL UAS ELECTIVE**

A student may take any first-year or higher university transferable course to satisfy this elective. Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC. To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk College counsellor.

### **FIRST OR SECOND YEAR**

#### **ARTS REQUIREMENT:**

Students may take any first- or second-year UAS Arts elective (Humanities or Social Sciences) excluding your major discipline.

#### **CHEMISTRY REQUIREMENT:**

Students requiring first-year chemistry have a choice of Chemistry 110 or Chemistry 122.

- CHEM 110: Fundamentals of Chemistry
- CHEM 122: General Chemistry I

#### **ENGLISH REQUIREMENT**

Students requiring first-year English have a choice of the ENGLISH 110/111 sequence or the 112/114 sequence.

The 110/111 sequence is focused on the development of academic writing and research.

- ENGL 110 - College Composition
- ENGL 111 - Introduction to Literature

The 112/114 sequence is focused on the interpretation of literature.

- ENGL 112 - Introduction to Poetry and Drama
- ENGL 114 - Introduction to Prose Fiction

#### **PHYSICS REQUIREMENT:**

Students requiring first-year physics have a choice of Physics 102/104 or the 103/105.

- PHYS 102: Basic Physics I
- PHYS 104: Fundamental Physics I
- PHYS 103: Basic Physics II
- PHYS 105: Fundamental Physics II

## Contact

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca





Course	Name		Credit
BLCK 121	Shop Cultures: Safety and Devices	On Campus	1.5
BLCK 123	Fabrication Techniques: Welded Forms	On Campus	4
BLCK 125	Design for Fabrication and Blacksmithing	On Campus	3.5
BLCK 127	Force, Stance, Direction: Primary Hammer Skills	On Campus	4
BLCK 129	Advanced Techniques: Conceptualize and Create	On Campus	4
BLCK 131	Production Processes	On Campus	3
<b>Total</b>			<b>20</b>

**LENGTH OF STUDY:**  
**4 Months**

**ACCREDITATION:**  
**Certificate**

**CAMPUS:**  
**Victoria Street Campus, Nelson**

## INTERVIEW

All applicants are required to participate in an interview with a program instructor from the Kootenay School of the Arts program. Telephone interviews will be arranged for those applicants who, because of distance, cannot attend in person. The interview is an opportunity for applicants to introduce themselves, present their work and discuss their interests within the arts. The instructor will assess the applicant's preparedness for entry into the program and will ask about commitment, goals and expectations, design knowledge, experience and communication skills. It is also an opportunity for applicants to ask any questions they might have about the program and for faculty to recommend upgrading if necessary.

## PORTFOLIOS

The portfolio is designed to assess your skill level to help instructors increase your chances of success in your studio program. KSA is looking for a demonstration of visual awareness, creativity and technical skill. The portfolio pieces may be of any medium and they need not be specific to studio preference.

For portfolio guidelines see our website <http://selkirk.ca/program/blacksmithing/admission-requirements> or see Kootenay Studio Arts program policy – Appendix F.

## Program Courses

### BLCK 121 - SHOP CULTURES: SAFETY AND DEVICES

Will introduce students to shop culture and to safe operating practices for all tools in the shop. Students will be given an overview of the two metal certificates (Blacksmithing and Metal Casting) and will start to develop the skills necessary to proceed into BLCK 123.

Blacksmith work can be seen everywhere from wrought iron patio fences to decorative wall hangings and art. Designed to let you explore your personal expression, our program teaches you the necessary blacksmithing and welding techniques to manipulate and join steel for both form and function. You will learn the basics of ornamental metal art design and creation to put you on the road to success in the professional marketplace.

Our instructors show you how to design, draw and produce work in ferrous and non-ferrous metals through a variety of studio, forge and foundry demonstrations, discussions and exercises.

### GAIN VALUABLE SKILLS

- Increase your hand skills and your hand-eye coordination
- Understand the movement of mass
- Sharpen your creative problem solving
- Learn the basics of tool construction

Through the Blacksmithing program, you will be able to reach a level appropriate for a blacksmith apprentice. Gaining control and confidence, you will be ready to produce traditional and contemporary ironwork and begin your career.

### YOUR COURSES INCLUDE

- Advanced Conceptualization and Creation Techniques
- Drawing and Design for Blacksmithing
- Metal Shop Culture
- Primary Hammer Skills
- Production Processes

Continue your studies and achieve the 10-month Sculptural Metal certificate or set up your two-year Studio Arts diploma.

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Kootenay Studio Arts programming (KSA) entrance requirements:

### QUESTIONNAIRE

All applicants must complete and submit a questionnaire at least one week prior to their scheduled interview date. The questionnaire helps us to understand the applicant's interest and commitment to the studio program.

Submit the questionnaire using the Kootenay Studio Arts online form at [selkirk.ca/blacksmithing](http://selkirk.ca/blacksmithing).

**BLCK 123 - FABRICATION  
TECHNIQUES: WELDED FORMS**

Students will be introduced to the safe use of the MIG welder, oxygen and acetylene gases, and the plasma cutter. Exercises include samples using each process, accurate layout, and sculptural inflation.

**BLCK 125 - DESIGN FOR FABRICATION  
AND BLACKSMITHING**

Provides students with a basic understanding of the design and visual communication skills required to develop and present concepts that may be realized in wrought iron. The course will offer an introduction to essential drawing skills in black and white media and an overview of core design principles – with context via relevant metal craft history. Students will be aided in developing their basic rendering techniques and concept design skills in product development and presentation. The course also covers practical aspects such as the reading and drawing of scale plans, structural considerations, and building code conventions. Students will gain the ability to blend functionality with aesthetics and articulate their creative visions on paper as an adjunct to working in wrought metal.

*Prerequisites:* **BLCK 121.**

**BLCK 127 - FORCE, STANCE, DIRECTION:  
PRIMARY HAMMER SKILLS**

In BLCK 127: Force, Stance, Direction: Primary Hammer Skills, students will develop the ability to manipulate hot steel with hammer and anvil. Following instructor demonstrations and discussion, students will practice a variety of basic smithing techniques. Emphasis is on hammer control, proper and safe tool use and how to apply the knowledge gained to complete simple projects safely and effectively.

**BLCK 129 - ADVANCED TECHNIQUES:  
CONCEPTUALIZE AND CREATE**

This component introduces students to a broader range of blacksmithing skills and techniques. Built on a strong foundation of Blacksmithing fundamentals, students' ability to conceptualize and create advanced forms will be increased through tool making and creative problem solving. Students will make a hammer and punches. Skills include power hammer techniques and tooling.

**BLCK 131 - PRODUCTION PROCESSES**

Students will design, proof and execute a short production run of ornamental metal art. Skills include making and using custom jigs and tooling.

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**Contact****KOOTENAY STUDIO ARTS**

Phone: 1.888.953.1133 Ext. 21324

Direct: 250.365.1324

Email: [ksaadmissions@selkirk.ca](mailto:ksaadmissions@selkirk.ca)



## SEMESTER 1

Course	Name		Credit
CAST 124	How to Cast Bronze	On Campus	7
CAST 126	Exploration of Bronze	On Campus	7
CAST 128	Sculptural Modeling in Clay	On Campus	3
CAST 122	Drawing and Design for Metal Casting	On Campus	3
<b>Total</b>			<b>20</b>

LENGTH OF STUDY:

**4 Months**

ACCREDITATION:

**Certificate**

CAMPUS:

**Victoria Street Campus, Nelson**

Used for centuries, the intricate process and historic tradition of creating complex metal shapes and parts is in high demand today for both commercial and ornamental uses.

Focusing on exploring your personal expression in metal, we give you the necessary discipline and skills to be able to venture into the global metal marketplace. Our instructors show you how to design, draw and produce work in non-ferrous metals through a variety of studio, and foundry demonstrations, discussions, field tips and exercises.

### GAIN VALUABLE SKILLS

- Tool safety (TIG welder, grinders, air tools)
- Making rubber molds
- Wax chasing
- Metal finishing
- How to submit a presentation to a client

### YOUR COURSES INCLUDE

- Drawing and Design for Metal Casting
- How to Cast Bronze
- Exploration of Bronze

With an emphasis on developing proper technique and using appropriate tools safely, you will learn how to design, sculpt, mold and cast in bronze and lost wax casting methods. Plus, you will get hands-on practice in studio production, casting sculptural forms and pouring molten metal as you design, create and develop molds and patterns for casting in our foundry room. Continue your studies and achieve the 10-month Studio Arts diploma.

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Kootenay Studio Arts programming (KSA) entrance requirements:

### QUESTIONNAIRE

All applicants must complete and submit a questionnaire at least one week prior to their

scheduled interview date. The questionnaire helps us to understand the applicant's interest and commitment to the studio program.

Submit the questionnaire using the Kootenay Studio Arts online form at [selkirk.ca/bronze-casting](http://selkirk.ca/bronze-casting).

### INTERVIEW

All applicants are required to participate in an interview with a program instructor from the Kootenay School of the Arts program. Telephone interviews will be arranged for those applicants who, because of distance, cannot attend in person. The interview is an opportunity for applicants to introduce themselves, present their work and discuss their interests within the arts. The instructor will assess the applicant's preparedness for entry into the program and will ask about commitment, goals and expectations, design knowledge, experience and communication skills. It is also an opportunity for applicants to ask any questions they might have about the program and for faculty to recommend upgrading if necessary.

### PORTFOLIOS

The portfolio is designed to assess your skill level to help instructors increase your chances of success in your studio program. KSA is looking for a demonstration of visual awareness, creativity and technical skill. The portfolio pieces may be of any medium and they need not be specific to studio preference.

For portfolio guidelines see our website <http://selkirk.ca/program/bronze-casting/admission-requirements> or see Kootenay Studio Arts program policy – Appendix F.

## Program Courses

### CAST 122 - DRAWING AND DESIGN FOR METAL CASTING

This course provides students with a basic understanding of design and visual communication skills required to develop and present concepts that may be realized in cast molten metal. Students will

gain the ability to integrate 2D/3D concepts and to combine aesthetics with function when articulating their creative visions 'on paper' as an adjunct to working with cast metal.

### CAST 124 - HOW TO CAST BRONZE

Students will design, sculpt, mold and then cast their own unique creations in bronze. In this 5-week intensive course through various assignments, students will learn how to design and sculpt their ideas in clay, mold them in rubber, wax, ceramic shell and then bronze. Various bronze finishing techniques will be taught.

### CAST 126 - EXPLORATION OF BRONZE

Students will learn to explore their ideas in clay with more involved processes. In this 5-week intensive course, students will learn more advanced molding techniques to create more involved and intricate sculptures. At the end of this course students will visit foundries and working artists in their studios. Students will leave this course with basic casting and marketing skills to further their own explorations.

### CAST 128 - SCULPTURAL MODELING IN CLAY

This is a 15-week course designed to give students skills in working with oil based clay. Through in class exercises, demos and assignments, students will learn to use various tools and techniques to develop an understanding of three dimensional form through modeling in clay.

## Contact

**KOOTENAY STUDIO ARTS**  
Phone: 1.888.953.1133 Ext. 21324  
Direct: 250.365.1324  
Email: [ksaadmissions@selkirk.ca](mailto:ksaadmissions@selkirk.ca)



### LENGTH OF STUDY:

**2 Years**

### ACCREDITATION:

**Diploma**

### CAMPUS:

**Castlegar Campus**

Business and finance specialists like human resource managers, marketing professionals, accountants, and entrepreneurs are among Canada's top five highest paid professions. Come find your new career while enjoying world-class culture and outdoor recreation in the heart of the West Kootenay.

Come study at Selkirk College where learning and lifestyle mix, making for an enriching educational experience. Go from the desk to the ski-hill on epic powder days or reward yourself for focused studies by taking in some eclectic arts and culture. Our Business Administration diploma helps elevate and leverage your skills to compete in high-paying and dynamic careers. Strive for success while enjoying unforgettable college life.

### YOU WILL BENEFIT FROM

- Flexible, full- or part-time studies
- Multiple program start dates (September/ January/May)
- Small class sizes and personalized attention
- Culturally diverse classrooms
- Veteran instructors still working in their industry
- Opportunities for real-world co-op work experience
- Complete academic upgrading while in the program (if required)
- Transfer to a variety of degree programs
- Transfer and exchange opportunities in France, Scotland and Australia

Take a common first year and then choose your career path by concentrating in either Accounting and Finance or Management in your second year.

## Admission Requirements

### GENERAL ADMISSION REQUIREMENTS

In addition to meeting the general entrance requirements for admission to Selkirk College, applicants must meet the following Business Administration requirements:

- English Studies 12 or equivalent with a grade of "C+" or higher required. For international applicants, IELTS 6.0 overall band score with no band below 5.5, or equivalent on other

This course of studies is applicable for students studying full-time starting in September.

For more information on the course of studies as a part-time student or when starting in January or May, please contact the Program Advisor.

### OPTIONAL COURSES

- Either TWC 164 or ENGL 110 are required to graduate. Typically, TWC 164 is the preferred course to take. However, for some, taking ENGL 110 may make more sense depending on when and where you may want to transfer after completing your diploma at Selkirk. Please contact our Program Advisor for more details.

### YEAR 1

#### SEMESTER 1

Course	Name		Credit
COMM 220	Principles of Organizational Behaviour	On Campus	3
COMM 240	Financial Accounting I	On Campus	3
ECON 106	Principles of Macroeconomics	On Campus	3
MATH 125	Business Mathematics	On Campus	3
TWC 164	Business Communications I	On Campus	3
ENGL 110	College Composition	On Campus	3
<b>Total</b>			<b>18</b>

#### SEMESTER 2

Course	Name		Credit
ADMN 171	Management Principles	On Campus	3
ADMN 181	Marketing	On Campus	3
COMM 241	Financial Accounting II	On Campus	3
ECON 107	Principles of Microeconomics	On Campus	3
STAT 105	Introduction to Statistics	On Campus	3
TWC 165	Business Communications II	On Campus	3
<b>Total</b>			<b>18</b>

internationally recognized English Language Proficiency Tests.

- Foundations of Math 12 or Pre-calculus 11 with a grade of "C+" or higher.

### CO-OP EDUCATION

The Co-op Education Program of work terms is an option within the Business Administration Program. To be eligible for Co-op work terms, students must:

- have credit for all previous courses in the selected program of study. Students who lack credit for a course may be considered on an individual basis;
- have a minimum cumulative program GPA of 2.33; and
- be taking a full course load in the selected program of study.

### PART-TIME STUDY

The Business Administration program supports part-time study. Special consideration has been given to the integration of part-time students into the program.

Typically, a full-time student completes this program in four semesters by taking five to six courses per semester. With careful planning, you can complete the program in six semesters by taking three to four courses per semester. You can, however, take as little as one course per semester if that is all that will work for you. If you are accessing government student loans, make sure that you are taking the minimum number of courses to remain eligible for funding.

Most Business Administration courses are offered once per year. We will work with you to plan a pathway through the course offerings to match them



with your interests and goals, educational level, and available time.

#### EARLY ENTRY

- Applicants who lack the admission requirements may still gain admission to the program through a multi-level entry system which allows students to take a combination of business and upgrading courses in the first year.
- This mode of entry may extend the duration of the program accordingly as not all courses are offered every term.
- Contact our Program Advisor for more details.

## Application Information

The deadline for receiving required documentation is stated in the student's admissions letter.

An interview (in person or by telephone) with the Program Advisor may be required before entry to the program. Interview results are not used as criteria for admission.

Students are required to complete an orientation at the beginning of the program.

Entry to the program may be made at the commencement of the semester(s). However, normal entry is at the beginning of the Fall semester. The progression of courses may be different dependent on which semester the student commences studies.

Where space permits students may be admitted up to the end of the first week of the semester.

Entry may be limited by prerequisites, space limitations and/or completion of preadmission assessment. International students' entry may be limited where international student enrolment targets or limits have been met.

Accepted applicants may be assigned to particular classes and/or sections

Class or section switches will not be permitted. Only extreme circumstances may warrant a class or section switch, which requires the approval of the School Chair or designate.

Students admitted to a specific program will be given preferred access to that program's courses.

## Program Courses

### ADMN 171 - MANAGEMENT PRINCIPLES

An introduction to management theory, philosophy and techniques including the specialized areas of entrepreneurship, small business, and hospitality and service industries. Management is a dynamic discipline and is reflected in the organizations of today's global world.

*Prerequisites: Accepted to the Business Administration program*

### ADMN 181 - MARKETING

Introduces students to basic concepts and principles of marketing. Topics include Canadian entrepreneurship, small business management, evaluation of business opportunities, and marketing management. Market planning will be emphasized as well as practical decision making in regards to evaluating the business environment, market segmentation, market research, and strategy choices. The marketing mix or product, price, place of distribution, and promotion will be discussed in depth.

*Prerequisites: Accepted to the Business Administration program*

### ADMN 230 - PROJECT MANAGEMENT

Provides you with foundational knowledge and applied project management skills. Learn competencies required to work in project management, and build your own skills roadmap to take your career further. Learn to define project success and develop skills in project planning and communications, including how to organize a team meeting, plan a project and schedule with state of the art software.

This introductory course establishes the foundation of knowledge upon which project management practices are based. We will look in depth at the anatomy of a project and the role of the project manager and learn the key concepts upon which the project management discipline is built.

Based on industry standard practices and recognizing that there is no one-size-fits-all approach to project management, you will examine a broad range of business projects and explore how different approaches are used under different circumstances. Reviewing the full project lifecycle from conceptual design through to project completion, you will gain insights into how projects work in the real world and the factors that lead to project success.

*Prerequisites: COMM 220 or equivalent with a grade of "C" or higher.*

### ADMN 250 - MANAGERIAL ACCOUNTING

An introduction to management accounting concepts and methods. Main topic areas include: job order and process costing, budgeting and responsibility accounting, identification of costs relevant to price, product, and replacement decisions, cost/volume/profit relationships, cost control through flexible budgets, standard costs, and variance analysis.

*Prerequisites: COMM 241 or equivalent with a grade of "C" or higher.*

### ADMN 251 - INTERMEDIATE ACCOUNTING I

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

*Prerequisites: COMM 241 or equivalent with a grade of "C" or higher.*

### ADMN 252 - FINANCIAL MANAGEMENT

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

*Prerequisites: COMM 241 or equivalent with a grade of "C" or higher.*

### ADMN 253 - PRINCIPLES OF INCOME TAX I

Studies the nature and structure of the Income Tax Act, as it applies to individuals. Topics include determination of net income for tax purposes, taxable income and income taxes payable. Income from employment, business, property, capital gains and miscellaneous sources are included.

*Prerequisites: COMM 241 or equivalent with a grade of "C" or higher.*

### ADMN 257 - INCOME TAX II

Provides a study of the nature and structure of the Income Tax Act, as it applies to corporations, partnerships, deceased taxpayers, trusts and non-residents, with the focus on corporate taxation. A corporate tax return and relevant schedules are prepared to determine net income for tax purposes, taxable income and income taxes payable. The sale of an incorporated business, tax planning techniques and special topics are included.

*Prerequisites: ADMN 253 or equivalent with a grade of "C" or higher.*





## Accounting/Finance

### HIGHLY RESPECTED SKILLS

Capable accounting and finance professionals are highly respected in the global business world and are in high demand. We give you a solid financial understanding and management background to secure your career potential in this high-paying and diverse field.

Our Accounting and Finance concentration allows you to start working right away or receive advance credit towards earning your Chartered Professional Accountant (CPA), or other professional designations.

This concentration provides students with a solid background in the financial structure of business. Students develop skills in such areas as: financial and managerial accounting, systems analysis and design, auditing, taxation, and computer systems.

### CAREER OPPORTUNITIES

Our comprehensive course offerings train you to be successful in a variety of respected careers, such as:

- Management accounting
- Taxation
- Auditing
- Purchasing
- Financial planning
- Business analyst
- Financial accounting
- Bookkeeping

This course of studies is applicable for students studying full-time starting in September.

Optional courses:

- ADMN 272 - Commercial Law is not a diploma requirement for accounting

students. If you plan to pursue an accounting designation, check with the Program Advisor for advice specific to your target designation.

- STAT 206 - Statistics is optional for legacy CA and CGA accounting students. Students not pursuing legacy CA or CGA pathways may omit this course as it is not a diploma requirement. Please note the prerequisite for this course is MATH 100 or MATH 140.

### SEMESTER 3

Course	Name		Credit
ADMN 251	Intermediate Accounting I	On Campus	3
ADMN 252	Financial Management	On Campus	3
ADMN 253	Principles of Income Tax I	On Campus	3
ADMN 250	Management Accounting	On Campus	3
ADMN 269	Information Systems	On Campus	3
ADMN 272	Commercial Law	On Campus	3

**Total 18**

### SEMESTER 4

Course	Name		Credit
ADMN 254	Intermediate Accounting II	On Campus	3
ADMN 255	Corporate Finance	On Campus	3
ADMN 257	Income Tax II	On Campus	3
ADMN 291	Intermediate Management Accounting	On Campus	3
ADMN 295	Strategic Management	On Campus	3

**Total 15**

### ELECTIVES

Course	Name		Credit
STAT 206	Statistics	On Campus	3

#### ADMN 254 - INTERMEDIATE ACCOUNTING II

Deals with theory and concepts as applied to financial reporting. Topics include valuation and cost allocation problems applying to liabilities, leases and pensions, accounting for owner's equity, partners' capital and shareholders' equity, future income tax benefits and liabilities, and full disclosure on financial reports.

*Prerequisites: ADMN 251 or equivalent with a grade of "C" or higher.*

#### ADMN 255 - CORPORATE FINANCE

Examines the raising and allocation of corporate funds. Topics include: conceptual aspects of capital structure, dividend policy, capital markets, financial securities, derivatives, international finance, and corporate reorganizations and liquidations.

*Prerequisites: COMM 241 or equivalent with a grade of "C" or higher.*

#### ADMN 259 - AUDITING

A one semester course examining the nature and function of auditing. Students will study the various types of audits as well as the auditor's role in the decision-making process. The planning, accumulation and interpretation of audit evidence including EDP systems, are major components of the course. Case studies requiring an examination of internal control, planning an audit, development of an audit program, and the preparation and completion of working papers, financial statements and the auditor's report are also part of this course.

*Prerequisites: COMM 241 or equivalent with a grade of "C" or higher.*

#### ADMN 265 - OPERATIONS MANAGEMENT

Studies business operations fundamentals such as demand management, forecasting, inventory control, the EOQ model, scheduling, project management, aggregate planning, materials management, value

analysis, supplier management, quality management and service centre management. The concepts of sustainability and sustainable business practices will be integrated into the different topics.

*Prerequisites: COMM 220 and ADMN 181 or equivalent with a grade of "C" or higher.*

#### ADMN 269 - INFORMATION SYSTEMS

Examines the relationships and distinctions between Management Information Systems (MIS) and Accounting Information Systems (AIS). Students will examine the standard categories of business transactions and how these transactions flow through the organization, are documented, stored (with emphasis on databases), and are reported for use by both internal and external users. Accounting information systems development will be studied with emphasis on systems analysis and design, internal controls, and proper documentation.

*Prerequisites: COMM 241 or equivalent with a grade of "C" or higher.*



## Accounting/Finance (Part-Time)

### PART-TIME STUDIES

If a full-time program does not work for you, contact the Program Advisor to discuss how to meet program requirements in the time that you do have.

PLEASE NOTE: This following is one example of a part-time plan for completing the Business Administration program. To develop a part-time plan that meets your individual needs, please contact the Program Advisor.

Tuition and fees will vary depending on how many courses you take at one time.

### SEMESTER 1

Course	Name		Credit
COMM 220	Principles of Organizational Behaviour	On Campus	3
COMM 240	Financial Accounting I	On Campus	3
TWC 164	Business Communications I	On Campus	3
<b>Total</b>			<b>9</b>

### ELECTIVES

Course	Name		Credit
ENGL 110	College Composition	On Campus	3

### SEMESTER 2

Course	Name		Credit
MATH 125	Business Mathematics	On Campus	3
ADMN 181	Marketing	On Campus	3
COMM 241	Financial Accounting II	On Campus	3
TWC 165	Business Communications II	On Campus	3
<b>Total</b>			<b>12</b>

### SEMESTER 3

Course	Name		Credit
ADMN 251	Intermediate Accounting I	On Campus	3
ADMN 252	Financial Management	On Campus	3
ADMN 253	Principles of Income Tax I	On Campus	3
<b>Total</b>			<b>9</b>

### SEMESTER 4

Course	Name		Credit
STAT 105	Introduction to Statistics	On Campus	3
ADMN 254	Intermediate Accounting II	On Campus	3
ADMN 255	Corporate Finance	On Campus	3
ADMN 257	Income Tax II	On Campus	3
<b>Total</b>			<b>12</b>

### SEMESTER 5

Course	Name		Credit
ECON 106	Principles of Macroeconomics	On Campus	3
ADMN 259	Auditing	On Campus	3
ADMN 269	Information Systems	On Campus	3
ADMN 272	Commercial Law	On Campus	3
<b>Total</b>			<b>12</b>

### ELECTIVES

Course	Name		Credit
ADMN 272	Commercial Law	On Campus	3

### SEMESTER 6

Course	Name		Credit
ADMN 171	Management Principles	On Campus	3
ECON 107	Principles of Microeconomics	On Campus	3
ADMN 250	Managerial Accounting	On Campus	3
ADMN 295	Strategic Management	On Campus	3
<b>Total</b>			<b>12</b>



**ADMN 272 - COMMERCIAL LAW**

An introduction to law as it applies to business. The development of the courts and the machinery of justice will be outlined. A study will then be made of torts and negligence, and of contracts including their formation, impeachment, breach, assignment and discharge. Methods of carrying on business such as employer/employee, proprietorship, partnership, agency and incorporation will be introduced and compared.

*Prerequisites: Program admission standards.*

**ADMN 286 - HUMAN RESOURCE MANAGEMENT**

An examination of how to most effectively utilize and manage the human element in work organizations including staffing, training and development, appraisal and compensation, industrial relations and human resources planning.

*Prerequisites: COMM 220*

**ADMN 291 - INTERMEDIATE MANAGEMENT ACCOUNTING**

Builds on Management Accounting to further develop student's ability to use both quantitative and non-quantitative information to make effective planning and control decisions. Topics include cost/volume/profit analysis, pricing theory, product costing, cost management, decentralization and transfer pricing and performance management measures.

*Prerequisites: ADMN 250 with a grade of "C+" or higher.*

**ADMN 293 - ELECTRONIC COMMERCE**

An introduction to the business models, infrastructure, strategies, design and analysis of electronic commerce business solutions. The role of electronic commerce in changing society is also an important topic. The primary aim of this course is to identify key management considerations required in implementing e-commerce business solutions.

*Prerequisites: Program admission standards.*

**ADMN 295 - STRATEGIC MANAGEMENT**

A capstone course integrating the varied disciplines in business including accounting and finance, marketing, operations, economics, forecasting, and management, into a comprehensive knowledge base which becomes a foundation for strategic planning. Students' participation in class and in team projects and analysis of business cases are core components of this course.

*Prerequisites: ADMN 171, ADMN 181, COMM 241 or equivalent with a grade of "C" or higher.*

**Management**

**ADVANCEMENT WITH PROFESSIONAL MANAGEMENT.**

Today's professional managers perform delicate balancing acts of planning, organizing, directing, and monitoring to achieve their company's fullest potential. Our Business Administration – Management program teaches you how to master these concepts and advance your career to maximize your salary earning potential. This concentration provides students with the tools to function competently in the management environment. Graduates develop skills in physical resource and operations management, marketing, sales, financial systems, human resource management, and strategic management. A number of advanced credits extend to professional designations as well.

**LEADERSHIP DELIVERS**

Our well-balanced curricula of business management fundamentals, trains you to successfully lead your team and deliver measurable workplace results. Focusing on essential professional management knowledge and skills we train you for successful careers in:

- Marketing and sales
- Human resource management
- Operations management
- Financial systems
- Entrepreneurship
- Project management

If you are driven to excel, love to lead, and thrive on problem-solving, our program may be right for you. This course of studies is applicable for students studying full-time starting in September.

**SEMESTER 3**

Course	Name		Credit
ADMIN 230	Project Management	On Campus	3
ADMN 250	Managerial Accounting	On Campus	3
ADMN 252	Financial Management	On Campus	3
ADMN 272	Commercial Law	On Campus	3
ADMN 286	Human Resource Management	On Campus	3
ADMN 293	Electronic Commerce	On Campus	3
<b>Total</b>			<b>18</b>

**SEMESTER 4**

Course	Name		Credit
ADMN 255	Corporate Finance	On Campus	3
ADMN 265	Operations Management	On Campus	3
ADMN 295	Strategic Management	On Campus	3
ADMN 296	International Business	On Campus	3
ADMN 297	Entrepreneurship	On Campus	3
<b>Total</b>			<b>15</b>



## Management (Part-Time)

PLEASE NOTE: This is just one example of a part-time plan for completing the Business Administration program. To develop a part-time plan that meets your individual needs, please contact the Program Advisor. Tuition and fees will vary depending on how many courses you take at one time.

### SEMESTER 1

Course	Name		Credit
COMM 220	Principles of Organizational Behaviour	On Campus	3
COMM 240	Financial Accounting I	On Campus	3
TWC 164	Business Communications I	On Campus	3
<b>Total</b>			<b>9</b>

### ELECTIVES

Course	Name		Credit
ENGL 110	College Composition	On Campus	3

### SEMESTER 2

Course	Name		Credit
MATH 125	Business Mathematics	On Campus	3
ADMN 181	Marketing	On Campus	3
COMM 241	Financial Accounting II	On Campus	3
TWC 165	Business Communications II	On Campus	3
<b>Total</b>			<b>12</b>

### SEMESTER 3

Course	Name		Credit
ECON 106	Principles of Macroeconomics	On Campus	3
ADMN 230	Project Management	On Campus	3
ADMN 252	Financial Management	On Campus	3
ADMN 286	Human Resource Management	On Campus	3
<b>Total</b>			<b>12</b>

### SEMESTER 4

Course	Name		Credit
STAT 105	Introduction to Statistics	On Campus	3
ADMN 171	Management Principles	On Campus	3
ECON 107	Principles of Microeconomics	On Campus	3
ADMN 255	Corporate Finance	On Campus	3
<b>Total</b>			<b>12</b>

### SEMESTER 5

Course	Name		Credit
ADMN 265	Operations Management	On Campus	3
ADMN 272	Commercial Law	On Campus	3
ADMN 293	Electronic Commerce	On Campus	3
<b>Total</b>			<b>9</b>

### SEMESTER 6

Course	Name		Credit
ADMN 250	Managerial Accounting	On Campus	3
ADMN 295	Strategic Management	On Campus	3
ADMN 296	International Business	On Campus	3
ADMN 297	Entrepreneurship	On Campus	3
<b>Total</b>			<b>12</b>

**ADMN 296 - INTERNATIONAL BUSINESS**

An in-depth review of basic concepts, institutional practices and developments in the global business environment. The course also offers an introduction to international business management. Core management topics will be examined within an international framework. The course emphasizes the development of critical thinking skills, and aims to link developments in the international business environment into everyday life. In this way, students may be able to integrate concepts and institutional practices into a practical, work-oriented environment.

*Prerequisites:* ADMN 181, ADMN 171, COMM 220 or equivalent with a grade of "C" or higher.

**ADMN 297 - ENTREPRENEURSHIP**

Examines the process of researching and developing a business plan. A business plan provides a comprehensive framework for a firm's marketing, financing and operational activities. Students will research and develop a business plan to assess the viability of a proposed business venture. Students will also learn to critically assess the viability of a business plan through completing a due diligence process.

*Prerequisites:* ADMN 171 and ADMN 181, COMM 220 and COMM 241 or equivalent with a grade of "C" or higher.

**COMM 220 - PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR**

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

*Prerequisites:* Program admission standards.

**COMM 240 - FINANCIAL ACCOUNTING I**

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

*Prerequisites:* Program admission standards.

**COMM 241 - FINANCIAL ACCOUNTING II**

The second financial accounting course, reviewing and enlarging upon concepts and principles, their application to and effect upon financial statements. Topics include: capital and intangible assets, current

and long-term liabilities, partnership accounting, accounting for corporate transactions, notes and bonds payable, the cash flow statement, and financial statement analysis.

*Prerequisites:* COMM 240 with a grade of "C" or higher.

**ECON 106 - PRINCIPLES OF MACROECONOMICS**

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

*Prerequisites:* Program admission standards.

**ECON 107 - PRINCIPLES OF MICROECONOMICS**

Topics covered include: supply and demand - price supports, the agricultural problem, value theory, theory of the firm - competition, pollution, industrial organization - monopoly, public utilities, advertising, income distribution - labour unions, productivity.

*Prerequisites:* Program admission standards.

**ENGL 110 - COLLEGE COMPOSITION**

English 110 is about thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites:* A grade of "C" or higher in English Studies 12 or equivalent or LPI level 4.

**MATH 125 - BUSINESS MATHEMATICS**

Intended for first year students enrolled in the Business Administration program. It stresses the mathematics required in financial processes. The course starts with a review of basic arithmetic and algebra. With these skills the student will solve several practical business problems. Topics include (but are not limited to) ratio and proportion, merchandising, break-even analysis, simple interest and promissory notes, compound interest and effective rates, simple and general annuities, annuities due and deferred annuities, amortization of loans and payment schedules, sinking funds and investment decision analysis.

*Prerequisites:* Pre-Calculus 11 or equivalent with grade of "C+" or higher.

**STAT 105 - INTRODUCTION TO STATISTICS**

Intended for social, environmental science and business students and others who would benefit from a one-term statistics course. General themes include descriptive statistics, probability, probability and sample distributions, confidence intervals and hypothesis testing.

*Prerequisites:* Foundations of Math 12 or Pre-calculus 11 or equivalent, with a grade of "C+" or higher.

**STAT 206 - STATISTICS**

This course provides an introduction to statistical methods intended for students of Engineering or the Sciences. Descriptive statistics, probability and inferential statistics are covered at a level appropriate for students with some calculus background. The students will learn to calculate confidence intervals and perform hypothesis testing for experiments involving one and two samples. Linear regression and correlation may be introduced if time permits.

*Prerequisites:* Math 100

**TWC 164 - BUSINESS COMMUNICATIONS I**

An introduction to the fundamentals of effective written communication. Components include communication theory and its application to business situations. Students are required to master basic English writing skills and show competence in producing conventional technical formats such as memoranda, business letters, short or informal reports, résumés and cover letters.

*Prerequisites:* English Studies 12 with a grade of "C+" or higher, or LPI score of Level 4 or higher.

**TWC 165 - BUSINESS COMMUNICATIONS II**

A continuation of TWC 164 which focuses on complex oral and written communication. Material covered includes how to conduct research; how to use graphics; how to write formal business documents how to give informative and persuasive oral presentations; and writing for digital platforms.

*Prerequisites:* TWC 164 with a grade of "C" or higher, or equivalent.

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## Contact

**BUSINESS ADMISSIONS**

Phone: 1.888.953.1133 ext 21205

Direct: 250.365.1205

Email: [businessadmissions@selkirk.ca](mailto:businessadmissions@selkirk.ca)





LENGTH OF STUDY:

**1 Year**

ACCREDITATION:

**Advanced Diploma**

CAMPUS:

**Castlegar Campus**

Our program objective is to develop graduates who possess the knowledge, skills, and attitudes needed to fill positions in the business field by:

- Providing a foundation for individuals wishing to pursue a Bachelor of Business Administration degree at Okanagan College.
- Preparing individuals for successful careers in marketing, management, finance, and accounting in business, industry, and the public sector.
- Developing graduates who have experience in teamwork, time management, problem-solving, communication, and entrepreneurship.
- Inspiring learners and graduates to commit to life-long learning
- Transfer up to 90 credits (30 courses) in the fourth year of the Bachelor of Business Administration (BBA degree program)
- Allows students to stay at Selkirk for three years and complete their final year of their degree at Okanagan College.

## Admission Requirements

### ACADEMIC

Successful completion of the Selkirk College Business Administration diploma (in either the Accounting/ Finance or Professional Management streams).

### ADDITIONAL INFORMATION

- Entry to the program may be made at the commencement of the fall, winter, or spring semesters. However, normal entry is at the beginning of the fall semester. Course selection may be limited for those beginning in the winter or spring semesters.
- Official admission to this program will not take place until the admission requirement is met; however, students may be able to access courses from within this program subject to availability.
- Entry may be limited by space limitations.
- Students admitted to a specific program will be given preferred access to that program's courses.
- An interview (in person or by telephone) with the Program Advisor or designate may be required before entry to the program. Interview results are not used as criteria for admission.

## Business Administration (Year 3)

Entering the program with a Business Administration 2-year diploma Accounting/Finance Concentration

Course	Name		Credit
ADMN 286	Human Resource Management	On Campus	3
ADMN 308	Multicultural Management	On Campus	3
ADMN 293 or ADMN 296	E-commerce or International Business	On Campus	3
ADMN 315	Leadership	On Campus	3
UAS <sup>1</sup>	Elective	On Campus	3
UAS	Elective	On Campus	3
UAS	Elective	On Campus	3
<b>Total</b>			<b>21</b>
ADMN 272 <sup>2</sup>	Commercial Law	On Campus	3
<b>Total</b>			<b>24</b>

<sup>1</sup> If the student completed TWC 164 as part of the Business Administration two-year diploma, then the student may want to consider taking ENGL 110 English Composition and vice versa.

<sup>2</sup> If the student did not complete ADMN 272 as part of their Business Administration two-year diploma (as it is an optional course for that particular program), then the student may take it as part of the Business Administration Year 3 Advanced diploma.

The combination of the Business Administration – Accounting/Finance diploma and the Business Administration Year 3 Advanced Diploma should provide total transfer credit of 87 credits towards Okanagan College's Bachelor of Business Administration (BBA), General degree program.

There could also be the possibility for the student to take one Okanagan College course by distance while simultaneously working on the Selkirk College Business Administration Year 3 Advanced Diploma to increase the total amount of credit to 90 credits. If the student wants to investigate the possibility of earning a BBA with a specific major from Okanagan College, the student is advised to obtain further advice from Okanagan.

IT IS THE STUDENT'S RESPONSIBILITY TO CORRESPOND WITH OKANAGAN COLLEGE TO ENSURE THAT THEIR SELKIRK COLLEGE COURSE SELECTION WILL MEET THEIR BACHELOR OF BUSINESS ADMINISTRATION EDUCATIONAL GOALS.

### CO-OP EDUCATION

The Co-op Education program of work terms will be an option as a pilot project within this program.

To be eligible for Co-op work terms, students must:

- have credit for all previous courses in the selected program of study. Students who lack credit for a course may be considered on an individual basis.
- have a minimum cumulative program GPA of 2.33.
- be taking a full course load in the selected program of study.

See Co-op Education Program Policy for further details.

## Program Courses

### ADMN 269 - INFORMATION SYSTEMS

This is an introductory course that covers the use of computer-based information systems in management and accounting. After completing this course, students will have the knowledge required to make informed decisions about the applications of information technology. (Adapted from CPA)

*Prerequisites: COMM 240/241 or equivalent with a grade of "C" or higher.*

### ADMN 272 - COMMERCIAL LAW

This course is an introduction to law as it applies to business. The development of the courts and the machinery of justice will be outlined. A study will then be made of torts and negligence, and of contracts including their formation, interpretation, breach, assignment and discharge. Methods of carrying on business such as employer/employee, proprietorship, partnership, agency and incorporation will be introduced and compared.

*Prerequisites: Program admission standards*



ADMN 286 - HUMAN RESOURCE MANAGEMENT

An examination of how to most effectively utilize and manage the human element in work organizations including staffing, training and development, appraisal and compensation, industrial relations and human resources planning.

Prerequisites: COMM 220

ADMN 308 - MULTICULTURAL MANAGEMENT

Provides a framework for students to develop and practice the skills required to successfully manage or work in a multicultural workplace either in Canada or an in international setting. Culture and the ability to recognize cultural differences may influence an employee workplace behaviour, management style and job satisfaction. Sensitivity to cultural differences may influence the success or failure of a business venture, especially in an international context. Organizations planning an international operation must consider cultural influences when designing the organizational structure, workplace communication systems, rewards and customer interactions. A combination of readings, case studies and role play will develop each student's ability to communicate and manage in a multicultural environment.

ADMN 315 - LEADERSHIP

Examines the theory and practical application of leadership. It covers the latest thinking in leadership theory and contemporary practices at work within organizations in a global economy. Topics such as motivation, strategic planning, team building and negotiation will be explored.

Prerequisites: COMM 220, ADMN 171 with a grade of "C" or higher.

ADMN 293 - ELECTRONIC COMMERCE

Selkirk College offers Admn293 Electronic Commerce for Professional Management majors in the Business Administration diploma program. This course may also be of interest to students who are interested in information and communication technology or to those who would like to learn about implementing e-commerce in an organization. Admn293 Electronic Commerce is an introduction to the business models, infrastructure, strategies, design and analysis of electronic commerce business solutions. The role of electronic commerce in changing society is also an important topic. The primary aim of Admn293 Electronic Commerce is to identify key management considerations required in implementing e-commerce business solutions.

Prerequisites: Program admission standards.

Business Administration (Year 3)

Entering the program with a Business Administration 2-year diploma Accounting/Finance Concentration

Table with 4 columns: Course, Name, Location, Credit. Rows include ADMN 269, ADMN 308, ADMN 315, UAS1, UAS, UAS, and a Total row showing 18 credits.

1 If the student completed TWC 164 as part of the Business Administration two-year diploma, then the student may want to consider taking ENGL 110 English Composition and vice versa.

The combination of the Business Administration – Professional Management diploma and the Business Administration Year 3 advanced diploma should provide total transfer credit of 84 credits towards Okanagan College's Bachelor of Business Administration (BBA), General degree program.

There could also be the possibility for the student to take one or two Okanagan College courses by distance while simultaneously working on the Selkirk College Business Administration Year 3 advanced diploma to increase the total amount of credit to 87 or 90 credits. If the student wants to investigate the possibility of earning a BBA with a specific major from Okanagan College, the student is advised to obtain further advice from Okanagan.

ADMN 296 - INTERNATIONAL BUSINESS

Offers an in-depth review of basic concepts, institutional practices and developments in the global business environment. The course also offers an introduction to international business management. Core management topics will be examined within an international framework. The course emphasizes the development of critical thinking skills, and aims to link developments in the international business environment into everyday life. In this way, students may be able to integrate concepts and institutional practices into a practical, work-oriented environment.

Prerequisites: ADMN 171, ADMN 181, COMM 220 or equivalent with a grade of "C" or higher.

Contact

BUSINESS ADMISSIONS
Phone: 1.888.953.1133 ext 21205
Direct: 250.365.1205
Email: businessadmissions@selkirk.ca



LENGTH OF STUDY:

**7 Weeks**

ACCREDITATION:

**Technical Training**

CAMPUS:

**Silver King Campus, Nelson**

## Level 1 - Level 4

Course	Name	
CRPLN 190	Carpentry Apprenticeship Level 1	On Campus
CRPLN 290	Carpentry Apprenticeship Level 2	On Campus
CRPLN 390	Carpentry Apprenticeship Level 3	On Campus
CRPLN 490	Carpentry Apprenticeship Level 4	On Campus

Carpenters are in high demand, giving you high earnings and career growth potential. With this trade, you will enjoy the flexibility of being an independent contractor, or the security of working for larger organizations.

Selkirk College is endorsed by the BC Industry Training Authority to deliver all four levels of Carpentry Apprenticeship Technical Training to registered Carpentry Apprentices.

Each level of training consists of a full-time (30 hours per week), seven-week, on-campus program of study. Activities include classroom sessions where as an apprentice, you will learn theoretical principles of carpentry, and shop sessions, where knowledge is put to use in the mastery of practical skills.

Contact a Program Coordinator to discuss transitioning.

### HARMONIZED CARPENTRY APPRENTICESHIP

Note: New Carpenter Apprentices starting the program after April 2018 will be required to complete their levels in the harmonized program. For an explanation of why Carpentry is being Harmonized in BC please see the Industry Training Authority.

Harmonized apprentice levels will be regularly scheduled as follows:

- Level 1 intakes offered after April 1, 2018
- Level 2 intakes offered after April 1, 2019
- Level 3 intakes offered after April 1, 2020
- Level 4 intakes offered after April 1, 2021

Current Carpentry Apprentices will have the following options to complete their training:

#### OPTION 1: COMPLETE THE CURRENT PROGRAM

Apprentices that began their training prior to April 2017 are encouraged to complete each level of training in their current stream as follows:

- Level 2 by March 31, 2018
- Level 3 by March 31, 2019
- Level 4 by March 31, 2020

#### OPTION 2: TRANSITION FROM THE CURRENT STREAM TO THE HARMONIZED STREAM

Current apprentices that need to transition to the new program will need to complete gap training in order to enter the new stream. Additional training is required to address the gaps in program content as follows:

Transition from current Level 1 to harmonized Level 2:

- Gap training consisting of 46 hours of missing content is required (approximately 1 week of full-time training).

Transition from current Level 2 to harmonized Level 3:

- No transition or Gap training is allowed.

Transition from current Level 3 to harmonized Level 4:

- Possible gap training is involved consisting of 17 hours of missing content.

#### CONSIDER CARPENTRY IF YOU ARE

- Detail-oriented
- Good with your hands
- Comfortable working with a team
- Hardworking and organized
- Adaptable to diverse environments
- Able to conceptualize and visualize finished products

Upon successful completion of the Level 4 technical training session, apprentices write the Interprovincial Trade Qualification examination. Those who pass the exam and complete the work-based hours earn the BC Certificate of Apprenticeship, the BC Certificate of Qualification, and the Interprovincial Standard Red Seal Endorsement.

#### APPRENTICESHIP REQUIREMENTS

- 840 in-class training hours, completed in four levels (7 weeks each)
- 6,480 practical workplace hours

## Admission Requirements

The following admission requirements are specific to the Carpentry Apprenticeship program.

- Physically fit, (mobility/lifting) good manual dexterity, hand-eye coordination, balance, work at heights and in adverse weather
- Indentured in Carpentry Apprenticeship

## Careers

Carpenters perform all work in connection with the assembly and erection of forms for concrete, wood and metal frame construction, and install interior and exterior finishing for residential, commercial and industrial projects, while conforming to plans, specifications and local building codes.

A carpenter may work independently or within an organization. Most carpenters earn between \$15 and \$30 per hour depending on their skill, qualifications, location and employer. Carpenters can advance to senior level positions such as foreperson, contractor or subcontractor where they can earn \$50 or more per hour.



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## Program Courses

### CRPLN 190 - **CARPENTRY APPRENTICESHIP LEVEL 1**

- Safe Work Practices
- Documentation and Organizational Skills
- Tools and Equipment
- Survey Instruments and Equipment
- Access, Rigging and Hoisting Equipment
- Site Layouts
- Concrete Formwork
- Wood Frame Construction
- Building Science

*Prerequisites: Indentured in Carpentry Apprenticeship*

### CRPLN 290 - **CARPENTRY APPRENTICESHIP LEVEL 2**

- Documentation and Organizational Skills
- Tools and Equipment
- Survey Instruments and Equipment
- Site Layout
- Concrete Formwork
- Wood Frame Construction
- Finishing Materials
- Building Science

*Prerequisites: Indentured in Carpentry Apprenticeship*

### CRPLN 390 - **CARPENTRY APPRENTICESHIP LEVEL 3**

- Documentation and Organizational Skills
- Tools and Equipment
- Site Layout
- Concrete Formwork
- Wood Frame Construction
- Finishing Materials

*Prerequisites: Indentured in Carpentry Apprenticeship*

### CRPLN 490 - **CARPENTRY APPRENTICESHIP LEVEL 4**

- Documentation and Organizational Skills
- Survey Instruments and Equipment
- Site Layout
- Wood Frame Construction
- Finishing Materials
- Building Science

*Prerequisites: Indentured in Carpentry Apprenticeship.*

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## Contacts

### TRADES ADMISSIONS

Phone: 1.888.953.1133 ext 13204

Direct: 250.354.3204

Email: trades@selkirk.ca



LENGTH OF STUDY: <b>24 Weeks</b>
ACCREDITATION: <b>Certificate</b>
CAMPUS: <b>Silver King Campus, Nelson</b>

As the backbone of vibrant communities, your work as a carpenter will be in high demand, giving your career high earning and growth potential. With this trade, you will enjoy the flexibility of being an independent contractor or the security of working for larger organizations.

Students engage in a variety of classroom and shop activities. Theoretical principles of construction are learned in the classroom, while the majority of the time is spent in the shop where students learn and gain mastery of practical carpentry skills. Early activities include the fabrication of small projects where students learn safe practices, proper tool use and fundamental construction techniques. Gradually, students build structures of increased complexity that simulate real-world construction scenarios. Students learn to lay out buildings and to construct concrete formwork, floors, walls, roofs, and stairs in compliance with BC Building Code standards.

### EDUCATIONAL BENEFITS

- Theoretical principles of carpentry
- Practical in-shop training
- 450 work-based hours (towards your “on-the-job apprenticeship component”)
- Credit for your level one technical training
- Knowledge of provincial and national codes

This 24-week program prepares learners for entry level positions as apprentice carpenters with home builders or building contracting companies involved in residential, commercial, or industrial construction. Students earn credit for the Level One technical training component of the Carpentry Apprenticeship as well as advance credit for 450 work-based hours of the practical on-the-job component of an Apprenticeship.

### JOB DUTIES

- Concrete, wood and metal frame construction
- Installation of interior and exterior finishing
- Residential, commercial and industrial projects
- Conforming to plans, specifications and local building codes

Graduates of the Carpentry Foundation Program at Selkirk College typically find employment as apprentice carpenters engaged in the construction of wood, metal and concrete structures in residential, commercial, institutional and industrial settings. You will get practical experience and detailed in-class training so you will know how to create buildings from the ground-up and deliver the results employers want.

### YOUTH TRAIN IN TRADES

The Youth Train in Trades program was formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT). It is designed to help secondary school students get a head start on careers in the trades while earning credit towards their high school graduation. Learn more online at Industry Training Authority (<http://youth.itabc.ca/programs/train/>)

For more information speak with your high school guidance counsellor or get in touch with Selkirk College’s Industry and Trades administrative assistant.

## Admission Requirements

The following admission requirements are specific to the Carpentry Foundation program:

### ACADEMIC

- Graduation from a BC Senior Secondary School
- Math 11 with a grade of “C” or higher

Consideration will be given to mature individuals: anyone who is not a secondary school graduate (or equivalent) but who will be nineteen (19) years of age or older on the first day of classes for the term is eligible to attend the College as a mature student.

Applications for admission will be received until the program is full.

An interview (in person or by telephone) with the School Chair or designate may be required before entry to the program. Interview results are not used as criteria for admission.

## Additional information

- A refundable tool deposit of \$100 will be required to start the program.
- Must be physically fit, (mobility/lifting) good manual dexterity, hand-eye coordination, balance, work at heights and in adverse weather.

## Careers

Carpenters perform all work in connection with the assembly and erection of forms for concrete, wood and metal frame construction, and install interior and exterior finishing for residential, commercial and industrial projects, while conforming to plans, specifications and local building codes.

A carpenter may work independently or within an organization. Most carpenters earn between \$15 and \$30 per hour depending on their skill, qualifications, location and employer. Carpenters can advance to senior level positions such as foreperson, contractor or subcontractor where they can earn \$50 or more per hour.

## Contacts

### TRADES ADMISSIONS

Phone: 1.888.953.1133 ext 13204

Direct: 250.354.3204

Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)





LENGTH OF STUDY: <b>10 months</b>
ACCREDITATION: <b>Certificate</b>
CAMPUS: <b>Victoria Street Campus, Nelson</b>

Ceramic work exemplifies the human ability to be both innovative and purposeful in the pursuit of designing and making, with the most basic of materials—clay.

With instruction in forming techniques, glaze technology, surface treatment and kiln operation, we combine studio and conceptual skills. The courses will refine and strengthen your creative talents. In your studio time, you will obtain confidence with ceramic processes, knowledge of studio safety and achieve individual goals. Our practicing artist instructors demonstrate and assign exercises in contemporary ceramic design methods as well as traditional techniques in handbuilding, mold making, wheel forming, glazing and firing.

### PROGRAM OBJECTIVES

The Ceramics Studio's instructors will place particular emphasis on engaging students in developing a body of work in preparation to pursue an independent practice.

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Kootenay Studio Arts programming (KSA) entrance requirements:

### QUESTIONNAIRE

All applicants must complete and submit a questionnaire at least one week prior to their scheduled interview date. The questionnaire helps us to understand the applicant's interest and commitment to the studio program.

Submit the questionnaire using the Kootenay Studio Arts online form at [selkirk.ca/ceramics](http://selkirk.ca/ceramics).

### INTERVIEW

All applicants are required to participate in an interview with a program instructor from the Kootenay School of the Arts program. Telephone interviews will be arranged for those applicants who, because of distance, cannot attend in person. The interview is an opportunity for applicants to introduce themselves, present their work and discuss their interests within the arts. The instructor will

Upon successful completion of a 10 month certificate program students may pursue a diploma in Studio Arts with a Ceramics major. See Studio Arts diploma or <http://selkirk.ca/program/studio-arts-diploma>

### SEMESTER 1

Course	Name		Credit
CERM 101	Wheel I	On Campus	4
CERM 103	Hand Forming I	On Campus	4
CERM 105	Introduction to Glaze Technology and Surface Treatment	On Campus	4
PPD 101	Drawing as a Basic Visual Communication	On Campus	3
PPD 103	Design as a Basic Visual Language	On Campus	3
PPD 104	Introduction to Digital Design Applications	On Campus	3
<b>Total</b>			<b>21</b>

### SEMESTER 2

Course	Name		Credit
CERM 102	Wheel II	On Campus	5
CERM 104	Hand Forming and Molding	On Campus	5
CERM 106	Ceramic Technology - Surface and Kiln II	On Campus	5
CERM 108	Studio Specific Design	On Campus	1
PPD 111	Professional Practice and Design	On Campus	3.5
<b>Total</b>			<b>19.5</b>

### SEMESTER 3

Course	Name		Credit
CERM 112	Studio I - Design for Production	On Campus	1.5
CERM 114	Studio II - Glaze and Surface Development	On Campus	1.5
CERM 120	Self-Directed Studio I	On Campus	2
<b>Total</b>			<b>5</b>

assess the applicant's preparedness for entry into the program and will ask about commitment, goals and expectations, design knowledge, experience and communication skills. It is also an opportunity for applicants to ask any questions they might have about the program and for faculty to recommend upgrading if necessary.

### PORTFOLIOS

The portfolio is designed to assess your skill level to help instructors increase your chances of success in your studio program. KSA is looking for a demonstration of visual awareness, creativity and technical skill. The portfolio pieces may be of any medium and they need not be specific to studio preference.

For portfolio guidelines see our website <http://selkirk.ca/program/ceramics/admission-requirements> or see Kootenay Studio Arts program policy – Appendix F.

## Program Courses

### CERM 101 - WHEEL I

An introduction to working on the wheel. Contemporary methods of altering forms, surface treatments, and handbuilt additions will be emphasized.

### CERM 102 - WHEEL II

Students focus on a continued wheel practice that will broaden and refine their techniques and aesthetic approaches for shaping and assembling potter's wheel forms. Strengthening skills and personal directions will be emphasized.

### CERM 103 - HAND FORMING I

Students in Hand Forming I will be introduced to basic hand forming techniques as well as simple molds and extruded work. The emphasis is on designing and producing innovative forms.





## Year 1

The following is a suggested mix of courses to satisfy requirements for the associate of science degree in chemistry. Courses should always be chosen in consultation with a Selkirk College counsellor.

Notes:

- Students transferring to SFU should choose BIOL 204 as their second-year science elective.
- Students transferring to UNBC or TRU should choose CPSC 100 as an elective.
- Students transferring to TRU should choose TWC 165 as an elective.
- Students are advised to ensure that their course selections will meet the degree requirements of the subsequent institution(s) they plan to attend.

### SEMESTER 1

Course	Name		Credit
ENGLISH	English Requirement: ENGL 110 or ENGL 112	On Campus	3
CHEMISTRY	Chemistry Requirement: CHEM 110 or CHEM 122	On Campus	3
SCI	Science Elective	On Campus	3
MATH 100	Calculus I	On Campus	3
BIOL 104	Biology I	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 2

Course	Name		Credit
ENGLISH	English Requirement: ENGL 111 or ENGL 114	On Campus	3
SCI	Science Elective	On Campus	3
CHEM 125	Foundations of Chemistry II	On Campus	4
MATH 101	Calculus II	On Campus	3
BIOL 106	Biology II	On Campus	3
<b>Total</b>			<b>16</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
CHEM 212	Organic Chemistry I	On Campus	3
ARTS I	First or Second Year Arts Requirement	On Campus	3
BIOL 204	Cell Biology	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
BIOL 212	Microbiology	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 4

Course	Name		Credit
BIOL 206	Introductory Biochemistry	On Campus	3
CHEM 213	Organic Chemistry II	On Campus	3
SCI II	Science Elective - Second Year	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
ARTS I	First or Second Year Arts Requirement	On Campus	3
<b>Total</b>			<b>15</b>

LENGTH OF STUDY:

**2 Years**

ACCREDITATION:

**Associate of Science in Chemistry**

CAMPUS:

**Castlegar Campus**

Combine in-class theory with hands-on experiments in the lab to get the experience you need for success. Learn the basics of using chemical equipment to measure physical and chemical properties. Working in the laboratory while you study chemistry fundamentals will ensure you will be ready for success in further education as you work towards your degree in chemistry, medicine, dentistry, engineering, nutrition, pharmacy and much, much more.

### CHEMISTRY IS THE CENTRAL SCIENCE

Basic chemical principles are vital in all areas of science and in many fields you might not imagine. For example, chemistry is vital to fine arts – from paints and pigments to restoration. Understanding how chemicals are structured, operate independently, and interact together will take you a long way in your chosen career.

### EVER WONDER HOW THINGS WORK?

What is the structure of DNA, and how does that allow it to replicate? Why is carbon added to iron to make steel? How do plants transform sunlight to energy? Do solar panels use the same trick? Why do manufacturers put additives in food, and should we worry? An understanding of the basic structure of matter is important not only to chemistry majors, but to biologists, physicists, and engineers and physicians as well. Chemistry is truly the “central science.”

That is why a course in general chemistry is essential to all. Selkirk offers a range of chemistry courses, for complete novices to students with previous chemistry experience who want to learn more. We provide excellent preparation for students looking to complete university science degrees, and for those who are just looking to strengthen their problem-solving skills.

### CAREER OPPORTUNITIES

Analytical Chemist, Art Restorer, Biomedical Engineer, Brewmaster, Chemical Engineer, Chemical Sales Rep, Clinical Chemist (MD/PhD), Crime Scene Analyst, Food Scientist, Forensic Scientist, Fragrance Developer, Hazardous Materials Manager, Inorganic Chemist, Materials Researcher, Medical Researcher, Metallurgist, Optometrist, Patent Agent, Pharmaceutical Researcher, Pharmacist, Researcher, Science Teacher, Toxicologist, Water Quality Inspector



## PROGRAM OUTCOME(S)

Students who complete either CHEM 110 or CHEM 122 and CHEM 125 will have fulfilled the first-year chemistry requirements for degrees in chemistry, biology, engineering, physics, environmental science, pharmacy, and nutrition at all universities in British Columbia. These courses are also required for application to medical and dental school.

Skills you will acquire in a chemistry degree:

- Recognition of the role of chemistry in everyday life
- Comprehensive knowledge of the structure and properties of matter, including the energy changes that accompany chemical reactions
- The ability to predict the behaviour of matter and interpret a wide variety of phenomena
- The skills to formulate and test scientific hypotheses
- The ability to present your thoughts clearly and intelligently in written statements
- Deduction of information from various sources
- The capacity to critically analyze problems and think creatively
- The ability to think logically
- Respect for colleagues, willingness to think independently, and pride in presentation of work

If you like chemistry, you may also like biochemistry, anthropology, archaeology, biology, medicine, food science and nutrition, forensics, lab technology.

## Admission Requirements

Admission to the associate of science degree in chemistry program requires the completion of Biology 12, Chemistry 11, English Studies 12, Physics 11 with a grade of “C” or higher, and Pre-calculus 12 or Principles of Math 12 with a grade of “C+” or higher. Physics 12 is recommended, and Chemistry 12 is STRONGLY recommended.

## Program Courses

### BIOL 104 - BIOLOGY I

A course designed for those students who require first year biology in their program of study or who wish to go on to further study in biology. The course includes cell biology, biochemistry, and an examination of the processes of life in the plant and animal body. A strong emphasis is placed on the development of critical thinking skills through problem solving, research design, and laboratory analysis.

**Prerequisites:** *BIOL 12 or equivalent and CHEM 11 or equivalent.*

*This course is available via Distance Education, but requires attendance at weekly on-site labs.*

### BIOL 106 - BIOLOGY II

This course provides an overview of the study of living things. Biology 106 presents topics in population, community and ecosystem ecology, and classical and molecular genetics. Evolution provides a unifying theme for the course. A strong emphasis is placed on the development of critical thinking skills through problem solving, case studies and laboratory investigation.

**Prerequisites:** *BIOL 104 with a grade of “C” or higher.*

### BIOL 204 - CELL BIOLOGY

Provides the student with a thorough knowledge of cell structure and function. Topics covered include biomolecules, membranes, organelles, cell movement, cell signaling, gene regulation, and transcription and translation. Experimental techniques used in modern cellular and molecular biology are also introduced.

**Prerequisites:** *BIOL 104 and BIOL 106 with grades of “C” or higher.*

### BIOL 206 - INTRODUCTORY BIOCHEMISTRY

This course provides an introduction to biochemistry including protein structure and function, and representative catabolic and anabolic pathways. Topics covered include water, enzyme kinetics and enzyme structure and function. Experimental techniques used in biochemistry and molecular biology are also introduced.

**Prerequisites:** *Biology 104 and 106 with a grade of “C” or higher.*

**NOTE:** *Students are advised to take CHEM 212 as a prerequisite and CHEM 213 concurrently with BIOL 206.*

### BIOL 212 - INTRODUCTION TO MICROBIOLOGY

A survey of the microbial world, with discussions of the medical and ecological significance of key organisms. The biology of micro-organisms (including bacteria and viruses) is a key focal point, but there will also be discussions of immunology and pathology. The laboratory component will build basic skills necessary to perform and interpret research in the fields of medical microbiology, industrial microbiology, environmental microbiology, immunology and virology. A basic knowledge of biology will be presumed, including basic cell biology, ecology, physiology, biochemistry and metabolism.

**Prerequisites:** *BIOL 104 and BIOL 106 (or another six credits of 100-level Biology) with a grade of “C” or higher.*

### CHEM 125 - FOUNDATIONS OF CHEMISTRY II

The continuation for either CHEM 110 or CHEM 122. The course consists of two major units: physical chemistry and organic chemistry. The study of physical chemistry begins with an investigation of reaction rates (kinetics), followed by the principles of equilibria applied to pure substances and aqueous solutions, and an introduction to the laws of thermodynamics. The second major unit is a survey of the field of organic chemistry; topics include the physical and chemical properties of alkanes and alkenes, stereochemistry, and addition, substitution, and elimination reactions. The laboratory work involves the measurement of physical and chemical properties as well as chemical syntheses.

**Prerequisites:** *CHEM 110 or CHEM 122 with a grade of “C” or higher.*

### CHEM 212 - ORGANIC CHEMISTRY I

Explores the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from first-year general chemistry are reviewed briefly: alkanes, stereochemistry, alkenes, and nucleophilic substitution and elimination reactions of alkyl halides. The correlation between structure and acidity is investigated, and the chemistry of alkynes and alcohols is examined. Structure-determination techniques, including IR and NMR, are explored. The laboratory work for this course provides practical experiences with separation/purification techniques, molecular synthesis, and qualitative analytical methods applied to organic compounds.

**Prerequisites:** *CHEM 125 with a grade of “C” or higher.*



### CHEM 213 - **ORGANIC CHEMISTRY II**

A continuation of CHEM 212. The survey of organic families is continued with a study of aldehydes and ketones, carboxylic acid derivatives, aromatics and amines. The chemistry of a variety of compounds of biological interest is also discussed. The laboratory work involves synthesis and organic structure determination.

*Prerequisites: CHEM 212 with a grade of "C" or higher.*

### MATH 100 - **CALCULUS I**

A course designed to provide students with the background in calculus needed for further studies. This course includes: a review of functions and graphs; limits; the derivative of algebraic, trigonometric, exponential and logarithmic functions; applications of the derivative including related rates, maxima, minima, velocity and acceleration; the definite integral; an introduction to elementary differential equations; and, applications of integration including velocity, acceleration, areas, and growth and decay problems.

*Prerequisites: Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or higher*

### MATH 101 - **CALCULUS II**

This course is a sequel to MATH 100 for those students who wish to major in mathematics, sciences or applied sciences. The course includes: antidifferentiation and integration; the definite integral; areas and volumes; transcendental functions; techniques of integration; parametric equations; polar coordinates; indeterminate forms, improper integrals and Taylor's formula; and infinite series.

*Prerequisites: MATH 100 or equivalent with a grade of "C" or higher.*

### **GENERAL UAS ELECTIVE**

A student may take any first-year or higher university transferable course to satisfy this elective. Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC. To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk College counsellor.

### **SECOND YEAR SCIENCE ELECTIVE**

Students must take a second-year UAS Sciences course. Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC.

### **CHEMISTRY REQUIREMENT:**

Students requiring first-year chemistry have a choice of Chemistry 110 or Chemistry 122.

- CHEM 110: Fundamentals of Chemistry
- CHEM 122: General Chemistry I

### **ENGLISH REQUIREMENT**

Students requiring first-year English have a choice of the ENGLISH 110/111 sequence or the 112/114 sequence.

The 110/111 sequence is focused on the development of academic writing and research.

- ENGL 110 - College Composition
- ENGL 111 - Introduction to Literature

The 112/114 sequence is focused on the interpretation of literature.

- ENGL 112 - Introduction to Poetry and Drama
- ENGL 114 - Introduction to Prose Fiction

## Contact

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca





# Commercial Kitchen Assistant

selkirk.ca/program/commercial-kitchen-assistant

LENGTH OF STUDY:

ACCREDITATION:

**Certificate of completion**

CAMPUS:

**Tenth Street Campus, Nelson**

Commercial Kitchen Assistant is a learner-centred program for students to expand their workplace skills and readiness by training to assist in restaurants and commercial kitchens.

This part-time program trains students to work as prep cooks through classes with a Red Seal Chef instructor in Selkirk College's Professional Cook training kitchen and through mentorship in work placements with local restaurants and commercial kitchens. Students will learn professional practice, workplace readiness, and culinary techniques for preparation of breakfasts, beverages, starches, vegetables, meats, desserts, and much more.

Whether already actively employed in restaurant work or fresh to the industry, this program can help participants get into and advance within the local food service industry.

Successful graduates will be ready to fully engage in local food service work, currently a high demand employment industry, or to bridge into Selkirk's Professional Cook program.

## ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Commercial Kitchen Assistant Program requirements to be considered fully-qualified:

- Participate in an intake interview with the instructor
- Have the ability to learn and participate in a commercial kitchen setting
- Have had no behavioral or emotional problems that would significantly interfere with the learning or safety of self or others
- Have a commitment to learning

Course Code	Course Name	Hours
CKA 20	Food Safety and Sanitation (Food Safe)	18
CKA 21	Production Procedures and Equipment	18
CKA 22	Beverages	12
CKA 23	Preparation of Fruit and Vegetables	12
CKA 24	Preparation of Starches	12
CKA 25	Breakfast Cookery	18
CKA 26	Salads and Sandwiches	18
CKA 27	Meat Preparation and Cookery	18
CKA 28	Soups, Stocks and Sauces	18
CKA 29	Baked Goods and Dessert	12
CKA 30	Practicum	96
<b>Total Program Hours</b>		<b>252</b>

## Program Courses

### CKA 20 - FOOD SAFETY, SANITATION AND HYGIENE (THREE WEEKS)

Food handling, sanitation and work safety course designed for food service establishment operators and front line food service workers such as cooks, servers, bussers, dishwashers, and deli workers. The course covers important food safety and worker safety information including foodborne illness, receiving and storing food, preparing food, serving food, cleaning and sanitizing. Personal hygiene in a kitchen environment will also be covered.

### CKA 21 - PRODUCTION PROCEDURES AND EQUIPMENT (THREE WEEKS)

Familiarizes students with the commercial kitchen environment. Sanitation and safe procedures continue to be elaborated on. Students are exposed to and learn to use tools and equipment typical to the commercial kitchen. They learn industry standard procedures to help create and maintain a safe and smoothly-running kitchen environment. This course will emulate a working commercial kitchen employment environment, with expectations surrounding safety, attendance, and communication.

### CKA 22 - BEVERAGES (TWO WEEKS)

Enables students to learn how to prepare and serve hot and cold beverages for 1 to 100 people in a commercial kitchen setting.

### CKA 23 - PREPARATION OF FRUIT AND VEGETABLES (TWO WEEKS)

Prepares students to describe and execute basic and intermediate methods of fruit and vegetable preparation in a commercial kitchen.

### CKA 24 - PREPARATION OF STARCHES (TWO WEEKS)

Introduces the student to preparation a variety of commonly prepared starch items in a commercial kitchen environment.

### CKA 25 - BREAKFAST COOKERY (THREE WEEKS)

Introduces the students to commercial breakfast cookery. It will reinforce some freshly acquired skills and provide hands on practice of new skills.

### CKA 26 - SALADS AND SANDWICHES (THREE WEEKS)

The students prepare a variety of salad garnishes, sandwich fillings and finished products in a commercial kitchen setting.

### CKA 27 - MEAT PREPARATION AND COOKERY (THREE WEEKS)

The student will have the opportunity to prepare a variety of meat dishes in a commercial kitchen setting.

### CKA 28 - SOUPS, STOCKS AND SAUCES (THREE WEEKS)

An introduction to the preparation of soups, stocks and sauces in commercial kitchens.



**CKA 29 - BAKED GOODS AND DESSERT (TWO WEEKS)**

This will focus on bread making. Students will learn how to attractively arrange a variety of bread for service. The participants will also work with producing various garnishes and attractively plating finished product desserts.

**CKA 30 - COMMERCIAL KITCHEN ASSISTANT PRACTICUM (THREE WEEKS)**

Integrates the skills developed from training into the workplace environment, reinforcing learners' new skills and knowledge. The practicum gives the student an opportunity to apply, extend, and integrate academic or technical knowledge through work experience with qualified organizations.



**Contact**

Intake Assistant  
Phone: 1.888.953.1133 ext.13230  
Direct: 250.354.3230  
Email: [upgrading@selkirk.ca](mailto:upgrading@selkirk.ca)



# Community Support Worker Associate Certificate

selkirk.ca/program/community-support-worker-associate-certificate

LENGTH OF STUDY:

**Flexible**

ACCREDITATION:

**Associate Certificate**

CAMPUS:

**Castlegar Campus**

An exciting professional development opportunity for experienced support workers!

## FLEXIBLE LEARNING

The Community Support Worker (CSW) Associate certificate is an option available only to experienced, employed learners. Eligible students take six Education Assistant and Community Support Worker (EACSW) courses to receive their CSW Associate certificate and they then have the opportunity to ladder into the EACSW regular certificate program if they choose to continue their education.

## FURTHER EDUCATION OPPORTUNITIES

CSW Associate certificate can lead to entrance into the EACSW program. After completing the EACSW requirements, graduates can then continue towards a second year in the Human Services diploma, laddering into University degree programs in Child and Youth Care, Social Work or Community Rehabilitation.

## Admission Requirements

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Human Service Programs' requirements to be considered fully-qualified:

- Be currently employed as a support worker with a local community living agency; and
- Have a minimum of three years full-time work experience or equivalent in the field; and
- English Studies 12, or equivalent, with a grade of "C" or higher or a minimum LPI score of level 4.

## Program Courses

### CCSW 155 - FOUNDATIONS OF PRACTICE

This course introduces students to the theory and philosophical perspectives necessary for working with individuals who are challenged by a disabling condition. Values regarding service delivery are explored through an historical review of the disability movement and an examination of new initiatives and trends. This course also explores the impact of specific challenging conditions on the individual, the

Course	Name		Credit
CCSW 155	Foundations of Practice	On Campus	3
CCSW 156	Support Strategies	On Campus	3
CCSW 161	Person-Centered Planning	On Campus	3
CCSW 165	Health and Wellness	On Campus	3
FAM 180	Family Dynamics	On Campus	3
CCSW 170	Augmentative Communication	On Campus	2
HSER 174	Interpersonal Communications	On Campus	3
<b>Total</b>			<b>20</b>

family and the service providers' practice. Through personal reflection and research, the roots of person centred support will be explored and students will develop their own personal and professional philosophy of support work.

### CCSW 156 - SUPPORT STRATEGIES

This course focuses on support strategies used with individuals who have disabilities. The analysis and understanding of behaviour as a means of communication is explored. Strategies are learned and practised in context to support individuals with the development of pro-social skills, life, vocational, and academic skills. An awareness of issues related to healthy sexuality and the ethics of touch are explored. Emphasis is placed on the ethics of support work and effective implementation of strategies to support individuals with disabilities to be as independent as possible.

### CCSW 161 - PERSON-CENTERED PLANNING

This course focuses on the need for planning, advantages and disadvantages of planning and the key elements of the planning process. The course examines how to identify and obtain information relevant to planning, formulation of long and short-term objectives, prioritization of objectives, and translation of objectives into action. Emphasis is placed on viewing planning as a dynamic process and analysis of human interaction as part of the planning process. Models for structuring positive interaction of all planning team members are reviewed.

### CCSW 165 - HEALTH AND WELLNESS

Designed to introduce the essential concepts of health and wellness with emphasis on six dimensions of wellness including: emotional, intellectual, spiritual, occupational, social and physical. Students will examine health and wellness from two perspectives. The importance of professional accountability and authenticity in supporting the wellness of others will be emphasized.

### FAM 180 - FAMILY DYNAMICS

Designed to provide students with a variety of theoretical perspectives to understanding families. It considers the diversity of families through the lenses of the life course perspective and political policies. The course is intended to be a foundation for further study of families. \*The fall semester of FAM 180 is in the classroom, the winter semester offering is via distance learning.

*Prerequisites: Must be done concurrently with or after completing English 110.*

### CCSW 170 - AUGMENTATIVE COMMUNICATION

This course explores alternative forms of communication for people with little or no speech. Non-speech communication programming is examined through review of normal and disordered language and the strengths and weaknesses of various augmentative communication systems. Communication systems studied include sign language and other manual systems, pictogram/ ideogram communication and electronic systems.

### HSER 174 - INTERPERSONAL COMMUNICATIONS

Provides the student with an opportunity to examine personal goals, values and attitudes; develop and practice listening and responding skills, and become more aware of personal strengths and limitations. This course is designed to help students gain self-understanding in order to be more effective in working with people.

## Contact

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca



LENGTH OF STUDY:

**Up to two years**

ACCREDITATION:

**General Associate of Science**

CAMPUS:

**Castlegar Campus**

Selkirk College offers elective courses in computer science.

These elective courses are transferable to a variety of post-secondary institutions. Course requirements vary among post-secondary institutions. We advise that you plan your program with a Selkirk College counsellor or contact the UAS School Chair for information on transferability.

## Admission Requirements

Admission to the program requires the completion of Pre-calculus 12, Foundations 12, or MATH 50 with a grade of "C" or higher. Other prerequisites depend on the electives chosen to complete the program.

Students who lack the admission requirements may still gain entry to the program by taking a combination of academic upgrading and university courses in their first year. This may extend the length of their program.

## Program Courses

### CPSC 100 - INTRODUCTION TO PROGRAMMING I

An introductory object-oriented (OO) programming course with emphasis on basic programming constructs, algorithms, program design, and good programming practices. This course will introduce a high-level language to illustrate programming basics. Students will develop and test small OO programs which loop, make decisions, access arrays, define classes, instantiate objects, and invoke methods.

*Prerequisites: Pre-calculus 12, Foundations 12, MATH 051 or MATH 50 with a grade of "C" or higher.*

### CPSC 101 - INTRODUCTION TO PROGRAMMING II

This course is a continuation of CPSC 100 with emphasis on more advanced programming techniques and design, development and test of large applications. Students will write programs which make use of library functions to display graphical user interfaces, manage collections of data, access files and databases, and interact with other programs.

*Prerequisites: CPSC 100 with a grade of "C" or higher.*

## Contact

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: [admissions@selkirk.ca](mailto:admissions@selkirk.ca)



**LENGTH OF STUDY:**

- Term 1: 28 weeks**
- Term 2: 14 weeks**
- Term 3: 3-6 weeks**

**ACCREDITATION:**

**Certificate**

**CAMPUS:**

**Tenth Street Campus, Nelson**

Your culinary career can take you all over the world with employment options in 5-star dining rooms to crafting perfect eggs benney at your favorite brunch spot. There is no limit to where your talent and creativity can take you.

Our skilled instructors teach you culinary fundamentals for detailed menu planning, quality ingredient selection and efficient meal preparation. You will learn in a live kitchen environment, providing cooking services for our student cafeteria, banquet guests, at regional competitions and in our signature Scholars Dining Room.

**MASTER YOUR TRADE**

- Occupational skills
- Baked goods and desserts
- Beverages
- Garde manger
- Meat, poultry and seafood
- Stocks, soups and sauces and more

You will earn Professional Cook Industry Training Authority (ITA) approved certification upon successful program completion. If you want to take your education further, you will be set to enter our Culinary Management diploma program.

**PROVINCIAL STANDARD CERTIFICATION**

Selkirk College offers three levels of the Industry Training Authority provincially standardized apprenticeship cooking program leading to Red Seal Certification. A certificate will be issued to those who successfully complete each level of training. ITA provincial apprenticeship exams in both practical and theory are administered at the end of each level of training.

**PROFESSIONAL COOK I**

Cook I is a 28-week Industry Training Authority provincially standardized program designed to train people for employment in restaurants, institutions, and fast-food outlets.

**PROFESSIONAL COOK II**

Cook II is a 14-week, provincially standardized apprenticeship program designed to introduce

students to the complexity, diversity and attractiveness of the Cooking profession. Students acquire practical experience preparing a la carte, table d’hote and prix fixe menu items for patrons of the college’s training dining room.

**PROFESSIONAL COOK III  
– RED SEAL CERTIFICATION**

Cook III is the most advanced credential offered in this apprenticeship, this level is 6 weeks in length and meets all the requirements of the national Red Seal standard for cooks. Upon completion of the program students will be competent with all of the major techniques and principles used in cooking, baking and other aspects of food preparation. In addition to demonstrating a mastery of cooking skills, a professional cook at this level should be able to plan and cost menus and recipes, and have an understanding of the communication skills necessary to take a leadership role in the kitchen. Please contact Trades Admissions for further information.

**YOUTH TRAIN IN TRADES**

The Youth Train in Trades program is designed to help secondary school students get a head start on careers in the trades while earning credit towards their high school graduation. Learn more online at Industry Training Authority (<http://youth.itabc.ca/programs/train/>)

For more information speak with your high school guidance counsellor or get in touch with Selkirk College’s Industry and Trades administrative assistant.

## Admission Requirements

**ACADEMIC**

Admission is open to individuals who:

- have graduated from a BC senior secondary school or equivalent (may be under 19 years of age).
- an official secondary school transcript must be submitted.
- mature students must be least 19 years of age and have completed Grade 10 or equivalent with passing grades in Math and English, OR
- are at least 19 years of age and have been admitted at the discretion of the School Chair.

**GENERAL**

- All applicants are required to complete pre-admission Computer Placement Tests in Math and English.
- All applicants are required to complete a personal interview with the program instructor. Where circumstances make a personal interview

impractical, a telephone interview may be conducted. It is recommended that applicants bring a resume to the interview. NOTE: Interview results are not used as criteria for admission.

- All applicants are required to have their physician perform a medical examination and then complete the medical assessment form confirming good general health, as well as the ability to stand for long periods of time and lift up to 25 kg.

## Careers

The demand for professional cooks is very high and growing. There is tremendous potential for placement in many types of industry establishments. Students have found excellent steady employment in hospitals, camps, major resorts and hotels. Also many small establishments and restaurant chains employ our students locally and throughout BC and Alberta.

## Program Courses

**COOK 100 A - OCCUPATIONAL SKILLS THEORY/PRACTICAL**

**TRADE KNOWLEDGE**

Cooks need to understand the personal and professional expectations of various occupations in the trade as well as the training and certification programs available throughout their career.

**SAFETY STANDARDS**

There are many hazards present in the kitchen and a cooks must have a good working knowledge of recommended safety and fire prevention procedures.

**MENU PLANNING**

Cooks prepare food from a variety of different menu styles and formats, and should be familiar with common menu terminology and composition.

**COOK 100/101 B - STOCKS SOUPS AND SAUCES**

**STOCKS**

Correctly prepared stocks are essential to the preparation of many dishes, and cooks must know the correct preparation methods and uses of a variety of types of stock.

**THICKENING AND BINDING AGENTS**

A number of different thickening and binding agents are used in food preparation, and cooks must select and use them correctly for a variety of tasks.





## Cook I - Term 1

3-Term certificate at Tenth Street, Nelson.

### SEMESTER 1

Course	Name	
COOK 100 A	Occupational Skills Theory/Practical	On Campus
COOK 100 B	Stocks Soups and Sauces	On Campus
COOK 100 C	Vegetables and Fruits	On Campus
COOK 100 D	Starches	On Campus
COOK 100 E	Meats	On Campus
COOK 100 F	Poultry	On Campus
COOK 100 G	Seafood	On Campus
COOK 100 H	Garde Manger	On Campus
COOK 100 I	Eggs and Breakfast Cookery and Dairy	On Campus
COOK 100 J	Baked Goods and Desserts	On Campus
COOK 100 K	Beverages	On Campus

### SEMESTER 2

Course	Name	
COOK 101 A	Occupational Skills	On Campus
COOK 101 B	Stock, Soups and Sauces	On Campus
COOK 101 C	Vegetables and Fruits	On Campus
COOK 101 D	Starches	On Campus
COOK 101 E	Meat	On Campus
COOK 101 F	Poultry	On Campus
COOK 101 G	Seafood	On Campus
COOK 101 H	Garde Manger	On Campus
COOK 101 I	Eggs, Breakfast Cookery and Dairy	On Campus
COOK 101 J	Baked Goods, and Desserts	On Campus
COOK 101 K	Beverages	On Campus

## Cook II - Term 2

Course	Name	
COOK 200 A	Occupational Skills	On Campus
COOK 200 B	Stocks, Soups and Sauces	On Campus
COOK 200 C	Vegetables and Fruits	On Campus
COOK 200 D	Starches	On Campus
COOK 200 E	Meats	On Campus
COOK 200 F	Poultry	On Campus
COOK 200 G	Seafood	On Campus
COOK 200 H	Garde Manger	On Campus
COOK 200 I	Baked Goods and Desserts	On Campus

## Cook III - Term 3

Course	Name	
COOK 300 A	Occupational Skills	On Campus
COOK 300 B	Stocks, Soups and Sauces	On Campus
COOK 300 E	Meats	On Campus
COOK 300 F	Poultry	On Campus
COOK 300 G	Seafood	On Campus
COOK 300 H	Garde Manger	On Campus
COOK 300 J	Baked Goods and Desserts	On Campus
COOK 300 K	Beverages	On Campus

### SOUPS

A variety of soups are prepared for use in most food service establishments, and cooks must know how to correctly prepare the basic types of clear and thick soups.

### SAUCES

Sauces are an integral part of many dishes, and cooks must know how to prepare and correctly use the leading types of sauces.

### COOK 100/101 C - VEGETABLES AND FRUITS

#### VEGETABLES

Cooks must identify, select and prepare a variety of vegetables on a daily basis for use in other dishes and as accompaniments.

### FRUIT

Fruits and fruit juices are being used more and more frequently in food preparation. Cooks must be able to identify, select, and prepare them correctly.

### COOK 100/101 D - STARCHES

#### POTATOES

A variety of potatoes and potato dishes are used daily in most food service establishments. Cooks must identify different varieties of potatoes and then prepare them in a number of different ways correctly.

#### PASTAS AND FARINACEOUS PRODUCTS

Pasta and noodle dishes are an integral part of many menus. Cooks must be able to correctly identify, use, and prepare a variety of pasta and noodle dishes.

### COOK 100/101 E - MEATS

#### CUT AND PROCESS MEATS

Cooks must be able to identify various types of meat and cut and process them correctly. Cuts of meat are prepared differently according to their characteristics, and cooks must be able to identify the characteristics of each different type.

#### COOK MEATS

Meats are prepared in a variety of ways and cooks must be able to identify, select, and prepare different types of meat using dry, moist, and combination methods.

**COOK 100/101 F - POULTRY****CUT AND PROCESS POULTRY**

Cooks must be able to identify various types of poultry and cut and process them correctly. Cuts of poultry are prepared differently according to their characteristics, and cooks must be able to identify the characteristics of each different type.

**COOK POULTRY**

A variety of poultry and poultry products are used in most foodservice operations, and cooks must be able to identify, select and prepare them correctly.

**COOK 100/101 G - SEAFOOD****CUT AND PROCESS SEAFOOD**

Cooks must be able to identify, cut and process a variety of types of fish and shellfish for use in the kitchen.

**COOK FISH**

Fish dishes are key components of many menus, and cooks must be able to prepare fish dishes in a variety of ways.

**COOK SHELLFISH**

Shellfish form the basis for many menu items, and cooks must know how to prepare shellfish in a variety of different ways.

**COOK 100/101 H - GARDE MANGER****DRESSINGS, CONDIMENTS AND ACCOMPANIMENTS**

Salads are a key component of most menus, and cooks must be able to identify and prepare a variety of salad dressings.

**SALADS**

Different types of salads and salad ingredients are components of most foodservice menus, and cooks must be able to identify and prepare the basic types of salads.

**SANDWICHES**

Cooks must be able to identify and prepare a variety of hot and cold sandwiches.

**COOK 100/101 I - EGGS AND BREAKFAST COOKERY AND DAIRY****EGG DISHES**

Eggs and egg dishes are the key components of breakfast menus, and cooks must be able to identify and prepare eggs and egg dishes in a variety of ways.

**BREAKFAST ACCOMPANIMENTS**

In addition to egg dishes, there are a number of different accompaniments and breakfast items that cooks must be able to identify and prepare correctly.

**DAIRY PRODUCTS AND CHEESES**

There are many different types of dairy products and cheese. Cooks must be able to identify, select, and use them in a variety of ways.

**COOK 100/101 J -****BAKED GOODS AND DESSERTS****PRINCIPLES OF BAKING**

Cooks must be able to understand the principles and procedures used in baking and dessert preparation.

**PASTRIES**

Cooks must be able to identify and prepare a variety of pies and basic pastry items.

**DESSERTS**

A variety of basic desserts are a key component of most foodservice menus. Cooks must be able to identify and prepare different types of basic fruit desserts, custards, and puddings.

**QUICK BREADS**

Quick breads are used in a variety of different parts of the menu. Cooks must be able to identify and prepare different types of quick breads using the two major preparation methods.

**COOKIES**

There are a number of varieties of cookies and different preparation methods for each. Cooks must be able to identify and correctly prepare cookies using the common methods.

**YEAST PRODUCTS**

Basic yeast breads are a key component of most foodservice operations. Cooks must be able to identify and correctly prepare basic yeast doughs and products.

**COOK 100/101 K - BEVERAGES**

Beverages are served in most foodservice establishments. Cooks must be able to identify and prepare common types of beverages.

**COOK 200 A - OCCUPATIONAL SKILLS****TRADE KNOWLEDGE**

Knowing the rights and responsibilities of employees and employers is an important part of any occupation.

**MENU PLANNING**

Cooks must understand the principles of menu planning in order to design an effective menu.

**ORDERING AND INVENTORY**

Managing inventory is essential to any foodservice establishment. Cooks must be able to follow routine inventory procedures on a daily basis.

**HUMAN RESOURCE AND LEADERSHIP SKILLS**

Effective communication is a key part of the successful operation of any establishment. Cooks must be able to communicate effectively in order to work successfully as a team.

**FRONT OF HOUSE**

A variety of different table settings are used in foodservice establishments. Cooks must know the appropriate table settings and service techniques for a variety of menu styles.

**COST MANAGEMENT**

Managing costs and inventory is essential to any foodservice establishment. Cooks must be able to follow routine cost management procedures on a daily basis.

**INGREDIENTS AND NUTRITIONAL PROPERTIES**

Good nutrition is essential to good health. Cooks must understand the principles and procedures for preparing nutritious food.

**COOK 200 B - STOCKS, SOUPS AND SAUCES****SOUPS**

Specialty soups such as consommé and bisque are a part of many menus. Cooks must know the correct procedures for preparing specialty soups.

**SAUCES**

Cooks must be able to prepare derivative sauces from the leading types of sauces, and use them correctly for a variety of menu items.

**COOK 200 C - VEGETABLES AND FRUITS****VEGETABLES**

Cooks must prepare vegetables in a variety of methods, using additional techniques such as stuffing, turning, glazing, and gratinating.

**VEGETARIAN DISHES**

Vegetarian menu items are becoming increasingly popular and cooks must be able to identify the



leading vegetarian diets, choose suitable menu items, and prepare a variety of vegetarian dishes.

COOK 200 D - **STARCHES**

**POTATOES**

Specialty potato dishes are the mainstay of many menus, Cooks must be able to prepare a variety of potato dishes in both small and large volumes.

**PASTAS AND FARINACEOUS PRODUCTS**

Fresh and stuffed pastas and other farinaceous products are common items on many foodservice menus. Cooks must know how to prepare fresh pasta, stuffed pastas, and a variety of specialty pasta dishes and farinaceous products.

**RICE, GRAINS AND LEGUMES**

Grains and legumes are becoming more and more popular on foodservice menus. Cooks must be able to identify and correctly prepare a variety of grains and legumes.

COOK 200 E - **MEATS**

**CUT AND PROCESS MEATS AND POULTRY**

In order to correctly prepare meat products, cooks must be able to identify the correct cutting and processing procedures for primary and secondary cuts of meat.

**COOK MEATS**

Dry heat, moist heat, and combination methods of cooking meat are part of most foodservice menus. Cooks must be able to choose a suitable cooking method for various cuts, and then correctly prepare a variety of meat dishes.

COOK 200 F - **POULTRY**

**CUT AND PROCESS POULTRY**

In order to correctly prepare meat and poultry products, cooks must be able to identify the muscle and bone structure and correct cutting procedures for primary and secondary cuts of meat and poultry.

**PREPARE POULTRY**

Cooks must prepare poultry using a variety of cooking methods.

COOK 200 G - **SEAFOOD**

**CUT AND PROCESS SEAFOOD**

Cooks must cut, clean, and process a variety of seafood for use in the kitchen.

**COOK FISH**

Fish dishes are a component of many menus. Cooks must be able to correctly prepare a variety of fish dishes using various cooking methods.

**PREPARE SHELLFISH**

Shellfish are used on many menus and cooks must be able to correctly prepare a variety of shellfish and shellfish dishes.

COOK 200 H - **GARDE MANGER**

**DRESSINGS, CONDIMENTS AND ACCOMPANIMENTS**

Specialty salad dressings and cold sauces are used on many foodservice menus. Cooks must be able to identify and correctly prepare and utilize a variety of dressings and cold sauces.

**SALADS**

Specialty salads are becoming more and more common on many foodservice menus. Cooks must be able to identify and correctly handle specialty salad ingredients.

**HORS-D'OEUVRE AND APPETIZERS**

There are many types of hot and cold hors-d'oeuvres. Cooks must be able to identify and correctly prepare a variety of common types of hors-d'oeuvres.

**PRESENTATION PLATTERS**

Presentation platters are a key component of banquet preparation in many foodservice establishments. Cooks must know the principles and correct preparation of a variety of vegetable, fruit, cheese, and meat platters.

COOK 200 I - **BAKED GOODS AND DESSERTS**

**PASTRIES**

Specialty pastry items are components of many menus. Cooks must be able to identify and correctly prepare a variety of specialty pastries and pastry products.

**YEAST PRODUCTS**

A variety of yeast risen products are used in the kitchen. Cooks must be able to identify and correctly prepare a variety of specialty yeast doughs and yeast risen products.

**CAKES AND TORTES**

There are numerous types of cakes and tortes that are common to many menus. Cooks must know the basic methods of preparing and decorating a variety of cakes, cheesecakes, and charlottes.

COOK 300 A - **OCCUPATIONAL SKILLS**

Occupation Skills offers students practical and theoretical knowledge of sanitary standards, production procedures, menu planning, human resources and leadership skills and cost management.

COOK 300 B - **STOCKS, SOUPS AND SAUCES**

Upon completion of this course students will be able to describe various types of specialty sauces, apply principles of sauce selection, prepare savory fruit sauces and gastrique, prepare salsas, relishes and chutneys, prepare international sauces.

COOK 300 E - **MEATS**

Upon completion of this course students will learn various methods to , cut, prepare and cook a different meats, game and offal.

COOK 300 F - **POULTRY**

Upon completion of this course students will be able to cut, prepare and cook a variety of poultry and game.

COOK 300 G - **SEAFOOD**

Upon completion of this course students will learn methods to cut, prepare and cook a variety of seafood.

COOK 300 H - **GARDE MANGER**

Garde Manger will cover the principles and preparation of dressings, condiments and accompaniments, presentation platters, pates, terrines and charcuterie.

COOK 300 J - **BAKED GOODS AND DESSERTS**

This course will learn to identify a variety of baked goods and desserts. Students will prepare desserts, cakes and tortes, frozen desserts and garnishes.

COOK 300 K - **BEVERAGES**

Upon completion of this course students will be competent to describe and identify wine, beers and spirits. The principles of wine selection will also be covered.

**Contact**

**TRADES ADMISSIONS**

Phone: 1.888.953.1133 ext 13204

Direct: 250.354.3204

Email: trades@selkirk.ca



**LENGTH OF STUDY:**

**2 Years**

**ACCREDITATION:**

**Liberal Arts Diploma/Associate of Arts Degree**

**CAMPUS:**

**Castlegar Campus**

"Imagination is everything. It is a preview of life's coming attractions."

—Albert Einstein

**PROGRAM OVERVIEW**

Whether you are interested in taking individual courses or pursuing a creative writing diploma/degree, Selkirk College welcomes you. Join the program's core faculty, as well as guest speakers and visiting writers who will take you on an exciting journey designed to immerse you in creative processes and help you find your voice.

What defines our creative writing program is a community of writers composed of small class sizes and intimate workshops. Gain confidence in communicating your ideas in a truly magical setting. Imagine sitting by the confluence of the Kootenay and Columbia Rivers to draft a poem, or walking along the Castlegar campus trails - a significant gathering place for Indigenous peoples - to conjure the final scene in your short story. In Nelson, classes are held at the Tenth Street campus, also home to Selkirk's renowned Music and Digital Arts programs.

Situated in one of the most beautiful regions on earth, Selkirk College offers a safe, peaceful and vibrant sense of place for writers to explore their imaginations in fiction, non-fiction, poetry and drama. Our creative writing classes are fully transferable to universities across Canada. Take your first two years with us and you will be set for success to complete your third and fourth year of a degree program elsewhere.

**ESSENTIAL SKILLS**

Creative Writing students will develop the following essential skills, transferable to any career:

- Critical reading
- Concise writing
- Research
- Diagnosis
- Creative solutions
- Synthesizing ideas
- Revision
- Analysis

## Liberal Arts Diploma

Selkirk College awards a Liberal Arts diploma in Creative Writing to students who complete at least sixty (60) credits of University Arts and Sciences courses with a "P" grade or better in each course, achieves a minimum GPA of 2.00, and whose course selection meets the following criteria:

- Two semester courses in first-year English.
- Creative Writing 100 and 101
- Creative Writing 200 and 201
- English 200 and English 201
- English 202 or 204; English 203 or 205
- A minimum of 10 semester courses in first- or second-year Arts and Science courses other than first-year English.
- Up to a maximum of six courses may be from other subjects, as long as they are at the 100-level or higher and are transferable as per the BC Transfer Guide.

The following is the selection of courses that may be chosen for this diploma. Students are advised to meet with an academic counsellor to discuss their course selection

**YEAR 1**

**SEMESTER 1**

Course	Name		Credit
CWRT 100	Studies in Writing I	On Campus	3
ENGLISH	English Requirement: ENGL 110 or ENGL 112	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

**SEMESTER 2**

Course	Name		Credit
CWRT 101	Studies in Writing II	On Campus	3
ENGLISH	English Requirement: ENGL 111 or ENGL 114	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

**YEAR 2**

**SEMESTER 3**

Course	Name		Credit
CWRT 200	Studies in Writing III	On Campus	3
ENGL 200	A Survey of English Literature I	On Campus	3
ENGL LIT	Topics in Literature: ENGL 202 or ENGL 204	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>



### CAREER PATHWAYS

University or College Professor; Magazine or Literary Quarterly Editor; Publisher; Journalist; Poet; Novelist; Freelance Writer; Screenwriter; Political Activist; Citizen Journalist; Theatre Director; Fundraiser/Grant Writer for NGOs and NPOs; Proposal Writer for Arts Organizations, Engineering Firms, Marketing and Web Developers; Speech Writer for CEOs, Keynote Speakers, Politicians; Science Journalist; Technical Writer; Marketing/ Communications Manager; Copywriter

## Admission Requirements

Admission to the program requires the completion of English Studies 12 with a grade of “C” or higher. Other prerequisites depend on the electives chosen to complete the program and should be determined with the advice of a Selkirk College counsellor.

If you are a student who lacks the admission requirements, you may still gain entry to the program by taking a combination of academic upgrading and university courses in your first year. This may extend the length of your program.

## Program Courses

### CWRT 100 - STUDIES IN WRITING I

Students seeking an Associate of Arts degree in English (Writing Studies) must take CWRT 100. The course focuses the writer’s efforts on the value of compression and the reduction of ideas to their purest forms. An in-depth exploration of imagery, metaphor and word choice through the study of poetry will prepare students to produce original compositions in any genre. Students will be expected to submit original writing for workshop in at least two of the four genres - poetry, fiction, non-fiction, or drama. The craft of writing essays and criticism on theory and form will be introduced.

*Prerequisites: A grade of “C” or higher in English Studies 12 or LPI level 4.*

### CWRT 101 - STUDIES IN WRITING II

Students seeking an Associate of Arts degree in English (Writing Studies) must take CWRT 100/101. CWRT 101 focuses the writer’s efforts on crafting story. An in-depth exploration of scene development, characterization, setting, point-of-view, and the leading ideas in stories will prepare students to produce original compositions in any genre other than poetry. Students will be expected to submit original writing for workshop in at least two of the three genres being discussed. Writing essays and criticism on theory and form will continue.

*Prerequisites: A grade of “C” or higher in English Studies 12 or LPI level 4.*

## Liberal Arts Diploma

### SEMESTER 4

Course	Name		Credit
CWRT 201	Studies in Writing IV	On Campus	3
ENGL 201	A Survey of English Literature II	On Campus	3
ENGL LIT	Topics in Literature: ENGL 203 or ENGL 205	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

### CWRT 200 - STUDIES IN WRITING III

The emphasis of CWRT 200: Studies in Writing III will be on portfolio development and preparation of manuscripts for publication. Students will submit for workshop their own imaginative writing in any of the four genres – poetry, drama, fiction, and non-fiction. In addition, students will engage in a practice of response, analysis, and critique of published and peer written work. Lectures will mirror the assigned readings and serve to initiate theoretical round table discussions on Image, Voice, Character, Setting, and Story. In the second half of the semester students will be required to explore in more depth each of the four genres. Students will be expected to submit at least one of their compositions for publication to an appropriate literary quarterly, magazine, newspaper or theatre workshop.

*Prerequisites: Two semesters of first-year university English or writing with a grade of “C” or higher.*

### CWRT 201 - STUDIES IN WRITING IV

A continuation of CWRT 200: Studies in Writing III. While portfolio development and manuscript preparation are continually emphasized, students will be required to produce their own chapbook in one or two of the four genres, write and submit grant proposals, and read their work aloud. Students will be expected to submit at least one of their compositions for publication to an appropriate literary quarterly, magazine, newspaper, or theatre workshop. Students will be required to participate in a year end Student Reading of original work. Writing reviews, essays and criticism on theory and form of contemporary literature will continue.

*Prerequisites: A grade of “B” or higher in CWRT 200.*

### ENGL 200 - A SURVEY OF ENGLISH LITERATURE I

“In spring folk long to go on pilgrimage”—so begins Geoffrey Chaucer’s 14th century masterpiece of the English tradition, The Canterbury Tales. In English 200, we will set out on a pilgrimage which honours the living beauty of the English language and its greatest writers such as Spenser, Shakespeare and Donne, ending in the 17th century with Milton.

*Prerequisites: A grade of “C” or higher in ENGL 110/111 or ENGL 112/114 or 114 or equivalent.*

### ENGL 201 - A SURVEY OF ENGLISH LITERATURE II

From the calm reason of the Enlightenment to the passion of the Romantics, we still live out the questions first asked by the brilliant writers of 18th and 19th Centuries. In the company of such authors as Pope, Swift, Wollstonecraft, Keats, Wordsworth, and Austen, we continue our pilgrimage into culture, belief, and literary achievement begun in the previous semester with English 200.

*Prerequisites: A grade of “C” or higher in ENGL 200 or equivalent.*

### TOPICS IN LITERATURE

Students requiring a second-year Topics in Literature course have a choice of the English 202/203 (Canadian Literature) sequence or the 204/205 (Children’s Literature) sequence.

- ENGL 202: Canadian Literature I: Indigenous Voices
- ENGL 203: Canadian Literature II: Contemporary Voices
- ENGL 204: Children’s Literature I: From Rags to Riches and Worlds of Magic
- ENGL 205: Children’s Literature II: From Hell to Heaven and Everything in Between



## Associate of Arts - Creative Writing

All Associate of Arts students are required to complete:

- Two semester courses in first-year English.
- Six semester courses in first-year Arts in two or more subject areas (Humanities and Social Sciences)

Three semester courses in math, science, statistics or computer science at the 100 level or higher of which one must be a lab science, one must be in math, and one an open science.

- Geography 130 and Geology are considered lab sciences.
- Six semester courses in second-year Arts in two or more subject areas.
- Six additional UAS courses.
- Students must achieve a GPA of 2.0.

Students are advised to meet with an academic counsellor and to ensure that their course selections will meet the degree requirements of the subsequent institution(s) they plan to attend.

Note: This is a suggested listing of courses for a two-year Associate of Arts degree in Creative Writing

### YEAR 1

#### SEMESTER 1

Course	Name		Credit
ENGL 110 or ENGL 112	ENGL 110: College Composition or ENGL 112: Introduction to Poetry and Drama	On Campus	3
CWRT 100	Studies in Writing I	On Campus	3
ELECT	MATH or Stats or CPSC	On Campus	3
ELECT	First-year Arts Elective Social Science	On Campus	3
ELECT	Lab Science	On Campus	3
<b>Total</b>			<b>15</b>

#### SEMESTER 2

Course	Name		Credit
ENGL 111 or ENGL 114	ENGL 111: Introduction to Literature or ENGL 114: Introduction to Prose Fiction	On Campus	3
CWRT 101	Studies in Writing II	On Campus	3
ELECT	Open Science Elective	On Campus	3
ELECT	First-year Arts Elective Social Science	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

### YEAR 2

#### SEMESTER 3

Course	Name		Credit
CWRT 200	Studies in Writing III	On Campus	3
ENGL 200	A Survey of English Literature I	On Campus	3
ENGL LIT	Topics in Literature: ENGL 202 or ENGL 204	On Campus	3
UAS ELECT	Second-year UAS Elective Social Science	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

#### SEMESTER 4

Course	Name		Credit
CWRT 201	Studies in Writing IV	On Campus	3
ENGL 201	A Survey of English Literature II	On Campus	3
ENGL LIT	Topics in Literature: ENGL 203 or ENGL 205	On Campus	3
UAS ELECT	Second-year UAS Elective Social Science	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

### ENGLISH REQUIREMENT

Students requiring first-year English have a choice of the ENGLISH 110/111 sequence or the 112/114 sequence.

The 110/111 sequence is focused on the development of academic writing and research.

- ENGL 110 - College Composition
- ENGL 111 – Introduction to Literature

The 112/114 sequence is focused on the interpretation of literature.

- ENGL 112 - Introduction to Poetry and Drama
- ENGL 114 – Introduction to Prose Fiction

### GENERAL UAS ELECTIVE

A student may take any first-year or higher university transferable course to satisfy this elective. Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC. To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk College counsellor.

### Contacts

#### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca





# Culinary Management Diploma

selkirk.ca/culinary

LENGTH OF STUDY:

**1 Year**

ACCREDITATION:

**Diploma**

CAMPUS:

**Tenth Street Campus, Nelson**

The successful chef or food and beverage entrepreneur of today requires more than just great culinary skills to excel in the hospitality industry. Chefs, food and beverage managers and restaurant owners today need business, leadership and human resource skills in addition to a strong culinary foundation. This program provides fundamental management skills for students with culinary backgrounds looking to manage, own or operate a food and beverage business.

## TAKE YOUR CAREER TO THE NEXT LEVEL

The Culinary Management diploma is developed for today's contemporary chef looking to further their management and/or entrepreneur skills. The diploma is designed as a one-year addition for students who have taken the Professional Cook 1 and 2 program or anyone with Red Seal Journeyman Chef accreditation. Gain the skills to manage, own or operate a food and beverage business.

This program transfers to hospitality degrees in with Vancouver Community College, Vancouver Island University and Royal Roads.

## ADDITIONAL INFORMATION

The successful chef or food and beverage entrepreneur of today requires more than just great culinary skills to be successful in today's hospitality industry. Successful chefs, food and beverage leaders and restaurant owners today need business, leadership and human resource skills in addition to a strong culinary foundation. This program will provide the fundamental management skills for students with culinary backgrounds looking to manage own or operate their own food and beverage business.

Labour market research predicts a shortage in this sector and foresees an increase in need for higher level credentialing, as reported in the Canadian Tourism Human Resource Council's *The Future of Canada's Tourism Sector, Economic Recession only a Temporary Reprieve from Labour Shortages*.

The objective of the program, through classroom instruction, practical lab training and work experience, is to enable students to develop the abilities, skills and attitudes to analyze situations objectively and to then make effective management decisions.

## SEMESTER 1

Course	Name		Credit
RHOT 150	Introduction to Tourism	On Campus	3
RHOT 153	Organizational Leadership	On Campus	3
RHOT 159	Business Communications	On Campus	3
RHOT 163	Mixology and Oenology	On Campus	3
RHOT 164	Food and Beverage Cost Controls	On Campus	3
RHOT 171	Work Term - 500 hours minimum	On Campus	
<b>Total</b>			<b>15</b>

## SEMESTER 2

Course	Name		Credit
RHOT 250	Marketing	On Campus	3
RHOT 254	Human Resource Management	On Campus	3
RHOT 265 OR 282	Food Service Management OR Dining Room and Event Management	On Campus	3
RHOT 269	Accounting	On Campus	3
RHOT 272	Hospitality Law	On Campus	3
<b>Total</b>			<b>18</b>

The guiding principle of the Culinary Management program is student centered involvement, through project based learning. During the school year our students are involved in organizing and supporting Selkirk College as host institution for special events and conferences. Students participate in a professional internship program consisting of five months in the summer and fall between the first and second year of the program.

## Admission Requirements

### ACADEMIC

- Completion of grade 12 or equivalent.
- English Studies 12 with "C+" or higher, IELTS 6.5 overall band score for international applicants, or equivalent on other internationally recognized English Language Proficiency Tests. (If a student applies with an IELTS 6.0+ overall score (with no band less than 5.5) then they will be required to enroll in an English upgrading course approved by the Dean and School Chair
- Completion of BC Industry Training Authority Professional Cook 1 (28 credits) and Professional Cook 2 (14 credits) or equivalent. Prefer Red Seal Journeyman status.

### GENERAL

- All applicants are required to complete the College Readiness Tool placement test in reading, writing and math.

- Applicants must provide a resume which includes part-time and/or full-time Culinary Industry and other work experience.
- Students must be competent in the use of the Microsoft Office products, specifically Word, Excel and Power Point. Students must also be comfortable in using the internet as a search and research tool.

### INTERVIEW

A personal interview will be completed with the program instructor. Where circumstances make a personal interview impractical, a telephone interview will be conducted. Qualities assessed during the interview include:

- Commitment to a career in the hospitality industry and to the program.

NOTE: Interview results are not to be used as criteria for admissions.

## Application Information

Applications should be submitted on or before August 1st for September intake or December 1st for January intake to ensure the best opportunity for entry into this program. Partially qualified applicants may be offered seats if space is available. Late applicants will be accepted subject to space availability.



Program Courses

RHOT 150 - INTRODUCTION TO TOURISM

This course provides an overview of the tourism industry, examining the interrelationships between the eight sectors, and the economic, environmental, cultural, and social impact of tourism. Topics include the following: sectors of the tourism industry; size, scope, and infrastructure; definitions and conceptual models, trends, and current issues, travel motivators, career opportunities, ethical issues, tourism as a community-based industry, the geography of tourism in BC and Canada, and the role of tourism organizations.

RHOT 153 - ORGANIZATIONAL LEADERSHIP

This course focuses on how individuals function effectively in organisations by examining behaviour from individual, small group, inter-group and organisational perspectives. A participatory model using experiential exercises illustrates how groups help or hinder the organisation. Topics include: communication models, strategies for effective leadership, leadership styles, motivational techniques, group dynamics and behaviour, stress management, delegation, organisational structure and change, and values and attitudes. Students learn how to become effective members of groups by working together towards common goals.

RHOT 159 - BUSINESS COMMUNICATIONS

This course deals with both written and oral communication skills. Topics include writing formal reports and other business correspondence, making effective presentations, résumé preparation and research techniques.

RHOT 163 - MIXOLOGY AND OENOLOGY

The purpose of this course is to introduce the learner the fundamental beverage knowledge required to manage a resort/hotel beverage operation. The course is clearly broken into theoretical and practical segments. From a theoretical point of view, the learner will become familiar with important government regulations and the liabilities that influence a beverage operation. The "Serving It Right" Program, (a provincial requirement for anyone serving alcoholic beverages in BC will be covered thoroughly).

The course will examine the methods of production of different spirits, beers and wine. A significant portion of the course will be spent on wine appreciation. Classroom discussion will cover grape varieties, VQA standards and certification, wine production and wine tasting arrangements. Wine and food pairing will also be covered with a general overview of classical cooking terminology.

From a practical point of view, the course will provide the learner with the controlled formal practice time

necessary to learn the full range of mixology methods – stirring, building, shaking, and blending.

RHOT 164 - FOOD AND BEVERAGE COST CONTROL

Critical to the financial well-being of any food operation. "Control" is used in the context of managing an information system – not the manipulation and suppression of people. Fundamentals of internal controls and information systems for food and beverage operations will be covered. The course covers techniques of effective purchasing, receiving and production; sales control and food and beverage cost calculations. Labour cost control methods are explained and discussed.

RHOT 171 - WORK TERM

This full-time paid work experience (May through September) is monitored by the College and evaluation is completed by the employer and program instructors. Experiential learning is effective because it provides students with opportunities to acquire supervisory skills and competencies that are applicable to their future careers. This approach recognizes that a supervisor requires significant practice of the principles and skills learned during study and looks to the hospitality and tourism industry to provide an environment in which this practice can take place. This work term gives students an opportunity to apply and extend academic knowledge while employed with qualified hospitality and tourism employers throughout B.C., Canada and the world.

Prerequisites: Successful completion of all courses in the first year of the RHOT program with a grade of "C" or higher.

RHOT 250 - MARKETING

The roles and functions of marketing in the tourism industry are examined. The principles of customer service excellence and service recovery are discussed in detail. You are lead through the five steps of the Marketing Planning Process discovering how the "12 P's" are used in the marketing of tourism products and services. You will conduct a case study analysis of an existing company to demonstrate knowledge of marketing concepts studied.

RHOT 254 - HUMAN RESOURCE MANAGEMENT

Human Resources Management has a profound effect on the success of tourism operations. An understanding of fundamental human resource theory and practices is necessary in the service sector where the link between the tourism operation and the guest is so critical. Innovative approaches to human resource management are necessary to recruit and retain the right people in the industry. This course focuses on the critical issues that concern managers in the tourism industry, employee relations,

recruiting and selection, challenges and trends, and employment standards.

RHOT 265 - FOOD SERVICE MANAGEMENT

The Food and Beverage department, be it a hotel or resort, is a high profile department and can be a substantial profit centre. It is one thing to understand that you must control a food and beverage operation, but it is another to understand how, when, and why you must do it. The purpose of this course is to show how you can manage the department to provide desired levels of profitability and customer satisfaction. Through lectures and hands on operations exercises you will study food and beverage operations and learn how to analyze and implement changes that will affect the success of the food service department.

RHOT 282 - DINING ROOM AND EVENT MANAGEMENT

A hands-on course that takes you from a basic understanding of the principles of food production and service to the practical skills and knowledge for the effective management of food and beverage service outlets. Emphasis is on training skills and human interaction techniques, as well as quality control, financial controls and customer relations. You are actively involved in the menu planning (both food and wine) for our dining room and special event functions. This includes the staffing, management and marketing of the food and beverage operation.

RHOT 269 - ACCOUNTING

This is an introductory course in accounting, from the basic accounting equation to preparation of the Income Statement, Statement of Changes in Owner's Equity, and Balance Sheet. This course covers merchandise operations, service business accounting, depreciation, adjusting entries, as well as specialized journals.

RHOT 272 - HOSPITALITY LAW

This course outlines Canadian law applicable to the hospitality industry, identifies areas where there may be potential legal problems, and discusses rights and liabilities relative to relationships within the hospitality industry. Topics include constitutional law, the common law of contract, definition of hotels and related establishments, safety of guests and torts, care of guests' property, sale of food and alcohol, insurance, hotel keeper's compensation.

Contact

TRADES ADMISSIONS
Phone: 1.888.953.1133 ext 13204
Direct: 250.354.3204
Email: trades@selkirk.ca



#### LENGTH OF STUDY:

**2 Years**

#### ACCREDITATION:

**Diploma**

#### CAMPUS:

**Tenth Street Campus, Nelson**

Bring your creativity and our dedicated faculty will encourage you to explore and define your technical and artistic potential. Get the skills you need to take your work from the creative design process and conception to the presentation of your finished product. Launch your career in the fast-paced digital media industry.

#### APPLYING YOUR KNOWLEDGE

Our Digital Arts program helps you work in graphic design, illustration, animation, visual and special effects, web design, and interactive application development. Our intensive program provides you with hands-on experience in:

- Graphic Design
- Digital Photography
- Digital Video and Audio Editing
- Mobile Application Development
- Motion Graphics
- 2D and 3D Animation
- Web Design and Programming

#### GET A SOLID FOUNDATION

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

#### MAXIMIZE YOUR EMPLOYABILITY

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

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

### SEMESTER 1

Course	Name		Credit
DA 101	Foundations of Digital Arts	On Campus	3
DA 103	History of Art, Design and Film	On Campus	3
DA 104	Introduction to Digital Photography	On Campus	3
DA 110	Introduction to Photoshop	On Campus	3
DA 111	Art Fundamentals	On Campus	3

**Total 15**

### SEMESTER 2

Course	Name		Credit
DA 112	Digital Image Making	On Campus	3
DA 113	Design Narrative	On Campus	3
DA 121	Introduction to Animation	On Campus	3
DA 122	Introduction to Video and Audio	On Campus	3
DA 131	Fundamentals of Web	On Campus	3
DA 134	Motion Graphics and Compositing	On Campus	3

**Total 18**

### SEMESTER 3

Course	Name		Credit
DA 210	Illustration and Typography	On Campus	3
DA 221	Film and Audio Production	On Campus	3
DA 222	Character Design and Animation	On Campus	3
DA 224	Motion Graphic Design	On Campus	3
DA 225	Identity Design	On Campus	3
DA 226	Multidimensional Design	On Campus	3

**Total 18**

### SEMESTER 4

Course	Name		Credit
DA 223	Publication Design	On Campus	3
DA 233	Portfolio Development and Design	On Campus	3
DA 266	Production Design	On Campus	2
DA 291	Professional Practices	On Campus	2
DA 299	Capstone	On Campus	5

**Total 15**

The scheduling of courses into the semesters may change from year to year.

Students currently registered in the Digital Arts and New Media program, see website for your course of studies. <http://selkirk.ca/program/danm>



## Admission Requirements

In addition to meeting the general admission requirements to Selkirk College, applicants to the Digital Arts program must meet the following requirements to be considered fully-qualified:

### ACADEMIC

English Studies 12 or equivalent with a grade of "C" or higher.

### GENERAL

Applicants must submit a completed admission application form and other required documents (i.e. secondary school and any post-secondary transcripts) to the admissions office.

Applicants must complete the following:

- Applicant Information
- Questionnaire
- Portfolio - Applicants must submit a portfolio as part of the admissions process. An applicant's portfolio chronicles their experience and talent as an artist.

## Portfolio

A diverse portfolio showcases a comprehensive blend of technical and artistic skill including beginner knowledge of the Adobe Creative Cloud. Artwork should be recent and must include a variety of traditional and digital media.

The portfolio is a critical part of the application process and applicants should take care to ensure that their work is presented as strongly as possible. The Portfolio Evaluation Committee is looking for a demonstration of visual awareness, creativity and technical skill. Copying or including the work of another artist is not acceptable.

Applicants should organize their work in a manner that demonstrates development over a period of time or organize their work by media type. Applicants must be prepared to rationalize the inclusion of each piece submitted.

### SUBMISSION GUIDELINES

The portfolio must include 10 to 15 pieces of original work that represents skill and talent, with an emphasis on diversity and quality over quantity.

Examples of works that can be included in your Portfolio:

- Photography
- Digital art
- Traditional art
- Video or animation
- Music or sound design
- Websites or programming
- Graphic design
- Illustration

In addition to the required portfolio pieces, applicants may choose to scan sections of their sketchbooks and journals and submit them as a multi-paged pdf. School assignments and independent explorations will also be helpful to the Evaluation Committee.

### TECHNICAL GUIDELINES:

Once an application to the Digital Arts program has been received applicants will be contacted by the College and given a 4-digit access code. This code is required to submit the portfolio at portfolio.selkirkmedia.com

Please ensure to read the portfolio guidelines carefully as submissions that do not meet the required guidelines or contain inappropriate or offensive content will not be reviewed.

In some instances, applicants may be required to participate in an interview with a program instructor. Applicants must submit their portfolio prior to that interview.

## Program Courses

### DA 101 - FOUNDATIONS OF DIGITAL ARTS

Introduces students to the technical and creative principles of Digital Arts. Students will apply the basic principles of colour theory, typography, video, animation and print to produce visually appealing and engaging content. For the final project, students will be guided through the process of designing and managing a small Digital Arts project of their choice.

### DA 103 - HISTORY OF ART, DESIGN AND FILM

Introduces students to major movements in art and design, and offers an overview of the century-long transition from the introduction of moving pictures to contemporary digital film making. Students explore the history of visual communication through art, design and cinema.

### DA 104 - INTRODUCTION TO DIGITAL PHOTOGRAPHY

Provides students with the opportunity to explore

composition to capture compelling photographs. Students will practice using shutter speed, aperture and exposure as a means of manipulating the creative outcome of an image while considering light, visual weight, framing and perspective. Students will apply creative and technical skills to produce a collection of prints that tell a visual story using their own style and personal approach.

### DA 110 - INTRODUCTION TO ADOBE PHOTOSHOP

Introduces students to the fundamental tools and functions available in Adobe Photoshop. Students will use colour correction techniques, image editing tools, filters and effects to enhance photographs. Students will work with layers, become proficient with a variety of selection tools and apply the skills learned to create complex projects. This course prepares students for more advanced projects in DA 112 Digital Image Making and DA 113 Design Narrative.

*Corequisites: DA 101*

### DA 111 - ART FUNDAMENTALS

Introduces students to the fundamental elements of art. Students are encouraged to improve their existing drawing skills and to experiment with new methods of expression. Students work with still life and the human form to explore line, texture, pattern, form, shape value, depth and composition. Human anatomy and proportion are also studied. Images from art history and advertising are analyzed to challenge students to see and create critically. Students are also acquainted with basic tools in Adobe Illustrator. Students will create completed artwork with both traditional media and Illustrator software.

### DA 112 - DIGITAL IMAGE MAKING

Introduces students to building custom digital artworks and illustrations in Adobe Photoshop and Adobe Illustrator. Students exercise their creativity and software skills to create complex artworks.

*Prerequisites: DA 110 and DA 111*

### DA 113 - DESIGN NARRATIVE

Introduces the fundamental role of storytelling in design practice. Students will investigate the functions of design, study aspects of design theory and learn design principles. By exploring the conceptual structure, context and practice of visual storytelling students will discover how narrative can be used to expand ideas, create relevant visual outcomes, guide viewer perceptions and engage audiences.

*Prerequisites: DA 101, DA 103 and DA 111*



**DA 121 - INTRODUCTION TO ANIMATION**

Introduces students to basic animation theory and mechanics. Students are challenged to demonstrate the principles of animation by creating animated sequences with believable characters. Students will explore the steps required to produce a short animated film including: brainstorming, script writing, storyboarding, creating an animatic, character development, animation, and production.

*Prerequisites: DA 101 and DA 104*

**DA 122 - INTRODUCTION TO DIGITAL VIDEO AND AUDIO**

Grounds students in concepts and skills related to video and audio production. Students will explore the steps required to produce a short documentary or narrative film including: writing, shooting, editing, and mastering. Students will also explore the theory and practical application of sound in the contexts of web, presentation and digital video.

*Prerequisites: DA 101, DA 103 and DA 104*

**DA 131 - FUNDAMENTALS OF WEB**

Introduces students to Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), web standards and web accessibility. Students will use best practices and follow web standards set by the World Wide Web Consortium (W3C) to create content that looks appropriate and functions correctly on all devices. Using the mobile first method, students will apply the skills learned to design and build a standards compliant website from conception through completion.

*Prerequisites: DA 101*

**DA 134 - MOTION GRAPHICS AND COMPOSITING**

Provides students an introduction to the principles and practice of animated motion graphics. Students learn to establish a concept/direction and create broadcast-quality motion graphic animations. Students are introduced to the essential skills of compositing and creating post-processing effects for a wide range of media, including video, animation, and the web.

*Prerequisites: DA 101 and DA 110*

**DA 210 - ILLUSTRATION AND TYPOGRAPHY**

Introduces students to the anatomy and mechanics of written language so they can use this understanding to successfully work with text and image in their design practice. Students will expand their understanding of form, colour, composition, typography, hierarchy, juxtaposition and sequencing through the practical application of drawing and computer skills.

*Prerequisites: DA 112, DA 113*

**DA 221 - FILM AND AUDIO PRODUCTION**

Allows students to integrate the skills gained in DA 122 to explore best professional practices as applied to the pre-production, production and post-production process of creating and delivering a short film. Students will also explore more advanced techniques relevant to sound recording, editing and mixing for web, presentation and digital video.

*Prerequisites: DA 122.*

**DA 222 - CHARACTER DESIGN AND ANIMATION**

Takes an exhaustive approach to character design, character creation, rigging and animation. Students explore character design and assembly, rigging, and voice and mouth-shape synchronization. They use various methods of character animation to produce professional-quality animated shorts.

*Prerequisites: DA 112, DA 121, DA 122.*

**DA 224 - MOTION GRAPHIC DESIGN**

Provides advanced instruction in motion graphics and compositing techniques. Students will explore and evaluate historical and contemporary motion graphics practice. Students will also create motion graphics utilizing 3D elements, advanced effects, music, lighting, texturing and export settings and will create and export broadcast-quality motion graphic animations.

*Prerequisites: DA 112, DA 121, DA 122, DA 134.*

**DA 225 - IDENTITY DESIGN**

Offers students insight and skills they can use to expand their designs into a system for communicating a consistent and clear story about a product, service, subject or organization. Through practice-based learning students are guided through the process of developing a visual identity with steps including: understanding context, concept development, refinement, application, style guide production, and delivery of client presentations.

*Prerequisites: DA 112, DA 113.*

**DA 226 - MULTIDIMENSIONAL DESIGN**

Offers students a chance to explore technologies and industry tools to produce unique products that showcase different media. Students will be guided through the use of a diverse range of tools, after which they will create their own work using the same technologies. Students will focus on developing a unique creative voice and style.

*Prerequisites: DA 112, DA 113.*

**DA 223 – PUBLICATION DESIGN**

**DA 266 – PRODUCTION DESIGN**

**DA 291 – PROFESSIONAL PRACTICES**

**DA 299 – CAPSTONE**

**DA 233 – PORTFOLIO DEVELOPMENT AND DESIGN**

**Contact**

DIGITAL ARTS CONTACT  
Phone: 1.88.953.1133 ext 21324  
Direct: 250.505.1370  
Email: [tenthstreetadmissions@selkirk.ca](mailto:tenthstreetadmissions@selkirk.ca)





## LENGTH OF STUDY:

**9 Months**

## ACCREDITATION:

**Certificate**

## CAMPUS:

**Castlegar Campus**

Early Childhood Care and Education (ECCE) students will study many facets of early learning and child development, focusing on the needs of children from birth through school age and their families.

ECCE students learn how to develop programs and create environments that are child-centred, nurturing and rich with potential for early development.

Take this program if you are:

- Comfortable working with young children
- Patient and flexible
- Creative and energetic
- Caring
- Empathetic

## START YOUR REWARDING CAREER

You will learn how to create programs and environments that are child-centered, nurturing and rich for supporting child development. Our program incorporates a variety of teaching and learning strategies including:

- Case study and theoretical analysis
- Cooperative and experiential learning
- Practical application of knowledge and skills in a six week practicum

You will experience small class sizes and instructors who are committed to excellence in education and professional practice.

## TAKE YOUR CHILDCARE CAREER TO A NEW LEVEL

You will be prepared to work with young children and their families in a variety of exciting and rewarding roles. You will be able to participate in the planning and delivery of enriched programs that focus upon healthy early development.

## TRANSFER OPPORTUNITIES

Your ECCE certificate transfers to two Human Services diploma specialties (Inclusive Practice/ Infant and Toddler Care) at Selkirk College and also to related programs at other universities.

## PART-TIME STUDIES

Students may complete the program on a full or part-time basis. Each term will include courses available in a distance or on-line format. Acceptance into an individual course does not constitute admission to the

## Year 1

This certificate program ladders in to the two year Human Services diploma option. See Human Services diploma information or online <http://selkirk.ca/program/human-services-diploma>

### SEMESTER 1

Course	Name		Credit
ENGL 110	College Composition	Online	3
ECCE 168	Clinical Practicum I	Practicum	2
ECCE 178	Foundations of Professional Practice I	Online	4
ECCE 186	Child Health and Safety	Online	3
ECCE 188	Responsive Child-Centered Environments	Online	4
HSER 174	Interpersonal Communications	Online	3
PSYC 100	Introductory Psychology I	Online	3
<b>Total</b>			<b>22</b>

### SEMESTER 2

Course	Name		Credit
ECCE 169	Clinical Practicum II	Practicum	2
ECCE 179	Foundations of Professional Practice II	Online	4
ECCE 189	Responsive Child-Centered Environments II	Online	4
ECCE 193	Child-Centered Partnerships I	Online	4
ECCE 195	Practicum I	Online	4.5
FAM 180	Family Dynamics	Online	3
PSYC 240	Child Development	Online	3
<b>Total</b>			<b>24.5</b>

### SEMESTER 3

Course	Name		Credit
ECCE 293	Child-Centered Partnerships II	Online	3
ECCE 294	Practicum II	Online	6
<b>Total</b>			<b>9</b>

program. Students choosing to complete a program on a part time basis must meet with a School Chair or designate at the time of acceptance to plan a course of studies.

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Early Childhood Care and Education program requirements:

### ACADEMIC REQUIREMENTS

Official transcripts from high school or post-secondary institutions (mailed directly from the Ministry of Education and educational institutions)

showing the following:

- Grade 12 or its equivalent (consideration will be given to mature students)
- English Studies 12 or equivalent with a grade of “C” or higher

### NON ACADEMIC REQUIREMENTS

- Two completed Human Services reference forms;
- 40 hour work experience form completed by a supervisor who has observed the applicant in a volunteer or paid work situation is required;
- Proof of a negative tuberculosis test or of a clear chest x-ray that is less than 6 months old for those who have been requested to have this from our community partners;





- A current criminal record check from the Ministry of Justice. Some types of criminal records may limit or prohibit acceptance in field placement; acceptance into field placement is a requirement for program promotion;
- Current résumé; and
- Personal statement of interest (250 words).

Information on these requirements can be found in the application package.

An orientation session is required and will be arranged by the program designate.

Students applying to the diploma program immediately following completion of a Human Services certificate program, may request that the contents of their file be transferred.

**OTHER INFORMATION**

N.B. A scheduled orientation and interview session with Early Childhood Care and Education instructors will be held to discuss the nature of the ECCE program and requirements for practicum placements.

- Students may apply for a license to practice as an ECE Assistant after successful completion of 1st semester (ECCE 186)
- The Early Childhood Care and Education certificate program is the prerequisite for post-basic training programs
- All students must earn an approved First-Aid certificate prior to receiving their Early Childhood Care and Education certificate
- In addition to usual expenses for fees and books, students have added expenses for regular travel to area early childhood centres. Individuals enrolling in the program are advised that access to a reliable vehicle is necessary as travel to centres is the responsibility of the student.

**Careers**

Graduates of both our Early Childhood Care & Education certificate and diploma programs quickly find employment or future educational opportunities in one or more of the following roles:

**1 Year Out**

- Certified ECE in early learning and care environments: preschool, group care, out of school care
- Certified ECE assistant in early learning and care environments
- Casual ECE in early learning
- Strong start facilitator
- Supported child development enhanced staff

- Family child care operator
- Child minding
- Nanny
- Diploma/advanced certificate student

**3 Years Out**

- ECE supervisor
- Family/parenting facilitator
- Supported child development consultant
- Infant/toddler caregiver
- Special needs caregiver
- Child care resource and referral consultant
- School district educational assistant
- Undergraduate student (ECCE and Child & Youth Care)

**5 Years Out**

- ECE supervisor
- ECE program manager
- Licensing officer

**Program Courses**

**ECCE 168 - CLINICAL PRACTICUM I**

This course provides students with practical experience in observing and recording children's individual abilities and interests over time. The course is designed to integrate theories and practices in the ECCE field. Students observe and participate in child care programs in the region. Reflective practice and professional conduct are developed.

**ECCE 169 - CLINICAL PRACTICUM II**

This course provides students with practical experience in observing and recording children's individual abilities and interests over time. The course is designed to integrate theories and practices in the ECCE field. Students observe and participate in child care programs in the region. Reflective practice and professional conduct are developed.

*Prerequisites: All fall semester courses.*

**ECCE 178 - FOUNDATIONS OF PROFESSIONAL PRACTICE I**

This course provides an overview to the role of the professional in early childhood care and education. Learners are supported in examining personal values, beliefs and assumptions about young children, families and services for children and families.

**ECCE 179 - FOUNDATIONS OF PROFESSIONAL PRACTICE II**

This course provides an overview of the field of early childhood education from a philosophical perspective. An ecological approach is used to explore issues such as diversity, personal and professional ethics, legal requirements and other factors relevant to children, families and child care environments. Students examine anti-bias principles and approaches to working with young children. By exploring their own adult role in play environments, learners will integrate thinking regarding philosophies of least restrictive environments and inclusionary practices.

**ECCE 186 - CHILD HEALTH AND SAFETY**

The focus of this course is on personal wellness and the planning, establishment and maintenance of a safe and healthy environment in programs for children from birth to school age. Topics include: food preparation and handling; planning nutritious snacks and meals; diapering and toileting; accident prevention and hazard identification; medication; illness management and assessment; modeling healthy practices and utilizing community health resources.

**ECCE 188 - RESPONSIVE CHILD-CENTERED ENVIRONMENTS**

This course provides opportunities to learn about warm, caring, responsive relationships and emotionally safe child-centered environments. Students explore the areas of art, music, movement and drama within the conceptual frameworks of developmentally appropriate practice, the competent child, diversity, child-centered environments, sensory motor exploration, emergent curriculum and creativity.

**ECCE 189 - RESPONSIVE CHILD-CENTERED ENVIRONMENTS II**

This course builds on the concepts and theories of ECCE 188 with an emphasis on play theory, social relationships and skills, and creative and cognitive processes in children ages three to six years. Learners examine the interface of adults and children in a child-centered environment. Students learn ways of supporting and extending the interests, understandings and problem-solving abilities of young children.



ECCE 193 - **CHILD-CENTERED PARTNERSHIPS I**

In this course, learners reflect upon values, beliefs and attitudes towards building warm relationships with children. Understanding of self within the guiding relationship is developed. With the use of problem solving techniques, students learn the skills of guiding and caring for children and creating emotionally safe, respectful environments that are empowering and that enhance autonomy and maximize potential.

ECCE 195 - **PRACTICUM I**

This course provides the learner with practical experience in an early childhood centre. Students integrate learning and demonstrate skills in interpersonal communication, observing and recording children's responses and abilities, program planning, guiding and caring and growing professional awareness. Seminars are scheduled for reflective discussion of practicum learning.

ECCE 293 - **CHILD-CENTERED PARTNERSHIPS II**

Concepts and skills of ECCE 193 are further developed and enhanced; for example, understanding of self within the guidance relationship, creating emotionally safe and respectful environments and enhancing autonomy. Students examine guiding relationships and apply principles and skills to complex situations. Students will also have the opportunity to learn about the various community partners and their role in supporting young children.

*Prerequisites: Completion at a minimum of grade "C" level of ECCE 193.*

ECCE 294 - **PRACTICUM II**

Practicum for 6 weeks in April/May. In this course, students synthesize learning with practical application. The focus is on collaboration with families and community in the creation of inclusive, responsive, culturally-sensitive, child-centered environments for young children. Learners continue to engage in the process of self-reflection and individual goal setting regarding exemplary professional practice. Seminars are scheduled for reflective discussion of practicum learning.

ENGL 110 - **COLLEGE COMPOSITION**

English 110 is about thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher or LPI level 4.*

FAM 180 - **FAMILY DYNAMICS**

Designed to provide students with a variety of theoretical perspectives to understanding families. It considers the diversity of families through the lenses of the life course perspective and political policies. Family formation, parenting, separation and divorce and aging are all examined. Family issues are also considered, including marriage and death rituals, work and poverty, same sex relationships, disabilities and immigrants. Policies that affect families are explored through an examination of violence in the family and political trends. The course is intended to be a foundation for further study of families. \*The fall semester of FAM 180 is in the classroom, the winter semester offering is via distance learning.

*Prerequisites: Must be done concurrently with or after completing English 110.*

HSER 174 - **INTERPERSONAL COMMUNICATIONS**

Provides the student with an opportunity to examine personal goals, values and attitudes; develop and practice listening and responding skills, and become more aware of personal strengths and limitations. This course is designed to help students gain self-understanding in order to be more effective in working with people.

PSYC 100 - **INTRODUCTORY PSYCHOLOGY I**

An introduction to the methods, theory and practice of psychology as a science. Among others, topics will include motivation and emotion, learning and memory, biological foundations, sensation and perception. Other topics are added at the discretion of the individual instructor. Class demonstrations and activities are used to illustrate concepts. Teaching methods and resources in the course vary with the instructor.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

PSYC 240 - **CHILD DEVELOPMENT**

An introduction to normal child development, this course explores selected aspects of the physical, cognitive, emotional, and moral development of children from birth to adolescence; and examines the major theories of child development.

*Prerequisites: PSYC 100/101*

Contact

UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca



<b>LENGTH OF STUDY:</b> <b>Up to One Year</b>
<b>ACCREDITATION:</b> <b>General Associate of Arts</b>
<b>CAMPUS:</b> <b>Castlegar Campus</b>

Economics is the study of the allocation of scarce resources (including: our time, our energy, our built capital, and our natural resources). Economics examines ways to get the most benefit out of our resources. If you are interested in a structured system of thought that allows for rational, well-thought decision making, economics will interest you.

Economics will be of interest to students who intend to transfer to a full economics program at another university, business students and those looking for a well-rounded education. Economists play important roles in: government (all departments), banks, other financial institutions and research centres.

## Admission Requirements

Admission to the program requires the completion of English Studies 12 with a grade of "C" or higher. Other prerequisites depend on the electives chosen to complete the program and should be determined with the advice of a Selkirk College counsellor.

If you are a student who lacks the admission requirements, you may still gain entry to the program by taking a combination of academic upgrading and university courses in your first year. This may extend the length of your program.

## Program Courses

Selkirk College offers introductory courses in microeconomics and macroeconomics. These courses transfer to all participating BC post-secondary institutions. Course requirements vary among post-secondary institutions so it is advised that you plan your program with a Selkirk College counsellor or contact the UAS School Chair for information on transferability.

### ECON 106 - PRINCIPLES OF MACROECONOMICS

Covers topics including: national income accounts, national income determination model, monetary system, monetary and fiscal policy, problems with the Macro System, inflation, unemployment, international trade - balance of payments, exchange rates, and capital flows.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

### ECON 107 - PRINCIPLES OF MICROECONOMICS

Taken following ECON 106: Principles of Macroeconomics. Topics covered include: supply and demand - price supports, the agricultural problem, value theory, theory of the firm - competition, pollution, industrial organization - monopoly, public utilities, advertising, income distribution - labour unions, productivity.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

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# Education Assistant & Community Support Worker

selkirk.ca/eacsw

## LENGTH OF STUDY:

**9 Months**

## ACCREDITATION:

**Certificate**

## CAMPUS:

**Castlegar Campus**

Do you want a rewarding and challenging career and have a strong desire to support others? As a Education Assistant & Community Support Worker, you will work with children and adults living with disabilities, their families, teachers and other support professionals.

### CONSIDER THIS PROGRAM IF YOU ARE:

- Caring and empathetic
- Genuinely interested in working with people
- Comfortable advocating for others
- Flexible and able to adapt to diversity
- A good communicator

### PREPARE FOR LEADERSHIP

- Ready for work as an Educational Assistant, Community Support Worker or Job Coach
- You will be prepared for lifelong learning and continued post-secondary education
- Foster your commitment to personal and professional wellness
- Develop your working knowledge of the importance of community partnerships

### DEPTH IN THE DEVELOPMENT OF:

- Knowledge (head)
- Solid value base (heart)
- Professional skills practice (hands)

### ASSIST OTHERS WITH:

- Life skills
- Recreation
- Residential
- Supported employment

### TRANSFER OPPORTUNITIES

Your Education Assistant & Community Support Worker program certificate serves as your prerequisite for entry into the following Human Services diploma specialty for a total of two years of study at Selkirk:

- Child and Youth Care Specialty
- The Social Service Worker Human Services diploma specialty can be taken by Education Assistant & Community Support Worker program

This certificate program ladders in to the two year Human Services diploma option. See Human Services diploma information or online <http://selkirk.ca/program/human-services-diploma>

### SEMESTER 1

Course	Name		Credit
EACS 155	Foundations of Practice	On Campus	3
EACS 156	Support Strategies	On Campus	3
EACS 170	Augmentative Communication	On Campus	2
ENGL 110	College Composition	On Campus	3
HSER 174	Interpersonal Communications	On Campus	3
PSYC 100	Introductory Psychology I	On Campus	3
EACS 160	Classroom Support Strategies	On Campus	3
<b>Total</b>			<b>20</b>

### SEMESTER 2

Course	Name		Credit
EACS 161	Person-Centered Planning	On Campus	3
EACS 165	Health and Wellness	On Campus	3
EACS 179	Application of Theory to Practice	On Campus	1
EACS 195	Practicum I	Practicum	4
FAM 180	Family Dynamics	On Campus	3
PSYC 101	Introductory Psychology II	On Campus	3
CCSW 157	Challenging Conditions	On Campus	3
<b>Total</b>			<b>20</b>

### SEMESTER 3

Course	Name		Credit
EACS 196	Practicum II	Practicum	6

graduates - additional bridging courses are required. This program also transfers to related universities.

### PART-TIME STUDIES

Students may complete the program on a full or part-time basis.

Part-time students are required to have their planned program reviewed by a program instructor who will provide advice regarding the selection of appropriate part-time options.

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following program requirements:

### ACADEMIC REQUIREMENTS

Official transcripts from high school or post-secondary institutions (mailed directly from the Ministry of Education and educational institutions) showing the following:

- High school graduation or equivalent (mature students are welcome to apply)
- English Studies 12 or equivalent with a grade of "C" or higher, or a minimum Language Proficiency Index (LPI) score of level 4, or ENGL 50 from Selkirk College

### NON-ACADEMIC REQUIREMENTS

- Two completed Human Services reference forms;
- 40 hour work experience form completed by a supervisor who has observed the applicant in a volunteer or paid work situation is required;
- Proof of a negative tuberculosis test or of a clear chest x-ray that is less than 6 months old for



those who have been requested to have this from our community partners;

- A current criminal record check from the Ministry of Justice. Some types of criminal records may limit or prohibit acceptance in field placement; acceptance into field placement is a requirement for program promotion;
- Current résumé; and
- Personal statement of interest (250 words).

Information on these requirements can be found in the application package.

An orientation session is required and will be arranged by the program designate.

Students applying to the diploma program immediately following

completion of a Human Services certificate program, may request that the contents of their file be transferred.

## Program Courses

### EACS 155 - FOUNDATIONS OF PRACTICE

This course introduces students to the theory and philosophical perspectives necessary for working with individuals who are challenged by a disabling condition. Values regarding service delivery are explored through an historical review of the disability movement and an examination of new initiatives and trends. This course also explores the impact of specific challenging conditions on the individual, the family and the service providers' practice. Through personal reflection and research, the roots of person centred support will be explored and students will develop their own personal and professional philosophy of support work.

### EACS 156 - SUPPORT STRATEGIES

This course focuses on support strategies used with individuals who have disabilities. The analysis and understanding of behaviour as a means of communication is explored. Strategies are learned and practised in context to support individuals with the development of pro-social skills, life, vocational, and academic skills. An awareness of issues related to healthy sexuality and the ethics of touch are explored. Emphasis is placed on the ethics of support work and effective implementation of strategies to support individuals with disabilities to be as independent as possible.

### EACS 160 - CLASSROOM SUPPORT STRATEGIES

Focuses on the development of knowledge, skills and attitudes necessary for paraprofessionals to perform their roles and responsibilities as members of a multidisciplinary team to integrate all children into inclusive school settings.

### EACS 161 - PERSON-CENTERED PLANNING

This course focuses on the need for planning, advantages and disadvantages of planning and the key elements of the planning process. The course examines how to identify and obtain information relevant to planning, formulation of long and short-term objectives, prioritization of objectives, and translation of objectives into action. Emphasis is placed on viewing planning as a dynamic process and analysis of human interaction as part of the planning process. Models for structuring positive interaction of all planning team members are reviewed.

### EACS 165 - HEALTH AND WELLNESS

Designed to introduce the essential concepts of health and wellness with emphasis on six dimensions of wellness including: emotional, intellectual, spiritual, occupational, social and physical. Students will examine health and wellness from two perspectives. The first includes the examination of wellness in the students' lives with emphasis on developing strategies to increase resiliency and well being in the work place. The second dimension will focus on ways in which the wellness of others can be enhanced in a respectful, person-centred way that values personal choice and preferences. The course will emphasize the importance of lifestyle changes being self-directed and on understanding ways in which we can support change in others and ourselves. Lecture, interactive exercises and group discussions will be used to explore a variety of topics including: stress management, diet and nutrition, ageing, intimacy and relationships, immunity, safety, lifestyle, developing relationships and quality of life. The importance of professional accountability and authenticity in supporting the wellness of others will be emphasized.

### EACS 170 - AUGMENTATIVE COMMUNICATION

This course explores alternative forms of communication for people with little or no speech. Non-speech communication programming is examined through review of normal and disordered language and the strengths and weaknesses of various augmentative communication systems. Communication systems studied include sign language and other manual systems, pictogram/ ideogram communication and electronic systems.

### EACS 179 - APPLICATION OF THEORY TO PRACTICE

This course provides an overview of the role of the Special Education Assistant and of the Community Support Worker. Codes of ethics, standards of practice, relevant policies and their application to practice are discussed as well as the practice of working as part of a multidisciplinary team. Content focuses on integration of relevant theory from other CCSW courses into practice to enhance theoretical learning. Students will develop short- and long-term professional goals and objectives and develop a professional portfolio in preparation for employment or continuing education.

### EACS 195 - PRACTICUM I

Provides students with an opportunity to work and observe in an educational or community living setting under the direction of college instructors and on-site staff. The focus of this practicum is to provide students with an opportunity to interact with children or adults with diverse abilities, to develop objective documentation skills and to observe the techniques and procedures used by on-site staff.

### EACS 196 - PRACTICUM II

An opportunity for students to demonstrate their abilities in field settings. It provides students with opportunities to learn experientially and to apply concepts from the classroom. Practicum offers students opportunities to self-evaluate and receive feedback about their knowledge, skills, abilities and attitudes in the field of Classroom and Community Support. This is a five-week block practicum requiring twenty-five practicum days (20 on-site).

### ENGL 110 - COLLEGE COMPOSITION

English 110 is about thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites: A grade of "C" or higher in English Studies 12 or equivalent or LPI level 4.*



**FAM 180 - FAMILY DYNAMICS**

Designed to provide students with a variety of theoretical perspectives to understanding families. It considers the diversity of families through the lenses of the life course perspective and political policies. Family formation, parenting, separation and divorce and aging are all examined. Family issues are also considered, including marriage and death rituals, work and poverty, same sex relationships, disabilities and immigrants. Policies that affect families are explored through an examination of violence in the family and political trends. The course is intended to be a foundation for further study of families.

*Prerequisites: Must be done concurrently with or after completing English 110.*

**HSER 174 - INTERPERSONAL COMMUNICATIONS**

Provides the student with an opportunity to examine personal goals, values and attitudes; develop and practice listening and responding skills, and become more aware of personal strengths and limitations. This course is designed to help students gain self-understanding in order to be more effective in working with people.

**PSYC 100 - INTRODUCTORY PSYCHOLOGY I**

An introduction to the methods, theory and practice of psychology as a science. Among others, topics will include motivation and emotion, learning and memory, biological foundations, sensation and perception. Other topics are added at the discretion of the individual instructor. Class demonstrations and activities are used to illustrate concepts. Teaching methods and resources in the course vary with the instructor.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

**PSYC 101 - INTRODUCTORY PSYCHOLOGY II**

Topics include thinking and other cognitive processes, development of the individual, personality, behaviour disorders, health and social psychology. Other topics are added at the discretion of the instructor. Class demonstrations and activities are used to illustrate concepts.

*Prerequisites: PSYC 100 with a grade of "C" or higher.*

**CCSW 157 - CHALLENGING CONDITIONS**



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**LENGTH OF STUDY:**

**10 Weeks**

**ACCREDITATION:**

**Technical Training**

**CAMPUS:**

**Silver King Campus, Nelson**

At Selkirk College, we offer the skills and knowledge you require to successfully complete your Red Seal Certification, BC Certificate of Apprenticeship and your BC Certificate of Qualification.

Selkirk College is endorsed by the BC Industry Training Authority (ITA) to deliver all four levels of Construction Electrical Apprenticeship Technical Training as well as levels 1 and 2 of Industrial Apprenticeship Technical Training to registered Electrical Apprentices (unregistered apprentices are admitted to levels 1 - 2, space permitting).

Each level of training consists of a full-time, ten-week, on-campus program of study. Activities include classroom sessions where as an apprentice you will learn theoretical principals of electricity and applied concepts of the Canadian Electrical Code. Laboratory sessions help to reinforce electrical concepts covered by the theory classroom component.

Upon successful completion of the Level 4 technical training session, apprentices challenge the Interprovincial Trade Qualification examination. Those who pass the exam and complete the work-based hours earn the BC Certificate of Apprenticeship, the BC Certificate of Qualification, and the Interprovincial Standard Red Seal Endorsement.

**ITA APPRENTICESHIP REQUIREMENTS**

- 1,200 technical training hours, completed in 4 Levels (10 weeks each)
- 6,000 work-based training hours

## Admission Requirements

The following admission requirements are specific to the Electrical Apprenticeship program.

- Indentured in Electrical Apprenticeship

This is a 10-Week Technical Training program.

**SEMESTER 1**

Course	Name	
ECAL 190	Electrical Apprenticeship Level 1	On Campus
ECAL 290	Electrical Apprenticeship Level 2	On Campus
ECAL 390	Electrical Apprenticeship Level 3	On Campus
ECAL 490	Electrical Apprenticeship Level 4	On Campus

## Program Courses

**ECAL 190 - ELECTRICAL APPRENTICESHIP LEVEL 1**

- Use Essential Skills
- Use Safe Work Practices
- Use Tools and Equipment
- Apply Circuit Concepts
- Use Test Equipment
- Read and Interpret Drawings and Manuals
- Apply the CEC, Regulations and Standards
- Install Low Voltage Distributions Systems
- Install Control Circuits

*Prerequisites: Indentured in Electrical Apprenticeship*

**ECAL 290 - ELECTRICAL APPRENTICESHIP LEVEL 2**

- Use Essential Skills
- Apply Circuit Concepts
- Use Test Equipment
- Apply the CEC, Regulations and Standards
- Install Low Voltage Distributions Systems
- Install Electrical Equipment
- Install Control Circuits

**ECAL 390 - ELECTRICAL APPRENTICESHIP LEVEL 3**

- Apply Circuit Concepts
- Use Test Equipment
- Apply the CEC, Regulations and Standards
- Install Low Voltage Distributions Systems
- Install Electrical Equipment
- Install Control Circuits

*Prerequisites: Indentured in Electrical Apprenticeship*

**ECAL 490 - ELECTRICAL APPRENTICESHIP LEVEL 4**

- Apply Circuit Concepts
- Use Test Equipment
- Apply the CEC, Regulations and Standards
- Install Low Voltage Distributions Systems
- Install Electrical Equipment
- Install Control Circuits
- Install Signal and Communication Systems
- Install High Voltage Systems

*Prerequisites: Indentured in Electrical Apprenticeship*

## Contact

**TRADES ADMISSIONS**

Phone: 1.888.953.1133 ext 13204

Direct: 250.354.3204

Email: trades@selkirk.ca



## LENGTH OF STUDY:

**21 Weeks**

## ACCREDITATION:

**Certificate**

## CAMPUS:

**Silver King Campus, Nelson**

This 24-week program will provide students, even those with little or no experience, the necessary skills to seek employment in the trades as an apprentice electrician.

The program teaches aspects of residential, commercial and industrial wiring with a focus on residential. The curriculum follows the Industry Training Authority (ITA), BC Ministry of Advanced Education and Labour Market Development guidelines for the first year of the “in class” component of the electrical apprenticeship, which includes installation of electrical equipment in compliance with the Canadian Electrical Code.

Students engage in a variety of classroom, laboratory, and shop activities. Students learn theoretical principals of electricity in the classroom, test their knowledge in the laboratory, and apply their knowledge in the shop where they design, install and construct electrical power, lighting and control systems in compliance with provincial and national codes.

Students earn credit for the Level One technical training component of the electrical apprenticeship as well as advance credit for 350 work-based hours of the practical on-the-job component of an apprenticeship.

Graduates of the Electrical Foundation program at Selkirk College typically find employment as electrical apprentices engaged in the installation and maintenance of electrical power, lighting, heating, control, alarm, data and communication systems in residential, commercial and industrial settings as well as numerous other related fields.

## LEARN VITAL INDUSTRY STANDARDS

- Canadian Electrical Code Regulations and Standards
- Circuit concepts and basics
- Control circuit installation
- Low voltage distributions systems installation
- Read and interpret drawings and manuals
- Safe work practices
- Test equipment usage

The program addresses the need to cultivate relevant skills such as teamwork, effective communications, problem solving, quality of workmanship and the ability to adapt to ever evolving workplace conditions.

A complete set of tools will be provided ‘on loan’ to each student with a deposit of \$100.00

## YOUTH TRAIN IN TRADES

The Youth Train in Trades program was formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT). It is designed to help secondary school students get a head start on careers in the trades while earning credit towards their high school graduation. Learn more online at Industry Training Authority (<http://youth.itabc.ca/programs/train/>)

For more information speak with your high school guidance counsellor or get in touch with Selkirk College’s Industry and Trades administrative assistant.

## CAREER POTENTIAL

- Electrical systems installation and maintenance
- Residential, commercial and industrial construction sites
- Foreman, superintendent, estimator or electrical inspector
- Self-employed contracting business
- Supervisory and management positions

Construction is the major industry employing workers in this occupational group. The construction industry is expected to grow at the rate of 1.6% per year between 2001 and 2011, which is slightly higher than the provincial average for all industries. Industry sources expect higher than average levels of residential construction and thus expect higher employment growth over the short term.

Prospective students are advised that, due to the small size of the West Kootenay economy, only a very low percentage of Selkirk Electrical Entry graduates find apprenticeships locally. The majority find employment outside the Kootenays in the Lower Mainland, Vancouver Island, the Okanagan, Northeast BC, and Alberta. Employment success is greatly enhanced if graduates are willing to relocate.

## ADMISSION REQUIREMENTS

The following admission requirements are specific to the Electrical Foundation program:

### ACADEMIC

- Graduation from a BC Senior Secondary School
- Math 11 with a grade of “C” or higher

Consideration will be given to mature individuals: anyone who is not a secondary school graduate (or equivalent) but who will be nineteen (19) years of age or older on the first day of classes for the term is eligible to attend the College as a mature student.

Applications for admission will be received until the program is full.

An interview (in person or by telephone) with the School Chair or designate may be required before entry to the program. Interview results are not used as criteria for admission.

## Contact

### TRADES ADMISSIONS

Phone: 1.888.953.1133 ext 13204  
Direct: 250.354.3204  
Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)



LENGTH OF STUDY:

**2 Years**

ACCREDITATION:

**Associate of Arts Degree**

CAMPUS:

**Castlegar Campus**

Get started on your bachelor of education degree. With two years of courses from your associate degree you will be well on your way to completing your bachelor with most or all of the admission requirements for entry into third year at BC universities. After you graduate with your bachelor degree, you can come back to the West Kootenays and complete your bachelor of education in the West Kootenay Teacher Education Program (WKTEP) delivered by the University of British Columbia. Take this program if you love connecting with young minds and having the chance to be part of shaping their future. With a career in education you have the opportunity to contribute to the next generation's success—and your own. It is a win for everyone. As part of your associate degree at Selkirk College, you can choose courses that satisfy the Canadian content, math, laboratory science and English requirements to enter a university education program. Our instructors work alongside you to ensure you get the best education possible, just like you will do when it is your turn at the blackboard.

## Admission Requirements

Admission to the program requires the completion of English Studies 12 with a grade of "C" or higher. Other prerequisites depend on the electives chosen to complete the program and should be determined with the advice of a Selkirk College counsellor. If you are a student who lacks the admission requirements, you may still gain entry to the program by taking a combination of academic upgrading and university courses in your first year. This may extend the length of your program.

## Course of Studies

The following is a suggested mix of courses to satisfy requirements for the associate of arts degree in elementary education. Courses should be chosen in consultation with a Selkirk College counsellor.

### YEAR 1

#### SEMESTER 1

Course	Name		Credit
ENGL 110	College Composition	On Campus	3
MATH 180	Math for Elementary School Teachers	On Campus	3
ELECT	First-year Elective Social Science	On Campus	3
LAB SCI	Laboratory Science Elective	On Campus	3
HIST 104	Canadian History Before Confederation	On Campus	3
<b>Total</b>			<b>15</b>

#### SEMESTER 2

Course	Name		Credit
ENGL 111	Introduction to Literature	On Campus	3
MATH 181	Problem Solving	On Campus	3
ELECT	First-year Elective Social Science	On Campus	3
OPEN SCI	Open Science	On Campus	3
HISTORY 105*	Contemporary Canada	On Campus	3
<b>Total</b>			<b>15</b>

*\*Other Canadian content courses include: English 202: Canadian Literature-Indigenous Voice, English 203: Canadian Literature-Contemporary Voice, History 210: History of First Nations Peoples in Canada*

### YEAR 2

#### SEMESTER 3

Course	Name		Credit
ELECT	Second-year Arts Elective - Humanities	On Campus	3
ELECT	Second-year Arts Elective - Social Science	On Campus	3
ELECT	Second-year Arts Elective	On Campus	3
UAS ELECT	UAS Elective	On Campus	3
UAS ELECT	UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

#### SEMESTER 4

Course	Name		Credit
ELECT	Second-year Arts Elective - Humanities	On Campus	3
ELECT	Second-year Arts Elective - Social Science	On Campus	3
ELECT	Second-year Arts Elective	On Campus	3
UAS ELECT	UAS Elective	On Campus	3
UAS ELECT	UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>



## Program Courses

### ENGL 110 - COLLEGE COMPOSITION

This course is about thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites: English Studies 12 with a grade of "C" or higher or equivalent or LPI level 4.*

### ENGL 111 - INTRODUCTION TO LITERATURE

This course is about living more intensely. Rather than providing answers, literature prompts us to ask better questions of ourselves and each other. Drama, poetry, short stories, and novels will guide us in discussion, reflection, and writing about literature.

*Prerequisites: ENGL 110 or equivalent with a grade of "C" or higher.*

### HIST 104 - CANADA BEFORE CONFEDERATION

A survey of Canadian history from the pre-contact societies of the First Nations to the creation of the Canadian Federation in 1867. European expansion and settlement in northern North America, relations between Europeans and First Nations, and the development of the colonial societies that formed Canada are examined. Emphasis is placed on fostering student interest in history by examining the historical experiences of a diversity of Canadians.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

### HIST 105 - CONTEMPORARY CANADA

A survey of modern Canada from confederation to the end of the second millennium. The post-1867 consolidation of a transcontinental Canada, the marginalization of aboriginal peoples, and the rapid transformation of Canadian society by immigration, industrialization, urbanization, the two world wars and the Great Depression are examined. The effects of broad economic and social change on party politics, relations between French and English Canada, and the attitudes, values, and living and working patterns of Canadians are also explored. Emphasis is placed on fostering student interest in history by examining the historical experiences of a diversity of Canadians.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

### MATH 180 - MATHEMATICS FOR TEACHERS

Introduces future elementary school teachers and others to the Mathematical content and principals of British Columbia elementary school curriculum. In the process of taking a theoretical and historical, in depth look at the curriculum, students will be encouraged to develop comfort and confidence with mathematics as well as the ability to communicate mathematically and solve mathematical problems.

*Prerequisites: Foundations of Mathematics 11 with a grade of "C" or higher.*

### MATH 181 - PROBLEM SOLVING

Designed to follow Math 180 and introduces students to more in-depth problem solving. Students will solve problems in class in smaller groups and out of class individually. Students will develop problem-solving ability as well as oral and written presentation skills. This course is intended for all non-science majors. It may be especially useful for students who want to prepare to teach math at the elementary school level and have completed MATH 180.

*Prerequisites: Foundations of Mathematics 11 with a grade of "C" or higher.*

### LABORATORY SCIENCE ELECTIVE

A student may take any first- or second-year science course with a minimum two-hour lab, excluding any courses in applied science, computing science, math or statistics. Some university degree programs may not accept physical geography as a lab science. Please consult a Selkirk College counsellor.

- Biology
- Chemistry
- Geography 130, 232, 254
- Geology
- Physics

### GENERAL UAS ELECTIVE

A student may take any first-year or higher university transferable course to satisfy this elective. Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC.

To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk College counsellor.

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LENGTH OF STUDY:

**1 Year**

ACCREDITATION:

**Certificate**

CAMPUS:

**Castlegar Campus**

Let your imagination run free as you learn how to successfully design and create lasting structures from the ground up.

### BUILD YOUR DREAM CAREER

Engineers are thinkers and builders who apply science and math to every aspect of modern life. They design and develop the products and processes that we use every day. Engineering is a solid career path leading to high-paying jobs and satisfying work. You will learn how to make your mark in physical structures in our first-year Engineering Transfer (Applied Science) program. By starting your studies with us, you will get a strong background in math and physics, leaving you with a lighter workload in your degree's remaining three years. You can complete your first year science, math, and engineering requirements with us, as well as take any prep courses if you do not already have the necessary prerequisites. Successful completion of this certificate program allows you to transfer your credits towards an engineering degree at UBC, SFU, UVic, or the University of Alberta.

### CAREER OPTIONS

Aerospace Engineer, Architectural Engineer, Bioengineer, Chemical Engineer, Civil Engineer, Computer Engineer, Electrical Engineer, Environmental Engineer, Geological Engineer, Industrial Engineer, Manufacturing Engineer, Mechanical Engineer, Metallurgical Engineer, Mining Engineer, Resource Management Engineer

### Admission Requirements

Admission to the one-year Engineering Transfer (Applied Science) program requires the completion of the following courses (or equivalents) with a minimum grade of 80% in each course unless otherwise stated:

- Chemistry 12
- Pre-calculus 12 or Principles of Math 12
- Physics 12
- English Studies 12 with a minimum grade of "C+"

If you are interested in the program, but do not have the prerequisites, please contact the School Chair.

The following courses are required for this program.

#### SEMESTER 1

Course	Name		Credit
APSC 120	Introduction to Engineering	On Campus	1
CHEM 122	General Chemistry I	On Campus	3
CPSC 100	Introduction to Programming I	On Campus	3
ENGL 110	College Composition	On Campus	3
MATH 100	Calculus I	On Campus	3
PHYS 104	Fundamental Physics I	On Campus	3
PHYS 200	Principles of Mechanics	On Campus	3
<b>Total</b>			<b>19</b>

#### SEMESTER 2

Course	Name		Credit
APSC 100	Engineering Graphic Communications	On Campus	3
CHEM 125	Foundations of Chemistry II	On Campus	4
MATH 101	Calculus II	On Campus	3
MATH 221	Introductory Linear Algebra	On Campus	3
PHYS 105	Fundamental Physics II	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>19</b>

We will look at pathways for motivated students. This mode of entry may extend the length of your program. Completion within one year has some transfer benefits.

### Program Courses

#### APSC 100 - ENGINEERING GRAPHIC COMMUNICATIONS

This course is an introduction to the principles of graphic communication used in the engineering field. In this course the following topics are covered: orthographic projections; isometric drawings; section and auxiliary views; dimensioning; descriptive geometry topics including intersections and vector analysis; applications vary from geology/mining to truss analysis. Forms of data presentation are discussed including American and International standards. AutoCAD is a software tool commonly used in the presentation of graphical information. Topics covered in the use of AutoCAD include but are not limited to: template drawings and file management; setting limits, units, layers and line

types; scale factors; drawing and editing commands; creating text and styles; dimensioning and styles; plotting; solid modeling and design; block creation; model vs. paper space.

*Prerequisites: Admission to Engineering.*

#### APSC 120 - INTRODUCTION TO ENGINEERING

A course designed to introduce students to the Engineering profession. Information on the profession, the branches of Engineering, and the work conducted by practicing Engineers in the different disciplines is provided. The course includes field trips to various industries and guest lectures by practising Engineers.

*Prerequisites: Admission to Engineering.*

#### CHEM 122 - GENERAL CHEMISTRY I

An introductory general chemistry course leading into science or engineering programs for students who have a solid chemistry background, including Chemistry 12 or equivalent. After a short review of fundamental chemistry, classical and quantum mechanical concepts are used to discuss atomic and molecular structure. The course ends with an



investigation of intermolecular forces in liquids and solids. The lab work stresses scientific observations and measurements using chemical syntheses and quantitative analyses.

**Prerequisites:** CHEM 12 or CHEM 60 or CHEM 110, and Pre-calculus Math 11 (Principles of MATH 11) or Math 50, each with a grade "C" or higher. Pre-calculus Math 12 or MATH 60 is recommended.

**CHEM 125 - FOUNDATIONS OF CHEMISTRY II**

The continuation for either CHEM 110 or CHEM 122. The course consists of two major units: physical chemistry and organic chemistry. The study of physical chemistry begins with an investigation of reaction rates (kinetics), followed by the principles of equilibria applied to pure substances and aqueous solutions, and an introduction to the laws of thermodynamics. The second major unit is a survey of the field of organic chemistry; topics include the physical and chemical properties of alkanes and alkenes, stereochemistry, and addition, substitution, and elimination reactions. The laboratory work involves the measurement of physical and chemical properties as well as chemical syntheses.

**Prerequisites:** CHEM 110 or CHEM 122 with a grade of "C" or higher.

**CPSC 100 - INTRODUCTION TO PROGRAMMING I**

An introductory object-oriented (OO) programming course with emphasis on basic programming constructs, algorithms, program design, and good programming practices. This course will introduce a high-level language to illustrate programming basics. Students will develop and test small OO programs which loop, make decisions, access arrays, define classes, instantiate objects, and invoke methods.

**Prerequisites:** Pre-calculus 12, Foundations 12, MATH 50 with a grade of "C" or higher.

**ENGL 110 - COLLEGE COMPOSITION**

English 110 is about thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

**Prerequisites:** A grade of "C" or higher in English Studies 12 or equivalent or LPI level 4.

**MATH 100 - CALCULUS I**

A course designed to provide students with the background in calculus needed for further studies. This course includes: a review of functions and graphs; limits; the derivative of algebraic, trigonometric, exponential and logarithmic functions; applications of the derivative including related rates, maxima, minima, velocity and acceleration; the definite integral; an introduction to elementary differential equations; and, applications of integration including velocity, acceleration, areas, and growth and decay problems.

**Prerequisites:** Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or higher.

**MATH 101 - CALCULUS II**

This course is a sequel to MATH 100 for those students who wish to major in mathematics, sciences or applied sciences. The course includes: antidifferentiation and integration; the definite integral; areas and volumes; transcendental functions; techniques of integration; parametric equations; polar coordinates; indeterminate forms, improper integrals and Taylor's formula; and infinite series.

**Prerequisites:** MATH 100 or equivalent with a grade of "C" or higher.

**MATH 221 - INTRODUCTORY LINEAR ALGEBRA**

Provides an introduction to linear algebra and vector spaces. Topics covered in the course include the solution of systems of linear equations through Gaussian elimination; matrices and matrix algebra; vector spaces and their subspaces; coordinate mappings and other linear transformations; construction of Gram-Schmidt bases and least-square approximations. Although the course devotes a substantial amount of time to computational techniques, it should also lead the student to develop geometrical intuitions, to appreciate and understand mathematical abstraction and to construct some elementary proofs.

**Prerequisites:** MATH 100 with a grade of "C" or higher.

**PHYS 104 - FUNDAMENTAL PHYSICS I**

A calculus-based survey of mechanics and thermodynamics. This course is designed for students interested in further study in Physical Science and Engineering.

**Prerequisites:** PHYS 12 or equivalent with a grade of "C" or higher. Corequisite: Math 100

**PHYS 105 - FUNDAMENTAL PHYSICS II**

A calculus-based survey of waves, sound, optics, electricity and magnetism. This course is designed for students interested in further study in Physical Science and Engineering.

**Prerequisites:** PHYS 104 and MATH 100 with a grade of "C" or higher. Corequisite: Math 101

**PHYS 200 - PRINCIPLES OF MECHANICS**

This physics (engineering) course is designed to further the student's ability to apply Newton's laws of motion to problems which involve the following concepts: coordinate systems; free body diagram; equivalent force systems; the statics of particles and rigid bodies; friction and force; particle mass and acceleration. Problem-solving is emphasized, where both analytic (vector) and graphic techniques are used to solve the assigned problems.

**Prerequisites:** PHYS 105, MATH 101 or its equivalent with a grade of "C" or higher.

**GENERAL UAS ELECTIVE**

A student may take any first-year or higher university transferable course to satisfy this elective. Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC. To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk College counsellor.

Contacts

**UNIVERSITY ARTS & SCIENCES ADMISSIONS**

Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca





**LENGTH OF STUDY:**

**2 Years**

**ACCREDITATION:**

**Associate of Arts Degree**

**CAMPUS:**

**Castlegar Campus**

Do you love words and stories? Literature invites you to participate in experiences and ideas beyond your own and grants you access to some of history's and today's most imaginative minds. Studying English is a great place to start if you are interested in exploring philosophy, sociology or politics. You can also continue towards an associate of arts degree in English at Selkirk (two years) and then a bachelor of arts degree in English (two more years at a university).

**CAREER OPPORTUNITIES**

Graduates of English enjoy successful careers because their skills are always in demand. Employers hire English majors because they have advanced skills in writing and public speaking; critical thinking and creative problem-solving; research, analysis and interpretation. In addition, employers like to work with English majors because these students have developed ethics, empathy, and an appreciation of diversity.

As an English major you will be well prepared to find employment in the following fields:

- Communications
- Creative writing
- Teaching, education and curriculum development
- Lobbying and advocacy
- Publishing
- Advertising and marketing
- Broadcasting
- Public relations
- Technical writing
- Speech writing
- Editing
- Project management
- Research, library and information services
- Public service

**OUTCOMES**

Our two-year English program will prepare you for entry into the third year of an English or arts program at most degree-granting institutions.

Here are some outcomes a student who graduates from English should expect:

### Year 1

The following is a suggested mix of courses to satisfy requirements for the associate of arts degree in English. This suite of courses will also meet the requirements of the provincially recognized flexible pre-major. Courses should be chosen only after consultation with a Selkirk College counsellor. To satisfy the requirements for an associate of arts degree in our creative writing studies program substitute the Arts I elective in each semester with CWRT 100 and CWRT 101 respectively.

**SEMESTER 1**

Course	Name		Credit
ENGLISH	English Requirement: ENGL 110 or ENGL 112	On Campus	3
MATH	Math or Stats	On Campus	3
SOC SCI	Social Science Elective	On Campus	3
HUMANITIES	Humanities Elective	On Campus	3
LAB SCI	Laboratory Science Elective	On Campus	3
<b>Total</b>			<b>15</b>

**SEMESTER 2**

Course	Name		Credit
ENGLISH	English Requirement: ENGL 111 or ENGL 114	On Campus	3
SOC SCI	Social Science Elective	On Campus	3
HUMANITIES	Humanities Elective	On Campus	3
LAB SCI	Laboratory Science Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

- Communicate clearly and effectively
- Use language to teach, delight and persuade
- Argue convincingly
- Research, analyze and present complex information
- Critically read texts of all kinds and assess their rhetorical, ideological and aesthetic strategies
- Explain the importance of literature in society and its role in creating identities, representing diversity, and encouraging empathy
- Contribute to the well-being of society through tolerance, compassion, and a curiosity about human nature

### Admission Requirements

Admission to the program requires the completion of English Studies 12 with a grade of "C" or higher. Other prerequisites depend on the electives chosen to complete the program and should be determined with the advice of a Selkirk College counsellor.

### Program Courses

#### FIRST OR SECOND YEAR ARTS REQUIREMENT

Students may take any first- or second-year UAS Arts elective (Humanities or Social Sciences) excluding your major discipline.

#### ENGL 200 - A SURVEY OF ENGLISH LITERATURE I

"In spring folk long to go on pilgrimage"—so begins Geoffrey Chaucer's 14th century masterpiece of the English tradition, *The Canterbury Tales*. In English 200, we will set out on a pilgrimage which honours the living beauty of the English language and its greatest writers such as Spenser, Shakespeare and Donne, ending in the 17th century with Milton.

*Prerequisites: A grade of "C" or higher in ENGL 110/111 or ENGL 112/114 or 114 or equivalent.*

#### ENGL 201 - A SURVEY OF ENGLISH LITERATURE II

From the calm reason of the enlightenment to the passion of the romantics, we still live out the



questions first asked by the brilliant writers of 18th and 19th Centuries. In the company of such authors as Pope, Swift, Wollstonecraft, Keats, Wordsworth, and Austen, we continue our pilgrimage into culture, belief, and literary achievement begun in the previous semester with English 200.

**Prerequisites:** A grade of “C” or higher in ENGL 200 or equivalent.

### TOPICS IN LITERATURE

Students requiring a second-year Topics in Literature course have a choice of the English 202/203 (Canadian Literature) sequence or the 204/205 (Children’s Literature) sequence.

- ENGL 202: Canadian Literature I: Indigenous Voices
- ENGL 203: Canadian Literature II: Contemporary Voices
- ENGL 204: Children’s Literature I: From Rags to Riches and Worlds of Magic
- ENGL 205: Children’s Literature II: From Hell to Heaven and Everything in Between

### ENGLISH REQUIREMENT

Students requiring first-year English have a choice of the English 110/111 sequence or the 112/114 sequence.

The 110/111 sequence is focused on the development of academic writing and research.

- ENGL 110 - College Composition
- ENGL 111 - Introduction to Literature

The 112/114 sequence is focused on the interpretation of literature.

- ENGL 112 - Introduction to Poetry and Drama
- ENGL 114 - Introduction to Prose Fiction

### HUMANITIES ELECTIVE

Students have the choice of any course from the list of 100 or 200 level courses offered by Selkirk College: Creative Writing, English, French, History, Humanities, Peace and Justice Studies, Philosophy, Spanish

### LABORATORY SCIENCE ELECTIVE

A student may take any first- or second-year science course with a minimum two-hour lab, excluding any courses in applied science, computing science, math or statistics. Some university degree programs may not accept physical geography as a lab science. Please consult a Selkirk College counsellor.

- Biology
- Chemistry
- Geography 130, 232, 254
- Geology
- Physics

## Year 2

The following is a suggested mix of courses to satisfy requirements for the associate of arts degree in English. This suite of courses will also meet the requirements of the provincially recognized flexible pre-major. Courses should be chosen only after consultation with a Selkirk College counsellor. To satisfy the requirements for an associate of arts degree in creative writing studies substitute the Arts II elective in each semester with CWRT 200 and CWRT 201 respectively.

### SEMESTER 3

Course	Name		Credit
ENGL 200	A Survey of English Literature I	On Campus	3
ENGL LIT	Topics in Literature: ENGL 202 or ENGL 204	On Campus	3
ARTS II	Second Year Arts Breadth Requirement (Excluding Discipline)	On Campus	3
ARTS II	Second-year Arts Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 4

Course	Name		Credit
ENGL 201	A Survey of English Literature II	On Campus	3
ENGL LIT	Topics in Literature: ENGL 203 or ENGL 205	On Campus	3
ARTS II	Second Year Arts Breadth Requirement (Excluding Discipline)	On Campus	3
ARTS II	Second-year Arts Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

### MATHEMATICAL SCIENCE ELECTIVE FOR ARTS

Students may take any university-transferable, first- or second-year course in mathematics, computer science or statistics: MATH 100, MATH 101, MATH 125, MATH 140, MATH 180, MATH 181, MATH 221, CPSC 100, CPSC 101, STAT 105, STAT 206

### SCIENCE ELECTIVE

Students may take any first- or second-year UAS science course. This course is not required to have a lab component.

### SOCIAL SCIENCE ELECTIVE

A student may take any Selkirk course from the following disciplines: Anthropology, Economics, Psychology, Sociology, Women’s Studies

In addition, a student may take: Geography 136, Geography 140

Students may also be able to take Human Services course such as: Gerontology 200, Addiction 184, Family 180, First Nations 287

Other course may satisfy the requirement, please check with a Selkirk College counsellor or the UAS Chair.

### GENERAL UAS ELECTIVE

A student may take any first-year or higher university transferable course to satisfy this elective. Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC. To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk College counsellor.

## Contact

UNIVERSITY ARTS & SCIENCES ADMISSIONS  
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Email: admissions@selkirk.ca



**LENGTH OF STUDY:**

**Depends on English skill level at entry**

**ACCREDITATION:**

**Certificate**

**CAMPUS:**

**Castlegar Campus**

The Academic English program gives students the opportunity to build their English language skills and earn credits that can be used to transfer into a Selkirk College diploma or university transfer programs.

The core English Language program includes instruction in all English skill areas at fundamental, intermediate, and advanced stages. Students at all levels have a choice of oral communication seminars as well as additional elective courses. Advanced students may choose courses with either a communicative, business or an academic focus.

**PROGRAM**

- Students are tested on arrival and placed in core study areas based on their individual skills
- 22 hours of instruction per week for the basic core program
- Credit granted and certificates awarded for successful completion of each level

**ACTIVITIES**

Students will have the opportunity to go hiking, canoeing, skiing and other outdoor activities depending on the season. On weekends, interested students can sign up for a variety of activities or for short organized trips with other students.

After class activities may have extra costs for transportation and admission that students are responsible for paying.

Additional activities may be organized if there is enough interest. Examples of additional activities include:

- Banff Trip: 2 nights
- Kelowna Trip: 1 night
- Vancouver Trip: 2 nights

**Short Term Programs**

Selkirk College offers two short-term study options for international students to study the English language and explore Canadian culture.

- Option 1: Language and Culture Experiences
- Option 2: Specialized tours for groups

**Course of Studies**

Course	Name		Credit
<b>Level 1 - Fundamental EASL</b>			
EASL 015	Grammar	On Campus	5
EASL 016	Writing	On Campus	3
EASL 017	Reading	On Campus	6
EASL 018	Communications	On Campus	4
<b>Level 2 - Lower Intermediate EASL</b>			
EASL 025	Grammar - Verbs	On Campus	5
EASL 026	Writing - Sentence Structures	On Campus	3
EASL 027	Reading - Vocabulary and Meaning	On Campus	6
EASL 028	Communications - Conversation Skills	On Campus	4
<b>Level 3 - Upper Intermediate EASL</b>			
EASL 035	Grammar - Structures	On Campus	5
EASL 036	Writing - Expressing Ideas	On Campus	3
EASL 037	Reading - Current Ideas	On Campus	6
EASL 038	Communications - Expressing Opinions	On Campus	4
<b>Level 4 - Lower Advanced EASL</b>			
EASL 045	Grammar - Complex Verbs	On Campus	4
EASL 046	Writing - Paragraphs / Essays	On Campus	4
EASL 047	Reading - Contemporary Reading	On Campus	6
EASL 048	Communications - Developing Discussions	On Campus	4
<b>Level 5 - Upper Advanced EASL</b>			
EASL 055	Grammar - Complex Structures	On Campus	4
EASL 056A	Writing - College Essays	On Campus	4
EASL 056B	Writing - Technical Writing	On Campus	4
EASL 057A	Reading - Academic Reading	On Campus	3
EASL 057B	Reading - World Literature	On Campus	3
EASL 057C	Reading - Media Reading	On Campus	3
EASL 058	Communications - Exploring Issues	On Campus	4
<b>Level 6 - College Bridge EASL</b>			
EASL 065	Grammar	On Campus	2
EASL 066	Research Writing	On Campus	3
EASL 067	Integrated Studies	On Campus	4
EASL 068	Community Outreach	On Campus	4
<b>OTHER</b>			
EASL 091A	Music and Pronunciation	On Campus	2
EASL 091B	Art and Photography	On Campus	2
EASL 091C	Movies and Discussions	On Campus	2
EASL 091D	Theatre	On Campus	2



### Course of Studies *continued*

EASL 092A	Volunteer Internship	On Campus	2
EASL 092B	Community Adventures	On Campus	2
EASL 092C	Canadian Studies	On Campus	2
EASL 092D	Leadership	On Campus	2
EASL 092E	Newspaper	On Campus	2
EASL 093A	Academic Preparation	On Campus	2
EASL 093B	Speaking Professionally	On Campus	2
EASL 093C	Teaching and Learning Languages	On Campus	2
EASL 093D	Independent Projects and Study Skills	On Campus	2
EASL 094A	Global Cooking	On Campus	2
EASL 094B	International Recreation	On Campus	2
EASL 094C	Outdoor Recreation	On Campus	2
EASL 094D	Nature Studies	On Campus	2
EASL 095A	Partnership	On Campus	2
EASL 095B	Pronunciation	On Campus	2
EASL 095C	Debates and Dialogues	On Campus	2
EASL 095D	Global Discussions	On Campus	2
EASL 095E	Business Idioms	On Campus	2
EASL 097A-O	Academic Language Studies in ECCE	On Campus	2
TREC 159	Advanced Business Communications	On Campus	4
<b>Total</b>			<b>158</b>

### Program Courses

#### EASL 015 - **FUNDAMENTAL GRAMMAR**

This course provides an introduction to basic grammatical structures for students who speak English as an additional language. Students study and practice present, past, and future verb tenses, question forms, nouns and pronouns, and expressions of time and number in both written and oral form.

#### EASL 016 - **FUNDAMENTAL WRITING**

This course provides students who speak English as an additional language with instruction and opportunities to write at a fundamental level. Students use and practice the verb forms studied in grammar courses in their writing assignments and learn to use basic sentence and paragraph structure. Students begin to use fundamental components of the writing process to write about personal and familiar topics. Students use the computer lab for some class work and keep weekly journals to write about their experiences.

#### EASL 017 - **FUNDAMENTAL READING**

This course helps students who speak English as an additional language to improve their understanding of English through reading at a fundamental level. Students build basic vocabulary, develop an understanding of word forms, learn to use reading skills such as skimming and scanning, and discuss ideas through reading selected material.

#### EASL 018 - **FUNDAMENTAL COMMUNICATIONS**

This course develops students' abilities and confidence to conduct fundamental conversations in English about common daily subjects. Students use common functional vocabulary, form simple phrases and questions, and practice high frequency grammatical structures to communicate personal needs, express personal likes and dislikes, and report personal and factual information.

#### EASL 025 - **INTERMEDIATE GRAMMAR - VERBS**

This course provides instruction and opportunities for students who speak English as an additional language to practice grammar at an intermediate level. Students study and practice ways to use different verb tenses, including present, past, and future, as well as time clauses, question patterns, nouns and pronouns, and modals.

*Prerequisites: EASL 015 with a grade of "C" or higher, or equivalent.*

### Admission Requirements

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following English Language Program requirements to be considered fully-qualified:

#### ACADEMIC

- No academic requirements for English Language
- Applicants seeking admission to other College programs in addition to the English Language program will be admitted in accordance with College policy as it applies to Canadian, Landed Immigrant, or International status. The admission policies of those programs will apply and decisions for admission will be made in consultation with the Selkirk International Department Head and the appropriate Chair and/or Dean.
- Upon arrival at Selkirk College, students will be interviewed, tested and placed in the program according to their skills and needs. Progress through the various levels of the program will be determined by continued assessment of skills.

#### GENERAL

- Applicants must submit a completed admission application form at least two months in advance and other required documents (i.e. secondary school and any post-secondary transcripts) to the admissions office, Selkirk College.
- A current and valid student visa is required to study at Selkirk College
- Medical coverage is required as per policy 8620 "The international student provides evidence of health insurance coverage at the time of admittance to Selkirk College and covering the period until the provincial Medical Services Plan or other plan becomes applicable".
- Fees must be paid in full for each semester in accordance with existing College procedure.
- Applicants who apply late for the program will be given seats as available.



### EASL 026 - INTERMEDIATE WRITING - SENTENCE STRUCTURES

This course provides students who speak English as an additional language with instruction in writing and opportunities to write at an intermediate level. The course helps students develop their ability to write sentences and paragraphs using the forms and structures studied in their grammar courses. Students are introduced to the writing process and write descriptive and narrative chronological paragraphs. Students use the computer lab for some class work and also keep weekly journals to write about their experiences.

*Prerequisites: EASL 016 with a grade of "C" or higher, or equivalent.*

### EASL 027 - INTERMEDIATE READING - VOCABULARY AND MEANING

This course is an intermediate course for students who speak English as an additional language. Students read and discuss selected articles from the textbook and other sources with a focus on developing vocabulary and understanding meaning. Students develop their knowledge of word forms and use reading strategies such as guessing meaning from context to understand main ideas. Students are encouraged to do supplementary reading and begin to use an English dictionary.

*Prerequisites: EASL 017 with a grade of "C" or higher, or equivalent.*

### EASL 028 - INTERMEDIATE COMMUNICATIONS - CONVERSATION SKILLS

This course develops students' abilities to communicate beyond the basic skills related to personal and factual topics. Students develop vocabulary and grammar for informal conversations, listen to and practice natural speech patterns, and learn strategies for engaging in everyday conversations and classroom dialogues.

*Prerequisites: EASL 018 with a grade of "C" or higher, or equivalent.*

### EASL 035 - INTERMEDIATE GRAMMAR - STRUCTURES

This course provides instruction and opportunities for students who speak English as an additional language to practice grammar at an intermediate level. Students study and practice selected grammar structures, including connectors, gerunds, infinitives, passives, adjective and noun clauses, reported/direct speech, basic conditionals, comparisons, and phrasal verbs.

*Prerequisites: EASL 025 with a grade of "C" or higher, or equivalent.*

### EASL 036 - INTERMEDIATE WRITING - EXPRESSING IDEAS

This course provides students who speak English as an additional language with instruction in writing and opportunities to write at an intermediate level. This course helps students to develop their ability to write accurate, simple, compound and complex sentences. Students learn to apply components of the writing process to produce clear, well-structured expository paragraphs (e.g. descriptive and narrative) that express meaningful ideas. Students are also introduced to multi-paragraph writing. Students keep weekly journals to write about their experiences.

*Prerequisites: EASL 026 with a grade of "C" or higher, or equivalent.*

### EASL 037 - INTERMEDIATE READING - CURRENT IDEAS

This course is an intermediate course for students who speak English as an additional language. Students read and discuss selected simplified and authentic articles from the textbook and other sources with a focus on building vocabulary and knowledge of word forms, applying reading strategies such as predicting and inferring, increasing reading speed, identifying structure, and understanding and responding to current ideas. Students are encouraged to do supplementary reading and use both bilingual and unilingual dictionaries.

*Prerequisites: EASL 027 with a grade of "C" or higher, or equivalent.*

### EASL 038 - INTERMEDIATE COMMUNICATIONS - EXPRESSING OPINIONS

This course provides opportunities for students to take an active role in initiating, sustaining and closing social conversations. Students learn to use relevant vocabulary and idioms as well as a range of intermediate grammatical structures to express opinions on familiar topics in discussions and presentations. Students learn to comprehend and produce a range of functions (e.g. clarifying and requesting clarification). Students also learn to use natural English speech patterns, intonation and rhythm and improve their listening comprehension using a variety of media sources and interpersonal communication. Students begin to take simple notes while listening.

*Prerequisites: EASL 028 with a grade of "C" or higher, or equivalent.*

### EASL 045 - ADVANCED GRAMMAR - COMPLEX VERBS

This course is an advanced academic course which is intended to help students, who speak English as an additional language, develop accuracy and gain fluency in the use of verb tenses and related structures such as modals and passives.

*Prerequisites: EASL 035 with a grade of "C" or higher, or equivalent.*

### EASL 046 - ADVANCED WRITING - PARAGRAPHS AND ESSAYS

This course is an academic course in writing for students who speak English as an additional language. This course includes a focus on advanced elements of effective paragraph writing, an introduction to essay formats in a variety of rhetorical styles, and an introduction to research and paraphrasing. Students use the writing process to develop their academic writing skills and keep a personal journal to develop fluency and to generate reflective ideas. The course consists of a weekly lecture and an interactive writing workshop with the instructor in the computer lab.

*Prerequisites: EASL 036 with a grade of "C" or higher, or equivalent.*

### EASL 047 - ADVANCED READING - CONTEMPORARY READING

This course is an advanced academic course which is intended to help students read, analyse and discuss selected modified and authentic contemporary articles from the textbook and a variety of other sources. The course focuses on learning and applying reading strategies such as using context, headings, and format to determine main ideas. Students practice active reading to make meaning and to understand and respond to ideas. Students are expected to use a unilingual English dictionary and use the college library for independent reading.

*Prerequisites: EASL 037 with a grade of "C" or higher, or equivalent.*

### EASL 048 - ADVANCED COMMUNICATIONS - DEVELOPING DISCUSSIONS

This course develops advanced spoken language skills for students to use in discussions of various topics inside and outside the classroom. Students express their own ideas and opinions and contribute actively to informal discussions and formal presentations. Students develop their awareness of varieties of spoken language according to purpose, topic and audience, their understanding of concrete and abstract words and phrases, and their use of appropriate sound, rhythm and stress patterns. Listening and note taking skills are developed through presentations, discussions, and media resources.

*Prerequisites: EASL 038 with a grade of "C" or higher, or equivalent.*



**EASL 055 - ADVANCED GRAMMAR  
- COMPLEX STRUCTURES**

This course is an advanced academic course which is intended to help students develop accuracy and gain fluency in the use of complex grammatical structures including noun clauses, adjective clauses, adverb clauses, conjunctions and connections, gerunds and infinitives.

*Prerequisites: EASL 045 with a grade of "C" or higher, or equivalent.*

**EASL 056A - ADVANCED  
WRITING - COLLEGE ESSAYS**

This course is an advanced academic course in writing for students who speak English as an additional language. The course focuses on using the writing process for planning, writing, and revising to produce well-developed multi-paragraph academic essays, including comparison and contrast and argumentative research. Attention is given to the use of accurate and effective research techniques. The course consists of a weekly lecture and an interactive writing workshop with the instructor in the computer lab.

*Prerequisites: EASL 046 with a grade of "C" or higher, or equivalent.*

**EASL 056B - ADVANCED WRITING  
- TECHNICAL WRITING**

This course is an advanced writing course for students who speak English as an additional language. This course focuses on business and non-essay writing styles. Students learn to write reports, summaries, reviews, newspaper articles and formal written communications. Students use research skills and develop necessary critical skills to edit and review their own writing.

*Prerequisites: EASL 046 with a grade of "C" or higher, or equivalent.*

**EASL 057A - ADVANCED READING  
- ACADEMIC READING**

Academic Reading is an advanced course which includes study and discussion of a variety of modified and authentic academic reading selections taken from the textbook and other sources. The course focuses on the development of vocabulary and specific reading strategies, including making notes and summarizing information, as well as on the understanding and analysis of texts on academic and social topics. Students develop their ability to read critically and discuss academic texts and to use a unilingual English dictionary.

*Prerequisites: EASL 047 with a grade of "C" or higher, or equivalent.*

**EASL 057B - ADVANCED READING  
- WORLD LITERATURE**

World Literature is a required advanced academic reading course which includes study and discussion of a variety of short stories, poems, and essays of moderate length written by Canadian and international authors. The course focuses on the understanding of the meaning of texts in the context of a global society. Students learn to recognize major themes in literature and comprehend and apply basic literary terms. Students develop their ability to respond reflectively to literature in both oral and written form.

*Prerequisites: EASL 047 with a grade of "C" or higher, or equivalent.*

**EASL 057C - ADVANCED  
READING - MEDIA READING**

Media Reading is an advanced academic reading course which includes study and discussion of a variety of reading selections of moderate length taken from current media sources, including print newspapers and magazines as well as articles from the internet. The course focuses on the development of vocabulary and specific reading strategies that can be used in understanding and critiquing texts on topics of contemporary social and cultural interest. Students develop their ability to read critically and respond to media reports on current issues.

*Prerequisites: EASL 047 with a grade of "C" or higher, or equivalent.*

**EASL 058 - ADVANCED COMMUNICATIONS  
- EXPLORING ISSUES**

This course focuses on advanced speaking and listening skills. Students use complex grammar, vocabulary and advanced communication strategies to explore relevant issues in a variety of academic, social and cultural situations. Accuracy, fluency, comprehension and quantity of speech are reinforced through conversation, dialogue, debate, role play, listening practice, and other communicative tasks. Students take notes from oral academic discourse including lectures and presentations.

*Prerequisites: EASL 048 with a grade of "C" or higher, or equivalent.*

**EASL 065 - COLLEGE  
PREPARATION - GRAMMAR**

This course is for advanced English language learners who wish more in-depth grammar focus. Students identify weaknesses in their writing and grammar, and refine their skills through self and peer editing, discussion and practice. There is a focus on common sentence problem areas such as fragments, splices, run-ons and misplaced and dangling modifiers, as well as paragraph and essay development.

*Prerequisites: EASL 055 with a grade of "C" or higher or equivalent skills.*

**EASL 066 - COLLEGE PREPARATION  
- RESEARCH WRITING**

Research Writing is an advanced writing course that focuses on various forms of writing that can be found in the academic and the work world. In addition to formal academic research techniques, this course will also explore practical technical writing skills needed for clear, timely, concise and accurate communication. The writer must focus on the purpose and audience as well as the form, style and organization. In this class, students will produce a variety of practical and academic forms of writing, including correspondence, summaries, instructions, proposals, reports etc.

*Prerequisites: EASL 056A or EASL 056C with a grade of "C" or higher, or equivalent.*

**EASL 067 - COLLEGE PREPARATION  
- INTEGRATED STUDIES**

Integrated Studies is an advanced course for students who speak English as an additional language which is designed to help students refine their overall English language skills. It can be considered as an entry level course into Selkirk College programs in conjunction with completion of the Advanced English Language program. The course includes study and discussion of a variety of short stories and articles and a novel. Students develop their ability to comprehend and analyze lengthy complex texts, identify and apply literary elements, including theme, character, and setting, and respond to readings in both written and oral form. The course includes a focus on the writing of paragraphs and research essays and the use of editing skills for improving grammar. Active participation in discussions and presentations is an important part of the course.

*Prerequisites: Completion of at least 50% of advanced English language program with a grade of "C" or equivalent skills.*

**EASL 068 - COLLEGE PREPARATION  
- COMMUNITY OUTREACH**

Community Outreach is a course for English language students who have completed Advanced Communications. Students initiate, plan, and facilitate community based projects which involve interaction with native speakers in real life contexts. Students work independently and in teams to prepare, implement, and evaluate projects. Community Outreach is designed to build leadership skills and improve professional speaking, delivery and reporting methods.

*Prerequisites: EASL 058 or TREC 159 with a grade of "C" or higher, or equivalent skills.*



**EASL 091A - MUSIC AND PRONUNCIATION**

Music and Pronunciation is a multi-level interactive seminar in which students use songs of their choice to identify and practice features of English pronunciation. Students gain fluency, improve intonation and rhythm and increase their ability to produce difficult sounds. In addition, there is the opportunity to expand vocabulary through the many idioms and collocations used in popular songs.

**EASL 091B - ART AND PHOTOGRAPHY**

Art and Photography is a multi-level communications seminar designed to use various forms of art and photography to expand student's English language skills. Using various creative media, students will produce their own art work. Additionally, students will visit local galleries, studios and artisans to discuss and share ideas.

**EASL 091C - MOVIES AND DISCUSSIONS**

Movies and Discussions is an interactive communicative seminar which offers students an opportunity to watch international movies chosen by the class. Students practice their speaking and listening skills and increase their vocabulary while introducing, watching, and discussing movies. They also have a chance to write about and share their ideas and opinions.

**EASL 091D - THEATRE**

Theatre is an interactive communicative seminar for students who are interested in improving their English while working with other students in role plays, theatre games, and performances. This seminar helps students to improve pronunciation and non-verbal communication skills and gain confidence working in a team and speaking in public.

**EASL 092A - VOLUNTEER INTERNSHIP**

Volunteer Internship is an advanced interactive communicative seminar where students can volunteer once a week at a business, service or organization in Castlegar. This experience gives students an opportunity to learn more about the community and use their English in a real setting.

**EASL 092B - COMMUNITY ADVENTURES**

Community Adventures is an interactive communicative seminar to help students develop their speaking and listening skills while visiting a variety of cultural, educational and service settings in the local community. Assignments and projects are based on field experiences.

**EASL 092C - CANADIAN STUDIES**

Canadian Studies is a multi-level interactive communicative seminar for students who are interested in learning more about Canada. Students study such topics as the geography, history, culture and politics of Canada. Students are able to learn more about Canada in relation to their home country and culture.

**EASL 092D - LEADERSHIP**

Leadership is an advanced interactive communicative seminar which offers opportunities for students to learn about and practice leadership skills both individually and as a group. The class works together to discuss, plan and do projects of their choice. Students gain real experience organizing and working as a multicultural team and learn valuable skills for future work situations.

**EASL 092E - NEWSPAPER**

Newspaper is an advanced interactive communicative seminar which offers an opportunity for students to create and produce a student newspaper/magazine for the term. Students interview people in the college and the community, write and edit articles, collect information about student events, take pictures, design art work, and coordinate the publication of the newspaper. This seminar helps students improve their speaking, listening, writing and computer skills as well as learn to work as a team.

**EASL 093A - ACADEMIC PREPARATION**

Academic Preparation is an advanced communications seminar for students who are planning to continue their studies in English and want to improve their academic study skills. Students will work towards improving their listening, note-taking and discussion skills, using authentic English and topics of interest.

**EASL 093B - SPEAKING PROFESSIONALLY**

Speaking Professionally is an advanced interactive communicative seminar which provides opportunities for students enrolled in the Advanced English Language Program to practice professional public speaking skills. The course helps students build confidence in developing and presenting ideas publicly, in responding to questions and comments, and in developing clarity of speech.

**EASL 093C - TEACHING AND LEARNING LANGUAGES**

Teaching and Learning Languages is an advanced interactive communicative seminar which introduces students to teaching and learning useful words and expressions in different languages, as determined by members of the class. Students have the opportunity to develop lessons and teach their own language to

the class as well as learn to communicate in other languages. Students learn and share various methods and strategies for language teaching and learning as well as learn about the languages and cultures of other students.

**EASL 093D - INDEPENDENT PROJECTS AND STUDY SKILLS**

Independent Projects is an advanced interactive (communicative) seminar that provides opportunities for students to design and create their own projects and study opportunities based on their personal interests. Students refine their language skills through individual interviews, project planning and facilitating and team work.

**EASL 094A - GLOBAL COOKING**

Global Cooking is a multilevel interactive communicative seminar that provides students with opportunities to make and eat food from many different cultures. The students in the class teach other students how to make a favourite dish from their culture. All the students cook and eat together and learn the necessary vocabulary and language skills to share their pleasure in international foods. Students also develop an awareness of other cultures' customs and learn some practical cooking skills.

**EASL 094B - INTERNATIONAL RECREATION**

International Recreation is a multilevel interactive communicative seminar that provides students with the opportunity to increase communicative skills as they learn and teach both the rules and the methods of various recreational activities. Students are expected to learn about different sports and also share sports and recreational activities popular in their cultures.

**EASL 094C - OUTDOOR RECREATION**

Outdoor Recreation is a multilevel interactive communicative seminar aimed at giving students opportunities to develop their speaking and listening skills as they receive instruction in, discuss, and enjoy outdoor activities popular in the Kootenay area. Activities may include, but are not limited to canoeing, hiking, golfing and various winter sports, depending on the season.

**EASL 094D - NATURE STUDIES**

Nature Studies is a multilevel interactive communicative seminar which teaches students about the natural environment and culture of the Castlegar area. Students study topics such as animals, plants, geography and history. Students learn in the classroom, but also have opportunities to go on outdoor field trips.



**EASL 095A - PARTNERSHIP**

Partnership is an interactive communicative seminar which connects English language learners with other students who are native English speakers for informal meetings. The ESL student and their partner meet once a week for conversation and sharing of cultures and interests. This seminar provides an opportunity to practice English in a one on one situation.

**EASL 095B - PRONUNCIATION**

Pronunciation is an interactive communicative seminar which helps students use, learn, and practice English idioms, slang and expressions in addition to practicing elements of natural pronunciation such as rhythm, stress, articulation of individual sounds and intonation. Students create dialogues and conversations and share them with the class.

**EASL 095C - DEBATES AND DIALOGUES**

Debates and Dialogues is an advanced interactive communicative seminar where students read, discuss and debate. Students work on improving their speaking and listening skills while they learn and practice how debates and formal discussions are structured.

**EASL 095D - GLOBAL DISCUSSIONS**

Global Discussions is an advanced interactive communicative seminar where students have the opportunity to explore and learn about a variety of topics. Students work on building vocabulary and discussion skills as they increase their knowledge and understanding of important issues in the world today. Students also have the opportunity to share their ideas and opinions with other Canadian college classes and/or students.

**EASL 095E - BUSINESS IDIOMS**

Business Idioms is a basic course in business English for ESL students who wish to improve their written and oral skills. The course focuses on level-appropriate grammar and introduces frequently used business idioms and vocabulary specific to various "real life" business domains. This seminar will also familiarize students with the finer points of business culture in North America.

**EASL 097A-O - ACADEMIC LANGUAGE STUDIES IN ECCE**

Provides an opportunity for advanced language students to explore subject content and skills specific to their field of study as part of their language development. Students attend weekly seminar discussion classes to share Canadian classroom styles, learning challenges within a college environment and develop academic language skills. Students are also simultaneously enrolled in a pre-approved college level course within the course areas below and attend all regularly scheduled classes as an Audit student.

*Prerequisites: Completion of EASL Advanced 4 courses*

**TREC 159 - ADVANCED BUSINESS COMMUNICATIONS**

This course emphasizes a practical approach to business writing and speaking for advanced students. TREC 159 provides opportunities for students to use business communication tools including reports, memos, business letters, résumés, interview skills, oral presentations and visual aids. Business language strategies are emphasized to give students the skills to become effective cross-cultural communicators. These strategies include clarity of spoken and written English, the use of appropriate vocabulary, and an awareness of cultural variations in business organizations.

*Prerequisites: Completion of one semester of advanced communications with a grade 'C', or higher, or equivalent.*

Contacts

**SELKIRK INTERNATIONAL**  
Phone: 250.365.7292 ext 21293  
Email: international@selkirk.ca



**LENGTH OF STUDY:**

**2 Years**

**ACCREDITATION:**

**Associate of Science in Entry to Pharmacy**

**CAMPUS:**

**Castlegar Campus**

Get the prerequisites you need for your pharmacy degree. Pharmacists are integral members of front line medical profession teams. Masters of the art of professional, courteous client care, pharmacists skillfully dispense vital medication and ensure patients fully understand how to properly use them. This kind, caring profession is a delicate balance of art and science.

Complete your two-year Associate of Science Degree in Entry to Pharmacy in the beautiful West Kootenay region. Our program will get you started on your way to becoming a successful professional pharmacist and having a fulfilling career in medicine arts.

**COURSES INCLUDE**

Designed to teach you the basics of pharmacy science, you will learn a broad range of science and humanities subjects, including:

- Biology
- Calculus
- Chemistry
- College writing composition
- Literature
- Statistics

Once you successfully complete this associate degree you will have fulfilled the admissions requirements for the entry-to-practice PharmD programs at UBC and the University of Alberta.

## Admission Requirements

Admission to the Associate of Science - Entry to Pharmacy program requires the completion of Biology 12, Chemistry 11, and English Studies 12 with a grade of "C" or higher, and Pre-calculus or Principles of Math 12 with a grade of "C+" or higher. Chemistry 12 is STRONGLY recommended.

Courses should always be chosen in consultation with a Selkirk College counsellor.

This program contains all prerequisite courses required for entry into a B.Sc. in Pharmacy at University of British Columbia (UBC) and University of Alberta (U of A). Students who are considering degree programs in B.Sc. should choose STAT 206 instead of STAT 105. Students planning to apply to UBC must achieve a minimum core average of 65% on all attempts at first-year core prerequisites (biology, chemistry, English, and math), as well as a minimum overall average of 65% on the last 30 credits of coursework completed. Students planning to apply to U of A should choose Arts courses for their general electives.

Students who may transfer to other science degrees should strongly consider taking PHYS 102/103 or PHYS 104/105 as electives.

Students are advised to ensure that their course selections will meet the degree requirements of the subsequent institution they plan to attend.

## Year 1

### SEMESTER 1

Course	Name		Credit
BIOL 104	Biology I	On Campus	3
CHEMISTRY	Chemistry Requirement: CHEM 110 or CHEM 122	On Campus	3
ENGLISH	English Requirement: ENGL 110 or ENGL 112	On Campus	3
MATH 100	Calculus I	On Campus	3
STAT 105	Introduction to Statistics	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 2

Course	Name		Credit
BIOL 106	Biology II	On Campus	3
CHEM 125	Foundations of Chemistry II	On Campus	4
ENGLISH	English Requirement: ENGL 111 or ENGL 114	On Campus	3
MATH 101	Calculus II	On Campus	3
OPEN SCI	Science Elective	On Campus	3
<b>Total</b>			<b>16</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
BIOL 204	Cell Biology	On Campus	3
CHEM 212	Organic Chemistry I	On Campus	3
ARTS I	First or Second Year Arts Requirement	On Campus	3
STATS 105	Statistics	On Campus	3
OPEN SCI	Science Elective	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 4

Course	Name		Credit
BIOL 206	Introductory Biochemistry	On Campus	3
BIOL 212	Microbiology	On Campus	3
CHEM 213	Organic Chemistry II	On Campus	3
ARTS I	First or Second Year Arts Requirement	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>



## Program Courses

### FIRST OR SECOND YEAR ARTS REQUIREMENT

Students may take any first- or second-year UAS Arts elective (Humanities or Social Sciences) excluding your major discipline.

#### BIOL 104 - BIOLOGY I

A course designed for those students who require first year biology in their program of study or who wish to go on to further study in biology. The course includes cell biology, biochemistry, and an examination of the processes of life in the plant and animal body. A strong emphasis is placed on the development of critical thinking skills through problem solving, research design, and laboratory analysis.

**Prerequisites:** BIOL 12 or equivalent and CHEM 11 or equivalent.

*This course is available via Distance Education, but requires attendance at weekly on-site labs.*

#### BIOL 106 - BIOLOGY II

Along with BIOL 104 (Biology I), this course provides an overview of the study of living things. Biology 106 presents topics in population, community and ecosystem ecology, and classical and molecular genetics. Evolution provides a unifying theme for the course. A strong emphasis is placed on the development of critical thinking skills through problem solving, case studies and laboratory investigation.

**Prerequisites:** BIOL 104 with a grade of "C" or higher.

#### BIOL 204 - CELL BIOLOGY

This course provides the student with a thorough knowledge of cell structure and function. Topics covered include biomolecules, membranes, organelles, cell movement, cell signaling, gene regulation, and transcription and translation. Experimental techniques used in modern cellular and molecular biology are also introduced.

**Prerequisites:** BIOL 104 and 106 with a grade of "C" or higher.

#### BIOL 206 - INTRODUCTORY BIOCHEMISTRY

This course provides an introduction to biochemistry including protein structure and function, and representative catabolic and anabolic pathways. Topics covered include water, enzyme kinetics and enzyme structure and function. Experimental techniques used in biochemistry and molecular biology are also introduced.

**Prerequisites:** Biology 104 and 106 with a grade of "C" or higher.

*NOTE: Students are advised to take CHEM 212 as a prerequisite and CHEM 213 concurrently with BIOL 206.*

#### BIOL 212 - MICROBIOLOGY

A survey of the microbial world, with discussions of the medical and ecological significance of key organisms. The biology of micro-organisms (including bacteria and viruses) is a key focal point, but there will also be discussions of immunology and pathology. The laboratory component will build basic skills necessary to perform and interpret research in the fields of medical microbiology, industrial microbiology, environmental microbiology, immunology and virology. A basic knowledge of biology will be presumed, including basic cell biology, ecology, physiology, biochemistry and metabolism.

**Prerequisites:** BIOL 104 and BIOL 106 (or another six credits of 100-level Biology) with a grade of "C" or higher.

#### CHEM 125 - FOUNDATIONS OF CHEMISTRY II

The continuation for either CHEM 110 or CHEM 122. The course consists of two major units: physical chemistry and organic chemistry. The study of physical chemistry begins with an investigation of reaction rates (kinetics), followed by the principles of equilibria applied to pure substances and aqueous solutions, and an introduction to the laws of thermodynamics. The second major unit is a survey of the field of organic chemistry; topics include the physical and chemical properties of alkanes and alkenes, stereochemistry, and addition, substitution, and elimination reactions. The laboratory work involves the measurement of physical and chemical properties as well as chemical syntheses.

**Prerequisites:** CHEM 110 or CHEM 122 with a grade of "C" or higher.

#### CHEM 212 - ORGANIC CHEMISTRY I

Explores the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from first-year general chemistry are reviewed briefly: alkanes, stereochemistry, alkenes, and nucleophilic substitution and elimination reactions of alkyl halides. The correlation between structure and acidity is investigated, and the chemistry of alkynes and alcohols is examined. Structure-determination techniques, including IR and NMR, are explored. The laboratory work for this course provides practical experiences with separation/purification techniques, molecular synthesis, and qualitative analytical methods applied to organic compounds.

**Prerequisites:** CHEM 125 with a grade of "C" or higher.

#### CHEM 213 - ORGANIC CHEMISTRY II

A continuation of CHEM 212. The survey of organic families is continued with a study of aldehydes and ketones, carboxylic acid derivatives, aromatics and amines. The chemistry of a variety of compounds of biological interest is also discussed. The laboratory work involves synthesis and organic structure determination.

**Prerequisites:** CHEM 212 with a grade of "C" or higher.

#### MATH 100 - CALCULUS I

A course designed to provide students with the background in calculus needed for further studies. This course includes: a review of functions and graphs; limits; the derivative of algebraic, trigonometric, exponential and logarithmic functions; applications of the derivative including related rates, maxima, minima, velocity and acceleration; the definite integral; an introduction to elementary differential equations; and, applications of integration including velocity, acceleration, areas, and growth and decay problems.

**Prerequisites:** Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or higher.

#### MATH 101 - CALCULUS II

This course is a sequel to MATH 100 for those students who wish to major in mathematics, sciences or applied sciences. The course includes: antidifferentiation and integration; the definite integral; areas and volumes; transcendental functions; techniques of integration; parametric equations; polar coordinates; indeterminate forms, improper integrals and Taylor's formula; and infinite series.

**Prerequisites:** MATH 100 or equivalent with a grade of "C" or higher.



### **CHEMISTRY REQUIREMENT**

Students requiring first-year chemistry have a choice of Chemistry 110 or Chemistry 122.

- CHEM 110: Fundamentals of Chemistry
- CHEM 122: General Chemistry I

### **ENGLISH REQUIREMENT**

Students requiring first-year English have a choice of the English 110/111 sequence or the 112/114 sequence.

The 110/111 sequence is focused on the development of academic writing and research.

- ENGL 110 - College Composition
- ENGL 111 - Introduction to Literature

The 112/114 sequence is focused on the interpretation of literature.

- ENGL 112 - Introduction to Poetry and Drama
- ENGL 114 - Introduction to Prose Fiction

### **SCIENCE ELECTIVE**

Students may take any first- or second-year UAS Science course. This course is not required to have a lab component.

Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC.

To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk College counsellor.

### **GENERAL UAS ELECTIVE**

A student may take any first-year or higher university transferable course to satisfy this elective. Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC. To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk College counsellor.

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## **Contact**

### **UNIVERSITY ARTS & SCIENCES ADMISSIONS**

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: [admissions@selkirk.ca](mailto:admissions@selkirk.ca)



<b>LENGTH OF STUDY:</b> <b>9 Months</b>
<b>ACCREDITATION:</b> <b>Certificate</b>
<b>CAMPUS:</b> <b>Silver King Campus, Nelson</b>

In our supportive and creative environment, you'll have unique opportunities to gain a solid foundation in this refined profession. We'll teach you woodworking-operations basics and technological advancements to develop your personal areas of interest and perfect your craft.

This nine-month program prepares students for apprenticeship positions in the cabinet makers (joiners) trade or for careers as fine furniture builders. Students engage in a variety of classroom and shop activities. They learn theoretical principles, concepts, and theories of furniture and cabinet design in the classroom. They apply their knowledge in the shop where they engage in the construction of cabinets and fine furniture.

Graduates of the Fine Woodworking program at Selkirk College earn credit for Level 1 and Level 2 of the cabinet maker (joiner) trade technical training component of their apprenticeships. Additionally, graduates receive 475 hours advance credit towards the on-the-job component of an apprenticeship.

#### PRACTICAL SKILLS TRAINING

- Appreciate balanced design
- Consistently strive for originality and quality
- Draft in Computer Automated Design (CAD)
- Exhibit product value and pride
- Photograph your work
- Plan and setup a professional show
- Wood carving (optional and at an additional tuition fee through Continuing Education)

The program is broad in scope and encourages students to strive for quality design, originality, and enhanced workmanship skills, to improve chances of success in the marketplace. Students are responsible to pay for materials used in constructing their projects. Depending on the size and scope of their project this cost could be up to \$1000.00.

## Course of Studies

Course	Name		Credit
FWW 160	Woodshop Tools and Techniques	On Campus	6
FWW 161	Joinery Principles and Practices	On Campus	15.4
FWW 162	Specialized Techniques	On Campus	2
FWW 164	Materials Technology	On Campus	2
FWW 165	Wood Finishing	On Campus	2
FWW 175	Furniture Design	On Campus	2
FWW 176	Drafting for Furniture	On Campus	4
FWW 179	Kitchen Design and Construction	On Campus	2
<b>Total</b>			<b>35.4</b>

#### YOUTH TRAIN IN TRADES

The Youth Train in Trades program was formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT). It is designed to help secondary school students get a head start on careers in the trades while earning credit towards their high school graduation. Learn more online at Industry Training Authority (<http://youth.itabc.ca/programs/train/>)

For more information speak with your high school guidance counsellor or get in touch with Selkirk College's Industry and Trades administrative assistant.

## ADMISSION REQUIREMENTS

The following admission requirements are specific to the Fine Woodworking program:

#### ACADEMIC

- Graduation from a BC Senior Secondary School
- Math 11 with a grade of "C" or higher

#### GENERAL

- Basic computer skills are highly recommended
- Consideration will be given to mature individuals: anyone who is not a secondary school graduate (or equivalent) but who will be nineteen (19) years of age or older on the first day of classes for the term is eligible to attend the College as a mature student.

Applications for admission will be received until the program is full.

An interview (in person or by telephone) with the School Chair or designate may be required before entry to the program. Interview results are not used as criteria for admission.

## Careers

Graduates of these programs are found throughout North America. They are often self-employed, or may be employed in cabinet or furniture shops.

#### GLOBAL CAREER POTENTIAL

Your career could take you around the world, finding work in diverse settings and we give you the training and skills you will need to get there. Plus, you will receive credit for Level 1 and 2 of your Industry Training Authority (ITA) Cabinet Maker-Joiner Apprenticeship, for career advancement and increased earning potential. Your work may include:

- Architectural and custom woodwork
- Cabinetry
- Carpentry
- Construction
- Furniture design and construction
- Self-employed contractor

Graduates of the Fine Woodworking program at Selkirk College may exercise a number of career options. Many find employment as apprentices in cabinet shops engaged in architectural or custom woodwork. Some pursue apprenticeships in the carpentry trade. Others opt to pursue careers as designers and builders of fine furniture, either in the employ of others, or as independent contractors.





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## Program Courses

### **FWW 160 - WOODSHOP TOOLS AND TECHNIQUES**

This course provides a comprehensive introduction to woodworking tools and equipment by examining the safe and skillful use of both hand and power tools, including their selection, purpose and maintenance. Techniques for small production runs, including jig and fixture design are also examined.

### **FWW 161 - JOINERY PRINCIPLES AND PRACTICES**

You will study the principles of joinery as applied to furniture and cabinet construction. As this is primarily a practical course, you will experience joint selection, joinery by both hand and machine tool processes, and the organization of the process while engaged in construction of furniture pieces, preferably to your own design.

### **FWW 162 - SPECIALIZED TECHNIQUES**

The utilization of specialized woodworking techniques enables you to enhance both the design and execution of your product. Wood bending (steam and lamination), curved panels, veneering, turning, carving and inlay work all provide an opportunity to design and create objects that stand apart in the market place.

### **FWW 164 - MATERIALS TECHNOLOGY**

This in-depth look at wood, and how and why it behaves in the manner it does, provides the necessary background to understand the principles of joinery.

### **FWW 165 - WOOD FINISHING**

A comprehensive study of the methods and materials used to finish wood. This course includes both a technical explanation of, and practical experience in the applications of stains and dyes, fillers, penetrating finishes and top coats.

### **FWW 175 - FURNITURE DESIGN**

An examination of basic design theory provides the foundation for successful furniture design. A review of the history of furniture creates an awareness of the design continuum; while practical experience in sketching, drafting, model-making and mock-up prepares your ideas for construction.

### **FWW 176 - DRAFTING FOR FURNITURE**

This course is a comprehensive experience in the drafting of furniture. After an introduction to the drafting process the student is expected to produce detailed construction drawings of each of their projects prior to construction. The first project will be drawn using pencil and drafting boards. Student's will learn Computer Automated Design (CAD) drafting early in the year so they will be able to draft their remaining projects on the computer.

### **FWW 179 - KITCHEN DESIGN AND CONSTRUCTION**

How one functions within a kitchen, the space requirements and space utilization are discussed. The use of the 32 mm cabinet construction system is examined, with particular emphasis on methods appropriate to the small shop. A set of kitchen cabinets is constructed in this course.

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## Contact

### **TRADES ADMISSIONS**

Phone: 1.888.953.1133 ext 13204

Direct: 250.354.3204

Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)



**LENGTH OF STUDY:**

**2 years**

**ACCREDITATION:**

**Diploma**

**CAMPUS:**

**Castlegar Campus**

Located in the beautiful West Kootenays, Selkirk College's highly regarded Forest Technology program has been providing forest sector employers with skilled graduates for over fifty years. Our program is nationally accredited and upon graduation, students are eligible to enrol to become Registered Forest Technologists with the Association of BC Forest Professionals.

Selkirk College's Forest Technology program provides an ideal starting point for learners excited by the combined career challenges of working in B.C.'s rugged outdoors and finding modern solutions to current forest management issues. Our primary goal is to provide job-ready graduates to potential employers in both private industry and government.

Our program focuses on the following principles in order to optimize our students' learning experience:

- Instruction by practicing resource professionals
- Maximization of outdoor learning opportunities in real forest environments
- Collaboration with industry professionals to provide exposure to current practices in all aspects of forest management;
- Familiarization with current forest technology used by industry employers
- Commitment to student success in a fun and close-knit learning environment

Graduates will gain proficiency in all of the following in the specific context of British Columbia forestry:

- Forest ecology
- Forest road location
- Harvesting techniques
- Wildlife habitat identification
- Silviculture systems
- Surveying
- Timber cruising
- Hydrology
- Forest health
- Wildfire management
- Digital mapping
- Data management
- Forest policy
- Relationship-building with First Nations communities

## Year 1

### SEMESTER 1

Course	Name		Credit
ENVR 150	Hydrology I	On Campus	3
ENVR 160	Surveying & Field Measurements	On Campus	4
ENVR 162	Applied Botany and Ecosystem Classification	On Campus	3
ENVR 164	Soil and Earth Sciences	On Campus	3
ENVR 190	Computer Applications I	On Campus	1
MATH 160	Technical Math Review	On Campus	3
TWC 150	Introduction to Technical Communications I	On Campus	3
<b>Total</b>			<b>20</b>

### SEMESTER 2

Course	Name		Credit
ENVR 154	Maps and Navigation	On Campus	2
ENVR 158	Introduction to Geomatics	On Campus	2
ENVR 163	Terrestrial Ecology and Biology	On Campus	4
ENVR 170	Fish and Wildlife Ecology	On Campus	3
MATH 190	Resource Statistics I	On Campus	3
TWC 151	Introduction to Technical Writing and Communications II	On Campus	3
FOR 278	Forestry Field School	On Campus	2
<b>Total</b>			<b>19</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
FOR 250	Silviculture I	On Campus	4
FOR 260	Applied Forest Hydrology and Engineering	On Campus	4
FOR 265	Forest Measurements	On Campus	3
FOR 271	Applied Ecology and Range Management	On Campus	3
FOR 274	Forest Health	On Campus	4
FOR 280	Applied Research	On Campus	1
<b>Total</b>			<b>19</b>

### SEMESTER 4

Course	Name		Credit
ENVR 250	Indigenous Peoples of Canada and Environmental Management	On Campus	3
FOR 200	Field Trip Study	On Campus	1
FOR 251	Silviculture II	On Campus	4
FOR 253	Forest Policy and Resource Management	On Campus	2
FOR 261	Forest Harvesting	On Campus	3
ENVR 290	Computer Applications in Resource Management	On Campus	2
<b>Total</b>			<b>15</b>



**CONTINUING EDUCATION:**

Selkirk College’s Forest Technology program also provides excellent credit transfer opportunities for students interested in continuing their studies in Selkirk’s degree or advanced diploma in Geographic Information Systems, or in pursuit of a related degree at various other institutions. Students who continue their academic studies after graduation from our program consistently discover that the solid technical and academic foundation obtained during their Selkirk studies provides them with a distinct competitive advantage.

**ADMISSION REQUIREMENTS**

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Environment and Geomatics program requirements to be considered fully-qualified:

**ACADEMIC REQUIREMENTS**

Graduation from Grade 12 with the following or equivalent courses:

- Foundations of Mathematics 11 with a grade of “C+” or Pre-Calculus 11 with a grade of “C+”
- Biology 11 or 12 with a grade of “C+” or higher
- English Studies 12 with a grade of “C+” or higher

NOTE: Applicants in Grade 12 at the time of application must show proof of registration or completion of the above courses.

Partially qualified applicants may be required to successfully complete Preparatory courses in math, technical writing or basic computers if the competency tests such as the Computer College Readiness Tool (CRT) and or the Language Proficiency Index (LPI) are below a requisite score.

**GENERAL REQUIREMENTS**

One or more of the following certificates or equivalents are recommended but not required for admission:

- Class 5 Drivers license
- Physics 11 and Chemistry 11 and 12
- Occupational First Aid Level 1 with Transportation Endorsement and/or Wilderness First Aid

**NON-ACADEMIC SKILLS**

Most learning activities within the program reflect industry norms. Training often occurs in wilderness back or front country terrain. Therefore, applicants should be in good health and physical condition. Activities will be taught which require student participation walking or canoeing outside for up to 10 hours per day and for up to two weeks in duration.

Students will be required to hike, ski, mountain bike, snowshoe, etc., for four to eight hours at a time over rough, sometimes hazardous terrain in all weather conditions. Students will be required to maintain a reasonable pace and not hold the class back. Activities in which the student must participate may include but are not limited to the following: hiking and scrambling, orienteering, canoeing, rock climbing and mountaineering, cross-country and back country skiing, mountain biking, camping including snow caving, and operating power equipment such as chainsaws, snowmobiles, and all-terrain vehicles. Students will be required to observe all safety practices and procedures and be safe at all times. If students are unable to meet the physical requirements they will be required to contact their instructor(s) and School Chair to determine a plan of action.

**NOT QUITE THERE?**

School of Environment and Geomatics (SEG) staff are committed to helping students prepare for admission into their chosen program. If you do not currently have these prerequisites a variety of options exist to set you up for success in the program. Students can take a combination of preparatory and upgrading courses in a first year which extends the length of the program to three years, but greatly enhances success. Applicants interested in this option should contact student counseling services.

Academic Upgrading classes are available to help address specific high school course deficiencies.

SEG offers math refresher classes the week before classes start each fall semester and College Success, a one-week overview of learning and study skills, during the same week.

**SECOND-YEAR PREREQUISITES**

In order to take any second-year courses you must have successfully completed all first-year courses.

**ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT**

Students may apply for transfer credit for individual courses taken at other institutions providing a grade of “C” or better was achieved. A student who applies for advanced program standing from another resource management program will not necessarily receive block credit transfer for all courses taken previously within that program. Course equivalencies will be considered individually.

**Co-op Education**

Environment and Geomatics students have the opportunity to enrol in Co-op Education. This program consists of four-month work terms that allow students to access unique experiential learning. Co-op work terms are administrated as regular course work with both cost and reporting requirements. Benefits include maintenance of full-time student status as well as access to employment and experience unavailable outside of the Co-op Program. For more information contact the Co-op Education Office at (250) 365-1280. Co-op Education is a process of education that formally integrates students’ academic study with periods of related work experiences in cooperating employer organizations. Selkirk College’s Co-op Education programs are designed within guidelines established by the Canadian Association for Co-operative Education (CAFCE) and in consultation with federal and provincial government agencies.

**CO-OP EDUCATION WORK-STUDY SEQUENCE:**

Sept-Dec	Jan-Apr	May-Aug
Study Term 1	Study Term 2	Co-op Ed WorkTerm
Study Term 3	Study Term 4	Co-op Ed Work Term
Co-op Ed Work Term	Study Term 5 / University Bridging	

**Program Courses**

**ENVR 150 - HYDROLOGY I**

An introductory study of water in our environment including its properties, the natural processes which affect it, and climate and weather. Students will gain practical experience in the collection and analysis of field and laboratory data using standard techniques and equipment.

**ENVR 154 - MAPS AND NAVIGATION**

Focuses on the navigation skills required of technologists working outdoors – to locate oneself, stay ‘found’, and return safely from the field. The course includes hands-on use of navigation tools in field settings, including map, air photo, compass, altimeter, and Global Positioning Systems (GPS) techniques. Pre-trip planning in a navigation context will also be covered, including developing access plans and route plans, and estimating travel times.

**ENVR 158 - INTRODUCTION TO GEOMATICS**

An introduction to applied mapping and geographic information systems (GIS) theory and applications. The first half of the course will be focused on introducing basic uses of remotely sensed imagery. Several applied mapping technologies will be explored, including Google Earth and Internet Mapping websites. The second half of the semester will be focused on learning basic GIS concepts and applying GIS technologies to environmental, renewable resource management, and planning fields. Emphasis will be placed on how geographic data is represented, collected, managed, analyzed, and displayed using GIS tools. Hands-on experience will be developed with the most widely used and comprehensive desktop GIS software, ESRI's ArcGIS Desktop.

**ENVR 160 - SURVEYING AND FIELD MEASUREMENTS**

An introduction to the practical use of common survey instruments and techniques used by environmental technicians. As well, the course will introduce the student to various sampling methods used to collect, assess, classify, and evaluate field data. Emphasis is placed on the proper care and use of basic surveying and measurement tools and the skills involved in collecting and interpreting precise and accurate field data.

**ENVR 162 - APPLIED BOTANY AND ECOSYSTEM CLASSIFICATION**

This course is an introduction to the principles of Botany and Ecosystem Classification. Botany lectures will focus on plant classification, botanical terms, plant morphology, and plant physiology. Topics include: plant cell structure, plant tissue function and structure, photosynthesis and respiration, transpiration and translocation. Botany labs will focus on learning to identify about 100 native plants commonly found in the West Kootenay Region of B.C., specifically key indicator species. Ecology lectures will focus on ecosystem classification using the Biogeoclimatic Ecosystem Classification System (BEC) of B.C. Other key topics include the study of climatic factors, disturbance and succession, landscapes and stand structure. Ecology labs focus on classifying ecosystems (including soils, site and vegetation) to site series using BEC. Labs are mainly field based.

**ENVR 163 - TERRESTRIAL ECOLOGY AND BIOLOGY**

This course builds upon the concepts from ENVR 162 with further studies of local forest ecosystems. Students will identify key forest structural components and study the role that disturbance (such as fire), environmental gradients, and competition play in defining a species' niche. Participants will also examine the role of primary and secondary growth, nutrient uptake, reproduction, and survival mechanisms for plants. Winter plant identification, ecosystem form and function, and plant adaptations to timberline will also be examined. A practical field based assignment will form a major portion of the term assessment.

**ENVR 164 - SOIL AND EARTH SCIENCES**

This course will cover the identification of common rocks and minerals, landforms and soils of British Columbia. Learners will be introduced to the study of physical geology and geomorphology in relation to management of the forest environment and landscape. Learners will gain skills and knowledge in rock and mineral identification, description of the physical and chemical qualities of soils, and identification and classification of landforms and terrain. Skills will also be developed with respect to interpretation of geology, landforms and soils for environmental management.

**ENVR 170 - FISH AND WILDLIFE ECOLOGY**

This course will cover identification and ecology of vertebrate animals, habitat requirements, and habitat disturbance implications. Learners will gain experience in applying guidelines and management strategies to minimize impact of other resource uses on fish and wildlife habitat and species.

**ENVR 190 - COMPUTER APPLICATIONS I**

This course builds on computer skills students have previously acquired. Applied intermediate to advanced computer applications specific to career opportunities in the environment and geomatics sector are covered including file management, word processing for report writing, spreadsheets and an introduction to databases.

**ENVR 250 - INDIGENOUS PEOPLES OF CANADA AND ENVIRONMENTAL MANAGEMENT**

The main focus of this course is to enable students working in natural resource management to work effectively with Indigenous peoples. To achieve this, students will develop a greater awareness of Indigenous peoples and the cultural diversity that exists within this group of Canadians. The course will examine various topics related to Indigenous cultures, languages and pre and post contact histories. The course will also examine current issues facing Indigenous groups including legal issues, social conditions, treaty processes, consultation activities, capacity building and protection of traditional lands and rights. This course is offered in the School of Environment and Geomatics curriculum to both Forest Technology and Recreation, Fish and Wildlife Technology programs. It is anticipated that material presented in ENVR 250 will be integrated throughout other courses in these two programs.

**ENVR 290 - COMPUTER APPLICATIONS IN RESOURCE MANAGEMENT**

Computer Applications in Resource Management in British Columbia has become more complex and so the need for clear presentation and communication of ideas, plans, and strategies is more important than ever before. The content of ENVR 290 will address software used for the collection, assembly, display and presentation of environmental content specifically related to Forestry. Performing field data collection, importing data into ArcGIS for analysis and preparing suitable cartographic maps using ArcGIS software will be our focus.

*Prerequisites: ENVR 158 and ENVR 190.*

**FOR 200 - FIELD TRIP STUDY**

In the spring of the fourth semester, second year students will participate in a field trip to study away from the Castlegar Campus. The field trip provides an opportunity for students to see, first-hand, current management practices, ecosystems and resource management issues in other regions of the province. Students will be actively involved in trip planning and will be presented with opportunities to develop communication skills, job finding skills and professionalism. This course is available only to students registered in the second year of the Forestry program.

**FOR 250 - SILVICULTURE I**

This course is an introduction to Silviculture as it is traditionally viewed; the art and science of establishing and tending forests to meet specific environmental, social, and management objectives. It will prepare the student for immediate employment as a forest technologist through instruction in silvicultural theory and the application of silvicultural treatments and the use of sampling to monitor silviculture activities. Ecological, operational, economic, and legislative considerations will be presented. The emphasis of this course is on the silvics of Southern Interior tree species, basic silviculture, silviculture surveys, site preparation, reforestation (natural and artificial regeneration), field assessments and preparation of logical and feasible silviculture treatment recommendations. Field and office case studies are used throughout.

*Prerequisites:* All first year courses.

**FOR 251 - SILVICULTURE II**

This course prepares students for employment in the forest industry of British Columbia through instruction in silvicultural theory and the application of silvicultural practices. Biological, ecological, operational and economic considerations will be presented. The emphasis of this course is on reforestation, silviculture systems, stand management and crop planning techniques (spacing, commercial thinning, pruning, fertilization), and developing a defensible site plan.

*Prerequisites:* FOR 250 with a grade of "C" or higher.

**FOR 253 - FOREST POLICY AND RESOURCE MANAGEMENT**

This course explores the policies governing forest management in BC, the rights to harvest timber, the tenure system, appraisals and value of timber, and elements of the Forest and Range Practices Act and other relevant policy, legislation, and regulation. The course will also investigate contract agreements, economic concepts, financial analysis and allowable cut determination and their applications to forest management activities.

*Prerequisites:* Satisfactory completion of first year courses.

**FOR 260 - APPLIED FOREST HYDROLOGY AND ENGINEERING**

This course covers the planning and establishment of natural resource road access including Total Chance Planning, assessing terrain stability and potential environmental impacts of road construction route reconnaissance, road location, survey, and design techniques and construction costing, road construction methods, bridges and drainage structures, road management strategies, as well as the applicable legislation and permitting requirements. The course also reviews basic forest hydrology principles and the effects that resource road construction and forest harvesting might have on the hydrology of a forested watershed. Additionally, the Skattebo Integrated Project includes elements of project management such as work plan formulation, scheduling, task and duration definition. Aspects of a safe work environment are emphasized during each learning activity.

*Prerequisites:* Successful completion of first year courses.

**FOR 261 - FOREST HARVESTING**

An in-depth examination of total chance harvest planning; harvest systems including, ground, cable and aerial; layout considerations; log transport; and the environmental impacts of harvesting operations.

*Prerequisites:* FOR 260.

**FOR 265 - FOREST MEASUREMENTS**

Forest Measurements is a study of the policies and procedures used for timber cruising, log scaling, and waste and residue assessment in British Columbia. Using timber valuation as a focal point, emphasis is placed on field data collection techniques, sampling methods, statistics and data compilation. The roles of the Ministry of Forests, Lands and Natural Resource Operations and the forest industry are also explored in class and during onsite tours of local forest manufacturers.

*Prerequisites:* Successful completion of all first year courses.

**FOR 271 - APPLIED ECOLOGY AND RANGE MANAGEMENT**

This course provides enhanced and new skills related to the successful management of forest ecosystems. The course emphasis is on applied ecological principles, data collection and analysis, and the applied use of the relevant legislation and guidebooks. The course will cover management strategies related to a number of ecological topics, including vegetation complexes, riparian areas, soils, wildlife and fire. By the end of the course, students are expected to be able to apply knowledge gained about managing for these individual resources towards the formation of integrated and comprehensive forest management strategies.

**FOR 274 - FOREST HEALTH**

This course consists of an extensive field examination of a wide range of prominent forest health agents and conditions. This includes field recognition, biology, ecological role and forest management implications of various forest insects, fungi and abiotic agents. Other topics include the recognition and management of invasive weed species, assessment of forest health agents in conjunction with silviculture surveys and harvesting prescriptions, management of root diseases and assessment of bark beetle occurrences.

*Prerequisites:* Successful completion of required first year courses.

**FOR 278 - FORESTRY FIELD SCHOOL**

This course is made up of ten days of practical field work at the end of the Winter semester. Major projects are planting, silvicultural measurements, juvenile spacing, and field mapping and engineering. This course is scheduled for two weeks (70 hours) after final exams in late April.

*Prerequisites:* Successful completion of all first year courses.

**FOR 280 - APPLIED RESEARCH**

An introduction to the basic principles and methods of research with an emphasis on forest resources. The objective of this course is to assist each student in completing an applied research project that has both a field-based data collection component and a literature-based research component. Each student will select an approved research topic and complete a number of assignments, including writing a research proposal and producing final report. The research results and recommendations will be presented at the School of Environment and Geomatics student conference.





# General Associate of Arts Degree

selkirk.ca/program/general-associate-arts-degree



## LENGTH OF STUDY:

**2 years**

## ACCREDITATION:

**Associate of Arts Degree**

## CAMPUS:

**Castlegar Campus**

Get a leading edge with a solid education! No matter what career path you choose in life, it always gives you a leading edge to have a solid education on your resume. With today's job market becoming ever more competitive, employers are looking for viable candidates who show dedication and determination, especially to their academic background. Getting started on your associate or bachelor's degree today, sets you up for future career—and life—success. If you are not quite sure what you want to major in yet, but know you want to get your bachelor's degree eventually, the associate of arts general degree is right for you. It gives you a well-rounded blend of arts courses designed to let you see some of the options you will have later, once you decide on a specialty to focus on.

Giving you a full two years of study, the general associate of arts degree fulfills most, if not all, course requirements for third-year entry into BC approved bachelor of arts university degree programs. Mix and match your courses to suit your needs and interests, as long as they fulfill the specified requirements.

## Admission Requirements

Admission to an Associate of Arts degree program requires the completion of English Studies 12 with a grade of "C" or higher. Other prerequisites depend on the courses chosen to make up the degree, and should be determined with the advice of a Selkirk College counsellor. If you are a student who lacks the admission requirements, you may still gain entry to the program by taking a combination of academic upgrading and university courses in your first year. This may extend the length of your program.

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca

## GENERAL REQUIREMENTS

60 semester credits of first and second year courses. These must include a minimum of 18 credits in Arts at the second-year level taken in two or more subject areas.

## SPECIFIC REQUIREMENTS

A. 6 credits in first-year English; and

B. 9 credits in Science which shall include at least:

3 credits in Mathematics, or Computing Science or Statistics (Statistics courses taught in subject areas such as Business, Commerce, Economics, Psychology, etc. may also be used to meet this requirement);

3 credits in a laboratory science, and

C. 36 credits in Arts which shall include:

6 credits in the Social Sciences;

6 credits in Humanities (including the Creative and Performing Arts) other than English;

24 additional credits in Arts, and

D. 9 credits in Arts, Science, or other areas.

## GENERAL COURSE REQUIREMENTS FOR AN ASSOCIATE OF ARTS DEGREE

Course/Programs	Credits	Conditions
English	6	100-level
Arts Courses	18	100-level of which six must be humanities, six must be social sciences
Arts Courses	18	200-level or higher; credits must be in at least two subject areas
Science Courses	9	100-level or higher; three credits of mathematics, computing science, or statistics; three credits of a laboratory science: requires a minimum two-hour lab and excludes any course in engineering (applied science), computing science, mathematics, or statistics. Three additional science credits at the 100 level or higher
University Transfers	9	100- or 200-level; arts, sciences or university transferable courses in other program areas
<b>Total</b>	<b>60</b>	



# General Associate of Science Degree

[selkirk.ca/program/general-associate-science-degree](http://selkirk.ca/program/general-associate-science-degree)

## LENGTH OF STUDY:

**2 years**

## ACCREDITATION:

**Associate of Science Degree**

## CAMPUS:

**Castlegar Campus**

Open the doors of possibility and have plenty of career options. The world of science is diverse and expansive, touching almost every industry in today's global economy, meaning you will be at the top of the list for high-demand and well-paying careers. Get freedom of choice with your general associate of science degree. You will not have to decide on which specialty you would like right away, but you will open the doors of possibility and have plenty of career options, plus be prepped for further education. Choose this program if you love figuring out how things work and want to give yourself time to decide on the future path that is right for you.

Designed to give you a balanced variety of courses, you will have your pick of biology and chemistry classes, including lab sessions. In addition, your associate degree lets you explore other subject areas like English Studies 12, mathematics and general arts.

## CAREERS INCLUDE

- Biochemistry and biotechnology
- Fisheries and aquaculture biology
- Health, sports and nutrition consulting
- Journalism and illustration
- Kinesiology
- Laboratory manager
- Medicine and medical research
- Pharmacy and pharmaceutical research
- Waste control and pollution regulation
- Wildlife biology

## Admission Requirements

Admission to an Associate of Science degree program requires the completion of English Studies 12 with a grade of "C" or higher and Pre-calculus 12 or Principles of Math 12 with a grade of "C+" or higher. Other prerequisites depend on the courses chosen to make up the degree, and should be determined with the advice of a Selkirk College counsellor. Students who lack the admission requirements may still gain admission to the program by taking a combination of academic upgrading and university courses during the first year. This mode of entry may extend the length of their program.

## GENERAL REQUIREMENTS

60 semester credits of first and second year courses. These must include a minimum of 18 credits in Science at the second-year level taken in two or more subject areas.

## SPECIFIC REQUIREMENTS

- A. 6 credits in first-year English; and
- B. 6 credits in Mathematics which shall include at least 3 credits in Calculus; and
- C. 36 credits in Science, which shall include at least 3 credits in a laboratory science; and
- D. 6 credits in Arts other than English (excluding Mathematics and Laboratory-based Science courses); and
- E. 6 credits in Arts, Science, or other areas.

## GENERAL COURSE REQUIREMENTS FOR AN ASSOCIATE OF SCIENCE DEGREE:

Course/Programs	Credits	Conditions
English	6	100-level
Mathematics	6	At least 3 credits from math 100, 101, 200
Science	36	100-level or higher At least 3 credits in a laboratory-based science At least 18 credits at the 200-level or higher in at least two subject areas.
Arts Elective	6	100-level or higher, excluding English Studies 12
University Transfers	6	100-level or higher. May be arts or science courses or other subjects, (eg. commerce) with university transfer credits.
<b>Total</b>	<b>60</b>	

## Contact

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: [admissions@selkirk.ca](mailto:admissions@selkirk.ca)



**LENGTH OF STUDY:**

**1-4 Years**

**ACCREDITATION:**

**Advanced Diploma and/or  
Bachelor's Degree and  
Advanced Certificate**

**CAMPUS:**

**Castlegar Campus**

Geographic Information Systems (GIS) is a highly valued workplace asset with industries increasingly needing GIS experts. With our Bachelor's Degree, we provide you with top quality GIS training and education to prepare you with essential skills to succeed in today's ever-changing geomatics industry. Our GIS courses are also complemented by our Selkirk Geospatial Research Centre (SGRC), giving you opportunities to use and understand GIS in current real-world situations. With unmatched flexibility, you can enter and exit our program at a variety of points in your academic career.

**GET PROFESSIONAL TRAINING**

Within our state-of-the-art facilities, you will get powerful, progressive hands-on experience and classroom instruction in subjects like:

- GIS applications and automation
- Remote sensing
- Internet mapping
- Database development and management
- Customized application programming
- Global positioning systems (GPS)
- 3D visualizations
- Data management techniques
- Open source, open data, and related software applications
- Drone data collection and utilization

Get essential training, individual access to an advanced workstation, and exposure to projects in our Selkirk Geospatial Research Centre (SGRC), so you will excel in the classroom, labs, and wherever you go after school.

**GIS COMPLEMENTS ANY CAREER**

Flexible and adaptable, GIS can be used in a variety of different scenarios, to make evidence-based decisions, understand trends and analyze data, effectively communicate a message and visually tell a story. You can choose to apply your knowledge to any profession or become a highly-skilled GIS professional.

## Advanced Diploma

### SEMESTER 1

Course	Name		Credit
GIS 302	Introduction to GIS - On Campus	On Campus	3
GIS 303	GIS Analysis and Automation	On Campus	3
GIS 310	GIS Data Management	On Campus	3
GIS 316	Introduction to CAD for GIS Professionals	On Campus	3
GIS 318	Cartography and Geovisualization	On Campus	3
GIS 323	Introduction to Global Navigation Satellite Systems	On Campus	3
GIS 329	Principles of Programming	On Campus	3
GIS 306	Introduction to Remote Sensing	On Campus	3
GIS 390	Applied Research Methods	On Campus	1
<b>Total</b>			<b>25</b>

### SEMESTER 2

Course	Name		Credit
GIS 307	Remote Sensing in Resource Management	On Campus	3
GIS 313	Database Systems	On Campus	3
GIS 314	Spatial Database Design and Development	On Campus	3
GIS 320	GIS Professional Development	On Campus	1
GIS 321	New Media for GIS	On Campus	3
GIS 325	Internet Mapping	On Campus	3
GIS 331	Advanced Topics in GIS	On Campus	3
<b>Total</b>			<b>19</b>

### SEMESTER 3

Course	Name		Credit
GIS 491 or COOP 301	Technical Project or Work Term	On Campus	3 6

It can be used as a tool within almost every industry, including: Business, Engineering, Urban and rural planning, Climate research, Government administration, Health and medical research, Law enforcement, Wildlife conservation, Resource development and land management, Transportation, News and entertainment support.

**GIS PATHWAYS**

Typical applicants for the diploma or degree enter with a minimum 60 credit pre-requisite diploma, associate degree, or degree in a related discipline such as health care, geography, business, environmental, computer, or social science. This allows direct entry into the Advanced Diploma in GIS (ADGIS) 12 month program. The ADGIS diploma forms the basis of 300 level courses required as part of the degree.

To complete the Bachelor's degree in GIS applicants need to fulfill the following:

- Prerequisite 60 credit in a related discipline
- Minimum of 56 credits residency are required at Selkirk College in semesters 1-5. This generally includes the ADGIS 300 and 400 level courses,
- An additional 15 credits are required from relevant subject areas to complete the degree. These are selected with consultation with the School Chair.
- Completion of the thesis completion course GIS 492. This course outlines the pathways to completing the thesis requirements, reporting requirements, and faculty review schedules.

Applicants that have prerequisite credentials with greater than 60 credits may apply for advanced credit to satisfy the elective stream course requirements.



## ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Geographic Information Systems program requirements to be considered fully-qualified:

### ACADEMIC

- The minimum requirement for entry into the ADGIS, or year 3 of the BGIS program is successful completion of 60 credits from a diploma/associate degree or applied/academic degree from an accredited post-secondary institution with an average GPA of at least 2.33.
- Successful completion (“C” grade) of a 100 or 200 level introductory statistics course is required for students planning to complete the BGIS.

### GENERAL

- Applicants must submit a completed application form and other required documents (i.e. secondary school and any post-secondary transcripts, application package) to the Registrar’s office.
- All applicants must have two academic or professional references. Students must ensure that referees complete and submit the form provided in the application package. Both references must indicate a favourable chance of applicant success in the program.
- All applicants must complete a Letter of intent of 500 words or less that states their background and personal interest in the program. Applicants should highlight experience in GIS and/or computer skills in this letter.
- An applicant with reasonable potential for success on the basis of work experience or other criteria may be admitted, notwithstanding some deficiency in prior formal education.

Applicants with no accredited post-secondary credential may require academic upgrading prior to starting the program. They are urged to apply for the program at least one year in advance.

Deadline for completing the application file is normally one month prior to the commencement of the program. Late applications will be accepted if space is available.

## Bachelor in Geographic Information Systems Program - Year 2

All courses from the ADGIS program as listed above, plus 60 additional credits (normally, these credits would be earned previously to meet the admission requirements for entry to the program) are required plus the following:

### SEMESTER 5

Course	Name		Credit
GIS 427	Project Management	On Campus	3
GIS 492	BGIS Thesis	On Campus	6
Elect 018	GIS-UAS Elective	On Campus	3
Elect 018	GIS-UAS Elective	On Campus	3
Elect 018	GIS-UAS Elective	On Campus	3
<b>Total</b>			<b>18</b>

### SEMESTER 6

Course	Name		Credit
Elect 018	GIS-UAS Elective	On Campus	3
GIS 435	Statistics and Spacial Data Management	On Campus	3
GIS 437	Emerging Trends in GIS	On Campus	3
Elect 018	GIS-UAS Elective	On Campus	3
<b>Total</b>			<b>12</b>

## Co-op Education

Environment and Geomatics students have the opportunity to enrol in Co-op Education. This program consists of four-month work terms that allow students to access unique experiential learning.

Co-op work terms are administrated as regular course work with both cost and reporting requirements. Benefits include maintenance of full-time student status as well as access to employment and experience unavailable outside of the Co-op Program.

For more information contact the Co-op Education Office at (250) 365-1280. Co-op Education is a process of education that formally integrates students’ academic study with periods of related work experiences in cooperating employer organizations. Selkirk College’s Co-op Education programs are designed within guidelines established by the Canadian Association for Co-operative Education (CAFCE) and in consultation with federal and provincial government agencies.

### CO-OP EDUCATION WORK-STUDY SEQUENCE:

Sept-Dec	Jan-Apr	May-Aug
Study Term 1	Study Term 2	Co-op Ed WorkTerm
Study Term 3	Study Term 4	Co-op Ed Work Term
Co-op Ed Work Term	Study Term 5 / University Bridging	



## Program Courses

### ELECTIVE 018 - GIS-UAS ELECTIVE

The student must pick an elective of their choice with approval from their School Chair.

### GIS 302 - INTRODUCTION TO GIS

An introduction to GIS theory and application. Emphasis will be placed on understanding how geospatial features are represented and captured as data and how these data can be managed, analyzed and presented using state-of-the-art GIS tools. Hands-on expertise will be developed with ESRI's ArcGIS desktop software. This material is continued in GIS 303.

\*\*Please note: GIS 302 is offered in-classroom during the Semester 1 and is available online during Semester 3. This course or equivalent credit is required to continue in the ADGIS program.

*Prerequisites: Admission to the Advanced Diploma in the Geographic Information Systems program.*

### GIS 303 - GIS ANALYSIS AND AUTOMATION

Build upon the fundamentals of GIS theory by examining geodata models, data management and metadata, cartography, advanced analysis, 3D modeling, batching and scripting, and accessing, importing, and translating data. The lab portion of this course will focus on the use of ArcGIS and its extensions for vector and raster analysis, Model Builder for analysis workflow control, and Python scripting for automation.

*Prerequisites: Successful completion of GIS 302 or equivalent.*

### GIS 305 - INTRODUCTION TO REMOTE SENSING USING QGIS

This course will introduce the fundamentals of remote sensing and demonstrate the current applications of the technology. Students will become familiar with the basic image pre-processing techniques such as applying radiometric, geometric and atmospheric corrections. State-of-the-art digital image processing techniques – supervised and unsupervised classifications, object based image classification, change detection and biophysical modelling will be explored. The course is designed to introduce freely available remote sensing data sources (open data) and open source software (QGIS) for natural resources management applications.

*Prerequisites: GIS 302 or ENVR 158*

### GIS 306 - INTRODUCTION TO REMOTE SENSING

This course will integrate both lecture and lab time to cover the foundations of remote sensing and engage in specific applications such as image classification and multi-spectral analysis.

*Prerequisites: Admission to the Advanced Diploma in the Geographic Information Systems program.*

### GIS 307 - REMOTE SENSING IN RESOURCE MANAGEMENT

Building upon the skills introduced in Introduction to Remote Sensing I, this course will cover topics in the biophysical, geophysical, and human activity applications of remote sensing as well as change detection, object-oriented analysis, and active and passive imaging. Lectures will be integrated with labs emphasizing practical experience in remote sensing software applications using ENVI 5.X.

*Prerequisites: GIS 306.*

### GIS 310 - GIS DATA MANAGEMENT

Over the last few decades, geospatial technologies have evolved and infiltrated into an exponential number of organizations' and people's lives to the point where they are ubiquitous. Along with this great expansion of use comes an even greater need to access the right data and to manage and utilize it appropriately for each unique project. This course is an introduction to the fundamentals of dealing with spatial data and data management principles. We will explore key topics related to working with spatial data including data discovery, data dissemination and data use. Along with these topics comes the need to discuss ethics of data use and data use guidelines, data formats, standards and translation, metadata, as well as general data management and maintenance principles.

*Prerequisites: Admission to the Advanced Diploma in the Geographic Information Systems program.*

### GIS 313 - DATABASE SYSTEMS

As an integral part of GIS, the associated relational database system is used for query and analysis operations that aid in solving spatial problems. This introduction to relational database systems includes topics of; database models, structured query language (SQL), database design, data definition, data dictionaries and linking databases.

### GIS 314 - SPATIAL DATABASE DESIGN AND DEVELOPMENT

The purpose of this course is to introduce both conceptual and practical aspects of designing and developing first, a relational database, and second, a geodatabase. The course will provide an overview of common foundational design methodologies for both a relational database and a geodatabase. Included in this overview, the course will cover database design and implementation using Access 2007, Oracle and ArcSDE.

*Prerequisites: GIS 313.*

### GIS 316 - INTRODUCTION TO CAD FOR GIS PROFESSIONALS

This course provides an introduction to Autodesk's computer-assisted design and drafting software for GIS students. Students will learn the fundamentals of the drafting environment, including setting up their workspace, utilizing common tools, creating and modifying entities and text, and crafting print layouts. Time permitting, AutoCad Map 3D will be explored as well as related and relevant mobile tools. This course will frequently touch upon the differences and similarities of CAD and GIS as well as when and how GIS professionals may use CAD in their career and how transitions between the two environments may occur. Students will work through a practical project which requires movement of data between CAD and GIS environments and associated sound procedures required for standardized and good data quality. By the end of the course students should gain appreciation of the complementary technology that CAD offers alongside GIS.

*Prerequisites: Admission to the Advanced Diploma in the Geographic Information Systems program.*

### GIS 318 - CARTOGRAPHY AND GEOVISUALIZATION

Cartography is the art and science of map making and map use. Preparation of high quality maps that readily reveal land management, planning, environmental or other concerns is critical to ensure that important messages are conveyed in an easily interpretable fashion. This course introduces the concepts and methods of cartographic communication, design, and geovisualization. Mapping fundamentals will address subjects such as coordinate systems, projections, datums, cartographic generalization, map types, and map design considerations. Virtual cartography and other topical methods of conveying geoinformation, such as computer atlases, web mapping, and 3D-4D visualization will be explored. All cartographic principles and practices will be examined in relationship to GIS and other geospatial technologies.

*Prerequisites: Admission to the Advanced Diploma in the Geographic Information Systems program.*





### GIS 320 - GIS PROFESSIONAL DEVELOPMENT

GIS 320: GIS Professional Development. Knowledge of current and relevant professional development in GIS is essential for new graduates and experienced practitioners to achieve and maintain success in the continually changing GIS field. During this seminar course we will invite local GIS industry expert guest speakers to learn how they utilize GIS and how their organization employs GIS. We will also cover designation upon graduation, developing a professional development plan, and identify various GIS organizations.

### GIS 321 - NEW MEDIA FOR GIS

A venue to showcase your work or business is important, no matter what your profession. This New media course consists of a series of workshops designed to build skills using some popular New media industry tools, including Adobe Photoshop, Adobe Illustrator, CamStudio, and an Open Source CMS; Wordpress. In addition to creating new media products, we will also explore social media tools and their benefits. Learning these tools will provide you with a strong foundation from which you can build your own website, hosting your own interesting media outputs to showcase your work.

### GIS 323 - INTRODUCTION TO GLOBAL SATELLITE NAVIGATION SYSTEMS AND UNMANNED AERIAL VEHICLES

Introduction to Global Navigation Satellite Systems and Unmanned Aerial Vehicles will first introduce the fundamental concepts of Global Navigation Satellite Systems with specific emphasis on Global Positioning System (GPS) and the applied technologies for GPS data collection and GIS integration. Through interactive instruction and hands-on course exercises, students will work with a variety of GPS tools and field collection techniques to learn how to create, edit, update and manage geographic information. Emphasis areas will include familiarity with GPS receivers, GPS processing software, data collection standards and cartography. The second part of the course will introduce Unmanned Aerial Vehicles (UAV) technology. More specifically, this includes introduction to photogrammetry, characteristics of images obtained from UAV, mission planning, acquiring images using UAV and digital image processing. Students will work on series of assignments to get the hands on experience on data acquisition and image processing.

*Prerequisites: GIS 302 Online*

### GIS 325 - INTERNET MAPPING

This course investigates the full range of Internet and intranet mapping, including static maps, online data, and web map (image) and feature services. Most of the emphasis of the course will be on the use of ESRI's ArcGIS Server software to serve maps over the Internet. Free mass media applications Google Earth and Google Map applications will be introduced. Web map OpenGIS Consortium standards and freeware server and viewer software will be discussed. The course curriculum will be delivered using lectures and hands-on class exercises. Students will author, administer, design and manage interactive Web Mapping projects through a number of lab assignments, and through a term project. The term project will be the development of a site which will be served through the campus intranet and/or through the SGRC public server. The course requires prior knowledge of GIS theory, BC datasets, and ArcGIS software which students have previously acquired in ADGIS courses GIS 302, 303, 310 and 318.

*Prerequisites: Successful completion of GIS 302, 303, 310, and 318.*

### GIS 329 - PRINCIPLES OF PROGRAMMING

Principles of Programming for GIS assumes no prior programming knowledge. Students will learn how to set and use variables, write and import modules, and use selection and repetition to control program flow as implemented in the Python language. At a more advanced level, students will learn to write programs that embed functions and object-oriented programming (OOP) concepts such as the use of objects, properties, and methods. Topics of scripting in Python and the usage of ESRI's ArcPy module for the automation of geoprocessing and mapping tasks will be introduced.

*Prerequisites: GIS 302*

### GIS 331 - ADVANCED TOPICS IN GIS

GIS and other geomatics technologies have become essential for decision support in the private and public sectors. Decision support refers to the tools and information provided by/to people during all aspects of their decision-making processes. GIS as a decision support system involves the application of spatially referenced data in a problem-solving situation (s) with the integration of data management, analysis techniques, and visual representation. GIS as a decision support system has matured sufficiently to handle such complex environmental, social, economic, and urban problems and is sometimes termed a spatial decision support system (SDSS). This course will focus on the application of GIS within three areas: Municipal Operations (Planning), Health and Medicine, and Emergency Management.

### GIS 390 - APPLIED RESEARCH METHODS

Applied Research Methods involves the design and planning of a project idea from initial concept to anticipated final outputs. Topics include an overview of the steps necessary to successfully integrate GIS into the project decision-making process. Specific skills will be developed in project scoping and research proposal development, reference material management, and project presentation methods, including oral, poster, and written project documents. This course is a prerequisite for Co-op 301, GIS 491, and GIS 492.

*Prerequisites: Successful completion of all Fall semester GIS 300 level courses.*

### GIS 401 - INTRODUCTION TO LIDAR REMOTE SENSING AND APPLICATIONS

The aim of this course is to combine vector and raster GIS data and new remotely sensed data source, LiDAR, with geospatial tools to make spatial decisions. Students will master basic skills of LiDAR needed to leverage the commercial LiDAR sources and information products in a broad range of applications, including vegetation characterization, 3D modeling of urban infrastructure, volumetric analysis for underground parking garage excavation and wetland boundary delineation. Further, students will be given a brief introduction to Open Source software for LiDAR data processing.

*Prerequisites: GIS 302*

### GIS 427 - PROJECT MANAGEMENT

GIS project management will focus on skills pertaining to issues surrounding the management of GIS projects from start to finish. Emphasis areas will include description of the project work environment, organizational skills and tools, deliverable oriented performance appraisals, leadership and team orientation. In addition to these emphasis areas, supporting information covering proposal writing, costing, budgeting, meeting preparation, time management and communication skills will be addressed.





## Geomatics in the Workplace - Advanced Certificate

The program provides an accessible mix of online, distributed, and lab-based geomatics instruction for people who find it difficult to leave the workforce and study in a conventional full time or part time enrolment model. This program will utilize the industry standard in GIS, GPS, satellite and LiDAR remote sensing software, and UAV drone mission planning technology to match the growing need of knowledge and experience requested by industry.

Interested applicants should see the Admission Requirements above or our website.

Note, applicants only need to submit a brief letter of intent to Admissions (no references required). Also, applicants that can demonstrate good computer and/or GIS experience may be considered without 60 post-secondary credits.

The courses being offered will provide transfer credit in the School of Environment and Geomatics programs. Currently the employment outlook for graduates of GIS programs is excellent with opportunities in natural resources, planning, health, and a range of other professional areas.

### SEMESTER 1 WINTER

Course	Name		Credit
GIS 302	Introduction to GIS	Online	3
GIS 306	Introduction to Remote Sensing using QGIS	Online	3
<b>Total</b>			<b>6</b>

### SEMESTER 2 SPRING

Course	Name		Credit
GIS 323	Introduction to Global Navigation Satellite Systems and Unmanned Aerial Vehicles	On Campus	3

### SEMESTER 3 FALL

Course	Name		Credit
GIS 401	Introduction to LiDAR remote Sensing and Applications	Online	3

### GIS 491 - TECHNICAL PROJECT

Technical Project is the implementation of a project as outlined and defined in Project Development. Implementation will involve building the database, conducting analysis with a variety of geoprocessing tools and producing final products. This course provides an opportunity for students to integrate their knowledge of CAD, GIS, remote sensing and databases to solve a specific problem.

### GIS 492 - BGIS THESIS

Bachelor of Geographic Information Systems Thesis involves the design and planning of an independent research project, - Tasks include a literature review of the background information, experimental design, data acquisition and management, analysis, and technical reporting (written, visual, and oral). Students will have the opportunity to apply geospatial technology theory and skills to a real world project with an experienced supervisor. Course deliverables will include a project proposal, a proposal poster presentation, four progress reports, a completed geospatial product, a final thesis document, and a thesis defense seminar. This course is normally started in the fall with approval of the School Chair.

*Prerequisites: Successful completion of GIS 390 and Co-op 301 (or 491 as an alternate to Co-op 301).*

## Contact

### SEG ADMISSIONS

Phone: 1.888.953.1133 ext 21425

Direct: 250.365-1425

Email: seg@selkirk.ca

### GIS 435 - STATISTICS AND SPATIAL DATA MANAGEMENT

Spatial statistics is a two part course that starts with a review of essential statistical techniques and secondly focuses on statistical approaches use in spatial analyses. Emphasis will be placed on integrating practical examples into course exercises and projects. Basic statistical concepts of exploring data, probability distributions, hypothesis testing, one sample, two sample tests, regression, and model building will be addressed using real data and a variety of computer software. Students explore geostatistical functions such as interpolation, point pattern analysis, kernel density estimation, kriging and trend surface analysis in the second part of the course. A research project that includes spatial analyses is completed as part of the course.

### GIS 437 - EMERGING TRENDS IN GIS

As the vast field of Geomatics and specifically GIS changes and evolves on the technical level, new ways to do things are continually being introduced. To stay abreast of these important changes, Emerging Trends in GIS will focus on exposing learners to practice a variety of current, high-level and technical topics with a focus on five main areas: ArcGIS Runtime and customizing ArcGIS Desktop using Add-ins, Open Source GIS, GIS in the Cloud, mobile applications, and Augmented Reality. In addition, learners will be exposed to integrating ArcGIS functionality within Microsoft Office products, gaming, the incorporation of time (4D) and a general reliance on Location Based Services. Topics may change as industry demands.



<b>LENGTH OF STUDY:</b> <b>Up to Two Years</b>
<b>ACCREDITATION:</b> <b>General Associate of Arts</b>
<b>CAMPUS:</b> <b>Castlegar Campus</b>

Selkirk College offers several undergraduate courses in Geography that transfer as credits towards a degree in Geography at other institutions.

### WHO SHOULD STUDY GEOGRAPHY?

Students who are curious about the world around them and who enjoy being outdoors are natural geographers. Geography students study the spatial relationships between natural and built environments and culture. Studying geography is a hands-on experience, and the learning is applicable to everyday life whether is observing how landscapes are changing or seeking to understand cultural differences. Geography is a “must take” for students looking to integrate their life experiences into their educational pursuits.

### GEOGRAPHY COURSE OPTIONS

If you need a science credit for another program or degree, GEOG 130 - Introduction to Physical Geography (Lab Science) is a great option for students coming from a variety of backgrounds. A second year option to consider is GEOG 232 - Geomorphology (Lab Science).

Many students seeking to work internationally or work with people from around the world such as Nursing students and Peace and Justice Studies students enjoy GEOG 140 - Cultural Geography.

If you aspire to work as a teacher, GIS technician or planner in British Columbia, understanding the GEOG 136 - Geography of British Columbia is a great asset.

### PROGRAM OUTCOMES

A geography degree will provide you with the knowledge and skills you need to begin a variety of rewarding careers. Geographers work as urban planners, GIS technicians and analysts, disaster preparedness planners, teachers, environmental scientists, remote sensing analysts, transportation planners, demographers, hydrologists and in a variety of other areas.

## Admission Requirements

Admission to the program requires the completion of English Studies 12 with a grade of “C” or higher. Other prerequisites depend on the electives chosen to complete the program and should be determined with the advice of a Selkirk College counsellor.

If you are a student who lacks the admission requirements, you may still gain entry to the program by taking a combination of upgrading and university courses in your first year. This may extend the length of your program.

## Program Courses

### GEOG 130 - INTRODUCTION TO PHYSICAL GEOGRAPHY (LAB SCIENCE)

A study of the natural processes which occur at/or near Earth’s surface in the biosphere, hydrosphere, atmosphere and lithosphere. Emphasis is placed on our local and regional physical geography as we examine: weather, climate, ocean currents, climate change; biogeography, soils, hydrology, and the development of slopes and fluvial landforms. An important component of the course is the integrated aspect of these natural processes and the influence of human activities on our landscapes. Throughout the course students will develop skills reading and interpreting data from maps, remotely sensed images, tables, graphs and text. Students will use this information to recognize patterns and solve problems. Students will practice making field observations and taking field notes.

*Prerequisites: Pre-calculus 11, Foundations 11, Principles of MATH 11 or equivalent with a grade of “C” or higher.*

### GEOG 140 - INTRODUCTION TO CULTURAL GEOGRAPHY

Studies the relationships between culture, space, place, and the environment. A wide variety of cultures, their landscapes, and the changes they are undergoing will be examined through a geographic lens. Through Cultural Geography we will begin to understand cultural differences and open up new possibilities for solving our own problems as well as for viewing the rest of the world in less judgmental terms.

*Prerequisites: English Studies 12 with a grade of “C” or higher.*

### GEOG 232 - GEOMORPHOLOGY

A laboratory and project-oriented course dealing with the development of landforms, with particular emphasis on local features.

*Prerequisites: GEOG 130 or GEOL 132 or RRS 164 with a grade of “C” or higher.*

### GEOG 136 - GEOGRAPHY OF BRITISH COLUMBIA

British Columbia is one of the most diverse and richly endowed provinces in Canada, both in terms of its natural resources and its people. This introductory course will cover the physical geography (physiographic regions, geomorphology, climatology, and biogeography), resource issues (natural resources, industry, and conservation) and cultural geography (First Nations, ethnic diversity, rural and urban communities) of British Columbia. The course includes numerous field trips and hands on activities.

*Prerequisites: English Studies 12 with a grade of “C” or higher.*

## Contact

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca



**LENGTH OF STUDY:**

**Up to Two Years**

**ACCREDITATION:**

**General Associate of Science**

**CAMPUS:**

**Castlegar Campus**

Selkirk College offers a great start to an undergraduate degree in geology.

After completing your first year at Selkirk, you can go on to most universities and continue into the second year of a geology degree program. If science isn't your passion, but you need science credit for another program or degree, geology is a great option for students coming from a wide variety of backgrounds. Geology provides an integrated perspective because it is a synthesis of chemistry, physics, geography, biology and mathematics.

**WHO SHOULD STUDY GEOLOGY?**

Students who enjoy the outdoors and would like to gain an understanding of the processes that create the landscapes around us will be enriched by studying geology. Some students study geology in order to access a career in geology, whereas others choose to include geology as a part of their studies in another field or as a science elective. Many students wishing to be teachers see the value in studying geology as it is an exciting and tangible science that can be shared with students in elementary and high school.

**PROGRAM OUTCOMES**

By taking GEOL 132 and GEOL 142 along with first year physics, chemistry, math and English Studies 12, you will be well prepared to enter the second year of a geology program at most degree granting institutions.

A geology degree will provide you with the knowledge and skills you need to begin an exciting career in the earth sciences. Along with a comprehensive understanding of geology, at the end of your degree you will also have experience in research, data acquisition and analysis, critical thinking, technical report writing and field work.

**ADMISSION REQUIREMENTS**

Admission to an Associate of Science degree program requires the completion of English Studies 12 with a grade of "C" or higher and Pre-calculus 12 or Principles of Math 12 with a grade of "C+" or higher. Other prerequisites depend on the courses chosen to make up the degree, and should be determined with the advice of a Selkirk College counsellor.

**Program Courses**

**GEOL 132 - INTRODUCTION TO PHYSICAL GEOLOGY (LAB SCIENCE)**

Earth's origin, composition, structure and natural resources. Global and local examples of plate tectonics as the driving force for volcanism, mountain building and earthquakes. Imaging Earth's interior and exploring its dynamic interaction with the surface. Introduction to rock and mineral identification. Surficial processes such as weathering, erosion and mass wasting and their relationship to the rock cycle.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

**GEOL 142 - INTRODUCTION TO HISTORICAL GEOLOGY (LAB SCIENCE)**

A study of Earth history and the development of life with particular reference to North America. Measuring geological time by understanding and applying stratigraphic principles, paleontology and radioactive decay. Examining the fossil record of adaptation and extinction with emphasis on the interaction of biological and geological processes. Mechanisms of past global environmental and climate change.

*Prerequisites: GEOL 132 with a grade of "C" or higher.*

**Contact**

**UNIVERSITY ARTS & SCIENCES ADMISSIONS**

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca



## LENGTH OF STUDY:

**2 Years, Part-Time**

## ACCREDITATION:

**Advanced Diploma**

## CAMPUS:

**Online**

The largest growing health cohort is the geriatric population. By 2030, 25% of Canadians will be over 65; 12% will be over 85 years of age. 75% of nursing medical time will be spent with older adults by 2020.

All health professionals (Nursing, Rehab, Social Work and Human Services) who work with aging adults need specialized knowledge and training to effectively educate, assess and care for older people. They require tools and skills to meet the complex physical, social, environmental, cognitive and spiritual needs of the elderly. Health professionals need the ability to analyze trends and challenges in the field of Geriatrics, and the skills to work with multiple disciplines to proactively respond to these.

## SCOPE OF PROGRAM

Following an overview of the emerging field of Geriatric studies, participants will consider the elements that contribute to healthy aging and analyze factors that deter or undermine wellness. The course modules will help each student develop a conceptual framework for geriatric assessment in the spheres of psychosocial, physiologic and mental health. A choice of several electives will allow each person to enrich their personal educational needs.

## GENERAL LEARNING OUTCOMES

- Interpret basic geriatric trends and issues
- Accumulate and test a wide variety of health assessment tools
- Be equipped to provide leadership in team settings
- Demonstrate critical, innovative thinking in problem solving
- Illustrate how to educate towards wellness
- Develop advocacy skills at relational and policy-making levels

## PROGRAM DESIGN

This versatile diploma program will appeal to registered nurses, licensed practical nurses, registered psychiatric nurses, physical therapists or occupational therapists, social workers or human services diploma professionals working in any care venues who seek specialization in gerontological care and who desire to take elective courses of personal interest in gerontology. Some courses may also be credited as electives in other university programs programs.

Completion of a minimum of 19 credits (5 CORE courses and 2 electives)

### SEMESTER 1 - SEPTEMBER

Course	Name		Credit
GERO 200	Contemporary Issues in Gerontology (CORE)	Online	3

### SEMESTER 2 - JANUARY

Course	Name		Credit
IPHE 400	Interprofessional Care of the Older Adult (CORE)	Online	3

### SEMESTER 3 - MAY

Course	Name		Credit
IPHE 402	Physiological Functioning in the Aged (CORE)	Online	3
IPHE 401	Spirituality and Aging (Elective)	Online	2
IPHE 410	Medication Use and Abuse (Elective)	Online	2

### SEMESTER 4 - SEPTEMBER

Course	Name		Credit
IPHE 501	Psychosocial Issues in Aging (CORE) - OR -	Online	3
IPHE 504	Social and Environmental Contexts Influencing Aging (CORE)	Online	3

### SEMESTER 5 - JANUARY

Course	Name		Credit
IPHE 503	Delirium, Dementia, and Depression (CORE) - OR -	Online	3
IPHE 505	Maximizing Physical Health in Aging (CORE)	Online	3

### SEMESTER 6 - MAY

Course	Name		Credit
IPHE 512	Mental Health, Addictions, and Wellness in Later Years	Online	2
IPHE 513	End-of-Life Care and Palliation	Online	2

Minimum Total Program Credits / 5 Core Courses + 2 Electives	<b>Total</b>	<b>19</b>
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Distance Education allows professionals the flexibility to immerse themselves in a dynamic specialty while pursuing other life and career goals. Self-paced study allows each participant to adjust their education to their lifestyle and learning needs.

Variety and choice within course assignments encourages the student to pursue topics of personal interest. Online interaction with other health professionals enhances learning and application of course content, and allows professionals to appreciate varied scopes of geriatric practice.

## Careers

### FIND REWARDING CAREERS

- Acute and residential care (all levels)
- Community Care (home care and case management)
- Mental health
- Health promotion agencies
- Clinics and primary health care settings
- Research and administration
- Small health care business owners



Program courses

**GERO 200 - CONTEMPORARY ISSUES IN GERONTOLOGY**

The rapidly aging population of industrialized countries will impact or change all aspects of our society over the next 50 years. This course will provide a historical perspective and overview of aging in Canada. A study of theories of gain, demographic trends and current research will lead to an exploration of the implications of aging in our culture.

*Prerequisites: Admission to the Advance Diploma in Gerontology program.*

**IPHE 400 - INTERPROFESSIONAL CARE OF THE OLDER ADULT**

This course will detail the unique roles and functions of geriatric care by exploring historical underpinnings, societal needs, and current issues. Two conceptual models for care of acutely ill, chronically ill or frail elders will provide groundwork for use of assessment tools and critical analysis. A focus on health promotion and wellness in later life will guide and direct leadership in the care of older adults. Web, electronic and journal resources that support nursing practice will be identified

*Prerequisites: Admission to the Gerontology program and GERO 200.*

**IPHE 401 - SPIRITUALITY AND AGING**

As the physical body ages it declines and deteriorates. In contrast, the human spirit continues to develop and mature until the end of life. Participants in this course will examine the importance of spirituality in aging, and its positive effects on health, wellness and achievement of meaning in life. Conversely, suffering or spiritual distress can rob an older adult of the older adult of the opportunity to end life peacefully and geriatric practitioners must know how to respond. Roles and opportunities for caregivers to promote and support the spirituality of aging persons will be explored. Research methods and assessment tools to assess spiritual needs will be examined.

**IPHE 402 - PHYSIOLOGIC FUNCTIONING IN THE AGED**

This course focuses on the normal changes of aging in all body systems. Select chronic diseases or conditions and their treatment modalities will be reviewed. Using Carol Miller's (2009) Model for Promoting Wellness in Older Adults, an exploration of potential risk factors, iatrogenic complications, and functional challenge will lead the professional caregiver to critically think about how to enhance health function. The compounding effect of acute

illness on chronic health problems will also be examined.

*Prerequisites: GNUR 200*

**IPHE 410 - MEDICATION USE AND ABUSE**

Most aging people use medication (prescription or over-the-counter) to treat a variety of chronic or symptomatic problems. This course seeks to define professional's role in medication management with aging clients. An understanding of the pharmacokinetics and pharmacodynamics related to the aging body will assist the gerontological caregiver in understanding drug reactions. Reasons for drug misuse and abuse will be explored, and principles and strategies developed to improve drug regime compliance. Tools to assist with medication profile analysis will be presented.

*Prerequisites: GNUR 200 and GNUR 300.*

**IPHE 501 - PSYCHOSOCIAL ISSUES IN AGING**

As people age, cognitive and affective function can be impacted by life events, role change, personal choice and behaviour, acute and chronic disease, or environmental stressors. With a view to helping the older individual attain their optimal level of wellness, this course will explore those psychosocial issues through the lens of two theories: Maslow's Hierarchy of Needs and Successful Aging. Readings and course dialogue will help gerontological professionals develop strategies to assess coping ability, identify risk factors that undermine independence and well-being, and promote psychosocial health.

*Prerequisites: GNUR 200 and GNUR 300.*

**IPHE 503 - DELIRIUM, DEMENTIA AND DEPRESSION**

This course will look at current theories of causality, presenting behaviours, risk factors and therapeutic approaches for each of these conditions. The impact on the family and professional caregivers will be assessed. Dementia care and interventions will focus on methods to enhance and retain patient abilities.

*Prerequisites: Admission to the Advance Diploma in Gerontology program.*

**IPHE 504 - SOCIAL AND ENVIRONMENTAL CONTEXTS INFLUENCING AGING**

This course focuses on the broader context of an aging person's life. Topics will include senior-appropriate housing, financial viability, changing family dynamics, caregiver assessment, and culturally diverse responses to aging, driving and more. Discussion will encompass societal responsibility, health policy and responsiveness to the needs of an aging population.

**IPHE 505 - MAXIMIZING PHYSICAL FUNCTION IN AGING**

Personal independence and feelings of wellness are profoundly impacted by a person's ability and capacity to mobilize, utilize adaptive tools, or enhance the environment to improve safety and function. This course will enable participants to apply assessment techniques to ascertain a client or patient's strength and physical flexibility, cognitive capacity for change and personal resources. Goals of care will be aimed at improving the individual's ability to successfully maintain activities of daily living with reduced fatigue and improved competence.

**IPHE 512 - MENTAL HEALTH, ADDICTIONS AND WELLNESS IN LATER YEARS**

This course provides students with the opportunity to examine the vulnerabilities that predispose older adults to mental distress, addiction and illness, and identify early intervention strategies. Participants will discover that mental wellness and brain health can be boosted by timely assessment and diagnosis with appropriate treatment. Students will utilize education or social support with an end goal of improving the older adult's ability to problem-solve, make sound personal decisions, and maintain personal integrity and dignity.

*Prerequisites: Registration as an RN, LPN or RPN, Social Worker, Physiotherapist or Occupational Therapist or Human Services Diploma; Minimum of 1-year experience with adults; Professionals in other fields please contact the Program Coordinator.*

**IPHE 513 - END OF LIFE CARE AND PALLIATION**

Begins by helping each participant understand their own perceptions of death and palliation by reflecting on their experiences with dying people. Palliative care is the unique way caregivers think, respond, and act as they give skilled and compassionate care to a dying person and the support system of that person. After exploring the concept of a Palliative Approach, each participant will gain specific and current knowledge about symptom assessment and management, and how to deal with selected palliative emergency situations. Essential aspects of caring for the dying, including family care, communication, grief, and self-care are also explored.

*Prerequisites: GERO 200 and IPHE 400*

Contact

**DISTANCE HEALTH**  
Phone: 250-365-7292 ext 21324  
Direct: 250-365-1324  
Email: distancehealth@selkirk.ca



<b>LENGTH OF STUDY:</b> <b>10 Courses</b>
<b>ACCREDITATION:</b> <b>Certificate</b>
<b>CAMPUS:</b> <b>Online</b>

The golf industry is growing rapidly with over 30,000 international clubs looking for trained managers to help their businesses run smoothly. Our Golf Club Operations certificate puts you at the top of the hiring list and gives you maximum career potential.

This fully-online program gives you personalized learning experiences and flexibility to set your own schedule as you explore our multimedia curriculum, complete with videos, forums and chat rooms. Whether you are looking to improve your workplace performance, increase your chances of career advancement or pave your way into the industry, our program can help you get there.

**BECOME PROFICIENT IN:**

- Financial controls
- Food and beverage controls
- Human resources
- Industry leadership
- Manager financial tools
- Marketing strategies
- Golf shop operations
- Tournament and special event planning
- Turfgrass management

**ONLINE TEXTBOOKS**

Contact the program advisor or see website for text book info.

## Careers

Golf clubs are complex entities; they are at once retail stores, upscale restaurants, liquor lounges, parks, and recreation centres.

Most clubs have managers for each area. This means great opportunities and a wide variety of careers for people with good business skills knowledge and training. And, for every managerial position, there are often assistant roles.

Course	Name		Credit
GCOOL 102	Overview of Golf Club Operations	Online	3
GCOOL 103	Food and Beverage Controls	Online	3
GCOOL 105	Golf Shop Operations	Online	3
GCOOL 106	Golf Club Marketing	Online	3
GCOOL 107	Turfgrass Management	Online	3
GCOOL 108	Human Resources for Golf Clubs	Online	3
GCOOL 109	Leadership in the Golf Industry	Online	3
GCOOL 110	Tournaments and Special Events Planning	Online	3
GCOOL 111	Accounting for Club Operations Part 1	Online	3
GCOOL 112	Accounting for Club Operations Part 2	Online	3
<b>Total</b>			<b>30</b>

## Additional Information

In response to requests for flexible golf management career development courses and less costly delivery methods, Selkirk College is the first accredited post secondary institution in Canada to offer a comprehensive online certificate in golf management.

This program is perfectly suited to existing golf club staff who need to upgrade golf management skills to acquire management positions, to young people wishing to break into the golf industry, or to retired people wanting to pursue a second career at one of Canada's 2,200 golf clubs.

**YOU CAN TAKE ADVANTAGE OF THESE COURSES IN TWO WAYS:**

A complete 10-course Golf Club Operations Online (GCOOL) Certificate.

Individual 45-hour courses (12 weeks to complete each course).

All ten courses are offered twice a year:

- Fall semester runs for 12 weeks from the beginning of November until the end of January.
- Winter semester runs for 12 weeks from the beginning of February until the end of April.

GCOOL offerings are different than distance learning of a decade ago. New technology facilitates a much richer learning environment by employing audio and video, interactive PowerPoint sessions, and online discussion forums. Selkirk College does everything possible to make the instructional approaches suit learner preferences.

If you want to advance your current golf management career with accredited certification, or if you wish to improve your chances of entering this dynamic industry, online golf management courses are a rapid and very cost effective option.

## Admission Requirements

**ACADEMIC**

- Completion of BC grade 12 or equivalent
- English Studies 12 with a grade of "C" or higher

**GENERAL**

Students must have access to a computer (PC recommended) and high speed data line as well as a basic knowledge of the use of email, MS Word and MS Excel.

Consideration will be given to mature individuals: anyone who is not a secondary school graduate (or equivalent) but who will be nineteen (19) years of age or older on the first day of classes for the term is eligible to attend the College as a mature student.





Program Courses

**GCOOL 102 - OVERVIEW OF GOLF CLUB OPERATIONS**

A general overview of Golf Club Operations. You will discover that the golf industry is composed of basically four types of clubs: resort, private, semi-private and public. The course will introduce you to the basic concepts and principles of golf club ownership, management and operations. You will be introduced to discussions on Club bylaws, the importance of a mission statement and how the mission statement ties in with club goals and objectives and strategic planning. We will explore the topic of effective Boards Directors and the committee structures in private member owned golf clubs. In the closing chapter of this overview we will be learning about managing effective meetings, membership recruitment and retention and we will end the thirteen-week online learning sessions with a discussion on trends in the golf club industry in North America. You will develop an appreciation of membership in a professional association, namely the Canadian Society of Club Managers, better known as the C.S.C.M. and the Club Managers Association of America (C.M.A.A.).

**GCOOL 103 - FOOD AND BEVERAGE CONTROLS**

Food and Beverage control is critical to the financial well-being of any food operation. Fundamentals of internal controls and information systems for food and beverage operations will be covered. The course covers techniques of effective purchasing, receiving and production; sales control and food and beverage cost calculations. Labour cost control methods are explained and discussed. Note: It is recommended that students apply early in order to receive the textbook prior to the course start date.

**GCOOL 105 - GOLF SHOP OPERATIONS**

After completing GCOOL 105 – Golf Shop Operations you will have acquired the skills and knowledge you will need to manage a golf shop. As you might guess, the golf shop manager “wears many hats” and must be able to shift easily from one role to another.

The golf shop is often referred to as the heart of the golf facility. This is the area where golfers book their tee times, register and pay their green fees, rent golf cars and purchase golf-related merchandise. The golf shop is also the area where tournaments are organized and tournament hosting is coordinated. In addition to running the golf shop, at most facilities, golf shop personnel also manage the practice/teaching facility, the back shop and the golf cart fleet.

In this course you will learn what is involved in managing these different areas, including situational

factors to consider, staffing requirements, security procedures, facility requirements, traffic flow patterns and visibility considerations.

**GCOOL 106 - GOLF CLUB MARKETING**

A unique and innovative online course that focuses on the specific knowledge and skills necessary for successfully marketing a golf facility. It will help you understand, streamline and improve profitability of your marketing endeavours as you learn to research your product and your competitors, build on your strengths and create a total quality service environment that creates an unforgettable golfing experience.

**GCOOL 107 - TURFGRASS MANAGEMENT**

The tasks and responsibilities of the course superintendent are analyzed, and the principles of good turf grass management are studied. Students learn about turf grasses, cultural practices, irrigation and drainage, soil management and fertilizers, mowing techniques and procedures how to mitigate insect pests and diseases as well as alternatives to chemical turf treatments. Basic principles involved in golf course design and construction are introduced.

**GCOOL 108 - HUMAN RESOURCES FOR GOLF CLUBS**

Human resources management has a profound effect on the success of tourism and recreation operations. An understanding of fundamental human resources management theory and practices is necessary in the service sector where the link between the tourism/recreation operation and the guest is so critical. Innovative approaches to human resources management are necessary to recruit and retain the right people in the industry. GCOOL 108: Human Resources for Golf Clubs focuses on the critical issues that concern managers in the tourism industry: employee relations, recruiting and selection, challenges, trends and employment standards.

**GCOOL 109 - LEADERSHIP IN THE GOLF INDUSTRY**

Designed to enable prospective and existing supervisors to apply the skills required to lead people and to contribute to a team effort in the golf industry. Each student will examine and analyse their own leadership style and build on it to maximize effectiveness as an organizational leader. The course provides students with a working knowledge of the formal and informal relationships between employees and management in the workplace through the study of leadership styles of others, group dynamics and motivation. It also examines the changes in society and how they are influencing organizations relating to employee and management roles in time management, stress management, and problem solving.

**GCOOL 110 - TOURNAMENTS AND SPECIAL EVENTS PLANNING**

Discover the “in’s” and “out’s” of planning and conducting special activities and programs at the golf club. This course analyses standard grass-roots programming at the golf-club level as well as explaining the importance of developing strong junior golf and member-based programs. GCOOL 110 will cover event organization including “opens,” “invitational’s” and “corporate” golf days while learning about the financial impacts of these events at all levels. Students will learn how to plan, coordinate and execute tournaments and special events from elaborate weddings to the club’s weekly men’s night.

**GCOOL 111 - ACCOUNTING FOR CLUB OPERATIONS PART 1**

As a club manager or student of golf management, it is important that you are able to understand the basics of financial management when speaking to and with owners, directors, shareholders, members, staff and auditors of whatever type of golf operation you are working at this industry. The course uses the Text, “Accounting for Club Operations” and the text will be used for both courses 111 and 112. GCOOL 111 will encompass the first 7 chapters of the text.

**GCOOL 112 - ACCOUNTING FOR CLUB OPERATIONS PART 2**

As a club manager or student of golf management, it is important that you are able to understand the basics of financial management when speaking to and with owners, directors, shareholders, members, staff and auditors of whatever type of golf operation you are working at this industry. The course uses the Text, “Accounting for Club Operations” and the text will be used for both courses 111 and 112. GCOOL 112 will encompass the last 7 chapters of the text.

Contact

ADMISSIONS CONTACT  
Phone: 1.888.953.1133 ext 21425  
Direct: 250.365.1425  
Email: gcooladmissions@selkirk.ca



## LENGTH OF STUDY:

**9 Months**

## ACCREDITATION:

**Certificate**

## CAMPUS:

**Silver King Campus, Nelson**

Selkirk College's Hairstylist program provides you with knowledge and skills to turn your creative edge into a lasting career with limitless opportunity.

Our Hairstylist Foundation program uses highly experienced, supportive instructors to develop an intimate learning environment which teaches the required classroom theory and hands-on training.

### GET PROFESSIONAL RESULTS

From hair care and equipment upkeep to exploring the latest trends in colour and style, Selkirk College will give you a comprehensive overview while teaching you to build strong workplace and client relationships. Practice your classroom learning with real clients in the salon on the Silver King Campus and in a weekly commercial salon practicums. You will learn about:

- Hygiene, sanitation and disinfection practices
- Use and maintenance of tools and equipment
- Client services
- Hair and scalp care
- Haircutting
- Hairstyling
- Chemical waving and relaxing of hair
- Hair colouring
- Specialized services
- Business management

Students successfully completing the Selkirk College Hairstylist Foundation program will have earned the hours and training required to receive the Industry Authority Certificate of Completion of the Level 1 Foundation program. Subsequent training can help earn the Level 2 Foundation and the Red Seal Certificate of Qualification.

## Admission Requirements

### ACADEMIC

- Completion of BC grade 10 or equivalent (e.g. GED, ABE Intermediate)

### GENERAL

- An interview with an instructor may be required before commencement of the program

Consideration will be given to mature individuals: anyone who is not a secondary school graduate (or equivalent) but who will be nineteen (19) years of age or older on the first day of classes for the term is eligible to attend the College as a mature student.

## Additional Information

- Applicants must have developed interpersonal and intrapersonal skills. Strong "people skills" are a must.
- Applicants must be non-allergic to the solutions used in this occupation.
- This occupation is physically demanding and reasonable physical conditioning is necessary.
- Professional clothes must be worn to all classes and practicum placements (no jeans).

## Careers

Employment success rates have been favourable with the vast majority of graduates finding meaningful employment within six months of graduation.

Prospects for employment success are greatly enhanced if graduates are free to relocate to other areas.

### EXPLORE YOUR CAREER OPTIONS

- Hairstylist
- Salon management and ownership
- Technician
- Platform artist
- Salesperson
- Instructor
- Film stylist
- Cruise ship salon operator
- Examiner / Inspector

## Contact

### TRADES ADMISSIONS

Phone: 1.888.953.1133 ext 13204

Direct: 250.354.3204

Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)



**LENGTH OF STUDY:**  
**26 Weeks: 16 Weeks Theory**  
**10 Weeks Practice**

**ACCREDITATION:**  
**Certificate**

**CAMPUS:**  
**Silver King Campus, Nelson**

Are you interested in becoming a front line health care worker and assisting clients with their personal care, nutrition, and mobility? Our program will support you in developing the confidence, knowledge and skills required to provide safe care and contribute to the physical, emotional, and social well-being of clients in a variety of health care settings. As a graduate, you will be a respected member of the health care team and work under the direction and supervision of a health professional.

The Health Care Assistant program is designed to provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line care providers and be a respected member of the health care team in both 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. Graduates of the program are eligible to apply for registration with the BC Care Aide and Community Health Worker Registry.

The HCA program is 26 weeks in total. During the first 16 weeks, students complete theory and lab courses during face-to-face classes on the Trail campus and online, followed by completion of 270 hours of practice in residential and community care settings during the final ten weeks of the program.

**BLENDED ONLINE AND FACE-TO-FACE TRAINING**

Travel less and complete theory courses online! Selkirk College has increased flexible study options for the HCA program. Study from your home and join four face-to-face workshops to complete the lab skills course.

**SPECIAL COSTS AND TRAVEL**

Students are required to have uniforms, and footwear that comply to Work Safe BC standards. In addition, students must be prepared to travel to clinical practice agencies. Access to a reliable vehicle is necessary. Students are required to possess a valid BC driver's license by the start of HCA 107.

Clinical and practicum placements are arranged on the basis of student learning needs and available learning experiences. It is not possible to comply with

<b>SEMESTER 1</b>				
Course	Name			Credit
HCA 101	Health and Healing: Concepts for Practice		Online	5
HCA 102	Health Care Assistant: Introduction to Practice		Online	2
HCA 103	Health 1: Interpersonal Communications		Online / On Campus	3
HCA 104	Health 2: Lifestyle and Choices		Online	2
HCA 105	Healing 1: Caring for Individuals Experiencing Common Health Challenges		On Campus	8
HCA 106	Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges		Online / On Campus	4
HCA 107	Healing 3: Personal Care and Assistance		Online / On Campus	5
<b>Total</b>				<b>29</b>

  

<b>SEMESTER 2</b>				
Course	Name			Credit
HCA 108	Practice Experience in Home Support and Assisted Living		On Campus	2
HCA 109	Practice Experience in Multi-Level/Complex Care		On Campus	6
<b>Total</b>				<b>8</b>

the personal and travel requirements of individual students.

**CAREER OPTIONS INCLUDE:**

Adult day care, Assisted living, Community health workers, Complex care, Front-line care providers, Home support, Residential care attendants, Special care units

**Admission Requirements**

**ACADEMIC REQUIREMENTS**

- A minimum grade of "C+" is required in English 10
- Applicants for whom English is a second language are required to demonstrate proficiency in English as outlined by the BC Care Aide and Community Health Worker Registry. Standardized proficiency assessments and required scores in all four language skills areas (speaking, listening, reading and writing) are outlined at: <http://www.cachwr.bc.ca/Educators.aspx>

**GENERAL REQUIREMENTS**

- Applicants are required to complete the College Readiness Tool (CRT) in reading, writing and mathematics.
- Three personal references and an applicant information questionnaire serve to provide evidence of the personal characteristics required by the program. Such references should be supplied by counsellors, employers, instructors or

supervisors. References from friends and relatives are not acceptable for this purpose.

- Applicants must complete a Criminal Record Check (CRC) through the Ministry of Justice. The School will not seek practice placements for students whose CRC is adjudicated and deemed unacceptable for working with vulnerable clients.
- Individuals entering the HCA program are advised that they must meet the requirements for immunization established for health care workers by the B.C. Ministry of Health prior to entering clinical practice settings.
- Students require basic computer skills including knowledge of the internet, accessing online information, email, and word processing.
- Applicants are required to have current certification in CPR - Basic Life Support (BLS), and FoodSafe.

**Program Courses**

**HCA 101 - HEALTH AND HEALING: CONCEPTS FOR PRACTICE**

Provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to the philosophical values and theoretical understanding that provide a foundation for competent practice as HCA. The course focuses on concepts of caring and person-centred care; basic human needs and human development; family, culture



and diversity as they relate to health and healing. Students will also be introduced to a problem-solving model that will be critical to their practice.

**HCA 102 - HEALTH CARE ASSISTANT: INTRODUCTION TO PRACTICE**

An introduction to the role of the HCA within the British Columbia health care system. Students are introduced to the health care team and the roles and functions of the HCA within the team. Students also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

**HCA 103 - HEALTH 1: INTERPERSONAL COMMUNICATIONS**

This course focuses on the development of self-awareness, increased understanding of others, and development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students are encouraged to become more aware of the impact of their own communication choices and patterns. They have opportunity to develop and use communication techniques that demonstrate personal awareness, respect, and active listening skills.

**HCA 104 - HEALTH 2: LIFESTYLE AND CHOICES**

This course introduces students to a holistic concept of health and the components of health-enhancing lifestyles. Students are invited to reflect on their own experience of health, recognizing challenges and resources that can impact lifestyle choices. Students are introduced to a model that can be applied in other courses to understand the multi-faceted aspects of health and healing.

**HCA 105 - HEALING 1: CARING FOR INDIVIDUALS EXPERIENCING COMMON HEALTH CHALLENGES**

Introduces students to the normal structure and function of the human body and normal bodily changes associated with aging. Students will explore common challenges to health and healing in relation to each body system. Students will also be encouraged to explore person-centered practice as it relates to the common challenges to health and, in particular, to end-of-life care.

**HCA 106 - HEALING 2: CARING FOR**

**INDIVIDUALS EXPERIENCING COGNITIVE OR MENTAL CHALLENGES**

This course builds on content from other courses to assist students to explore concepts and care giving approaches that allow the student to work effectively with individuals experiencing cognitive or mental challenges. Emphasis is on recognizing behaviours and identifying person-centered intervention strategies.

**HCA 107 - HEALING 3: PERSONAL CARE AND ASSISTANCE**

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of class, supervised laboratory experiences and a one-week supervised experience in a residential care facility. The aim of this course is to assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety, and independence of individuals in community and facility contexts.

**HCA 108 - PRACTICE EXPERIENCE IN HOME SUPPORT AND ASSISTED LIVING**

This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunity is provided for students to become more familiar with the role of the HCA within the Home Support and Assisted Living setting and gain abilities that prepare graduates to assume the role of the Community Health Worker.

**HCA 109 - PRACTICE EXPERIENCE IN MULTI-LEVEL/COMPLEX CARE**

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level/complex care setting. A portion of this clinical experience is devoted to working with individuals experiencing cognitive challenges. Opportunity is provided for students to gain expertise and confidence with the role of the HCA within the residential care facility.

Contact

Admissions Officer  
Phone: 1.888.953.1133 Ext. 21233  
Direct: 250.365.7292  
Email: admissions@selkirk.ca

# Heavy Mechanical Foundation

selkirk.ca/program/heavy-mechanical-foundation



## LENGTH OF STUDY:

**9 Months**

## ACCREDITATION:

**Certificate**

## CAMPUS:

**Silver King Campus, Nelson**

In our on-site, real-world shop, you will apply your knowledge and learn the mechanics of trucks, commercial transport vehicles and heavy equipment.

This 9-month program prepares students for entry level positions as apprentices in four trades:

- Truck and Transport Mechanic
- Diesel Engine Mechanic
- Transport Trailer Technician
- Heavy Duty Equipment Technician

Students engage in a variety of classroom and shop activities. They learn theoretical principles of vehicle mechanics in the classroom. They apply their knowledge in the shop where they perform numerous diagnostic procedures, preventative maintenance procedures, removals, repairs, and installations of components on trucks, commercial transport vehicles and heavy equipment.

Graduates of the Heavy Mechanical Foundation program at Selkirk College typically find employment with service garages or industrial firms as apprentices engaged in the maintenance and repair of motor vehicles and associated equipment.

## PRACTICAL TRAINING

- Air, alternate and hydraulic braking systems
- Diesel and gasoline engines
- Electrical and electronic systems
- Employment preparation
- Heavy duty wheeled equipment and attachments
- Hydraulic systems
- Power train components
- Safe hoisting procedures
- Safe work practices and procedures
- Track machines and attachments
- Welding principles
- Winches and attachments

The theory component of the program is delivered in a classroom setting employing lecture mode along with self-directed activities, while the hands-on component is conducted in the College's mechanical shop. The ratio of shop time to classroom time is approximately 60:40 and based on a 4-day week. Upon completion of the program, graduates possess

the skills, knowledge and attitudes necessary to gain employment in one of the four aforementioned trades as a Level 1 apprentice. All Heavy Mechanical Foundation students are encouraged to acquire additional certification including an Air Brake Endorsement on their driver's license, a Forklift Operator's Certificate, Occupational First Aid Level 1 and WHMIS through the College's Continuing Education department.

## Youth Train in Trades

The Youth Train in Trades program was formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT). It is designed to help secondary school students get a head start on careers in the trades while earning credit towards their high school graduation. Learn more online at Industry Training Authority (<http://youth.itabc.ca/programs/train/>)

For more information speak with your high school guidance counsellor or get in touch with Selkirk College's Industry and Trades administrative assistant.

## Admission Requirements

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Heavy Mechanical Foundation program requirements to be considered fully-qualified:

### ACADEMIC

- Graduation from a BC Senior Secondary School
- Math 11 with a grade of "C" or higher

### GENERAL

- Proof of possession of a valid Class 7 Novice - or higher classification – driver's license

Consideration will be given to mature individuals: anyone who is not a secondary school graduate (or equivalent) but who will be nineteen (19) years of age or older on the first day of classes for the term is eligible to attend the College as a mature student.

Applications for admission will be received until the program is full.

An interview (in person or by telephone) with the School Chair or designate may be required before entry to the program. Interview results are not used as criteria for admission.

## ADDITIONAL MATERIALS YOU ARE REQUIRED TO PROVIDE:

- a pair of work gloves (leather palm)
- welding gloves
- safety toe boots
- appropriate winter clothing
- coveralls will be supplied at a minimal cost.
- you are also required to purchase the necessary textbooks and supplies associated with the mechanical trades at an approximate cost of \$900.
- Selkirk College will loan all other books and tool kits needed to complete the course upon payment of a refundable tool deposit of \$100.
- it is recommended that students have their own vehicle/transportation.

## Careers

Skilled trades people are in demand all across the country in well respected jobs that offer good pay, great benefits and endless opportunities. The career path of a trades or technology graduate can lead to senior management, contractor or entrepreneur, there are no limits.

## Contact

### TRADES ADMISSIONS

Phone: 1.888.953.1133 ext 13204

Direct: 250.354.3204

Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)



<b>LENGTH OF STUDY:</b> <b>2 Years</b>
<b>ACCREDITATION:</b> <b>Associate of Arts Degree</b>
<b>CAMPUS:</b> <b>Castlegar Campus</b>

History is more relevant than you may think—let us show you why. For students interested in earning a bachelor of arts degree in history, this associate of arts degree provides two years of university transferable courses that fulfill most or all of the requirements to enter the third year of a major or honours program in History.

### PAST, PRESENT TO FUTURE

To understand the present and move forward into the future, you have to know where you came from. Get a handle on where the world is headed by learning how the past is still shaping our current realities. Apply your knowledge to your future career through being able to identify and address historical problems in any given situation.

Take this program for the simple love of history—or to get started on years one and two of your bachelor’s degree in history. You will get two years of university level, fully transferable courses that fulfill most, if not all, of the requirements for third-year entry into a history major or honours program.

Your associate degree in history gives you a broad knowledge of various historical topics, in addition to a variety of humanities, social sciences and science courses at the 100- and 200-levels. Check with one of our counsellors for full program requirements.

### Additional Information

Students in the West Kootenays and British Columbia history courses have access to the “Minto Room” archives. The Castlegar Campus library has a unique local history collection in the Minto Room, which houses over 5000 items relating to the West Kootenays, including books, audio recordings, video material and historical newspapers.

### Admission Requirements

Admission to the program requires the completion of English Studies 12 with a grade of “C” or higher. Other prerequisites depend on the electives chosen to complete the program and should be determined with the advice of a Selkirk College counsellor.

## Year 1

Students are advised to meet with an academic counsellor to ensure that their course selections will meet the degree requirements of the subsequent institution(s) they plan to attend.

Note: This is a suggested listing of courses for a two-year Associate of Arts degree in History

### SEMESTER 1

Course	Name		Credit
ENGL 110	College Composition	On Campus	3
MATH	Math or Stats	On Campus	3
ELECT	First-year Arts Elective (not History)	On Campus	3
LAB SCI	Lab Science	On Campus	3
HISTORY	HIST 104: Canada Before Confederation OR HIST 106: Western Civilization I	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 2

Course	Name		Credit
ENGL 111	Introduction to Literature	On Campus	3
OPEN SCI	Open Science	On Campus	3
ELECT	First-year Arts Elective (not History)	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
HISTORY	HIST 105: Contemporary Canada OR HIST 106: Western Civilization II	On Campus	3
<b>Total</b>			<b>15</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
HIST 210	An Indigenous History of Canada	On Campus	3
HIST 220	Latin America pre-1821	On Campus	3
ELECT	Second-year Arts Elective (not History)	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 4

Course	Name		Credit
HIST 215	History of the West Kootenay	On Campus	3
HIST 221	Latin America: post-1821	On Campus	3
ELECT	Second-year Arts Elective (not History)	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>





If you are a student who lacks the admission requirements, you may still gain entry to the program by taking a combination of academic upgrading and university courses in your first year. This may extend the length of your program.

## Career Options

- Administration and management
- Business and commerce
- Contract/consulting historian
- Education and research
- Information management specialist
- Media and communications
- Museum and historic site researcher
- Non-profit and charity organizations
- Politics
- Publishing and journalism
- Records management

## Program Courses

### ENGL 110 - COLLEGE COMPOSITION

This course is about thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites: English Studies 12 with a grade of "C" or higher or equivalent or LPI level 4*

### ENGL 111 - INTRODUCTION TO LITERATURE

This course is about living more intensely. Rather than providing answers, literature prompts us to ask better questions of ourselves and each other. Drama, poetry, short stories, and novels will guide us in discussion, reflection, and writing about literature.

*Prerequisites: English 110 or equivalent with a grade of "C" or higher.*

### HIST 210 - AN INDIGENOUS HISTORY OF CANADA

Re-imagining Canada's history from a documented indigenous perspective, the course covers the period from before European contact to the present. Following an examination of the pre-contact indigenous world, the course examines how indigenous nations, communities, and families responded to, and were affected by, the devastating impact of European settler colonialism from the 16th century on. Students will examine the effects of colonialism including warfare and alliances, appropriation of indigenous lands, forced assimilation through the Indian Act and residential schooling,

and indigenous resistance and adaptation to these changes up to the present. The broad negative effects of colonialism will be examined through the documented experiences of First Nations, Metis, and Inuit people. Students will consider the process of reconciliation in the last part of the course.

*Prerequisites: English studies 12 with a grade of "C" or higher.*

### HIST 215 - A HISTORY OF THE WEST KOOTENAY

The course is designed to introduce students to the history of the West Kootenay from the pre-contact societies of the aboriginal peoples to the present. Relations between Europeans and First Nations, the development of the resource and agricultural frontiers, work and settlement patterns, and 20th and 21st century social and economic change are also examined within the broader Canadian and North American context. Emphasis is placed on fostering student interest in the history of the West Kootenay by examining the historical experiences of a diversity of people who have lived in the region.

*Prerequisites: English studies 12 with a grade of "C" or higher.*

### HIST 220 - LATIN AMERICA: PRE-1821

Surveys the Spanish and Portuguese Empires America from their 15th century beginnings in the conquest of aboriginal empires and peoples to their break-up in the early 19th century by independence movements of Creoles. Major themes examined include the pre-contact native societies and empires, the establishment and administration of Spanish and Portuguese overseas empires, the economies and societies of the colonies, the impact and influence of the Church, European power struggles for control of Latin America, and the origins and emergence of American independence movements.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

### HIST 221 - LATIN AMERICA: POST-1821

A survey of Latin American history from independence to the present. Major themes examined include post-colonial efforts to develop and modernize new nation-states, the development and impact of neocolonialism, the rise, impact and responses to both nationalist and revolutionary movements in the 20th century, and the impact of the United States foreign policy on Latin America and its peoples.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

### FIRST AND SECOND YEAR ARTS REQUIREMENT

Students may take any second-year UAS Arts elective excluding your major discipline.

### HISTORY REQUIREMENT

Students can choose from either the History 104/105 (Canada) sequence or the 106/107 (Western Civilization) sequence.

- HIST 104: Canada before Confederation
- HIST 105: Contemporary Canada
- HIST 106: Western Civilization I
- HIST 107: Western Civilization II

### LABORATORY SCIENCE ELECTIVE

A student may take any first- or second-year science course with a minimum two-hour lab, excluding any courses in applied science, computing science, math or statistics.

### MATHEMATICAL SCIENCE ELECTIVE FOR ARTS

Students may take any university-transferable, first- or second-year course in mathematics, computer science or statistics.

### SCIENCE ELECTIVE

Students may take any first- or second-year UAS science course. This course is not required to have a lab component.

### GENERAL UAS ELECTIVE

A student may take any first-year or higher university transferable course to satisfy this elective. Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC. To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk counsellor.

### OTHER

Students may also be able to take Human Services courses such as:

- Gerontology 200
- Addiction 184
- Family 180
- First Nations 287

Other courses may satisfy the requirement, please check with a counsellor or the UAS Chair.

## Contact

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

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Email: admissions@selkirk.ca



**LENGTH OF STUDY:**

**2 Years**

**ACCREDITATION:**

**Diploma**

**CAMPUS:**

**Castlegar Campus**

Our programs help you develop the knowledge and skills required to launch your career working with adults, children, youth and/or families.

These programs provide the second year of training in a specific human services field, and prepare students for work in a variety of multi-disciplinary settings. The demographic that you will work with depends on the diploma stream that you choose:

- Child & Youth Care (CYC)
- Early Childhood Care & Education (Advanced Certificate - Inclusive Practice)(ECCE)
- Early Childhood Care & Education (Advanced Certificate - Infant & Toddler)(ECCE)
- Social Service Work (SSW)

Practicum experience in community agencies develops your working knowledge of partnerships, hands-on training in the dynamics of interpersonal relationships and employment opportunities within your client group.

**GAIN ENTRY INTO THE THIRD YEAR OF FOUR-YEAR DEGREE PROGRAMS AT:**

- University of Victoria
- University of the Fraser Valley
- Vancouver Island University
- Douglas College
- Thompson Rivers University
- Capilano University

**PART-TIME STUDIES**

The ECCE, EACSW, SSW Certificate programs and the Human Services diploma program may be completed on a part-time basis depending on number of spaces available. Students choosing to complete a program on a part time basis must meet with a School Chair or designate at the time of acceptance to plan a course of studies.

**Admission Requirements**

**ACADEMIC**

- Completion of English Studies 12 or equivalent with a Grade of “C” or higher or minimum of LPI level 4
- A minimum of 40 hours paid or voluntary work experience with appropriate groups
- Applicants who have previously completed a

**Child & Youth Care (CYC) Specialty (Human Services Diploma)**

Once you have completed your one year certificate program, a range of electives are listed below to obtain your two year diploma. Consult your faculty advisor to develop your course schedule. Infant Toddler and Inclusive Practice offered in alternate years. For further information please contact the Program Coordinator.

**SEMESTER 1**

Course	Name		Credit
HSER 254	Core Concepts in Human Services	On Campus	3
HSER 258	Fundamentals of Change I	On Campus	3
HSER 267 or U/T Elective	Supervision in Human Services Agencies	On Campus	3
HSER 276 or U/T Elective	Issues in Youth OR (Recommended Elective)	Online	3
PSYC 101 or PSYC 240	Introductory Psychology II OR Child Development	Blended	3

**Total 15**

**SEMESTER 2**

Course	Name		Credit
HSER 255	Professional Foundations for Human Services	On Campus	3
HSER 259	Fundamentals of Change II	On Campus	3
HSER 264	Introduction to Professional Child and Youth Care	On Campus	3
FNST 287 or U/T Elective	Introduction to Indigenous Teachings and Practices (Recommended Elective)	On Campus	3
PSYC 241	Adult Development	Blended	3
ENGL 111 or U/T Elective	Introduction to Literature	Blended	3

**Total 18**

**SEMESTER 3**

Course	Name		Credit
HSER 270	Practicum in a Child and Youth Care Setting	Practicum	6

- related certificate and are returning for entry into the second year of a Human Services Diploma are required to provide evidence of completion of a certificate in ECCE, EACSW, SSW or equivalent within the last five years. Acceptance for those who graduated prior to five years will be based on evidence of work in the human service field and/or professional development.
- Applicants with 30 university transfer credits related to human services work, work experience in a related field, and the personal suitability requirements of the certificate programs will be considered for entry into the second year of a Human Services diploma on an individual basis.
- Two completed Human Services reference forms
- A 40 hour work experience form completed by a supervisor who has observed the applicant in a volunteer or paid work situation is required
- Proof of a negative tuberculosis test or of a clear chest x-ray that is less than 6 months old for those who have been requested to have this from our community partners
- A current criminal record check from the Ministry of Justice. Some types of criminal records may limit or prohibit acceptance in field placement; acceptance into field placement is a requirement for program promotion
- Current résumé
- Personal Statement of interest (250 words)
- An orientation session is required and will be arranged by the program designate

**GENERAL**

- An official copy of all secondary and post-secondary transcripts



## Program Pathways

Selkirk College Human Services program graduates can ladder into programs offered by other post-secondary institutions. See our website for various streams: <http://selkirk.ca/program/human-services-diploma/transfers-exchanges>

## Program Courses

### ECCE 282 - INFANT TODDLER OBSERVATION

This course provides the student with opportunities for supervised practical experience and directed observation of individual infants and toddlers as well as group settings designed for infants and toddlers. Ten hours of individual child observations may be done in homes, family day care, or other informal settings. The forty hours of Infant-Toddler Centre observations will be arranged in a variety of locations.

*Prerequisites: Early Childhood Education certificate. Available only to students accepted into the program. Criminal records checks must be presented to instructor and centre directors.*

### ECCE 200 - INFANT GROWTH AND DEVELOPMENT

This course will explore child development from theoretical perspectives and will examine ways of enhancing young children's development. Conceptual themes to be addressed include: developmentally appropriate practice, the competent child, diversity, responsive caring, relationships, child centred environments, emotional safety, and creativity.

### ECCE 260 - HEALTH CARE IN INFANT AND TODDLER PROGRAMS

This course will provide opportunities to learn about caring for infants and toddlers through promotion of each child's health, safety and well-being.

### ECCE 285 - PRACTICES WITH INFANTS AND TODDLERS

This culmination course is designed to prepare the student to work as an Early Childhood Educator with children under three years. Emphasis will be on professional decision-making; designing and implementing a safe nurturing inclusive program. This course builds on and expands knowledge from the basic ECCE program regarding early childhood theory, philosophies, historical approaches and high quality care.

*Prerequisite: Completion of the Selkirk College ECCE basic program or equivalent with acceptance into the Post-Basic Infant Toddler program.*

## Early Childhood Care & Education (Inclusive Practice)

Once you have completed your one year certificate program, a range of electives are listed below to obtain your two year diploma. Consult your faculty advisor to develop your course schedule. Infant Toddler and Inclusive Practice offered in alternate years. For further information please contact the Program Coordinator.

### SEMESTER 4

Course	Name		Credit
ECCE 287	Practices in Supported Child Development	On Campus	4
HSER 254	Core Concepts in Human Services	On Campus	3
HSER 258	Fundamentals of Change I	On Campus	3
HSER 267	Leadership in Human Services	Blended	3
PSYC 101	Introductory Psychology II	Blended	3
<b>Total</b>			<b>16</b>

### SEMESTER 5

Course	Name		Credit
ECCE 289	Responsive Inclusive Environments	On Campus	7
ENGL 111	Introduction to Literature	Blended	3
HSER 255	Professional Foundations for Human Services	Blended	3
HSER 259	Fundamentals of Change II	On Campus	3
FNST 287	Introduction to Indigenous Teachings and Practices	On Campus	3
<b>Total</b>			<b>19</b>

### SEMESTER 6

Course	Name		Credit
ECCE 292	Inclusive Practice Practicum	Practicum	6

### ECCE 286 - INFANT/TODDLER PRACTICUM

This practicum experience is designed to provide the student, under supervision, with opportunities to apply and consolidate knowledge and skills in working with infants and toddlers in group settings. Five weeks in length, this block practicum places each student in an early childhood setting for children under age three.

*Prerequisites: Early Childhood Education certificate. Successful completion of ECCE 285, ECCE 200, ECCE 260 and HSER 267 with a grade of "C" or higher. Corequisites: ECCE 282.*

### ECCE 287 - PRACTICES IN SUPPORTED CHILD DEVELOPMENT

In this course learners will study characteristics of exceptionalities in young children and their behavioural implication within inclusive environments. Understanding of the developmental and learning implications of developmental delays and of specific disabilities and health related issues will be the basis for learning specialized techniques and strategies that facilitate development and learning.

Communication abilities of the child and ways of enhancing communication will be studied.

### ECCE 289 - RESPONSIVE INCLUSIVE ENVIRONMENTS

In this course students will have an opportunity to learn about ways of understanding and working with infants, toddlers and young children who have extra support needs within a variety of early childhood settings. An inclusive approach with a foundation in knowledge of child development theory will be presented with an emphasis on individual planning, facilitating inclusionary practise and working collaboratively with families, professionals and community services.

*Prerequisite: Completion of ECCE certification.*

### ECCE 292 - INCLUSIVE PRACTICE PRACTICUM

This practicum experience is designed to provide the student, under supervision, with opportunities to apply and consolidate knowledge and skills in working with children with extra support needs in group settings. The student will complete the practicum in



an inclusive child care program which serves children with diverse abilities and needs. Focus will be upon practical application of specialty skills in planning, implementing and evaluating daily programs, as well as demonstrating team building skills and facilitating inter and transdisciplinary cooperation.

**ELECTIVE 005 - HSER ELECTIVE OR OTHER UAS ELECTIVE**

You must take one of the electives listed in the elective section or a university arts and sciences elective. Consult your faculty advisor to develop your course schedule.

**ENGL 111 - INTRODUCTION TO LITERATURE**

About living more intensely. Rather than providing answers, literature prompts us to ask better questions of ourselves and each other. Drama, poetry, short stories, and novels will guide us in discussion, reflection, and writing about literature.

*Prerequisites: ENGL 110 with a grade of "C" or higher or equivalent. Note: ENGL 112/114 is intended for students interested in a literary focus.*

**FNST 287 - INTRODUCTION TO INDIGENOUS TEACHINGS AND PRACTICES**

Provides students with an introduction to Indigenous studies, including key concepts, themes and topics relevant to Indigenous histories and contemporary practices. Core teachings of the Medicine Wheel and practices which support right relationship with the four elements of life will be explored. The history and impact of colonialism, residential schools and oppression will be explored through story and the use of talking circles as a restorative justice healing practice. We will explore what an Indigenous Worldview involves and ways in which we can respectfully participate in creating a future vision which embodies respect for cultural diversity and the health of our planet for the next seven generations. Local elders will be invited to share stories and perspectives on current issues.

Transfer Credits: INDG 287: Introduction to Indigenous Teachings and Practices is a University Transfer course with established agreements with UVIC, TRU, UFV, VIU, and other post-secondary institutions across the province.

*Prerequisites: ENGL 110.*

**GERO 200 - CONTEMPORARY ISSUES IN GERONTOLOGY**

The rapidly aging population of industrialized countries will impact or change all aspects of our society over the next 50 years. This course will provide a historical perspective and overview of aging in Canada. A study of theories of gain,

**Early Childhood Care & Education (Infant & Toddler)**

Once you have completed your one year certificate program, a range of electives are listed below to obtain your two year diploma. Consult your faculty advisor to develop your course schedule. Infant Toddler and Inclusive Practice offered in alternate years. For further information please contact the Program Coordinator.

**SEMESTER 4**

Course	Name		Credit
ECCE 200	Infant Growth and Development	On Campus	2
ECCE 260	Health Care in Infant and Toddler Programs	On Campus	2
HSER 254	Core Concepts in Human Services	On Campus	3
HSER 258	Fundamentals of Change I	On Campus	3
HSER 267	Leadership in Human Services	Blended	3
PSYC 101	Introductory Psychology II	Blended	3
<b>Total</b>			<b>16</b>

**SEMESTER 5**

Course	Name		Credit
ECCE 285	Practices with Infants and Toddlers	On Campus	6
ENGL 111	Introduction to Literature	Blended	3
HSER 255	Professional Foundations for Human Services	Blended	3
HSER 259	Fundamentals of Change II	On Campus	3
FNST 287	Introduction to Indigenous Teachings and Practices	Online	3
<b>Total</b>			<b>18</b>

**SEMESTER 6**

Course	Name		Credit
ECCE 282	Infant Toddler Observation	On Campus	2
ECCE 286	Infant/Toddler Practicum	Practicum	6
<b>Total</b>			<b>8</b>

demographic trends and current research will lead to an exploration of the implications of aging in our culture.

*Prerequisites: Health or Social Science Students and Professionals.*

**HSER 254 - CORE CONCEPTS IN HUMAN SERVICES**

Introduces students to the concepts of theory and practice in Human Services and the interrelationship between the two. A number of theoretical perspectives on change are explored from both a Child and Youth Care and Social Service Worker orientation, including multicultural, feminist, developmental and post modern perspectives. Each of the theoretical perspectives studied offer a basis for understanding the helping relationship and personal change processes. An emphasis will

be placed on psychodynamic, humanist, cognitive/behavioural, systemic and solution-focused/narrative approaches to practice.

*Prerequisites: Human Services certificate.*

**HSER 255 - PROFESSIONAL FOUNDATIONS FOR HUMAN SERVICES**

Explores foundations of Human Service Worker professional practice through an examination of the issues surrounding professional identity, ethical practice, and the interdisciplinary team approach. The skills required for communicating as a professional and as a team member, both oral and written, are developed throughout the course.

*Prerequisites: Human Services Certificate.*



**HSER 257 - MENTAL HEALTH ISSUES: PRACTICAL RESPONSES**

This course provides instruction in a variety of rehabilitative and treatment modalities used in work with marginalized populations. Attitudes toward mental health and substance use problems and how they impact helper effectiveness are explored in a supportive milieu. Evidence-based practices such as Psychosocial Rehabilitation and Harm Reduction are used as frameworks for the development of skills and knowledge. Students are introduced to strategies for overcoming stigma and supporting client empowerment in a variety of community and facility settings.

*Prerequisites: English Studies 12 or equivalent.*

**HSER 258 - FUNDAMENTALS OF CHANGE I**

This course is designed to assist the student to develop self-awareness as a helper and to develop both an understanding and a beginning level of skill. Students are required to participate in exercises, role plays, simulations and video taping in interviews and counselling in order to accomplish the course objectives.

*Prerequisites: Human Services certificate.*

**HSER 259 - FUNDAMENTALS OF CHANGE II**

Designed to assist students to build advanced helping skills on the base developed in HSER 258. Students will learn to use their helping relationships and interpersonal communication skills within the framework of the helping process model. Students are required to demonstrate their skill development on video tape, as well as demonstrate analytical skills which will require both self-awareness and knowledge of the helping model. The focus is on the skills required to carry out action planning, support of action and evaluation of outcomes in helping interventions.

*Prerequisites: Human Services certificate.*

**HSER 264 - INTRODUCTION TO PROFESSIONAL CHILD AND YOUTH CARE**

Designed to provide an overview of the child and youth care field, and the professional identity of child and youth care workers, which will enable the student to work with and advocate for children, youth and families in a more effective way. Students will explore the historical development of the field and gain a working understanding of the key concepts and basic principles of practice in the Child and Youth Care field. They will develop a clear understanding of the similarities and differences in the role and function of Child Care Professionals and other Human Service Professionals.

*Prerequisites: ENGL 110.*

**Social Services Work**

Once you have completed your one year certificate program, a range of electives are listed below to obtain your two year diploma. Consult your faculty advisor to develop your course schedule.

Unless entering with SSW certificate, Engl 111 is a requirement.

The electives listed are the recommended electives for this program.

**SEMESTER 4**

Course	Name		Credit
HSER 254	Core Concepts in Human Services	On Campus	3
HSER 258	Fundamentals of Change I	On Campus	3
PSYC 240	Child Development	Blended	3
ELECTIVE 005	HSER Elective or other UAS Elective	On Campus	3
ELECTIVE 005	HSER Elective or other UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

**ELECTIVES**

Course	Name		Credit
HSER 276	Issues in Youth	Online	3
GERO 200	Contemporary Issues in Gerontology	Online	3

**SEMESTER 5**

Course	Name		Credit
HSER 255	Professional Foundations for Human Services	Blended	3
HSER 281	Directed Studies: Methods	On Campus	3
PSYC 241	Adult Development	On Campus	3
HSER 259	Fundamentals of Change II	On Campus	3
ELECTIVE 005	HSER Elective or other UAS Elective	On Campus	3
ELECTIVE 005	HSER Elective or other UAS Elective	On Campus	3
<b>Total</b>			<b>18</b>

**ELECTIVES**

Course	Name		Credit
HSER 257	Mental Health Issues: Practical Responses	Online	3
HSER 267	Leadership in Human Services	On Campus	3
FNST 287	Introduction to Indigenous Teachings and Practices	On Campus	3

**SEMESTER 6**

Course	Name		Credit
HSER 280	Advanced Human Service Practicum	Practicum	6





**HSER 267 - LEADERSHIP IN HUMAN SERVICES**

Leadership in Human Services provides a basic introduction to leadership concepts. Students self-reflect as they explore the concepts of emotional intelligence, leadership style, and the qualities and attributes of an effective leader. Students create a plan for developing personal leadership skills and have opportunities to improve their leadership performance in managing conflict, overcoming obstacles, and establishing a constructive climate.

*Prerequisites: Meet the admission requirements of Human Service programs.*

**HSER 270 - PRACTICUM IN A CHILD AND YOUTH CARE SETTING**

Takes place in a child and youth care setting. This practicum requires students to work directly with children and/or youths in order to promote professional skill acquisition and integration. Emphasis is placed on observation and recording skills, awareness of personal functioning in relation to the children and/or youths. The ability to demonstrate beginning-level case management planning, intervention, and case-presentation skills with both a one-to-one focus and a group focus are also emphasized.

*Prerequisites: All of the required diploma courses.*

**HSER 276 - ISSUES IN YOUTH**

Explore the issues that face those in adolescence and early adulthood in various societies. 'Adolescence' and 'early adulthood' are terms used to describe a time of life in which major developmental and social changes occur. An exploration of adolescence and early adulthood, and the issues that are unique to these stages of life in various societies will occur. Students will be exposed to theories of adolescence, issues of gender, sociological explanations of existing issues, and to local and international programs designed to address these issues.

*Prerequisites: ENGL 110.*

**HSER 280 - ADVANCED HUMAN SERVICE PRACTICUM**

Takes place in a variety of social service agencies in the community. This practicum requires students to work directly with individuals through life span, and with families or groups in order to promote professional skills acquisitions and integration. Emphasis is placed on observation and recording skills, awareness of personal functioning in relation to individuals through the life span, and with families or groups. The ability to demonstrate beginning-level case management planning, interventions, and case-presentation skills with both a one-to-one focus and a group focus are also emphasized.

*Prerequisites: All of the required diploma courses.*

**HSER 281 - DIRECTED STUDIES - METHODS**

A self directed course where students are expected to demonstrate a basic understanding of the specific theoretical approaches to working with a specific client population. Further, students are expected to demonstrate an in-depth understanding of the specific concerns and issues related to this distinctive group, and demonstrate an understanding of the specific approaches and skills used with this group. Learning strategies include library research, exploration of relevant journals, interviewing practitioners and other individual's small group discussions with the instructor and presentation of results. Typical focus areas may include, but are not limited to, people with specific disabilities, people dealing with substance use/addictions, people who experience violence, community-based advocacy, people who perpetrate violence, people with mental illnesses, people with co-occurring disorders, family preservation and support, individual counselling, geriatrics, preparing people for employment, specific ethnic populations, multicultural work, children and adolescents and First Nations work.

**PSYC 101 - INTRODUCTORY PSYCHOLOGY II**

Topics include thinking and other cognitive processes, development of the individual, personality, behaviour disorders, health and social psychology. Other topics are added at the discretion of the instructor. Class demonstrations and activities are used to illustrate concepts.

*Prerequisites: PSYC 100 with a grade of "C" or higher.*

**PSYC 240 - CHILD DEVELOPMENT**

An introduction to normal child development, this course explores selected aspects of the physical, cognitive, emotional, and moral development of children from birth to adolescence; and examines the major theories of child development.

*Prerequisites: PSYC 100/101.*

**PSYC 241 - ADULT DEVELOPMENT**

An introduction to normal adult development, this course examines critical issues and theories of adolescence, and early, middle and late adulthood.

*Prerequisites: PSYC 100/101 and PSYC 240.*

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LENGTH OF STUDY:

**2 Years**

ACCREDITATION:

**Diploma**

CAMPUS:

**Castlegar Campus**

If you have an interest in planning, protecting land, resources and the environment, our interdisciplinary leading-edge Integrated Environmental Planning program is a great fit. You will acquire employment-ready skills to tackle this dynamic sector's challenges and master a range of applied environmental technologies.

Our nationally-accredited Integrated Environment Planning (IEP) diploma program offers a diverse and complimentary set of courses that prepare you for career oriented professional opportunities in land use planning, environmental management and environmental technology.

#### COURSE TOPICS INCLUDE

- Air and water pollution chemistry analysis
- Applied hydrology
- Data analysis and presentation
- Earth science
- Ecological systems and ecological restoration
- Ecology
- Environmental planning and management
- First Nations
- Geographic Information Systems (GIS)
- Hydrology
- Land use and resource planning
- Microbiology
- Sustainability

#### CAREER OPTIONS INCLUDE

- Environmental field technologists
- Geomatics
- Government and use and resource management agencies
- Non-Profit (NGO) advocacy
- Planning and environmental consulting firms

Students enrolling in the Integrated Environmental Planning will spend their first year studying alongside students in Forest Technology programs.

## Year 1

### SEMESTER 1

Course	Name		Credit
ENVR 150	Hydrology I	On Campus	3
ENVR 160	Surveying & Field Measurements	On Campus	3
ENVR 162	Applied Botany and Ecosystem Classification	On Campus	3
ENVR 164	Soil and Earth Sciences	On Campus	3
ENVR 190	Computer Applications I	On Campus	1
MATH 160	Technical Math Review	On Campus	3
TWC 150	Introduction to Technical Communications I	On Campus	3
<b>Total</b>			<b>19</b>

### SEMESTER 2

Course	Name		Credit
ENVR 154	Maps and Navigation	On Campus	2
ENVR 158	Introduction to Geomatics	On Campus	2
ENVR 163	Terrestrial Ecology and Biology	On Campus	4
ENVR 170	Fish and Wildlife Ecology	On Campus	3
MATH 190	Resource Statistics I	On Campus	2
TWC 151	Introduction to Technical Writing and Communications II	On Campus	3
IEP 276	Ecological Restoration and Remediation	On Campus	1
IEP 277	Environmental Planning Field Applications	On Campus	1
<b>Total</b>			<b>18</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
IEP 250	Environmental Planning Applications I	On Campus	4
IEP 260	Systems Ecology	On Campus	3
IEP 266	Applied Microbiology	On Campus	3
IEP 270	GIS Applications I	On Campus	2
IEP 280	Environmental Chemistry	On Campus	4
MATH 291	Resource Statistics II	On Campus	2
<b>Total</b>			<b>18</b>

### SEMESTER 4

Course	Name		Credit
IEP 251	Environmental Planning Applications II	On Campus	3
IEP 255	Hydrology II	On Campus	2
IEP 271	GIS Applications II	On Campus	2
IEP 281	Water and Air Pollution Chemistry	On Campus	4
IEP 290	Environmental Sustainability	On Campus	3
IEP 291	Applied Research Project	On Campus	1
MATH 140	Calculus I for Social Sciences	On Campus	3
IEP 200	Field Trip Study	On Campus	1
<b>Total</b>			<b>19</b>



The Integrated Environmental Planning (IEP) program prepares students to meet growing needs for technologists capable of assisting in all areas of land use and environmental planning, environmental chemistry and hydrology, applied ecology and microbiology, and geographic information systems. Graduates of this program are trained in Geographic Information Systems (GIS) data entry and spatial analysis using Arc GIS and other software. Graduates possess the practical field and laboratory skills and technical competencies not only to acquire, compile, analyze, evaluate and present environmental information, but also to integrate it effectively into formal planning and review processes.

COMMON CORE

The first year of Forest Technology, Recreation, Fish and Wildlife Technology and Integrated Environmental Planning Technology programs consist of a core of common courses emphasizing resource skills, knowledge and professionalism in: fish and wildlife ecology, botany and terrestrial ecology, inventory, measurement, mapping, communications, math and interpretation.

The second year of each program synthesizes the skills, knowledge, and professionalism of first year with applied management, planning, and advanced techniques and principles. Integration of learning in each program is required.

The common core allows students to obtain an additional diploma in RFW or Forestry by completing the relevant third year.

ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Environment and Geomatics program requirements to be considered fully-qualified:

ACADEMIC REQUIREMENTS

- Graduation from Grade 12 with the following or equivalent courses:
- Foundations of Mathematics 11 with a grade of "C+" or Pre-Calculus 11 with a grade of "C+"
- Biology 11 or 12 with a grade of "C+" or higher
- English Studies 12 with a grade of "C+" or higher

NOTE: Applicants in Grade 12 at the time of application must show proof of registration or completion of the above courses.

Partially qualified applicants may be required to successfully complete Preparatory courses in math, technical writing or basic computers if the competency tests such as the Computer College Readiness Tool (CRT) and or the Language Proficiency Index (LPI) are below a requisite score.

GENERAL REQUIREMENTS

One or more of the following certificates or equivalents are recommended but not required for admission:

- Class 5 Drivers license
- Physics 11 and Chemistry 11 and 12
- Occupational First Aid Level 1 with Transportation Endorsement and/or Wilderness First Aid

NON-ACADEMIC SKILLS

Most learning activities within the program reflect industry norms. Training often occurs in wilderness back or front country terrain. Therefore, applicants should be in good health and physical condition. Activities will be taught which require student participation walking or canoeing outside for up to 10 hours per day and for up to two weeks in duration. Students will be required to hike, ski, mountain bike, snowshoe, etc., for four to eight hours at a time over rough, sometimes hazardous terrain in all weather conditions. Students will be required to maintain a reasonable pace and not hold the class back. Activities in which the student must participate may include but are not limited to the following: hiking and scrambling, orienteering, canoeing, rock climbing and mountaineering, cross-country and back country skiing, mountain biking, camping including snow caving, and operating power equipment such as chainsaws, snowmobiles, and all-terrain vehicles. Students will be required to observe all safety practices and procedures and be safe at all times. If students are unable to meet the physical requirements they will be required to contact their instructor(s) and School Chair to determine a plan of action.

NOT QUITE THERE?

School of Environment and Geomatics (SEG) staff are committed to helping students prepare for admission into their chosen program. If you do not currently have these prerequisites a variety of options exist to set you up for success in the program. Students can take a combination of preparatory and upgrading courses in a first year which extends the length of the program to three years, but greatly enhances success. Applicants interested in this option should contact student counseling services.

Academic Upgrading classes are available to help address specific high school course deficiencies.

SEG offers math refresher classes the week before classes start each fall semester and College Success, a one-week overview of learning and study skills, during the same week.

SECOND-YEAR PREREQUISITES

In order to take any second-year courses you must have successfully completed all first-year courses.

ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

- Students may apply for transfer credit for individual courses taken at other institutions providing a grade of "C" or higher was achieved. A student who applies for advanced program standing from another resource management program will not necessarily receive block credit transfer for all courses taken previously within that program. Course equivalencies will be considered individually.

Careers

Graduates of the Integrated Environmental Planning Technology program will be immediately employable by government, industry, and environmental consulting.

Many program graduates go directly from Selkirk to employment in the environmental field. There are IEPT graduates working as Environmental Planning technologists, GIS technologists, GIS analysts, wildlife technologists, environmental coordinators, environmental compliance technologists, etc. Below is a partial list of employers where IEP graduates have found employment:

- BC Government
- Golder & Associates
- Morrow Environmental Consultants
- Environment Canada
- Department of Fisheries and Oceans
- BC Hydro
- Regional District Planning Offices
- Teck Cominco
- Oil and gas exploration firms, Northern BC

Regarding job prospects, sources such as Land Conservancy organizations, Environmental Science and Engineering and the Environmental Careers Organization (eco.ca) have excellent, current analyses on the status and growth of the Canadian and international environmental sectors and related career opportunities. Canada's environmental sector is growing faster than the Canadian economy as a whole, and studies have identified thousands of job openings in the Canadian environmental sector.

Degree Completion

The Integrated Environmental Planning program now ladders into the Selkirk College Bachelor In Geographic Information Systems and counts as the first two years of this program.

There is a long-standing tradition of our graduates transferring and successfully completing university degrees. Selkirk's Integrated Environmental Planning



graduates have successfully transferred credit towards degrees in universities throughout Canada and the United States. Selkirk College also has transfer arrangements with the following institutions: Royal Roads University, University of Lethbridge, Thompson Rivers University, Seneca College, Cape Breton University, University of Alberta, University of Northern BC, and Griffiths University (Australia). These universities and others, recognize the IEP Diploma and transfer credits earned toward degree programs in Environmental Science or Management. Royal Roads and Thompson Rivers University offer a full two years of credit for an IEP diploma.

### Co-op Education

Environment and Geomatics students have the opportunity to enroll in Co-op Education. This program consists of four month work terms that allow students to access unique experiential learning. Co-op work terms are administrated as regular course work with both cost and reporting requirements. Benefits include maintenance of full time student status as well as access to employment and experience unavailable outside of the Co-op program. For more information contact the Co-op Education Office at (250) 365-1280.

#### CO-OP 170 / 270 / 370 WORK TERMS

These courses provide the practical application of academic studies. Students spend work terms at an employer site. A report covering each work term is required.

– 15 Credit-hours / work term.

Co-op Education is a process of education that formally integrates student's academic study with periods of related work experience in cooperating employer organizations. Selkirk College's Co-op Education programs are designed within guidelines established by the Canadian Association for Co-operative Education (CAFCE) and in consultation with federal and provincial government agencies.

#### CO-OP EDUCATION WORK-STUDY SEQUENCE:

Sept-Dec	Jan-Apr	May-Aug
Study Term 1	Study Term 2	Co-op Ed Work Term
Study Term 3	Study Term 4	Co-op Ed Work Term
Co-op Ed Work Term	Study Term 5 / University Bridging	

### Program Courses

#### ENVR 150 - HYDROLOGY I

An introductory study of water in our environment including its properties, the natural processes which affect it, and climate and weather. Students will gain practical experience in the collection and analysis of field and laboratory data using standard techniques and equipment.

#### ENVR 154 - MAPS AND NAVIGATION

Focuses on the navigation skills required of technologists working outdoors – to locate oneself, stay 'found', and return safely from the field. The course includes hands-on use of navigation tools in field settings, including map, air photo, compass, altimeter, and Global Positioning Systems (GPS) techniques. Pre-trip planning in a navigation context will also be covered, including developing access plans and route plans, and estimating travel times.

#### ENVR 158 - INTRODUCTION TO GEOMATICS

An introduction to applied mapping and geographic information systems (GIS) theory and applications. The first half of the course will be focused on introducing basic uses of remotely sensed imagery. Several applied mapping technologies will be explored, including Google Earth and Internet Mapping websites. The second half of the semester will be focused on learning basic GIS concepts and applying GIS technologies to environmental, renewable resource management, and planning fields. Emphasis will be placed on how geographic data is represented, collected, managed, analyzed, and displayed using GIS tools. Hands-on experience will be developed with the most widely used and comprehensive desktop GIS software, ESRI's ArcGIS Desktop.

#### ENVR 160 - SURVEYING AND FIELD MEASUREMENTS

An introduction to the practical use of common survey instruments and techniques used by environmental technicians. As well, the course will introduce the student to various sampling methods used to collect, assess, classify, and evaluate field data. Emphasis is placed on the proper care and use of basic surveying and measurement tools and the skills involved in collecting and interpreting precise and accurate field data.

#### ENVR 162 - APPLIED BOTANY AND ECOSYSTEM CLASSIFICATION

This course is an introduction to the principles of Botany and Ecosystem Classification. Botany lectures will focus on plant classification, botanical terms,

plant morphology, and plant physiology. Topics include: plant cell structure, plant tissue function and structure, photosynthesis and respiration, transpiration and translocation. Botany labs will focus on learning to identify about 100 native plants commonly found in the West Kootenay Region of B.C., specifically key indicator species. Ecology lectures will focus on ecosystem classification using the Biogeoclimatic Ecosystem Classification System (BEC) of B.C. Other key topics include the study of climatic factors, disturbance and succession, landscapes and stand structure. Ecology labs focus on classifying ecosystems (including soils, site and vegetation) to site series using BEC. Labs are mainly field based.

#### ENVR 163 - TERRESTRIAL ECOLOGY AND BIOLOGY

This course builds upon the concepts from ENVR 162 with further studies of local forest ecosystems. Students will identify key forest structural components and study the role that disturbance (such as fire), environmental gradients, and competition play in defining a species' niche. Participants will also examine the role of primary and secondary growth, nutrient uptake, reproduction, and survival mechanisms for plants. Winter plant identification, ecosystem form and function, and plant adaptations to timberline will also be examined. A practical field based assignment will form a major portion of the term assessment.

#### ENVR 164 - SOIL AND EARTH SCIENCES

This course will cover the identification of common rocks and minerals, landforms and soils of British Columbia. Learners will be introduced to the study of physical geology and geomorphology in relation to management of the forest environment and landscape. Learners will gain skills and knowledge in rock and mineral identification, description of the physical and chemical qualities of soils, and identification and classification of landforms and terrain. Skills will also be developed with respect to interpretation of geology, landforms and soils for environmental management.

#### ENVR 170 - FISH AND WILDLIFE ECOLOGY

This course will cover identification and ecology of vertebrate animals, habitat requirements, and habitat disturbance implications. Learners will gain experience in applying guidelines and management strategies to minimize impact of other resource uses on fish and wildlife habitat and species.

#### ENVR 190 - COMPUTER APPLICATIONS I

This course builds on computer skills students have previously acquired. Applied intermediate to advanced computer applications specific to career opportunities in the environment and geomatics



sector are covered including file management, word processing for report writing, spreadsheets and an introduction to databases.

#### IEP 200 - FIELD TRIP STUDY

Delivered during the 4th semester of the IEPT program. The field trip provides an opportunity for students to observe current environmental management practices, ecosystems and resource management issues in other regions of the province. Students will be actively involved in trip planning and will be presented with opportunities to develop communication skills and professionalism. This course is available only to students registered in the second year of the IEP Program. Students may be required to pay for accommodation and meals during the trip.

*Prerequisites: Open to IEPT students registered in the fourth semester of the Integrated Environmental Planning Technology program who will be eligible to graduate at the end of the semester.*

#### IEP 250 - ENVIRONMENTAL PLANNING APPLICATIONS I

This is the first course in a two course Integrated Environmental Planning Applications continuum. It focuses on the development of professional planning skills and their practical application. The physical, on the ground, aspects of development and conservation are a primary focus of this course. The course also emphasizes the understanding and development of practical strategies to achieve land use and environmental planning objectives. Plan development and plan implementation, regulatory agencies and regulations, planning history, group process and methods for the practical application of landscape ecology and conservation development are also covered. Students are expected to attend class and labs regularly and contribute actively and evenly to in-class discussions.

#### IEP 251 - ENVIRONMENTAL PLANNING APPLICATIONS II

This is the final course in the three course Integrated Environmental Planning Applications continuum. It focuses on the development of professional planning skills and the practical application of the technical skills and scientific knowledge developed in other IEP courses. The majority of each student's grade is determined by their preparation of a component of the courses capstone project. Preparation of this study takes place in discrete states throughout this course. Plan development, citizen participation strategies, and plan implementation strategies are the major focus of this course. Environmental assessment, planning process, planning theory, and planning ethics are also covered in this course.

Students are expected to attend class and labs regularly and contribute actively and evenly to in-class discussions.

*Prerequisites: IEP 277, IEP 250.*

#### IEP 255 - HYDROLOGY II

A continuation of Hydrology I, in which students collect, record and analyse hydrological data for streams, drainage basins, lakes and reservoirs, groundwater and meteorology. Hydrology II is a more in-depth study of the effects of water on our environment, and how we can understand and mitigate our impacts and support natural hydrologic cycles. Practical examples are presented for examination, data collection, analyses, and interpretation in several areas including: snow pack, winter limnology, groundwater, surface runoff, flooding, regulated rivers and meteorology. We will also examine environmental legislation pertaining to hydrology.

*Prerequisites: ENVR 150.*

#### IEP 260 - SYSTEMS ECOLOGY

This course is an introduction to the science of ecology, building on concepts and information introduced in IEP 160, 161 and other first year IEP courses. Emphasis is placed on the basics of ecology, and will focus on the structure and function of various communities including alpine, subalpine, wetland, and riparian ecosystems. The labs will explore various methods of sampling, analyzing and reporting on the physical site factors, vegetation and wildlife components of these communities.

*Prerequisites: Successful completion of First year Environmental courses.*

#### IEP 266 - APPLIED MICROBIOLOGY

An introductory applied microbiology course. This course covers basic microbiological theory and an introduction to applied microbiological skills including safe work practices; aseptic technique; preparation of media; isolation and growth of pure cultures; Gram staining; tissue culture; microbial enumeration using pour and spread plates, membrane filtration and optical density; and identification of microorganisms using biochemical tests

*Prerequisites: Admission to the Integrated Environmental Planning Technology (IEPT) program.*

#### IEP 270 - GIS APPLICATIONS I

Geographic Information Systems (GIS) provide the capability to effectively create, edit, display, manage and analyze spatial data; data that is georeferenced to the earth. This course introduces the fundamental concepts and applications of GIS with a specific focus on environmental planning subjects. Emphasis is

placed on developing hands-on expertise with world leading commercial desktop GIS software (ArcGIS) for displaying and querying spatial data, manipulating tabular data, completing queries, developing charts and producing effective map layouts. Finally, this course incorporates digital data collection using mobile technologies.

*Prerequisites: ENVR 158 or equivalent. Basic desktop computer skills are essential. Some GIS experience is required.*

#### IEP 271 - GIS APPLICATIONS II

This course provides an opportunity for IEP 2nd year students to undertake a GIS project of their choice. Students apply the GIS skills acquired in previous Selkirk GIS courses (ENVR 158 and IEP 270) to a real world project. A range of GIS methods and data sources will be used, depending on student project selection, but all will include as deliverables a project proposal and report, a spatial analysis of some kind, a final map, and a documented geodatabase. Both GIS and project management skills will be developed by completing the steps required to take a GIS project from initial proposal to final map production and report generation.

*Prerequisites: ENVR 158, IEP 270.*

#### IEP 276 - ECOLOGICAL RESTORATION AND REMEDIATION

Ecological Restoration and Remediation will cover applied ecological restoration and remediation techniques common in the environmental planning fields. Restoration project planning and implementation will follow techniques developed by the Society for Ecological Restoration (SER). Topics covered will include project scoping and plan development, field data collection, plant propagation techniques, project implementation in the field, routine and intensive monitoring, and report preparation. Learners can expect to be in the field every day and working on data collection and synthesis during the evenings. This is an intensive 35 hour course offered in a one-week time block in the spring semester.

*Prerequisites: Successful completion of Year I courses with a grade of "C" or higher.*

#### IEP 277 - ENVIRONMENTAL PLANNING FIELD APPLICATIONS

Environmental Planning Field Applications involves the development of a planning project in a local regional district. Learners will be involved in scoping of the environmental planning issues, stakeholder consultation, and design of critical planning elements. This is an intensive 35 hour course offered in a one-week time block in the spring semester.

*Prerequisites: Successful completion of Year I courses with a grade of "C" or higher.*



**IEP 280 - ENVIRONMENTAL CHEMISTRY**

This introductory environmental chemistry course covers chemical theory and laboratory skills. Laboratory exercises address basic skills including laboratory safety, quantitative measurement, and use of common laboratory apparatus. Laboratory exercises are derived from standard methods for the examination of water and wastewater. The course goal is graduates will master basic chemical theory, use environmental chemistry references, demonstrate safe chemistry laboratory practices, and perform standard methods for the determination of total, suspended and dissolved solids, pH, conductivity, dissolved oxygen, alkalinity and turbidity in water and wastewater samples.

*Prerequisites: Successful completion of the common first year School of Environment and Geomatics courses.*

**IEP 281 - WATER AND AIR POLLUTION CHEMISTRY**

This course examines the applied chemistry of water and air pollution. Major topics include: physical and chemical characteristics of water and air, water and air pollution, quantifying water and air pollution, water and air sampling, water treatment, wastewater treatment, mass balance modeling and air pollution dispersion. Applied concepts cover chronic and acute toxicity testing, use of colorimetry and AAS to identify and quantify pollutants, variable speed pumps used with pollution trapping devices for air sampling, gas detection tubes and air sampling meters. Use of spreadsheets for data analysis is an essential component of this course.

**TEACHING METHODOLOGY**

Delivered live using a combination of lecture and laboratory exercises to reinforce concepts for students' individual learning styles. The course manual summarizes lectures and provides examples of questions to support learning outcomes.

*Prerequisites: TWC 151, MATH 291, IEP 266, IEP 280.*

**IEP 290 - ENVIRONMENTAL SUSTAINABILITY**

Concerns the relationship between humankind and the environment. This course explores that relationship and how, in the words of the Brundtland Commission Report, "we may live to meet the needs of the present generation without compromising the ability of future generations to meet their own needs." Clearly, there is no single route to achieving sustainability. Therefore, readings by many authors, technical experts, scientists and philosophers comprise a central component to illustrate the complexity of the topic, the diversity of approaches and resistance to change. There is substantial focus on applied skills related to current applications of sustainability principles across the economic spectrum.

**IEP 291 - APPLIED RESEARCH PROJECT**

Focuses on the preparation of the program's capstone applied research project. The course compliments and is taught in conjunction with IEP 251, Integrated Environmental Planning Applications II. Over the course of the winter semester, learners prepare a professional quality plan for an outside "pro-bono" client. The plan preparation process includes independent research and data collection, consultation with independent experts and stakeholders and public presentation of the draft plans.

*Prerequisites: IEP 277, IEP 250*

**MATH 140 - CALCULUS I FOR SOCIAL SCIENCES**

Calculus I for Social Sciences and Business is an introductory course in calculus designed to provide students majoring in business, the life sciences or the social sciences with the necessary mathematical background for further study in these areas. The course includes functions, limits, the derivative and its application, anti-differentiation and the indefinite integral and an introduction to differential equations

*Prerequisites: Principles of Math 12 or MATH 110 or equivalent with grade of "C" or higher.*

**MATH 160 - TECHNICAL MATH REVIEW**

This is a mathematical review course for first-year students in the School of Environment and Geomatics (SEG) diploma programs. This course will provide a review of mathematical concepts which you will need for your other SEG courses. Materials to be covered include: unit conversions, trigonometry, exponentials and logarithms, problem solving, slope calculations, distance and direction calculations.

*Prerequisites: Acceptance to the School of Environment and Geomatics diploma programs.*

**MATH 190 - RESOURCE STATISTICS I**

An introductory applied statistics course for environment and geomatics students. Topics include: types of data, descriptive statistics, probability and random variables, discrete probability distributions, continuous probability distributions, confidence intervals, sample size, and hypothesis testing.

*Prerequisites: MATH 160.*

**MATH 291 - RESOURCE STATISTICS II**

This course is a continuation of Math 190 - Resource Statistics I. Topics include linear regressions and correlation, inferential statistics, confidence intervals, hypothesis testing, goodness of fit, contingency tables, and ANOVA.

*Prerequisites: MATH 190*

**TWC 150 - INTRODUCTION TO TECHNICAL COMMUNICATIONS I**

An introduction to general principles in written technical communication and their application to environmental concerns and workplace communication. Classroom sessions focus on developing writing skills, the organization and presentation of data, basic report formats, and job search techniques.

*Prerequisites: Acceptance to the School of Environment and Geomatics diploma programs.*

**TWC 151 - INTRODUCTION TO TECHNICAL WRITING AND COMMUNICATIONS II**

Introduction to general principles in written scientific communication, research strategies, and oral presentations. Lectures and in-class writing focus upon research strategies, the formal report, technical style, and graphic illustration. Students practice delivery techniques for oral presentations and learn research skills for research report preparation.

*Prerequisites: TWC 150 and program continuation.*

**Contact**

SEG ADMISSIONS  
 Phone: 1.888.953.1133 ext 21425  
 Direct: 250.365-1425  
 Email: seg@selkirk.ca





## ACCREDITATION:

**Diploma**

## CAMPUS:

**Castlegar Campus**

If you are not quite seeing the program that meets your needs here at Selkirk College, then perhaps you may want to explore creating your own Interdisciplinary Studies diploma. This diploma can have up to four concentrations listed on it.

Take a look through all of our program offerings and decide on a combination of courses and disciplines that meet your learning and career goals best.

### EXAMPLES OF INTERDISCIPLINARY STUDIES

- Pharmacy Technician and Business Administration
- Accounting and Professional Management
- Computing and Business Administration
- Digital Arts and Textiles

### LOCATIONS

You do not have to complete this diploma on one campus only. Selkirk's Tenth Street, Silver King or Victoria Street campuses in Nelson or the Castlegar or Trail campuses may have the right combination of programming for your Interdisciplinary Studies diploma.

### FEES

Please note that tuition and fees are subject to change based on your customized Educational Plan.

### ADDITIONAL INFORMATION

For more information, please read through the program policies and contact a Selkirk College counsellor or the School Chair who oversees the particular courses that you are interested in using towards your custom-made diploma.

## Admission Requirements

### GENERAL ADMISSION REQUIREMENTS

In addition to meeting the general entrance requirements for admission to Selkirk College, applicants must meet the admission requirements of each of the programs that will be assisting you in building your Interdisciplinary Studies diploma.

### INTERDISCIPLINARY STUDIES DIPLOMA FOR INTERNATIONAL STUDENTS

Selkirk College currently offers a two-year Interdisciplinary Studies Diploma (ISD) that provides students with a multidisciplinary approach to their studies.

The ISD allows students with an interest in different subject areas or disciplines the opportunity to combine courses and shorter certificates into a two-year Diploma. Students may select from a list of courses in different subject areas, or may combine two one-year certificates into a two-year IDS.

Upon successful completion of a minimum of 60 credits of study, which takes place over 4 academic semesters, students will be awarded the two-year IS Diploma. Students may apply for the ISD when first applying to Selkirk College if they have discussed the course and subject area options with a Selkirk College counselor, Program Advisor, or School Chair. Alternatively, students may enroll in an Associate Degree or two-year Diploma, and upon successful completion of one semester of studies, may declare their intention to enroll in the ISD. In either case, a study plan must be create by a College counselor, Program Advisor, or School Chair.

Entry requirements for particular ISD will depend on the courses or certificates chosen. Some common areas of study that have been successfully combined by students are:

- Social Service Worker and Health Care Assistant
- Community and Classroom Support Worker and Health Care Assistant
- University Arts and Sciences and Health Care Assistant
- Business Studies and University Arts and Sciences

In accordance with current ISD program policy, a student can be awarded a maximum of 2 credentials within the ISD: the diploma itself, and one certificate.





**LENGTH OF STUDY:**

**10 Months**

**ACCREDITATION:**

**Certificate**

**CAMPUS:**

**Victoria Street Campus, Nelson**

Because of its power and meaning, people have been making and adorning themselves with jewelry for 100,000 years. Discover what is so intriguing about the creation of jewelry from traditional techniques through contemporary design.

We will help you explore your urge to create - and to develop the jewelry design and fabrication skills necessary for your career success. In a combination of classroom and studio workshops, you will learn the fundamental skills and metalsmithing techniques necessary to make jewelry. You will engage in class discussions, technical demonstrations and independent projects using traditional and non-traditional jewelers' processes and materials. Small class sizes provide opportunities for one-on-one attention.

Explore this diverse field at Selkirk College and learn how to best create a niche for your own unique designs. All students registered in Kootenay Studio Arts programs take Drawing and Design courses as well as Professional Development and Practices courses. The Jewelry studio courses introduce students to jewelry fabrication, forming and casting techniques in non-ferrous metals as well as jewelry design processes to help you realize your own vision.

The Jewelry studio courses also include specialized skills such as gem setting, findings, pricing and design for production.

Throughout the Jewelry Studio program, emphasis is placed on developing a high skill level of design and fabrication skills necessary to create jewelry. As familiarity with the tools and techniques is developed, students are encouraged to explore their own concepts as a means of artistic expression.

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Kootenay Studio Arts programming (KSA) entrance requirements:

### QUESTIONNAIRE

All applicants must complete and submit a questionnaire at least one week prior to their scheduled interview date. The questionnaire helps

Upon successful completion of a 10 month certificate program students may pursue a diploma in Studio Arts with a Jewelry major. See Studio Arts diploma or <http://selkirk.ca/program/studio-arts-diploma> for more information.

### SEMESTER 1

Course	Name		Credit
JEWL 101	Approaches in Metal: Introductory Fabrication	On Campus	4
JEWL 103	Colour and Texture	On Campus	2
JEWL 105	Hammer and Connect: Intermediate Fabrication Level I	On Campus	4
JEWL 107	Sparkle and Shine: Introduction to Gemsetting	On Campus	2
PPD 101	Drawing as a Basic Visual Communication	On Campus	3
PPD 103	Design as a Basic Visual Language	On Campus	3
PPD 104	Introduction to Digital Design Applications	On Campus	3
<b>Total</b>			<b>21</b>

### SEMESTER 2

Course	Name		Credit
JEWL 102	Molten Metal: Introduction to Casting	On Campus	4
JEWL 104	Product Design and Creation for Jewelry	On Campus	2
JEWL 106	Explorations in Metal: Intermediate Fabrication Level II	On Campus	4
JEWL 108	Jewelry Design Process	On Campus	2
JEWL 110	Dynamic Metal Forming	On Campus	2
PPD 111	Professional Practice and Design	On Campus	3.5
<b>Total</b>			<b>17.5</b>

### SEMESTER 3

Course	Name		Credit
JEWL 112	Adding More Bling: Intermediate Gemsetting	On Campus	1.5
JEWL 113	One of a Kind: Advanced Fabrication	On Campus	3
JEWL 120	Self-Directed Studio 1	On Campus	2
<b>Total</b>			<b>6.5</b>

us to understand the applicant's interest and commitment to the studio program.

Submit the questionnaire using the Kootenay Studio Arts online form at [selkirk.ca/jewelry](http://selkirk.ca/jewelry).

### INTERVIEW

All applicants are required to participate in an interview with a program instructor from the Kootenay School of the Arts program. Telephone interviews will be arranged for those applicants who, because of distance, cannot attend in person. The interview is an opportunity for applicants to introduce themselves, present their work and discuss their interests within the arts. The instructor will assess the applicant's preparedness for entry into the program and will ask about commitment, goals

and expectations, design knowledge, experience and communication skills. It is also an opportunity for applicants to ask any questions they might have about the program and for faculty to recommend upgrading if necessary.

### PORTFOLIOS

The portfolio is designed to assess your skill level to help instructors increase your chances of success in your studio program. KSA is looking for a demonstration of visual awareness, creativity and technical skill. The portfolio pieces may be of any medium and they need not be specific to studio preference.

For portfolio guidelines see our website <http://selkirk.ca/program/jewel/admission-requirements> or see Kootenay Studio Arts program policy.



– Appendix F.

Program Courses

JEWL 101 - APPROACHES IN METAL: INTRODUCTORY FABRICATION

Students are introduced to basic metallurgy and construction skills for jewelry, including soldering, sawing, filing and polishing non-ferrous metals. An emphasis is placed on personal health and safety, using techniques and equipment appropriate to a small studio practice.

JEWL 102 - MOLTEN METAL: INTRODUCTORY TO CASTING

Explore the sculptural side of jewelry through a variety of casting techniques and mold making. Create three-dimensional forms with molten metal using the ancient techniques of direct pour, cuttlefish, and lost wax casting.

JEWL 103 - COLOUR AND TEXTURE

An introduction to a wide variety of surface treatments and embellishments for jewelry, ranging from patinas to roller printing to keum boo. Create unique surface finishes to make your jewelry stand out. Emphasis is placed on small studio appropriate techniques, with a focus on environmentally sensitive alternatives. Where appropriate, historical context of processes will be discussed.

JEWL 104 - PRODUCT DESIGN AND CREATION FOR JEWELRY

Product Design and Creation for Jewelry allows you to delve into small studio production work to create a line of jewelry. Production techniques demonstrated include hydraulic press, etching, and electroforming. Combining these techniques with your fabrication, casting and surface treatment skills, you will design and create your own production jewelry, using techniques appropriate to a small studio practice.

JEWL 105 - HAMMER AND CONNECT: INTERMEDIATE FABRICATION LEVEL I

Learners will build on the hand and construction skills introduced in JEWL 101. Techniques and processes explored will include cold connections, hollow construction, and basic forging. Jewelry design considerations will include functionality and findings such as bales, catches and earwires. An emphasis is placed on personal health and safety, using techniques and equipment appropriate to a small studio practice.

JEWL 106 - EXPLORATIONS IN METAL:

INTERMEDIATE FABRICATION LEVEL II

An in-depth investigation of more complex forms or series in jewelry. Expand your fabrication skills development through the design and creation of more challenging jewelry pieces in terms of design exploration, execution and finishing.

JEWL 107 - SPARKLE AND SHINE: INTRODUCTION TO GEMSETTING

Introduces learners to the exciting world of gemstones, and how to incorporate them into jewelry. Learn how to set cabochons, alternative materials and round, faceted stones in a variety of basic settings. Emphasis is placed on small studio appropriate techniques. Where appropriate, scientific and historical context of processes and materials will be discussed.

JEWL 108 - JEWELRY DESIGN PROCESS

Design elements will be reviewed and related directly to the design of jewelry through a series of exercises. Students will then apply these design skills to resolve design problems through the creation of projects that focus on small scale, functional and decorative metalwork. Emphasis will be on exploration of the design process and quality of the finished jewelry pieces.

JEWL 110 - DYNAMIC METAL FORMING

Using hammers and stakes to explore the malleability of precious metal sheet, Dynamic Metal Forming introduces you to the fundamentals of synclastic and anticlastic forming through the creation of technical samples and jewelry.

JEWL 112 - ADDING MORE BLING: INTERMEDIATE GEMSETTING

Add More Bling: Intermediate Gemsetting introduces students to more advanced and creative settings, allowing them to use a more exciting range of gemstones in their jewelry.

JEWL 113 - ONE OF A KIND: ADVANCED FABRICATION

Students utilize fabrication, forming, gemsetting and other skills learned to date to design and create more sculptural, one of a kind jewelry suitable for exhibition or competition. Discussions of competition and gallery standards and expectations will help guide the design and creation of work suitable for submission to professional organizations.

JEWL 120 - SELF-DIRECTED STUDIO 1

Self directed studio-based exploration where students receive some mentorship. Personal areas of focus are proposed by students. Students develop

individual choices and expressions with support and encouragement of faculty advisors.

PPD 101 - DRAWING AS A BASIC VISUAL COMMUNICATION

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

PPD 103 - DESIGN AS A BASIC VISUAL LANGUAGE

To introduce students to the elements and principles of design through a series of two and three dimensional design projects which place an emphasis on creative problem solving. Critical analysis and discussion will have an important role in all aspects of developing a visual vocabulary. Throughout course projects and personal research, students will investigate the process of design and the relevance it has to their studio practice, and their personal development.

PPD 104 - INTRODUCTION TO DIGITAL DESIGN APPLICATIONS

Developed to compliment and expand the skill set of the traditional artist, Introduction to Digital Design Applications will introduce students to image creation and processing techniques using Adobe Photoshop and Adobe Illustrator. Emphasis will be placed on creative workflow, image file types, drawing and painting tools, colour correction and artistic exploration. Additional topics include the production of self-promotional materials for both print and web, and an introduction to 3D design options for both jewelry and clay production.

PPD 111 - PROFESSIONAL PRACTICE AND DESIGN

This course provides information to assist the emerging craftsperson, designer, and maker in developing skills for selling their work in a commercial context. A variety of approaches will cover three broad areas of study: management, business, and marketing.

Contact

KSA ADMISSIONS  
Phone: 1.888.953.1133 Ext. 21324  
Direct: 250.365.1324  
Email: ksaadmissions@selkirk.ca



**LENGTH OF STUDY:**

**Up to One Year**

**ACCREDITATION:**

**General Associate of Arts**

**CAMPUS:**

**Castlegar Campus**

Broaden your horizons with a second language. Learning to understand and speak more than one language is considered an important part of a broad liberal arts and sciences education. Many universities encourage or require proficiency in a foreign language for students seeking degrees. Speaking another language can open the door to a myriad of possibilities here and abroad.

## Program Courses

### FREN 102 - BEGINNER'S FRENCH I

Designed to encourage students to develop the following communication skills: speaking, listening, reading and writing. Students will also be introduced to some aspects of the French culture. French is normally used during the academic year and the class works cooperatively in small groups.

### FREN 103 - BEGINNER'S FRENCH II

Designed to develop the communication skills learned by the students in previous UT French courses. Students will further their knowledge of French concepts and awareness of French culture. They will have the opportunity to work in small groups and practice the language through conversations, web pages, radio, films, newspapers and skit preparations.

*Prerequisites: A grade of "C" or higher in FREN 102 or equivalent.*

### FREN 112 - FIRST-YEAR FRENCH I

Encourages students to improve their communicative proficiency through listening, speaking, reading and writing. Students will reflect on and discuss thoughts and beliefs expressed by French writers and their relation with our culture today.

*Prerequisites: A grade "C" or higher in FREN 11 or FREN 102 and 103 or equivalent.*

Selkirk College offers the following beginner, intermediate and advanced French and Spanish language courses in either an on-line interactive format or face-to-face.

## French Courses

Course	Name		Credit
FREN 102	Beginner's French I	Blended	3
FREN 103	Beginner's French II	Blended	3
FREN 112	First-Year French I	Blended	3
FREN 113	First-Year French II	Blended	3
FREN 122	Contemporary French Language and Literature I	Blended	3
FREN 123	Contemporary French Language and Literature II	Blended	3
<b>Total</b>			<b>18</b>

## Spanish Courses

Course	Name		Credit
SPAN 102	Beginner's Spanish I	Blended	3
SPAN 103	Beginner's Spanish II	Blended	3
SPAN 112	First-Year Spanish I	Online	3
SPAN 113	First-Year Spanish II	Online	3
SPAN 122	Contemporary Spanish Language and Literature I	Online	3
SPAN 123	Contemporary Spanish Language and Literature II	Online	3
<b>Total</b>			<b>18</b>

### FREN 113 - FIRST-YEAR FRENCH II

The sequel to FREN 112. In FREN 113 emphasis is placed on further improvement of student's communicative proficiency through listening, speaking, reading and writing. Students will continue to reflect on and discuss thoughts and beliefs expressed by French writers and their relation with our culture today.

*Prerequisites: A grade of "C" or higher in FREN 112 or equivalent.*

### FREN 122 - CONTEMPORARY FRENCH LANGUAGE AND LITERATURE I

This course uses the communicative approach and a thorough review of grammar to enable students to enrich their listening, speaking, reading and writing skills in French. Students will also examine and discuss a series of readings in order to develop their understanding of Francophone culture.

*Prerequisites: A grade of "C" or higher in FREN 112/113 or French 12.*

### FREN 123 - CONTEMPORARY FRENCH LANGUAGE AND LITERATURE II

As a continuation of French 122, this course gives students the opportunity to further enrich and perfect their spoken and written French. As well, students will continue their study of Francophone culture.

*Prerequisites: A grade of "C" or higher in FREN 122 or equivalent.*

### SPAN 102 - BEGINNER'S SPANISH I

Designed to encourage students to develop the following communication skills: speaking, listening, reading, writing. Students will also be introduced to some aspects of the Spanish culture. Spanish is normally used during the academic year and the class works cooperatively in small groups.



**SPAN 103 - BEGINNER'S SPANISH II**

Designed to develop the communication skills learned by the student in previous UT Spanish courses. Students will further their knowledge of Spanish concepts and awareness of Spanish culture. They will have the opportunity to work in small groups and practice the language through conversation, web page, radio, films, newspapers and skit preparations.

*Prerequisites: A grade of "C" or higher in SPAN 102 or equivalent.*

**SPAN 112 - FIRST-YEAR SPANISH I**

Encourages student to improve their communicative proficiency through listening, speaking, reading and writing. Students will reflect on and discuss thoughts and beliefs expressed by Spanish writers and their relation with our culture today.

*Prerequisites: A grade of "C" or higher in SPAN 11 or SPAN 102 and 103 or equivalent.*

**SPAN 113 - FIRST-YEAR SPANISH II**

The sequel to SPAN 112. In SPAN 113 emphasis is placed on further improvement of the student's communicative proficiency through listening, speaking, reading and writing. Students will continue to reflect on and discuss thoughts and beliefs expressed by Spanish writers and their relation with our culture today.

*Prerequisites: A grade of "C" or higher in SPAN 112 or equivalent.*

**SPAN 122 - CONTEMPORARY SPANISH LANGUAGE AND LITERATURE I**

Offers students an opportunity to enhance their language skills (speaking, listening, writing, and reading) through discussions on the writings of Hispanic authors from the nineteenth-century. Students will have the opportunity to take a look at their works which include novels, short stories, theatre, poetry, and biographies. Students will review the concepts covered in previous levels, and expand their knowledge of grammar, usage, sentence development, and vocabulary skills.

*Prerequisites: A grade of "C" or higher in Spanish 12 or SPAN 112/113 or equivalent.*

**SPAN 123 - CONTEMPORARY SPANISH LANGUAGE AND LITERATURE II**

Students continue to improve their communicative proficiency through discussions on the writings of Hispanic authors from the twentieth-century. Students will have the opportunity to take a look at their works which include novels, short stories, theatre, poetry, and biographies. Students will review and expand their knowledge of grammar, usage, sentence development, and vocabulary skills.

*Prerequisites: A grade of "C" or higher in SPAN 122 or equivalent.*

**Career Opportunities**

The study of languages helps prepare you to work in many types of jobs. For example, you might major in a particular language and take a job either teaching that language, teaching English as a foreign language or teaching in a bilingual setting. Combining languages with the study of business can help prepare you for jobs in international commerce. Combining language with law studies could lead to a career in international law.

Among the very many professions which may be enhanced by knowledge of other languages are:

- Business
- Education
- Engineering
- Interpreting/Translating
- Journalism
- Law
- Medicine
- Music and Theater
- Social Work
- Tourism/Travel Industry

**Contact**

**UNIVERSITY ARTS & SCIENCES ADMISSIONS**

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca



**LENGTH OF STUDY:**

**2 Years**

**ACCREDITATION:**

**Liberal Arts Diploma - Law & Justice Studies**

**CAMPUS:**

**Castlegar Campus**

The two-year Law and Justice Studies diploma program is designed to prepare you for a career in the legal profession. You will acquire the skills, training and support to strengthen your future career in a variety of legal professions including law, law enforcement, paralegal, criminology, advocacy, social justice and legal security.

As a graduate of this program you will be well situated to transfer your first two years of post-secondary study into a receiving institution of your choice to continue your legal studies and training. You will be of great service to any community you chose to work in after graduation, but most importantly, rural communities in need of greater access to justice for their citizens.

**CURRICULUM**

This program is learner focused and accountable to student needs through core courses designed for future legal studies, and a significant range of flexibility and choice. Legal professionals come from a broad range of academic backgrounds and law programs emphasize the importance of students pursuing their interests in undergraduate education with electives each year. Our unique curriculum includes conflict resolution, restorative justice and a focus on issues specific to legal systems in rural areas.

**COMMUNITY PARTNERSHIPS AND COLLABORATION**

Lawyers are fundamentally tied to their communities, especially in rural settings and our program will give you first-hand knowledge and experience of how that connection might look once you are finished your education through connection to local lawyers, judges and advocacy groups who are working every day to increase access to justice in our local region.

**LABOUR MARKET DEMAND**

The average age of lawyers in Canada is over 50 years and as a result, we will soon be facing a shortage of lawyers across the country. This situation is even more critical in rural areas where the number of practicing lawyers is shrinking due to high rates of retirement. In response, there is a growing focus toward easing strain on the legal system in British Columbia through increased training and expansion of responsibilities for paralegals and incentives

The following courses are required for the Liberal Arts Diploma in Law and Justice Studies. Students must achieve a "P" grade or better in each course and a minimum GPA of 2.00. A grade of "C" or higher is required in English 110. Students wishing to complete an associate of arts degree are advised to meet with an academic counsellor to discuss their course selection.

RFW 251 (2 credits) is a recommended elective for diploma students.

**Year 1**

**SEMESTER 1**

Course	Name		Credit
ENGL 110	College Composition	On Campus	3
PEAC 100	Peace Studies I	On Campus	3
SOC 120	Introductory Sociology I	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
LAW 120	Rural Legal Issues I	On Campus	1
<b>Total</b>			<b>16</b>

**SEMESTER 2**

Course	Name		Credit
ENGL 111	Introduction to Literature	On Campus	3
PEAC 101	Peace Studies II	On Campus	3
SOC 121	Introductory Sociology II	On Campus	3
PHIL 120	Introduction to Logic and Critical Thinking	On Campus	3
LAW 121	Rural Legal Issues II	On Campus	1
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>16</b>

**Year 2**

**SEMESTER 3**

Course	Name		Credit
PEAC 201	From Water to Chocolate: Environment, Conflict and Justice	On Campus	3
SOC 200	Deviance and Social Control	On Campus	3
ADMN 272	Commercial Law	On Campus	3
SOC 205	Introduction to Social Research	Online	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>16</b>

**SEMESTER 4**

Course	Name		Credit
PEAC 203	Introduction to Restorative Justice: Theory and Practice	On Campus	3
ANTH 201	Ethnic Relations	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
LAW 122	Rural Legal Issues III	On Campus	1
<b>Total</b>			<b>15</b>





programs for rural legal professionals. By directly increasing the number of trained legal professionals with a rural background, our program is helping to solve the "Access to Justice" challenges facing our province today.

## Admission Requirements

Admission to the Law and Justice Studies program requires the completion of English Studies 12 with a grade of "C" or higher or written permission of the instructor and School Chair. Other prerequisites depend on the electives chosen to complete the program and should be determined with the advice of a Selkirk College counsellor.

If you are a student who lacks the admission requirements, you may still gain entry to the program by taking a combination of upgrading and university courses in your first year. This may extend the length of your program.

## Program Courses

### ADMN 272 - COMMERCIAL LAW

An introduction to law as it applies to business. The development of the courts and the machinery of justice will be outlined. A study will then be made of torts and negligence, and of contracts including their formation, impeachment, breach, assignment and discharge. Methods of carrying on business such as employer/employee, proprietorship, partnership, agency and incorporation will be introduced and compared.

*Prerequisites: Program admission standards.*

### ANTH 201 - ETHNIC RELATIONS

An introduction to the comparative study of "race" and ethnic relations from local to international contexts. The course explores social stratification according to race and ethnicity and looks at the motivations and consequences of such classifications and their relationships to other forms of stratification.

*Prerequisites: ANTH 100 or ANTH 101 recommended; English Studies 12 or equivalent with a grade of "C" or higher.*

### ENGL 110 - COLLEGE COMPOSITION

All about thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites: A grade of "C" or higher in English Studies 12 or equivalent or LPI level 4.*

### ENGL 111 - INTRODUCTION TO LITERATURE

About living more intensely. Rather than providing answers, literature prompts us to ask better questions of ourselves and each other. Drama, poetry, short stories, and novels will guide us in discussion, reflection, and writing about literature.

*Prerequisites: ENGL 110 with a grade of "C" or higher or equivalent. Note: English 112/114 is intended for students interested in a literary focus.*

### LAW 120 - RURAL LEGAL ISSUES I

A one-credit course designed to introduce learners to the legal profession. Information will be provided on pathways into the legal profession and the career potentials in the legal field. Students will also learn about the Canadian legal system and law in general.

### LAW 121 - RURAL LEGAL ISSUES II

A one-credit course which will build upon the knowledge gained in LAW 120. In particular, the course will focus on the unique challenges facing legal professionals in a rural area, including the need to have a broad understanding of a variety of legal issues and the challenges surrounding equal access to justice in rural areas.

*Prerequisites: LAW 120*

### LAW 122 - RURAL LEGAL ISSUES III

A one-credit course which builds on the knowledge gained in LAW 120 and 121 with an emphasis on professionalism and both oral and written communication. Learners will complete a major project in this course as well as an oral presentation.

*Prerequisites: LAW 121*

### PEAC 100 - PEACE STUDIES I

An interdisciplinary and values-based course that is the first of two introductory core courses in Peace Studies. Readings will include United Nations documents, as well as essays and excerpts from the writings of philosophers, anthropologists, psychologists, and peace researchers. Students will thus gain familiarity with literature addressing a broad range of past and current theories and discourse related to peace and conflict. Through their own reflection and working collaboratively in groups, students will have the opportunity to move from theory to practice in one of the most challenging issues of humanity's collective experience: building cultures of peace.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

### PEAC 101 - PEACE STUDIES II

The second of two introductory core courses in Peace Studies at Selkirk College. This course will focus on traditional and non-traditional approaches

to Conflict Resolution. Students will be introduced to general principles and key concepts in arbitration, negotiation, mediation and nonviolent resistance; as well as alternative dispute resolution methods, such as Nonviolent Communication, Peacemaking Circles, Conflict Transformation, and Conflict Free Conflict Resolution. Students will practice identifying, analyzing, role playing, mapping, and peacefully resolving or transforming conflicts that range from the interpersonal to the international.

*Prerequisites: English Studies 12 with a grade of "C" or higher. PEAC 100 recommended.*

### PEAC 201 - FROM WATER TO CHOCOLATE: ENVIRONMENT, CONFLICT AND JUSTICE

An examination of selected global political-ecological issues, including conflict minerals, child slavery, climate change, and water wars; as well as the power and potential of various pathways to peace, including nonviolent direct action, Indigenous solidarity, fair trade, international accompaniment, ecological restoration, and environmental peacebuilding.

*Prerequisites: Second year standing.*

### PEAC 203 - INTRODUCTION TO RESTORATIVE JUSTICE: THEORY AND PRACTICE

Themes include retribution, punishment and deterrence; Indigenous approaches to justice; trauma and healing; shame and empathy; community, belonging, forgiveness, and reconciliation. These are explored at a variety of scales, from the interpersonal to the global, and in various contexts – from the Canadian criminal justice system to transitional justice following war, apartheid, or colonial subjugation. Students will gain familiarity with the applied practices of victim-offender mediation, family-group conferencing, peacemaking circles, and truth and reconciliation commissions; and also learn how restorative practices are being used in environmental contexts and in our schools.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher. Recommended PEAC 100 and 101.*

### PHIL 120 - INTRODUCTION TO LOGIC AND CRITICAL THINKING

Designed to improve students' ability to reason well. Students will study the nature, structure, and purpose of valid arguments, identify common fallacies and mistakes, and determine when to use various forms of reasoning (e.g., deductive, inductive, and abductive). Students will sharpen their understanding of these concepts by analyzing and assessing arguments in the courts, news, and other contemporary media.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*







# Liberal Arts Diploma

[selkirk.ca/program/liberal-arts-diploma](http://selkirk.ca/program/liberal-arts-diploma)

LENGTH OF STUDY:

**2 Years**

ACCREDITATION:

**Liberal Arts Diploma**

CAMPUS:

**Castlegar Campus**

Explore the possibilities.

You can choose from over 100 fully transferable university courses in arts and sciences to match your interests and degree path.

You can take one course at a time or select a full two years' worth of credits to transfer directly into three- and four-year university degree programs within BC, Canada and abroad.

Successful course and/or program completion allows you to transfer into university degree programs such as the bachelor of arts (BA), bachelor of fine arts (BFA) and bachelor of science (BSc), including engineering.

If the 60 credits you earn meet the flexible pre-major agreement in either anthropology, English, psychology or sociology, then you can transfer seamlessly into a third year major's program at any BC university, provided that all other entrance requirements are met.

## LIBERAL ARTS

Selkirk College awards a Liberal Arts diploma to a student who completes at least sixty (60) credits of University Arts and Science courses with a "P" grade or better in each course, achieves a minimum GPA of 2.00, and whose course selection meets the following criteria:

- Two semester courses in first-year English
- A minimum of six semester courses in second-year Arts
- A minimum of 10 semester courses in first- or second-year Arts and Science courses other than first-year English.
- Up to a maximum of six courses may be from other subjects, as long as they are at the 100-level or higher and are transferable as per the BC Transfer Guide.

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## Contact

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: [admissions@selkirk.ca](mailto:admissions@selkirk.ca)



## LENGTH OF STUDY:

**Up to One Year**

## ACCREDITATION:

**General Associate of Science**

## CAMPUS:

**Castlegar Campus**

Selkirk College offers a great start to an undergraduate degree in mathematics or statistics. Starting with your first year here at Selkirk, you can go on to most universities and continue into the second year of a mathematics degree. If math isn't your passion, but you need it for another program or degree you are interested, we offer a variety of courses for non-math types as well.

## INTERESTED IN STUDYING MATH?

In general you should study math if you want to develop new abilities to model and analyse the world in a quantitative and rigorous way. Perhaps you want to master one or two courses to prepare you to work or study in a field which requires some quantitative analysis.

If you enjoy math and like to think carefully and rigorously, enjoy the challenge of solving difficult problems and plumbing the depths of deep intellectual concepts and are a creative problem solver who does not necessarily need to be following an example, you may want to consider a degree or even a career in mathematics.

## PROGRAM OUTCOMES

Our first year program in math will prepare you for entry into a second year math program at most degree granting institutions.

Skills you will acquire in a math degree:

- Apply quantitative knowledge and reasoning
- Define and focus a quantitative problem
- Design/use computer simulations
- Develop mathematical models and theories
- Observe, define and exploit patterns

## CAREER OPPORTUNITIES

Mathematical/Scientific Researcher, Statistician, Financial Analyst, Accountant, Teacher, Professor, Software Engineer, Technical Consultant

## ADDITIONAL RESOURCES

We offer math refresher classes the week before classes start each fall semester.

The MATH 100 - Review package will assist you in reviewing materials covered in your senior high school math courses.

The following is a suggested mix of courses to satisfy requirements for entry into the second year of a math degree program at a degree granting institution. Courses should be chosen only after consultation with a Selkirk College counsellor.

Course	Name		Credit
MATH 100	Calculus I	On Campus	3
MATH 101	Calculus II	On Campus	3
STAT 206	Statistics	On Campus	3
MATH 221	Introductory Linear Algebra	On Campus	3
PHYS 104	Fundamental Physics I	On Campus	3
PHYS 105	Fundamental Physics II	On Campus	3
ENGL 110	College Composition	On Campus	3
ENGL 111	Introduction to Literature	On Campus	3
CPSC 100	Introduction to Programming I	On Campus	3
CPSC 101	Introduction to Programming II	On Campus	3
<b>Total</b>			<b>30</b>

## Program Courses

### CPSC 100 - INTRODUCTION TO COMPUTER PROGRAMMING I

Designed for beginning programmers who have no prior programming experience. CPSC 100 Introduction to Programming I will also be helpful to students who have programmed before and wish to learn about the C programming language. ANSI-C is the low-level/high-level language that will be used to learn basic programming constructs, algorithms, program design, and good programming practices. Students will develop and test small programs which loop, make decisions, access arrays, define classes, instantiate objects, and invoke methods.

*Prerequisites: Math 12*

### CPSC 101 - INTRODUCTION TO COMPUTER PROGRAMMING II

This course is a continuation of CPSC 100 with emphasis on more advanced programming techniques and design, development and test of large applications. Students will write programs which make use of library functions to display graphical user interfaces, manage collections of data, access files and databases, and interact with other programs.

*Prerequisites: CPSC 100 with a grade of "C" or higher.*

### ENGL 110 - COLLEGE COMPOSITION

Thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites: A grade of "C" or higher in English Studies 12 or equivalent or LPI level 4.*

### ENGL 111 - COLLEGE COMPOSITION

About living more intensely. Rather than providing answers, literature prompts us to ask better questions of ourselves and each other. Drama, poetry, short stories, and novels will guide us in discussion, reflection, and writing about literature.

*Prerequisites: A grade of "C" or higher in ENGL 110 or equivalent. Note: English 112/114 is intended for students interested in a literary focus.*

### MATH 100 - CALCULUS I

A course designed to provide students with the background in calculus needed for further studies. This course includes: a review of functions and graphs; limits; the derivative of algebraic, trigonometric, exponential and logarithmic functions; applications of the derivative including related rates, maxima, minima, velocity and acceleration; the definite integral; an introduction to elementary differential equations; and, applications of integration including velocity, acceleration, areas, and growth and decay problems.

*Prerequisites: Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or higher.*



**MATH 101 - CALCULUS II**

A sequel to Math 100 for students who wish to major in sciences, mathematics, or engineering. The course includes: the definite integral and its applications to volume, arc length, and surface area of revolution; techniques of integration; improper integrals; parametric equations and polar coordinates; linear first order differential equations; infinite series; convergence and power series; and Taylor Polynomials.

*Prerequisites: MATH 100 or equivalent with a grade of "C" or higher.*

**MATH 221 - INTRODUCTORY LINEAR ALGEBRA**

provides an introduction to linear algebra and vector spaces. Topics covered in the course include the solution of systems of linear equations through Gaussian elimination; matrices and matrix algebra; vector spaces and their subspaces; coordinate mappings and other linear transformations; construction of Gram-Schmidt bases and least-square approximations. Although the course devotes a substantial amount of time to computational techniques, it should also lead the student to develop geometrical intuitions, to appreciate and understand mathematical abstraction and to construct some elementary proofs.

*Prerequisites: MATH 100 with a grade of "C" or higher.*

**PHYS 104 - FUNDAMENTAL PHYSICS I**

A calculus based overview of the fundamentals of classical mechanics. This course is suitable for those interested in further study in the physical sciences and in engineering. Classical mechanics describes the physical phenomena occurring in the real world around us. We study linear and rotational motion of objects, and then consider how forces cause motion, using Newton's laws. We next use conservation of energy and conservation of momentum to describe the motion of objects. Finally we investigate heat transfer and simple harmonic motion. These topics form a basis for future physical science and engineering courses.

*Prerequisites: PHYS 12 or PHYS 62/63 with a minimum grade of "C". Corequisites: MATH 100.*

**PHYS 105 - FUNDAMENTAL PHYSICS II**

A calculus-based survey of waves, sound, optics, electricity and magnetism. This course is designed for students interested in further study in Physical Science and Engineering.

*Prerequisites: PHYS 104 and MATH 100 with a grade of "C" or higher. Corequisites: MATH 101.*

**STAT 206 - STATISTICS**

This course provides an introduction to statistical methods intended for students of Engineering or the Sciences. Descriptive statistics, probability and inferential statistics are covered at a level appropriate for students with some calculus background. The students will learn to calculate confidence intervals and perform hypothesis testing for experiments involving one and two samples. Linear regression and correlation may be introduced if time permits.

*Prerequisites: Math 100 or Math 140 or an equivalent calculus course that introduces integral calculus.*



**Contacts**

**UNIVERSITY ARTS & SCIENCES ADMISSIONS**

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca

# Medical Transcription, Editing and Documentation

selkirk.ca/program/medical-transcription-editing-and-documentation



## LENGTH OF STUDY:

**9 Months + 3 week preceptorship**

## ACCREDITATION:

**Certificate**

## CAMPUS:

**Online**

The Medical Transcription, Editing and Documentation program provides supported online training for employment in a variety of health care fields or as an independent contractor in a home-based business.

## ONLINE PROGRAM BENEFITS

- Flexible schedule
- Focus on new technology
- Smooth transition to the workplace
- Freedom to study anywhere

Working as an online student enables you to choose the work environment that best suits your personal needs while being supported by instructors and other students. You can complete the required courses in our computer lab on site, or from home through distance education and choose between full or part-time study.

## PROFESSIONAL TRAINING

Selkirk College is an educational member of the Association for Healthcare Documentation Integrity (AHDI). The MTED program at Selkirk College follows AHDI's recommendations for curriculum and uses the AHDI Book of Style to meet industry standards.

The Medical Transcription, Editing and Documentation program encourages you to develop critical thinking and decision-making skills while applying appropriate medical terminology to each transcribed document. The program will help you develop your listening ear. You will transcribe authentic medical dictation, which includes a variety of report types with challenging accents and varying dictation styles, to industry standards. You will be required to meet or exceed employer expectations during the 3-week preceptorship at the end of the program.

## CONSIDER MEDICAL TRANSCRIPTION IF YOU

- Are detail-oriented
- Communicate well with strong grammar, spelling and punctuation skills
- Have good computer knowledge
- Are able to type accurately and quickly
- Have strong internet research skills
- Are adept at time management
- Enjoy working independently

## Course of Studies

Course	Name		Credit
MTED 100	Medical Terminology I	Online	1
MTED 101	Medical Terminology II	Online	3
MTED 102	Medical Terminology III	Online	1
MTED 110	Principles of Medical Transcription and Healthcare Documentation	Online	4
MTED 111	Surgery, Pharmacology and Diagnostics	Online	2
MTED 112	Fundamentals of Medical Specialties	Online	5
MTED 116A	Keyboarding	Online	0.5
MTED 114	Transcription Speed and Accuracy I (Basic)	Online	3
MTED 116B	Transcription Speed and Accuracy II (Intermediate)	Online	0.5
MTED 124	Transcription Speed and Accuracy II	Online	4
MTED 130	Speech Recognition and Editing	Online	5
MTED 134	Transcription Speed and Accuracy III (Advanced)	Online	2
MTED 140	Transition to Professional Practice	Online	1
MTED 142	Preceptorship	Online	3
<b>Total</b>			<b>35</b>

If you enjoy daily challenges and working with new technology, this 9-month (plus 3-week preceptorship) fully online medical transcription program is designed to equip you with the skills necessary to meet the needs of the medical community for medical transcriptionists.

## CAREER OPPORTUNITIES

Job growth in the health care industry is solid and this extends to the field of medical transcription.

Professionals in this specialized field are in high demand. With a Medical Transcription, Editing and Documentation certificate, graduates have been successful in obtaining employment with online medical transcription companies, hospitals and medical clinics. Many have gone on to work as editors, quality assurance specialists, supervisors and teachers. Medical transcriptionists also have the opportunity to provide technical support as consultants.

## Admission Requirements

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Medical Transcription, Editing, and Documentation Program requirements to be considered fully-qualified:

## ACADEMIC

- Grade 12 graduation or equivalent or mature student status
- English 10 with a grade of "C+" or higher

## GENERAL REQUIREMENTS

- Keyboarding speed of 40 words per minute
- Computer skills including knowledge of internet, email, word processing, and file management
- Applicants must submit a completed application form and other required documents (i.e. secondary school and all post-secondary transcripts, application package) to the Registrar's office.

## Program Courses

### MTED 100 - MEDICAL TERMINOLOGY I

Learners complete an introductory study of the construction of medical terms including root words, suffixes and prefixes relating to the various body systems.

### MTED 101 - MEDICAL TERMINOLOGY II

Learners study anatomy and physiology of the main body systems. Learners will learn the word parts, abbreviations, prefixes, suffixes, disease process and treatments relating to terminology specific to



each body system, including disease processes and treatments. Learners will correctly pronounce medical terms relating to terminology specific to each body system.

*Prerequisites: MTED 100*

**MTED 102 - MEDICAL TERMINOLOGY III**

In this 30-hour, 1 week course, learners complete a study of the construction of medical terms including root words, suffixes, prefixes, disease processes, and treatments relating to pharmacology and the specialties of oncology, radiology and nuclear medicine and psychiatry.

*Prerequisites: MTED 100, MTED 101.*

**MTED 110 - PRINCIPLES OF MEDICAL TRANSCRIPTION AND HEALTHCARE DOCUMENTATION**

Learners are introduced to the medical transcription profession and the foundational knowledge, skills and attitudes required to be successful transcriptionists and editors. Fundamental computer systems, technology, and word processing techniques specific to medical transcription are discussed. Students learn the basic components of medical reports and begin to apply formatting guidelines consistent with the Book of Style (BOS). The basics of medical terminology including word building, jargon, abbreviations and word confusion are applied in learning activities and assignments. Learners begin to proofread and edit medical documents for accuracy.

*Prerequisites: MTED 100, MTED 101.*

**MTED 111 - SURGERY, PHARMACOLOGY AND DIAGNOSTICS**

This course introduces the general concepts of surgery, pharmacology, and diagnostics. Participants learn component parts of the surgical process, types of surgical procedures, and associated terminology. The foundations of pharmacology including drug administration (drug forms, routes, dosage, and frequency), drug classifications, and nomenclature for transcribing are introduced. The foundations of diagnostic testing including common laboratory tests and imaging methods are introduced with associated terminology and abbreviations

*Prerequisites: MTED 100, MTED 110  
Corequisites: MTED 101*

**MTED 112 - FUNDAMENTALS OF MEDICAL SPECIALTIES**

Using a body systems model, learners examine normal anatomy and physiology and common diseases / disorders associated with each system. Learners build on their foundational knowledge of diagnostic procedures and pharmacology for

each body system and apply this knowledge during transcription and speech editing exercises designed for beginning medical transcriptionists with an emphasis on accuracy.

*Prerequisites: MTED 100, MTED 110, MTED 111  
Corequisites: MTED 101*

**MTED 116A - KEYBOARDING**

Keyboarding skills are introduced, developed, and continually reinforced. Correct finger positioning, speed, and accuracy are emphasized with key drills, speed drills, and positional reinforcement drills. The Online Lab provides a streamlined and current approach to mastering life-long keyboarding skills with 1-minute, 3-minute, and 5-minute timings build speed and assess student progress. Pretest timings provide measure of student readiness for coursework and posttest timings measure student-keyboarding success.

**MTED 114 - TRANSCRIPTION SPEED AND ACCURACY I (BASIC)**

Provides learners with the opportunity to transcribe and proofread beginner level medical dictation using thePoint® online platform. Learners have access to approximately 1000 minutes of dictation from a wide variety of medical specialties and use MS Word to format medical documents to beginner medical transcriptionist/editor proficiency.

*Prerequisites: MTED 112  
Corequisites: MTED 116B*

**MTED 116B - KEYBOARDING**

Continuation of keyboarding skills introduced in MTED 116A with an emphasis on speed, and accuracy. The Online Lab provides a streamlined and current approach to mastering life-long keyboarding skills with 1-minute, 3-minute, and 5-minute timings build speed and assess student progress. Pretest timings provide measure of student readiness for coursework and posttest timings measure student-keyboarding success.

*Prerequisites: MTED 116A*

**MTED 124 - TRANSCRIPTION SPEED AND ACCURACY II (INTERMEDIATE)**

Provides learners with the opportunity to transcribe and proofread intermediate level medical dictation using thePoint® online platform. Learners have access to approximately 1200 minutes of dictation from a wide variety of medical specialties and use MS Word to format medical documents to intermediate medical transcriptionist/editor proficiency.

*Prerequisites: MTED 114  
Corequisites: MTED 116B*

**MTED 130 - SPEECH RECOGNITION AND EDITING**

Introduces students to the practice and science of speech recognition and editing technology in health care. Students develop basic and advanced skills using the 3M ChartScript platform consisting of authentic speech recognized drafts from actual physicians.

*Prerequisites: MTED 134  
Corequisites: MTED 116B*

**MTED 134 - TRANSCRIPTION SPEED AND ACCURACY III (ADVANCED)**

Provides learners with the opportunity to transcribe and proofread advanced level medical dictation using thePoint® online platform. Learners have access to approximately 700 minutes of dictation from a wide variety of medical specialties and use MS Word to format medical documents to beginner medical transcriptionist/editor proficiency.

*Prerequisites: MTED 124  
Corequisites: MTED 116B*

**MTED 140 - TRANSITION TO PROFESSIONAL PRACTICE**

Provides learners with an opportunity to apply the knowledge and skills required to search and apply for employment as a medical transcriptionist/editor in a clinical, hospital or online work setting. Learners will be introduced to factors that contribute to a successful home based business as a sub-contractor for medical transcription companies and the concept of lifelong learning in relation to professional responsibility for currency and meeting industry changes across multiple work settings.

*Prerequisites: MTED 130, MTED 142  
Corequisites: MTED 116B*

**MTED 142 - PRECEPTORSHIP**

Provides an opportunity for students to consolidate and apply the knowledge and skills they have acquired during the program in either a face-to-face or online setting. Students experience the requirements of professional practice under the guidance of a preceptor. Completion of 100 hours of practice prepares students for the transition to working in the industry upon graduation.

*Prerequisites: MTED 130*

**Contact**

**DISTANCE ADMISSIONS**  
Phone: 888.953.1133 Ext. 21425  
Direct: 250.365.1425  
Email: distanceadmissions@selkirk.ca





<b>LENGTH OF STUDY:</b> <b>3 Terms</b>
<b>ACCREDITATION:</b> <b>Associate Certificate</b>
<b>CAMPUS:</b> <b>Castlegar Campus</b>

If you are already studying or working in the human service or health care fields, you can earn an associate certificate in Mental Health and Addictions to take your career to a new level. Focused on the specific needs of clients coping with mental health and substance use challenges, you'll be ready for a variety of workplace settings and challenges.

### FLEXIBLE LEARNING

In this program, you will complete two online courses that examine current research about the causes and treatment of mental health and substance use challenges for marginalized populations and participate in a two day experiential workshop focused on motivational interviewing skills.

This certificate is designed for those who wish to focus their practice in the area of Mental Health and Addictions and may be of interest to

- Human Services students
- Human Services workers
- Degree holders looking for work-related skills and/or credentials
- Nurses wishing to practice in the area of Mental Health and Addictions

### Careers

Upon graduation from our associate certificate program, you'll have skills and knowledge necessary to focus your practice in Mental Health and Addictions. Employment options include:

- Drop-in and outreach programs
- Community liaison, education and support
- Group homes and adult shelters
- Child and youth support and outreach
- Social services programs
- Tenant support and shelter resources
- Employment counselors and resource centres
- Alcohol and drug treatment facilities
- Advocacy programs

You can receive transfer credit for the theory courses from the University of Victoria and Thompson Rivers University.

SEMESTER 1			
Course	Name		Credit
ADD 384	Addictions Theory and Practice	Online	3
SEMESTER 2			
Course	Name		Credit
HSER 257	Mental Health Issues: Practical Responses	Online	3
SEMESTER 3			
Course	Name		Credit
HSER 600	Motivational Interviewing - Brief Interventions and Support Strategies Workshop	On Campus	

### Admission Requirements

Completion of the Health and Human Services diploma or two years of a relevant program; or

Completion of a certificate program in Health and Human Services or relevant field and two years of experience in the field; or five years of experience in the Health and Human Services field and permission from the Instructor and Chair of Health and Human Services.

- English Studies 12 or equivalent, with a grade of "C" or higher or a minimum LPI score of level 4.

### Application Information

The below listed documents need to be submitted to apply for this program.

If the admission requirement for the certificate or diploma was completed at Selkirk College the below information is not required.

- A letter from the applicant's employer stating their position and employment history
- Résumé
- Official copy of secondary and post-secondary transcripts
- Two letters of reference

### Program Courses

#### ADD 384 - ADDICTIONS THEORY AND PRACTICE

Designed to provide students with an overview of current and emerging research/expertise in the field. The course will cover diverse definitions and understandings of addiction, as informed by current findings in the fields of neuroscience and social science. Pharmacology basics and the biological, psychological, social, spiritual and environmental dimensions of addiction will be reviewed from a number of perspectives.

Current research on attachment, trauma and brain development will be examined in relation to addiction from both developmental and environmental perspectives. A critical examination of the link between policy and practice provides context for the emergence of recovery strategies such as harm reduction and motivational techniques. Special attention will be given to the role of colonization and stigma as it is experienced through ethnicity, gender and culture, and the important role of advocacy in this context.

*Prerequisites: 3rd year standing in Advanced diploma in Rural Pre-Medicine (ADRPM) OR 3rd year standing in Bachelor of Science in Nursing (BSN) OR ADD 184.*





LENGTH OF STUDY: <b>23 Weeks</b>
ACCREDITATION: <b>Certificate</b>
CAMPUS: <b>Silver King Campus, Nelson</b>

This 23-week program prepares learners for entry level positions as metal fabricators employed in fabrication shops associated with manufacturing, shipbuilding, forestry, mining, construction, transportation and oil and gas industries.

Students engage in a variety of classroom and shop activities. They learn theoretical principals of the trade in the classroom and then apply their knowledge in the shop where they master the skills employed in the fabrication of steel structures, vessels, containers and equipment.

Students earn Level One technical training credit towards the Metal Fabricator apprenticeship. Additionally, graduates of the program receive credit for 450 work-based hours of the practical on-the-job component of the metal fabricator apprenticeship. Graduates of the Metal Fabricator Foundation Program at Selkirk College may find employment as apprentice metal fabricators engaged in the fabrication of buildings, bridges, ships, boilers, vessels, containers and heavy equipment.

Selkirk College offers Metal Fabricator (Fitter) technical foundation training in cooperation with the Industry Training Authority (ITA). The Foundation Program consists of Level 1 technical training in addition to practical and essential skills related to the Metal Fabricator (Fitter) apprentice program.

Metal Fabrication is also an excellent program for welders to expand on their skills and increase employment options in the industry across Canada.

#### YOUTH TRAIN IN TRADES

The Youth Train in Trades program was formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT). It is designed to help secondary school students get a head start on careers in the trades while earning credit towards their high school graduation. Learn more online at Industry Training Authority (<http://youth.itabc.ca/programs/train/>)

For more information speak with your high school guidance counsellor or get in touch with Selkirk College's Industry and Trades administrative assistant.

Course	Name
MFAB 100	Introduction to the Trade
MFAB 101	Use of Safe Work Practices
MFAB 102A/AP	Solve Trade Math Problems
MFAB 103A/AP	Use Trade Tools
MFAB 104A/AP	Use Shop Equipment
MFAB 105A/AP	Burn and Weld Materials
MFAB 106A/AP	Read Drawings
MFAB 107A/AP	Use Material Handling Equipment
MFAB 108A/AP	Use Structural Layout Techniques
MFAB 109A/AP	Develop Plate and Structural Patterns
MFAB 110A/AP	Use Surface Prep and Finishing Methods
MFAB 111A/AP	Fabricate Plate and Structural Sections

#### ADDITIONAL INFORMATION

Students must supply some hand tools, safety boots, leatherwear and purchase module texts at a cost of approximately \$600. A refundable tool deposit of \$100 will be required at the start of the program.

#### Contact

**TRADES ADMISSIONS**  
 Phone: 1.888.953.1133 ext 13204  
 Direct: 250.354.3204  
 Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)

#### ADMISSION REQUIREMENTS

The following admission requirements are specific to the Metal Fabricator program:

##### ACADEMIC

- Graduation from a BC Senior Secondary School
- Math 11 with a grade of "C" or higher

Consideration will be given to mature individuals: anyone who is not a secondary school graduate (or equivalent) but who will be nineteen (19) years of age or older on the first day of classes for the term is eligible to attend the College as a mature student.

Applications for admission will be received until the program is full.

An interview (in person or by telephone) with the School Chair or designate may be required before entry to the program. Interview results are not used as criteria for admission.



<b>LENGTH OF STUDY:</b> <b>9 Months</b>
<b>ACCREDITATION:</b> <b>Certificate</b>
<b>CAMPUS:</b> <b>Silver King Campus, Nelson</b>

This 36-week program prepares learners for entry level positions as apprentice millwrights (Industrial Mechanic) and as apprentice machinists with manufacturing firms and resource development firms.

Students engage in a variety of classroom and shop activities. They learn principals of both trades in the classroom and then apply their knowledge in the shop where they fabricate, install and maintain industrial tools, machines and equipment to exacting standards of precision.

Graduates of the Millwright Machinist Foundation program at Selkirk College earn Level 1 and Level 2 technical training credit towards the Millwright Apprenticeship as well as Level 1 Technical Training credit towards the Machinist Apprenticeship. Additionally, graduates of the program have the option to claim advanced credit for either 325 work-based hours of the practical on-the-job component of the Millwright Apprenticeship or 500 work-based hours of the practical on-the-job component of the Machinist Apprenticeship

Graduates of the Millwright Machinist Foundation program at Selkirk College typically find employment as apprentice millwrights engaged in the operation and maintenance of machines and systems in manufacturing plants, resource development firms, mines, mills and various industrial enterprises. Apprentice machinists are typically employed to set up, calibrate, program and operate sophisticated machine tools in a variety of industrial environments.

#### PRACTICAL TRAINING: MILLWRIGHT

- Earn Level 1 and Level 2 training credit for your Millwright Apprenticeship.
- Earn advanced credit for 425 work-based hours.
- Operate and maintain systems and machines.

#### PRACTICAL TRAINING: MACHINIST

- Earn Level 1 credit for your Machinist Apprenticeship.
- Earn advanced credit for 500 work-based hours.
- Work in a variety of industrial environments.

Course	Name	
MILMAC 150	Introductory Millwright/Machinist	On Campus
MILMAC 160	Intermediate Millwright/Machinist	On Campus
MILMAC 170	Advanced Millwright/Machinist	On Campus

#### YOUTH TRAIN IN TRADES

The Youth Train in Trades program was formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT). It is designed to help secondary school students get a head start on careers in the trades while earning credit towards their high school graduation. Learn more online at Industry Training Authority (<http://youth.itabc.ca/programs/train/>)

For more information speak with your high school guidance counsellor or get in touch with Selkirk College's Industry and Trades administrative assistant.

#### ADMISSION REQUIREMENTS

The following admission requirements are specific to the Carpentry Foundation program:

##### ACADEMIC

- Graduation from a BC Senior Secondary School
- Math 11 with a grade of "C" or higher

Consideration will be given to mature individuals: anyone who is not a secondary school graduate (or equivalent) but who will be nineteen (19) years of age or older on the first day of classes for the term is eligible to attend the College as a mature student.

Applications for admission will be received until the program is full.

An interview (in person or by telephone) with the School Chair or designate may be required before entry to the program. Interview results are not used as criteria for admission.

#### Careers

Our Graduates find employment in:

- Industrial enterprises
- Manufacturing plants
- Mills
- Mines
- Resource development firms

#### Program Courses

- MILMAC 150 - Introductory Millwright/Machinist
- MILMAC 160 - Intermediate Millwright/Machinist
- MILMAC 170 - Advanced Millwright/Machinist

#### Contact

##### TRADES ADMISSIONS

Registration  
Phone: 1.888.953.1133 ext 13204  
Direct: 250.354.3204  
Fax: 250.352.3180  
Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)



## LENGTH OF STUDY:

**2 Years**

## ACCREDITATION:

**Diploma**

## CAMPUS:

**Tenth Street Campus, Nelson**

The Selkirk College Music program has been preparing students for the commercial music and entertainment industry for over 25 years.

A diverse cross-section of musical styles is offered allowing students to explore the best that each genre has to offer from rock and blues, to jazz, folk and world music.

### DEVELOP YOUR SKILLS

- Performance
- Improvisation
- Songwriting
- Composition
- Film Scoring
- Recording
- Live Sound Mixing

The Contemporary Music & Technology program at Selkirk College is a two-year diploma program developed to train musicians for the commercial music and entertainment industry. It's the only program in Canada based on the world renowned Berklee College of Music curriculum and its guiding principle that the best way to prepare students for careers in music is through the study and practice of contemporary music. For graduates of jazz and classical programs, Selkirk College can offer the technology training and popular music concepts they might be missing in order to become more employable.

The Contemporary Music & Technology program trains musician performers for the commercial music industry. The curriculum includes individual instruction on guitar, voice, bass, drums, saxophone, violin, and keyboards, as well as a solid grounding in music theory and ear training. Individual and ensemble instruction and practice is offered throughout both years of the program. Rock, blues, jazz, folk and world music are the primary instructional styles.

Study your instrument and related skills in the first year and choose a major in the second. An initial core year that provides solid grounding in music theory and ear training is followed by one of six program majors:

## Core Year (Year 1)

Selkirk College's music program is Canada's first and only school that offers performance, engineering, and composition in a two-year program. It is also the only program where students can play more than just classical or jazz. It is truly a contemporary music program.

The curriculum is based on the most relevant and up to date music industry standards.

### SEMESTER 1

Course	Name		Credit
MUSC 150	Private Lesson I	On Campus	1
MUSC 154	Basic Keyboard I	On Campus	1
MUSC 158	Ensemble I	On Campus	2
MUSC 160	Computer Applications to Music I	On Campus	3
MUSC 162	Instrumental Lab I	On Campus	1
MUSC 165	History of Jazz	On Campus	2
MUSC 170	Arranging I	On Campus	1.5
MUSC 174	Contemporary Harmony I	On Campus	2
MUSC 180	Ear Training I	On Campus	3
MUSC 100A	MUSIC FORUM	On Campus	1
<b>Total</b>			<b>17.5</b>

### SEMESTER 2

Course	Name		Credit
MUSC 151	Private Lesson II	On Campus	1
MUSC 155	Basic Keyboard II	On Campus	1
MUSC 159	Ensemble II	On Campus	2
MUSC 161	Computer Applications to Music II	On Campus	3
MUSC 163	Instrumental Lab II	On Campus	1
MUSC 164	History of Rock	On Campus	2
MUSC 171	Arranging II	On Campus	1.5
MUSC 175	Contemporary Harmony II	On Campus	2
MUSC 181	Ear Training II	On Campus	3
MUSC 100B	MUSIC FORUM	On Campus	1
<b>Total</b>			<b>17.5</b>

- Core (Year 1)
- Performance (Year 2)
- Production (Year 2)
- Composition (Year 2)
- Songwriting (Year 2)
- Directed Studies (Year 2)
- General Music (Year 2)

### CAREERS

Many students become performers, recording engineers, composers, songwriters and teach private lessons.

A graduate of the Contemporary Music & Technology Program, in November 2015 Kiesza returned to her roots on Kiesza was honoured with the Distinguished Alumna award.



## Composition (Year 2)

This major explores a wide range of styles and compositional techniques as well as providing students with the tools necessary to embark on a future in contemporary niches such as film scoring, music in advertising and songwriting. Access to modern production/recording technology gives students the ability to create a large portfolio of recorded music. Emphasis is put on developing each student's unique compositional identity while focusing on the skills that are at the core of the compositional process. At the end of the fourth semester each student is responsible for organizing a 1/2 hour graduating recital that showcases their abilities.

To be a Composition major, students must have achieved a minimum grade of "B" or higher in MUSC 171 (Arranging II) and MUSC 175 (Harmony II). A maximum of 17 students will be accepted into this major. In the event that more students apply, preference will be given to those students who have achieved the highest GPA. English 110 may be substituted for TWC 266.

### SEMESTER 3

Course	Name		Credit
MUSC 100C	MUSIC FORUM	On Campus	1
MUSC 252	Private Lesson III A	On Campus	0.5
MUSC 264	Instrumental Lab III	On Campus	1
MUSC 268	Songwriting I	On Campus	2
MUSC 274	Contemporary Harmony III	On Campus	2
MUSC 280	Ear Training III	On Campus	2
MUSC 282	Film Scoring I	On Campus	2
MUSC 284	Composition I	On Campus	2
TWC 266	Introduction to Technical Writing and Communications	On Campus	2
ELECTIVE 006	Music Elective	On Campus	2
ELECTIVE 007	Music Elective	On Campus	1
<b>Total</b>			<b>17.5</b>

### ELECTIVES

Course	Name		Credit
MUSC 258	Ensemble III	On Campus	2
MUSC 288	Advanced MIDI Applications I	On Campus	2
MUSC 162	Instrumental Lab I	On Campus	1

### SEMESTER 4

Course	Name		Credit
MUSC 100D	MUSIC FORUM	On Campus	1
MUSC 253	Private Lesson IV A	On Campus	0.5
MUSC 265	Instrumental Lab IV	On Campus	1
MUSC 269	Songwriting II	On Campus	2
MUSC 275	Contemporary Harmony IV	On Campus	2
MUSC 281	Ear Training IV	On Campus	2
MUSC 283	Film Scoring II	On Campus	2
MUSC 285	Composition II	On Campus	2
MUSC 290	The Business of Music	On Campus	2
ELECTIVE 006	Music Elective	On Campus	2
ELECTIVE 007	Music Elective	On Campus	1
<b>Total</b>			<b>17.5</b>

### ELECTIVES

Course	Name		Credit
MUSC 259	Ensemble IV	On Campus	2
MUSC 262	Survey of Recording Techniques	On Campus	2
MUSC 289	Advanced MIDI Applications II	On Campus	2
MUSC 163	Instrumental Lab II	On Campus	1

## Admission Requirements

In addition to meeting the general admission requirements to Selkirk College, applicants to the Contemporary Music and Technology program must meet the following requirements to be considered fully-qualified.

### ACADEMIC

- Completion of Grade 12 or equivalent with a grade "C" or higher in English Studies 12

### SPECIFIC

Successfully pass an audition/interview which consists of:

- Assessment of instrumental ability on an instrument/voice. The instruments that are accepted are: guitar, bass, drums, keyboards, voice, saxophone, trumpet, banjo, mandolin, and violin/fiddle.
- Demonstration of basic music theory proficiency equivalent to the Royal Conservatory Grade II, through a written examination that includes identifying intervals, key signatures and triads in basic music theory equivalent to Royal Conservatory of Music Grade II requirements.
- An Ear Training Test for pitch, triads, rhythmic and melodic diction and interval recognition.

When it is not feasible to do the audition in person alternate arrangements can be made. The theory and Ear Training Test can be sent to the applicant for invigilation by an authorized person and the performance portion can be submitted through approved audio/media material or by providing a link to an online video.

### SPECIAL EXCEPTIONS

Applicants who perform an exceptional audition but who do not meet the theory and ear training standard will be required to attend a two-week theory preparation course in August. The applicant must have a minimum final grade of 75% in both the ear training and the theory sections to be accepted into the Music program for September. Applicants who do not meet the minimum standard in matching pitch will not be accepted into the Music program.





## Application Process

Completed applications (except for the audition) are recommended to be submitted to the Registrar's office by April 30th prior to the start of the next intake of the program. Applications may be accepted after this date with permission of the school chair. The recommended deadline for completion of the audition process is May 31 prior to the commencement of the program.

Auditions will be arranged by the department when the completed application form and transcripts are completed and received.

## Additional Information

### CHANGE OF INSTRUMENT

Students who wish to change their private lesson instrument must re-audition on the new instrument. Instrument change is subject to instructor availability. The re-audition must take place within the first 3 weeks of the semester. To re-audition at other times students must obtain Coordinator approval.

### PREREQUISITES FOR MAJORS (YEAR 2)

In addition to the general requirements for promotion, students must successfully complete all year one core courses as well as meet the following specific requirements to be accepted into the following majors:

1. COMPOSITION: "B" or higher in MUSC 175 Contemporary Harmony II and MUSC 171 Arranging II.
2. DIRECTED STUDIES: Submission of a detailed Directed Studies Proposal.
3. PERFORMANCE: "B" or higher in MUSC 151 Private Lesson II.
4. PRODUCTION: "B" or higher in MUSC 161 Computer Applications to Music II, and a GPA of 2.0 or higher, and no grade less than "C-" in the following: MUSC 181, 151, 171, 175, 165, 155, 159, 163.
5. SONGWRITING: "B" or higher in MUSC 175 Contemporary Harmony II and MUSC 171 Arranging II.
6. GENERAL MUSIC MAJOR: No additional specific prerequisites. This is a flexible program with no specific prerequisites, offered to students who would like to pursue a less specific path of study. There are no concentrate courses in this major to allow for a wider range of elective courses. This major is also for students who do not meet the admission requirements for the other majors.

### DECLARING A MAJOR

The process to declare your major happens at the end of first year for Music students who have completed the prerequisites listed above.

- Students attend an info session (as part of their Music Forum class) to learn more about potential majors.
- Review the required Music and Core Competency courses specific to each major
- Complete a Major Declaration Form, by April 30, listing your choice of major and submit to Coordinator.

## Music Studios

The Contemporary Music and Technology program is home to some of the best gear on the planet. Professional studios, high-end labs, and private practice rooms all in beautiful Nelson.

We have a total of 18 Digital Audio Workstations on campus all running the industry standard Pro Tools software and hardware.

### GENERAL MIDI STUDIO

- Apple Imac Intel Core Duo Computers
- Pro Tools Digital Audio Workstation Software
- Sibelius Notation Software
- Reason Sound and Sequencing Program
- Samletank Sampler Software

### ADVANCED MIDI STUDIOS

These labs focus on one of the fastest growing niches of the recording industry, the integrated digital audio and MIDI hard disk recording system. Using Digidesign's Pro Tools, numerous tracks of digital audio can be mixed and mastered to CD.

- Apple Intel Core Duo Computer
- Pro Tools DIGI 02 Control Surface/Mixer
- Event 20/20 Studio Monitors
- Propellerheads Reason
- Mastering Software
- Native instruments Kontakt

### THE KITCHEN

We call our main studio the Kitchen. It houses a ProTools HD system with a state of the art Pro Control mixing board. We still maintain the tradition with a full rack of analog dynamic processor and out board effects.

- Pro-Tools
- MCI Mixing Board
- Mics include - Sure SM57's & SM58's, AKG 460's & 414's, Sennheiser 441's & 421's, Neuman U87's and more

- Reverb Units by Yamaha, Lexicon and Eventide
- Dynamics Processors by DBX and Drawmer
- Pearl Master Studio Drum Kit
- Yamaha Grand Piano

### FILM SCORING STUDIO

This equipment covers the basic set-up for the professional film scorer.

- Apple Intel Core Duo Computer
- Pro Tools Sequencing Software
- TV and NS10 Studio Monitors
- Virtual Samplers including Kontakt, Reason, Samletank and Xpand
- Native instruments Kontakt

### SHAMBHALA MUSIC AND PERFORMANCE HALL

This facility hosts a variety of activities including performances by guest artists and clinicians, faculty concerts, student recitals, and monthly performance classes. The studio is outfitted with a professional recording booth so that all performances may be archived directly to a CD or multi track digital format for mastering in the recording studio.

By integrating the latest in music production technology into the curriculum you will be able to get training in many of the facets of music not available at most music schools.

- Record your latest performance in order to fine-tune your presentation.
- Compose music and hear the results immediately on one of our computer music workstations. Create a DVD of your final recital for a demo showreel.



## Program Courses

### MUSC 100 - MUSIC FORUM

Music Forum is a course designed to provide an opportunity for all music students and faculty to share in a weekly educational experience. Each forum will have a different musical focus. Students will have opportunities to perform, witness performances by faculty and guest artists, as well as gain insights into the industry from guest lecturers and music professionals. Forum will also provide an opportunity for the presentation of collaborative audio-visual projects between departments.

### MUSC 150 - PRIVATE LESSON I

A weekly one-hour private instrumental or vocal lesson is provided for all first year students. Instruction is available on keyboard, woodwinds,

saxophone, percussion, guitar, electric and acoustic, bass, and voice. Lessons are designed to increase students' technical and musical abilities.

### MUSC 151 - PRIVATE LESSON II

A weekly one-hour private instrumental or vocal lesson is provided for all first year music students. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic, bass, and voice. Lessons are designed to increase students' technical and musical abilities.

*Prerequisites:* MUSC 150.

### MUSC 154 - BASIC KEYBOARD I

A required course for all students except Keyboard majors. This course is designed to provide practical hands-on knowledge of the keyboard in today's music industry. Students will gain an understanding of chording (in nearest inversion) and will be required to create musical excerpts using upper structure triads.

### MUSC 155 - BASIC KEYBOARD II

A required course for all students except Keyboard majors. This course continues to expand on chords and keyboard techniques. This term also focuses on musical grooves of various styles requiring more challenging coordination and technical skills.

*Prerequisites:* MUSC 154.

### MUSC 158 - ENSEMBLE I

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student's repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation showcase will be required from all students majoring in Music Performance.

## Directed Studies (Year 2)

This major was created to address the diverse interests of students who are entering the music program. It provides access to a wide range of courses and students must design their own special project that serves as a focal point for their year of study. Every two weeks students will meet one on one with a faculty member for mentorship, where students receive guidance on issues relating to their project and are assessed by the instructor. Examples of Directed Studies projects include; creating a CD of original material, creating a filmscoring demo, rehearsing, performing and recording with your own band.

### SEMESTER 3

Course	Name		Credit
MUSC 250B	Directed Studies/Mentorship	On Campus	0.5
MUSC 252	Private Lesson III A	On Campus	0.5
MUSC 258	Ensemble III	On Campus	2
MUSC 264	Instrumental Lab III	On Campus	1
MUSC 274	Contemporary Harmony III	On Campus	2
MUSC 280	Ear Training III	On Campus	2
TWC 266	Introduction to Technical Writing and Communications	On Campus	2
ELECTIVE 006	Music Elective	On Campus	2
ELECTIVE 006	Music Elective	On Campus	2
ELECTIVE 007	Music Elective	On Campus	1
<b>Total</b>			<b>15</b>

### ELECTIVES

Course	Name		Credit
MUSC 268	Songwriting I	On Campus	2
MUSC 282	Film Scoring I	On Campus	2

MUSC 284	Composition I	On Campus	2
MUSC 288	Advanced MIDI Applications I	On Campus	2
MUSC 162	Instrumental Lab I	On Campus	1

### SEMESTER 4

Course	Name		Credit
MUSC 251	Directed Studies/Mentorship	On Campus	0.5
MUSC 253	Private Lesson IV A	On Campus	0.5
MUSC 259	Ensemble IV	On Campus	2
MUSC 265	Instrumental Lab IV	On Campus	1
MUSC 275	Contemporary Harmony IV	On Campus	2
MUSC 281	Ear Training IV	On Campus	2
MUSC 290	The Business of Music	On Campus	2
ELECTIVE 006	Music Elective	On Campus	2
ELECTIVE 006	Music Elective	On Campus	2
ELECTIVE 007	Music Elective	On Campus	1
<b>Total</b>			<b>15</b>

### ELECTIVES

Course	Name		Credit
MUSC 262	Survey of Recording Techniques	On Campus	2
MUSC 269	Songwriting II	On Campus	2
MUSC 283	Film Scoring II	On Campus	2
MUSC 285	Composition II	On Campus	2
MUSC 289	Advanced MIDI Applications II	On Campus	2
MUSC 163	Instrumental Lab II	On Campus	1

**MUSC 159 - ENSEMBLE II**

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student's repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation showcase will be required from all students majoring in Music Performance.

*Prerequisites:* MUSC 158.

**MUSC 160 - COMPUTER APPLICATIONS TO MUSIC I**

This course covers the fundamentals and practical applications of digital audio system, as well as methods for functioning in an integrated MIDI/digital audio workstation (DAW) studio environment.

An emphasis is put on musical projects designed to emulate professional practice and application. MIDI sequencing is done at computer-based workstations in the classroom. Fundamentals of digital audio recording are practiced and auxiliary buss send and return are introduced. Prior experience with Pro Tools or another DAW is not required.

**MUSC 161 - COMPUTER APPLICATIONS TO MUSIC II**

This course develops the student's ability to produce their own multi-track recordings with Protools digital audio workstation. Fundamentals of auxiliary buss, application of plug-ins inserts such as EQ, compression, noise gate, delay, and reverb are applied. Principles of analog and sample synthesis are applied to the development of projects. Fundamentals of microphone theory and application are introduced. Notation software is introduced as well as workstation components and application.

*Prerequisites:* MUSC 160.

**MUSC 162 - INSTRUMENTAL LAB I**

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught "instrument-in-hand" and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

**MUSC 163 - INSTRUMENTAL LAB II**

This course is designed to help students develop their instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught "instrument-in-hand" and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

*Prerequisites:* MUSC 162.

**General Music (Year 2)**

A flexible program offered to students who would like to pursue a less specific path of study. The General Music Major is a flexible program offered to students who would like to pursue a less specific path of study. There are no concentrate courses in this major to allow for a wide range of elective courses. This program is also for students who don't meet the admission requirements of the other majors.

**SEMESTER 3**

Course	Name		Credit
MUSC 100C	MUSIC FORUM	On Campus	1
MUSC 252	Private Lesson III A	On Campus	0.5
MUSC 264	Instrumental Lab III	On Campus	1
MUSC 274	Contemporary Harmony III	On Campus	2
MUSC 280	Ear Training III	On Campus	2
TWC 266	Introduction to Technical Writing and Communications	On Campus	2
ELECTIVE 006	Music Elective: Choose 4	On Campus	8
<b>Total</b>			<b>16.5</b>

**ELECTIVES**

Course	Name		Credit
MUSC 258	Ensemble III	On Campus	2
MUSC 268	Songwriting I	On Campus	2
MUSC 282	Film Scoring I	On Campus	2
MUSC 288	Advanced MIDI Applications I	On Campus	2

**SEMESTER 4**

Course	Name		Credit
MUSC 253	Private Lesson IV A	On Campus	0.5
MUSC 265	Instrumental Lab IV	On Campus	1
MUSC 275	Contemporary Harmony IV	On Campus	2
MUSC 281	Ear Training IV	On Campus	2
MUSC 290	The Business of Music	On Campus	2
MUSC 100D	MUSIC FORUM	On Campus	1
ELECTIVE 006	Music Elective: Choose 4	On Campus	8
<b>Total</b>			<b>16.5</b>

**ELECTIVES**

Course	Name		Credit
MUSC 259	Ensemble IV	On Campus	2
MUSC 269	Songwriting II	On Campus	2
MUSC 283	Film Scoring II	On Campus	2
MUSC 289	Advanced MIDI Applications II	On Campus	2



**MUSC 164 - HISTORY OF ROCK**

A study of the evolution of rock music from its origins to the present. Classes will focus on musical characteristics of the different styles within the genre. Sociological, geographical, literary and other cultural aspects will be discussed. Both audio and video clips will be presented for in-class analysis.

**MUSC 165 - HISTORY OF JAZZ**

A survey of the music of the jazz idiom from its origins to the present. Included is a chronological study of important soloists, bands, vocalists, and composers. Classes will be partly lecture aided by video clips and partly analysis with intensive listening.

**MUSC 170 - ARRANGING I**

An introductory course in commercial arranging dealing primarily with the rhythm section. Specific topics will include ranges of instruments, arranging from lead sheets, planning an arrangement; as well as detailed analysis of the function and common practice notational systems for the electric bass, guitar, piano and drums. All assignments will be

scored and copied by the student and played by either a project ensemble or the arranging class itself.

**MUSC 171 - ARRANGING II**

Expanding on the concepts presented in the introductory level, this course deals with writing for horns and a rhythm section. Techniques include soli voicings, quartal voicings, and upper structure triads.

*Prerequisites: MUSC 170.*

**MUSC 174 - CONTEMPORARY HARMONY I**

This course covers basic harmonic theory and common musical notation used in the music industry today. Topics include clefs, note recognition, key signatures, scales, intervals, triad and seventh chord construction, available tensions and basic harmonic functions. Upon successful completion of the course students will have a comprehensive and literate vocabulary of basic musical terms and symbols, and a working knowledge of basic harmonic functions.

**MUSC 175 - CONTEMPORARY HARMONY II**

This course covers harmonic functions currently in use in all styles of popular music. Extensive use of recorded and written examples are used to show the harmony/melody relationships. Basic harmonic analysis as a tool is presented with an introduction to diatonic, extended diatonic, and basic minor key and Blues concepts. Students are required to demonstrate, through written projects, the current uses of these basic contemporary harmonic techniques.

*Prerequisites: MUSC 174.*

**MUSC 180 - EAR TRAINING I**

This course is the first of a four level program focusing on aural recognition of intervals, triads, seventh chords, rhythms, melodies, diatonic chord progressions and diatonic relative pitch. Students begin to learn the language of solfege and sight singing. This ear training class provides aural perception of the theory learned in MUSC 174 which is taught concurrently. Recorded examples as well as live playing is used for developing dictation skills.

**Performance (Year 2)**

Achieve high proficiency on your principle instrument, and take advantage of many opportunities to perform. As a performance major, emphasis is put on achieving a high level of proficiency on your principal instrument and experience in a wide range of styles will give you the skills necessary to be an effective member of any ensemble. Students perform in a variety of performance venues ranging in size from intimate jazz clubs and restaurants to large auditoriums and theatres.

**SEMESTER 3**

Course	Name		Credit
MUSC 100C	MUSIC FORUM	On Campus	1
MUSC 250	Private Lesson III	On Campus	1
MUSC 256	Contemporary Music Analysis I	On Campus	2
MUSC 258Q	Preceptorship I	On Campus	2
MUSC 264	Instrumental Lab III	On Campus	1
MUSC 272	Improvisation I	On Campus	2
MUSC 274	Contemporary Harmony III	On Campus	2
MUSC 280	Ear Training III	On Campus	2
TWC 266	Introduction to Technical Writing and Communications	On Campus	2
ELECTIVE 007	Music Elective	On Campus	1
<b>Total</b>			<b>16</b>

**ELECTIVES**

Course	Name		Credit
MUSC 268	Songwriting I	On Campus	2
MUSC 282	Film Scoring I	On Campus	2

MUSC 288	Advanced MIDI Applications I	On Campus	2
MUSC 162	Instrumental Lab I	On Campus	1

**SEMESTER 4**

Course	Name		Credit
MUSC 251	Private Lesson IV	On Campus	1
MUSC 257	Contemporary Music Analysis II	On Campus	2
MUSC 259Q	Preceptorship II	On Campus	2
MUSC 265	Instrumental Lab IV	On Campus	1
MUSC 273	Advanced Improvisation II	On Campus	2
MUSC 275	Contemporary Harmony IV	On Campus	2
MUSC 281	Ear Training IV	On Campus	2
MUSC 290	The Business of Music	On Campus	2
MUSC 100	MUSIC FORUM	On Campus	1
ELECTIVE 007	Music Elective	On Campus	1
<b>Total</b>			<b>16</b>

**ELECTIVES**

Course	Name		Credit
MUSC 262	Survey of Recording Techniques	On Campus	2
MUSC 269	Songwriting II	On Campus	2
MUSC 283	Film Scoring II	On Campus	2
MUSC 289	Advanced MIDI Applications II	On Campus	2
MUSC 163	Instrumental Lab II	On Campus	1

**MUSC 181 - EAR TRAINING II**

A continuation of the skills learned in MUSC 180. The focus is on harmonically based melodies with larger intervallic skips. Rhythms are explored primarily through syncopated eighth notes, triplets and sixteenth notes. This ear training class provides an aural perception of MUSC 175, which is taught concurrently.

*Prerequisites:* MUSC 180.

**MUSC 235 - PRODUCTION STUDIO MANAGEMENT I**

Production Studio Management I provides an examination of methods designed to facilitate the successful management of studio recording projects. The course will cover session set-ups, use of templates for album recording, tracking and take sheets, archiving and final delivery. It will also

explore professional session protocol and strategies for cultivating excellent relationships with clients. Students will learn to implement these topics across a range of real world situations.

*Prerequisites:* Admission to the Production major.

**MUSC 236 - PRODUCTION STUDIO MANAGEMENT II**

Production Studio Management II provides an examination of an expanded range of recording management tools and techniques that include budgets and estimates, contracts, scheduling, billing and delivery for CD, film, video, web, and multi-media. Students will assist in and run a number of real-world studio sessions including full band live-from-the-floor, single instrument overdubbing, mixing and mastering.

*Prerequisites:* Admission to the Production major.

**MUSC 245 - LIVE SOUND PRODUCTION I**

Live Sound Production I provides an introduction to the theory and practice of PA and sound reinforcement. Students will explore the fundamentals of live sound systems (portable and in-house), monitors, microphone techniques, live mixing and concert recording (stereo and multi-track). Also covered are best practices for sound checking, eliminating feedback, troubleshooting, and file management.

*Prerequisites:* Admission to the Production major.

**MUSC 246 - LIVE SOUND PRODUCTION II**

A second-level exploration where students deepen their understanding of the many aspects that constitute live sound production; including effects processing, advanced file management and custom set-ups that involve multi-media, in-ear monitors,

**Production (Year 2)**

Get equipped with extensive hands-on training in a state-of-the-art studio. Production majors receive extensive hands on training in a state-of-the-art recording studio that employs industry standard equipment. All aspects of the engineering process are covered in detail including recording, mixing and mastering and at several points within the course timetable students are encouraged to design and complete their own studio project. Enrolment is limited to 10 students per year in order that each student may receive the best individual instruction. Entrance into the program is based on grade point average in addition to criteria outlined in the calendar.

**SEMESTER 3**

Course	Name		Credit
MUSC 252	Private Lesson III A	On Campus	0.5
MUSC 100C	MUSIC FORUM	On Campus	1
MUSC 258	Ensemble III	On Campus	2
MUSC 260	Mixdown and Editing	On Campus	2
MUSC 264	Instrumental Lab III	On Campus	1
MUSC 270	Recording Techniques I	On Campus	2
MUSC 280	Ear Training III	On Campus	2
MUSC 288	Advanced MIDI Applications I	On Campus	2
TWC 266	Introduction to Technical Writing and Communications	On Campus	2
MUSC 235	Production Studio Management I	On Campus	1
MUSC 245	Live Sound Production I	On Campus	2
ELECTIVE 007	Music Elective	On Campus	1
<b>Total</b>			<b>18.5</b>

**ELECTIVES**

Course	Name		Credit
MUSC 268	Songwriting I	On Campus	2
MUSC 274	Contemporary Harmony III	On Campus	2
MUSC 282	Film Scoring I	On Campus	2
MUSC 162	Instrumental Lab I	On Campus	1

**SEMESTER 4**

Course	Name		Credit
MUSC 253	Private Lesson IV A	On Campus	0.5
MUSC 259	Ensemble IV	On Campus	2
MUSC 261	Mixdown And Editing II	On Campus	2
MUSC 265	Instrumental Lab IV	On Campus	1
MUSC 271	Recording Techniques II	On Campus	2
MUSC 281	Ear Training IV	On Campus	2
MUSC 289	Advanced MIDI Applications II	On Campus	2
MUSC 290	The Business of Music	On Campus	2
MUSC 100D	MUSIC FORUM	On Campus	1
MUSC 236	Production Studio Management II	On Campus	1
MUSC 246	Live Sound Production II	On Campus	2
ELECTIVE 007	Music Elective	On Campus	1
<b>Total</b>			<b>18.5</b>

**ELECTIVES**

Course	Name		Credit
MUSC 269	Songwriting II	On Campus	2
MUSC 275	Contemporary Harmony IV	On Campus	2
MUSC 283	Film Scoring II	On Campus	2
MUSC 163	Instrumental Lab II	On Campus	1



and click tracks. Each student's final project will be to develop and run front-of-house and back-of-house sound for at least two showcase concerts.

*Prerequisites: MUSC 245 with a grade of "B" or higher.*

**MUSC 250 - PRIVATE LESSON III**

A weekly one-hour private instrumental or vocal lesson is provided for all Music Performance and Music Songwriting majors. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic, bass, and voice. Lessons are designed to increase students' technical and musical abilities.

*Prerequisites: MUSC 150 for 151; MUSC 151 for 250.*

**MUSC 250 - DIRECTED STUDIES/MENTORSHIP**

A weekly bi-weekly (every other week) half hour private tutorship is provided for all Directed Studies majors. Students will consult with their mentor on a consistent basis (for a total of six meetings per semester). Instruction is designed to increase student's technical, artistic, and musical quality relating to final project goals, as pertaining to student's project proposal and portfolio. The mentor may be changed, pending approval, on a semester basis.

*Prerequisites: Must be enrolled in the Directed Studies major.*

**MUSC 251 - PRIVATE LESSON IV**

A weekly one-hour private instrumental or vocal lesson is provided for all Music Performance and Music Songwriting majors. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic, bass, and voice. Lessons are designed to increase students' technical and musical abilities.

*Prerequisites: MUSC 250.*

**MUSC 251 - DIRECTED STUDIES/MENTORSHIP**

A bi-monthly (every other week) half hour private tutorship is provided for all Directed Studies majors. Students will consult with their mentor on a consistent basis (for a total of six meetings per semester). Instruction is designed to increase student's technical, artistic, and musical quality relating to final project goals, as pertaining to student's project proposal and portfolio. The mentor may be changed, pending approval, on a semester basis.

*Prerequisites: MUSC 250B, and must be enrolled in the Directed Studies major.*

**Song Writing (Year 2)**

Receive an educational experience that focuses on performing, writing and recording. The Songwriting major gives students a well-rounded educational experience that focuses on songwriting and performing.

**SEMESTER 3**

Course	Name		Credit
MUSC 100C	MUSIC FORUM	On Campus	1
MUSC 250 or 252	Private Lesson III / Private Lesson III A	On Campus	1
MUSC 256	Contemporary Music Analysis I	On Campus	2
MUSC 258Q	Preceptorship I	On Campus	2
MUSC 264	Instrumental Lab III	On Campus	1
MUSC 268	Songwriting I	On Campus	2
MUSC 274	Contemporary Harmony III	On Campus	2
MUSC 280	Ear Training III	On Campus	2
TWC 266	Introduction to Technical Writing and Communications	On Campus	2
ELECTIVE 007	Music Elective	On Campus	1
<b>Total</b>			<b>16</b>

**ELECTIVES**

Course	Name		Credit
MUSC 282	Film Scoring I	On Campus	2
MUSC 288	Advanced MIDI Applications I	On Campus	2
MUSC 162	Instrumental Lab I	On Campus	1
MUSC 284	Composition I	On Campus	2

**SEMESTER 4**

Course	Name		Credit
MUSC 100D	MUSIC FORUM	On Campus	1
MUSC 251 or 253	Private Lesson IV	On Campus	1
MUSC 257	Contemporary Music Analysis II	On Campus	2
MUSC 259Q	Preceptorship II	On Campus	2
MUSC 265	Instrumental Lab IV	On Campus	1
MUSC 269	Songwriting II	On Campus	2
MUSC 275	Contemporary Harmony IV	On Campus	2
MUSC 281	Ear Training IV	On Campus	2
MUSC 290	The Business of Music	On Campus	2
ELECTIVE 007	Music Elective	On Campus	1
<b>Total</b>			<b>16</b>

**ELECTIVES**

Course	Name		Credit
MUSC 262	Survey of Recording Techniques	On Campus	2
MUSC 283	Film Scoring II	On Campus	2
MUSC 289	Advanced MIDI Applications II	On Campus	2
MUSC 163	Instrumental Lab II	On Campus	1



**MUSC 252 - PRIVATE LESSON III A**

A weekly half-hour private instrumental or vocal lesson is provided for all Music Production, Composition, and General Music majors. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic bass, and voice. Lessons are designed to increase students' technical and musical abilities.

*Prerequisites: MUSC 151.*

**MUSC 253 - PRIVATE LESSON IV A**

A weekly half-hour private instrumental or vocal lesson is provided for all Music Production, Composition, and General Music majors. Instruction is available on keyboard, woodwinds, saxophone, percussion, guitar, electric and acoustic bass, and voice. Lessons are designed to increase students' technical and musical abilities.

*Prerequisites: MUSC 252.*

**MUSC 256 - CONTEMPORARY MUSIC ANALYSIS I**

Students will be asked to select eight musical pieces of any style (could also include original material) to form a forty minute showcase to be performed during the latter part of their final term. Students will have to produce partitions for all instruments involved, as well as assume a leadership role in all rehearsals.

*Prerequisites: Must be a full-time Performance or Songwriting major.*

**MUSC 257 - CONTEMPORARY MUSIC ANALYSIS II**

This course will focus on the delivery of each student's showcase where a high level of performance and leadership will be developed. Other elements such as stage presence, promotion, and technical support will also be addressed. All showcases will be recorded and videotaped for future use in demo packages.

*Prerequisites: MUSC 256; and must be a full-time Performance or Songwriting major.*

**MUSC 258 - ENSEMBLE III**

Ensembles, required of all students, are the focal point of the Music program. In second year, students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student's repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation showcase will be required from all students majoring in Music Performance, Music Songwriting and Composition.

*Prerequisites: MUSC 159.*

**MUSC 258Q - PRECEPTORSHIP I**

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

*Prerequisites: Must be a full-time Performance major.*

**MUSC 259 - ENSEMBLE IV**

Ensembles, required of all students, are the focal point of the Music program. All students are placed by audition in one or more ensembles. Students must participate in a minimum of four ensembles to graduate. Types of ensembles offered will focus on contemporary music including rock, funk, fusion, jazz and vocal, with the goal of developing both the student's repertoire and improvisational abilities. Students are encouraged to participate in as many different types of ensembles as possible. A graduation recital will be required from all students majoring in Music Performance.

*Prerequisites: MUSC 258.*

**MUSC 259Q - PRECEPTORSHIP II**

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

*Prerequisites: MUSC 258Q.*

**MUSC 260 - MIXDOWN AND EDITING**

The functional, financial, and legal aspects of production entrepreneurship is examined. Topics covered include technical and artistic preparation through pre- and post- production, recognition of standard recording techniques, the effects of signal processing, and the analysis of various production styles in rock, pop, jazz and classical recordings. Student producers work with student engineers and artists to meet course requirements for two-track and multi-track recording projects.

*Prerequisites: MUSC 161 with a grade of "B" or higher, MUSC 181. Must be taken concurrently with MUSC 270/288.*

**MUSC 261 - MIXDOWN AND EDITING II**

The production aspects of recording music for various industry applications will be analyzed, discussed, and applied to student projects. Particular attention will be paid to the areas of music production for records, film and television, and radio and television commercials. Students will work with state-of-the-art video/audio synchronization devices. Student producers will work as a team with student engineers and artists, songwriters, and film composers to produce three projects; one in each idiom.

*Prerequisites: MUSC 260. Corequisite: MUSC 271.*

**MUSC 262 - SURVEY OF RECORDING TECHNIQUES**

An introduction to recording principles and practices, this course is open to students whose major is not music production. Topics include a brief history of the multi-track recording studio, procedures of a recording studio, procedures of a recording session, fundamentals of microphones and audio effects.

**MUSC 264 - INSTRUMENTAL LAB III**

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught "instrument-in-hand" and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

*Prerequisites: MUSC 163.*

**MUSC 265 - INSTRUMENTAL LAB IV**

This course is designed to help students develop instrumental skills. Grouped by instrument, students learn the fundamentals of reading, articulation, balance, dynamics, styles and technique as related to their particular instrument. This course is taught "instrument-in-hand" and also uses audio and visual aids to explore different techniques and styles. A requirement in all majors, students have weekly assignments.

*Prerequisites: MUSC 264.*

**MUSC 268 - SONGWRITING I**

This course is designed to help you prepare for survival in the competitive world of the songwriters market. Learn about all types of styles while striving to define your own. Special attention is paid to the rudiments of songwriting: creativity, basic theory (usage of basic rhythms, scales, harmony, melodic patterns, lyrics, etc.), basic styles (pop, rock, folk, country, etc.), production patterns, and the legalities of the music business. The class also spends time analyzing the work of other writers (successful and unsuccessful; those who have maintained artistic integrity; those who have not).

*Prerequisites:* MUSC 171 and MUSC 175 with a grade of "B" or higher.

**MUSC 269 - SONGWRITING II**

This course is designed to strengthen your songwriting skills in every respect. Closer attention is paid to marketing skills, legal procedures, finding one's personal niche in the music business (whether to focus on one's own style, concentrate on writing tunes for other acts, or both; whether to go through a publisher or be your own publisher; etc.). Co-writing music will be explored (you put lyrics to someone else's music; they put music to yours). In class time centers around the analysis of successful songwriters in every genre.

*Prerequisites:* MUSC 268.

**MUSC 270 - RECORDING TECHNIQUES I**

This course provides students with an introduction to recording principles and practices. Through theoretical and hands-on instruction, students acquire a basic understanding of studio technologies and recording skills. Topics include: fundamentals of analog recording, design and function of microphones, loudspeakers and acoustical considerations in recording and sound reproduction, and studio maintenance. The student engineer works with a student producer and artist. A minimum of two recording projects is required for successful course completion.

*Prerequisites:* MUSC 161 with a grade of "B" or higher; MUSC 181. *Corequisite:* MUSC 260.

**MUSC 271 - RECORDING TECHNIQUES II**

The emphasis in this course is on advanced multi-track recording techniques including microphone placement, console signal flow, and live recording. Topics include: discussion and utilization of signal processing equipment including limiters, compressors, noise gates, digital reverb, and delay. Student engineers work with student producers and artists or composers.

*Prerequisites:* MUSC 270 for MUSC 271. *Corequisites:* MUSC 261/289.

**MUSC 272 - IMPROVISATION I**

In this course students will begin applying the basic tools of melodic improvisation. Through performance and analysis, melodic interpretation, phrasing, rhythmic density, motivic development, pacing, voice leading, and harmonic accuracy will be explored. The class will examine classic solos in a variety of idioms. Students will be required to write and transcribe solos. The class is taught with "instrument in hand."

*Prerequisites:* MUSC 151 with a grade of "B" or higher; MUSC 163, 175, and 181 for MUSC 272. *Students must be full-time Performance majors.*

**MUSC 273 - ADVANCED IMPROVISATION II**

This course continues the concepts of melodic, harmonic, and rhythmic variety learned in Improvisation I. These concepts are then applied to the stylistic considerations of rock, funk, Latin, jazz, blues, and calypso music. Greater emphasis is given to harmonic accuracy through arpeggio and scale studies. Students will examine classic solos in class, as well as transcribe and perform their own transcriptions of improvisations. Improvisation is also examined in the context of rhythmic section accompaniment.

*Prerequisites:* MUSC 272. *Students must be full-time Performance majors.*

**MUSC 274 - CONTEMPORARY HARMONY III**

This course continues with the principles of contemporary harmony as presented in CH II. Topics are expanded to include advanced minor key concepts, introduction to modal harmony and modal interchange, substitute dominant functions, basic chord scales for melodic considerations, advanced harmonic analysis and basic concepts of re-harmonization. This course provides students with a working knowledge of contemporary minor key and modal harmony and the ability to use them in all styles of popular music.

*Prerequisites:* MUSC 175.

**MUSC 275 - CONTEMPORARY HARMONY IV**

This course deals with advanced harmonic concepts including deceptive resolutions, special function dominant chords, pedal point and ostinato and advanced modal harmony including compound chord symbols, hybrid chord structures and polymodality. Upon successful completion of this course, students will have a strong working knowledge of current harmonic practices in all styles of contemporary music. Students will also be able to demonstrate this knowledge through written and performance-related venues.

*Prerequisites:* MUSC 274.

**MUSC 280 - EAR TRAINING III**

This course continues to develop an aural perception of intervals, pitches, seventh chords, chord progressions, melodies and rhythms. The focus of this term is on minor and secondary dominant melodies and chord progressions. The rhythms explore sixteenth note syncopated rhythms as well as 6/8 and 5/4 meters.

*Prerequisites:* MUSC 181.

**MUSC 281 - EAR TRAINING IV**

Upon successful completion of this course you will have mastered basic aural skills for professional musicianship. The emphasis on this level is chromatic and modal melodies. Mixed meters and odd time signatures are explored. Emphasis is given to transcribing prerecorded songs.

*Prerequisites:* MUSC 280.

**MUSC 282 - FILM SCORING I**

This hands-on course focuses on TV and radio broadcasting. Students are required to score themes and cues for various TV and radio shows using mostly electronic equipment along with one or two live musicians.

*Prerequisites:* MUSC 161.

**MUSC 283 - FILM SCORING II**

This course provides students with an understanding of the different compositional techniques used in feature film genres such as drama, suspense, comedy and action/adventure. The course content includes analysis of film soundtracks of the past and present, the business of being a film composer, film scoring technology, orchestration, conducting, and how to get started as a film composer. Weekly assignments require students to compose music to picture for subsequent review by the instructor. At the end of the term students will have created a large portfolio of audio and visual material.

*Prerequisites:* MUSC 175.

**MUSC 284 - COMPOSITION I**

This course is designed to improve the skills of composers by presenting a wide variety of compositional tools in styles ranging from classical to jazz, folk, rock and pop. By studying the recordings and scores of composers throughout history each student gains a musical awareness that strengthens their own compositional process. Particular attention is paid to the "building blocks of a composition;" the musical elements such as melody, harmony and rhythm that are at the core of the creative process. In class performance and analysis of student compositions occurs on a weekly basis and midterm and final assignments are recorded.

*Prerequisites:* MUSC 171 and 175.



### MUSC 285 - COMPOSITION II

This course continues the study of compositional building blocks started in Composition I with an additional focus on arranging and orchestration. Topics include advanced contemporary techniques such as quartal and quintal harmony, pandiatonicism, minimalism, world music percussion concepts and string and vocal arranging for popular music. Composers of interest include Sting, John Lennon, Bach, Stravinsky, Steve Reich, and Miles Davis.

*Prerequisites: MUSC 284.*

### MUSC 288 - ADVANCED MIDI APPLICATIONS I

This course is an applied study of the software and concepts used in the recording home studio environment. The primary focus of the course is in the use of Pro Tools LE for the self-recording musician. Topics include: mixing console application, editing techniques, microphone technique, an introduction to effects processing for final mixing, auxiliary buss in the virtual mixing board, use of patch bay, outboard effects, and file maintenance.

*Prerequisites: MUSC 161 with a grade of "B" or higher.*

### MUSC 289 - ADVANCED MIDI APPLICATIONS II

This course is a continuation of MUSC 288. The primary focus is the advanced use of Pro Tools LE. Topics will include: the musical application of effects plug-ins, computer components and related technology, and other recording formats.

*Prerequisites: MUSC 288.*

### MUSC 290 - THE BUSINESS OF MUSIC

The purpose of this course is three-fold: to provide the student with an awareness of the career possibilities in the field of music; to introduce students to some of the major aspects of the music profession; and to introduce students to basic general business practices. This course is of particular benefit to students planning a career in the music industry.

### TWC 266 - INTRODUCTION TO TECHNICAL WRITING AND COMMUNICATIONS

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

## Contact

TENTH STREET ADMISSIONS  
 Phone: 1.888.953.1133 Ext. 21324  
 Direct: 250.365.1324  
 Email: [tenthstreetadmissions@selkirk.ca](mailto:tenthstreetadmissions@selkirk.ca)



LENGTH OF STUDY:

**4 Years**

ACCREDITATION:

**Baccalaureate Degree**

CAMPUS:

**Castlegar Campus**

With all four years of classes held at Selkirk College, you will get to study in one of BC's most beautiful regions and graduate with a University of Victoria Bachelor of Science in Nursing (BSN) degree.

Our location supports you to live in a community where the cost of living is lower than most urban centres. You will experience small class sizes, simulation technology, a variety of rural practice placements, and may have international learning opportunities.

Our program is nationally accredited by the Canadian Association of Schools of Nursing (CASN) and provincially recognized by the British Columbia College of Nursing Professionals (BCCNP).

#### DEFINE YOUR CAREER

According to a 2009 study by the Canadian Nurses Association, Canada will experience a shortage of almost 60,000 nurses by 2022. Nursing careers are diverse and include practice, education, administration, and research.

After graduation, you will be prepared for entry level practice in a variety of settings and eligible for post-basic nursing specialty programs including:

- Medical / Surgical
- Critical Care
- Gerontology
- Maternal Child Health
- Mental Health
- Rural and Remote
- Community Health

#### CONSIDER NURSING IF YOU ARE:

- Caring and compassionate
- A creative and critical thinker
- Professional in demeanor and behavior
- Able to manage time, stress and uncertainty
- Committed to learning
- Comfortable with new technology

## Year 1

### SEMESTER 1

Course	Name		Credit
BIOL 164	Human Anatomy and Physiology I	On Campus	4
ENGL 110	College Composition	On Campus	3
NURS 112	Professional Practice I: Intro to Profession of Nursing	On Campus	3
NURS 116	Health and Healing I: Living Health	On Campus	6
NURS 117	Relational Practice I: Self and Others	On Campus	3
NURS 119	Nursing Practice I: Intro to Nursing Practice	On Campus	3
<b>Total</b>			<b>22</b>

### SEMESTER 2

Course	Name		Credit
BIOL 165	Human Anatomy and Physiology II	On Campus	4
NURS 122	Professional Practice II: Intro to Discipline of Nursing	On Campus	3
NURS 126	Health and Healing II: Health Indicators	On Campus	6
NURS 129	Nursing Practice II: Coming to Know the Client	Practicum	4
NURS 130	Consolidated Practice Experience I	Practicum	5
ELECTIVE 001	3 Credit Elective	On Campus	3
<b>Total</b>			<b>25</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
AHSC 218	Health Sciences III: Pathophysiology and Pharmacology	On Campus	3
NURS 216	Health and Healing III: Health Challenges/Healing Initiatives	On Campus	6
NURS 217	Relational Practice II: Creating Health - Promoting Relationships	On Campus	3
NURS 219	Nursing Practice III: Promoting Health and Healing	Practicum	7
<b>Total</b>			<b>19</b>

### SEMESTER 4

Course	Name		Credit
AHSC 228	Health Sciences IV: Pathophysiology and Pharmacology	On Campus	3
NURS 222	Professional Practice III: Nursing Ethics	On Campus	3
NURS 226	Health and Healing IV: Health Challenges/Healing Initiatives	On Campus	6
NURS 229	Promoting Health and Healing	Practicum	7
NURS 230	Consolidated Practice Experience II (Spring, 6 weeks)	Practicum	6
<b>Total</b>			<b>25</b>



## Additional Information

Our program supports your development of the knowledge, skills, and values necessary for the practice of professional nursing in a complex health care system. The program is designed to educate nurses to work with individual clients, families and communities from a health promotion perspective. You will learn the importance of understanding the client's experience of health and healing and how to practice from an ethic of caring. You will learn through a combination of face-to-face academic, simulated, and practical experiences. We are in a degree granting partnership with the University of Victoria and students take the final continuous terms of third and fourth year UVic courses at Selkirk College. This partnership supports our delivery of a dynamic and responsive academic degree. Graduates are eligible to write the National Council Licensure Examinations, Registered Nurse (NCLEX-RN) and qualified to pursue graduate education.

### SPECIAL COSTS, TRAVEL, AND RELOCATION REQUIREMENTS

In addition to the usual expenses for tuition, textbooks, IT and NCLEX prep resources and fees, nursing students can expect to pay approximately \$350 for a uniform, shoes, stethoscope and other items.

Placement in practice areas is arranged by the faculty in accordance with the availability of suitable learning experiences and the student's learning needs. It is not possible to accommodate personal considerations related to residence or family responsibilities. Individuals enrolling in the Nursing program are advised that access to a reliable motor vehicle is a necessity, and a valid BC Driver's License is strongly recommended.

Travel requirement includes local hospitals and agencies in Castlegar, Nelson, and Trail during all semesters.

Students may have to relocate for Consolidated Practice Experiences (CPE's) which may include communities throughout the East and West Kootenay regions, or elsewhere.

Students will be required to obtain CPR-Level Basic Life Support (BLS) prior to end of fall term Year 1 and maintained throughout the program. The cost for such certification will be additional to other course fees in the Nursing program. Recertification is required every two years.

## Year 3

Semester 6 courses are University of Victoria courses taught on site at Selkirk College. Course credits are shown in University of Victoria units instead of credits. Tuition and fees are determined and processed by the University of Victoria. Please refer to [www.nursing.uvic.ca](http://www.nursing.uvic.ca) for tuition information.

### SEMESTER 5

Course	Name		Credit
NURS 316	Complex Health Challenges	On Campus	6
NURS 317	Relational Practice	On Campus	3
NURS 319	Nursing Practice V: Promoting Health & Healing	On Campus	7
ELECTIVE 001	3 Credit Elective	On Campus	3
<b>Total</b>			<b>19</b>

### SEMESTER 6

Course	Name		Credit
NURS 341	Professional Practice IV: Nursing Inquiry	On Campus	1.5
NURS 342	Global Health Issues	On Campus	1.5
NURS 350	Health and Healing VII: Promoting Community and Societal Health	On Campus	1.5
NURS 351	Nursing Practice VI: Promoting Health of Communities and Society	Practicum	4.5
ELECTIVE 003		On Campus	1.5
NURS 370	Consolidated Practice Experience III (Spring, 6 weeks)	Practicum	4.5
NURS 470	Consolidated Practice Experience IV (Summer 6 weeks)	Practicum	4.5
<b>Total</b>			<b>19.5</b>

## Year 4

Semester 7 and 8 courses are University of Victoria courses taught on site at Selkirk College. Course credits are shown in University of Victoria units instead of credits.

Year 4 tuition and fees are determined and processed by the University of Victoria.

### SEMESTER 7

Course	Name		Credit
NURS 360	Professional Practice VI: Nursing Research	On Campus	1.5
NURS 430	Professional Practice V: Leadership in Nursing	On Campus	1.5
NURS 431	Nursing Practice VII: Engaging in Leadership	Practicum	4.5
ELECTIVE 004	Nursing Elective	On Campus	1.5
<b>Total</b>			<b>9</b>

### SEMESTER 8

Course	Name		Credit
NURS 475	Consolidated Practice Experience V (6 weeks)	Practicum	4.5
NURS 491	Nursing Practice VIII (6 weeks)	Practicum	4.5
<b>Total</b>			<b>9</b>



## Admission Requirements

Individuals applying for admission to the Bachelor of Science in Nursing program must apply during the application period; exact dates are posted on the Nursing webpage. To be considered for the program, applicants must meet all prerequisites and submit their completed application and supporting documents by the end of the application period.

### ACADEMIC

- B.C. high school graduation and completion of the following BC Provincial Curriculum courses (or equivalents) with minimum marks as indicated:
- English Studies 12 or equivalent (73%)
- Biology 12 (73%)
- Chemistry 11 (67%)
- Foundations of Math 12 or Pre-Calculus 11(67%)

## Application Process

Before an application is considered complete, the following must be received by the Admissions Office:

- Selkirk College Application Form
- Official transcripts of high school grades (an interim statement of grades is acceptable if applicant is still attending school)
- Official transcripts for all post-secondary education studies in which the applicant has enrolled
- BC Ministry of Justice Criminal Record Check
- Applicant Personal Resume
- Computer-based Assessment for Sampling Personal Characteristics (CASPer Test).

Applicants are responsible for registering for the CASPer Test. A limited number of testing dates and times are available. Results are sent directly to the College Admissions Office.

Admission to the BSN program is through a selective admission process. Successful applicants are identified through the combined evaluation of GPA (based on program prerequisites) and a portfolio. The portfolio includes the CASPer screening tool designed to assess non-cognitive personal characteristics. Applicants will be ranked using a metric which incorporates academic and non-academic portfolio information.

Written offers will be sent to the highest ranked applicants. Receipt of a \$500.00 non-refundable seat deposit by the offer-acceptance deadline is required otherwise the offer will be considered declined.

Once the seats have been filled, a waitlist will be created for the current intake. Applicants on the waitlist will be offered seats which remain or become vacant after the offer-acceptance deadline.

Applicants who are not accepted in to the program will receive notification.

Applicants who are not admitted or do not take a seat in a given year are required to reapply to be considered in a subsequent year; waitlists are not carried over.

## Careers

Following registration with the College of Registered Nurses of BC (CRNBC), graduates are eligible to practice nursing in a variety of settings, or enrol in post-basic nursing specialty programs such as operating room nursing, critical care nursing, pediatric nursing, maternal and child health nursing, outpost nursing, or mental health nursing. Many post-basic specialty programs require a period of nursing practice before entry. A post-basic certificate in Gerontological Nursing is available through Distance Education.

Certain basic skills and abilities are required of student to attain the competencies required of a Registered Nurse. CRNBC describes these in the document "Becoming a Registered Nurse in BC: Requisite Skills and Abilities". Applicants are encouraged to read this and contact the Nursing Program if questions arise.

## Program Courses

### AHSC 218 - HEALTH SCIENCES III: PATHOPHYSIOLOGY AND PHARMACOLOGY

The major emphasis of this introductory pathophysiology course is on the study of how homeodynamics is altered by physical, biochemical, microbial, genetic, nutritional or immunologic factors. This course will examine the presentation and pathogenesis of disease, the impact of disease on homeodynamics, diagnostics, and the pharmacological management of selected health challenges. Where appropriate, nutrition, genetics, and environmental impacts on health will be integrated with the major concepts of this course. Topics will be closely coordinated with the Nursing Practice and Health and Healing courses.

*Prerequisites: BIOL 164 and 165 with 60% minimum.*

### AHSC 228 - HEALTH SCIENCES IV: PATHOPHYSIOLOGY AND PHARMACOLOGY

A continuation of AHSC 218. The major emphasis is on the study of how homeodynamics is altered by physical, biochemical microbial, genetic, nutritional or immunologic factors. This course will examine the presentation and pathogenesis of disease, the impact of disease on homeodynamics, diagnostics, and the pharmacological management of selected health challenges. Where appropriate nutrition, genetics, and environmental impacts on health will be drawn through the major concepts of this course. Topics will be closely coordinated with the practice and the health and healing courses.

*Prerequisites: AHSC 218 with 60% or higher.*

### BIOL 164 - HUMAN ANATOMY AND PHYSIOLOGY I

This course provides an integrative approach to the normal structure and function of the human body. Repair and replication, structural support, nervous integration, movement and metabolism are examined at the cellular, tissue and system levels. Recent scientific discoveries are presented as a means of relating the systems studied to various applied disciplines including health care and Kinesiology.

*Prerequisites: BIOL 12, CHEM 11, and one of BIOL 11, CHEM 12, or PHYS 12 (BIOL 11 recommended) with a grade of "C" or higher.*

### BIOL 165 - HUMAN ANATOMY AND PHYSIOLOGY II

A continuation of Biology 164, this course covers the cardiovascular, respiratory, lymphatic, urinary and digestive systems. Endocrinology is discussed throughout as a means of integrating the various systems to the function of the body as a whole. The focus remains on application of knowledge gained in this course.

*Prerequisites: BIOL 164 with a grade of "C" or higher.*

### ENGL 110 - COLLEGE COMPOSITION

English 110 is about thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites: A grade of "C" or higher in English Studies 12 or equivalent or LPI level 4.*

### NURS 112 - PROFESSIONAL PRACTICE I: INTRO TO PROFESSION OF NURSING

This course is an introduction to the profession of nursing. Participants examine the foundational concepts of the curriculum and how the concepts relate to nursing practice. Participants also explore the history of nursing and have the opportunity to





explore and critically reflect upon the political and socioeconomic forces that have shaped the status of women in society and the evolution of the nursing profession. Standards of nursing practice and responsibility for safe and ethical nursing practice are explored.

*Prerequisites: Admission to the Nursing program.*

**NURS 116 - HEALTH AND HEALING I: LIVING HEALTH**

This course is an introduction to the meaning of health including personal, family, community, and societal health. Participants examine theoretical and conceptual frameworks of health including health promotion, primary health care, prevention, and determinants of health. By reflecting on personal experiences, participants have the opportunity to identify personal resources and/or challenges that impact health as well as recognize the diversity of beliefs, values, and perceptions held by others. Opportunities to learn basic health assessment skills are included.

*Prerequisites: Admission to the Nursing program.*

**NURS 117 - RELATIONAL PRACTICE I: SELF AND OTHERS**

The premise underlying this course is that nursing is an experience lived between people. Participants explore the multiple factors that influence their own capacity to be in caring relation to others. They learn to question personal perspectives of experience; to uncover attitudes, beliefs and values; and to share and acknowledge differences. Emphasis is placed on a phenomenological attitude to view the structure and experiences that make up their own and other people's lives.

*Prerequisites: Admission to the nursing program.*

**NURS 119 - NURSING PRACTICE I: INTRO TO NURSING PRACTICE**

This course provides an introduction to nursing practices with opportunities to engage with healthy families in the community and with nurses in practice to explore the breadth of nursing practice. Participants integrate their learning from other semester one courses with their beginning understanding of nursing practice.

*Prerequisites: Admission to the Nursing program.*

**NURS 122 - PROFESSIONAL PRACTICE II: INTRO TO DISCIPLINE OF NURSING**

This course is an introduction to the discipline of nursing. Participants explore the historical development of nursing knowledge and theory as well as contemporary understandings of nursing as a discipline and the body of knowledge that defines it. Relationships between practice, theory, and research are explored.

*Prerequisites: Successful completion of semester I of the Bachelor of Science in Nursing program.*

**NURS 126 - HEALTH AND HEALING II: HEALTH INDICATORS**

Building on Health and Healing I, this course focuses on individual, family, and community health assessment. Participants have opportunities to explore and critique theoretical and conceptual frameworks in relation to health assessment including early childhood development, family development, healthy aging, and community development. Assessment is explored within the context of decision-making. Opportunities to learn basic health assessment skills are continued.

*Prerequisites: Successful completion of semester I of the Bachelor of Science in Nursing program.*

**NURS 129 - NURSING PRACTICE II: COMING TO KNOW THE CLIENT**

The nursing practice experience provides opportunities to develop caring relationships with groups, families and individuals across the lifespan. Emphasis is placed on health assessment and coming to know how clients understand and promote their health, and the role of the nurse in partnering with the client. Participants work with groups, families, and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all courses in the semester.

*Prerequisites: Successful completion of semester I - Travel Required.*

**NURS 130 - CONSOLIDATED PRACTICE EXPERIENCE I**

This practice experience is designed to assist participants to move forward with the health focus of year one towards the focus of health challenges in year two. This course consists of workshops on topics that are foundational to providing personal care and time in a practice setting where students have the opportunity to provide personal care while furthering the development of their relational and assessment skills and their understanding of health and health promotion.

*Prerequisites: Satisfactory completion of Winter semester first year Nursing courses. Current CPR Certificate (Level HCP).*

**NURS 216 - HEALTH AND HEALING III: HEALTH CHALLENGES/HEALING INITIATIVES**

Building on the learners' understanding of health, the focus of this course is on people's experience with healing for both chronic and episodic health challenges. Participants integrate theory and concepts of health as they relate to healing. This course is complementary to Health Sciences III and provides opportunities for learners to integrate pathophysiology with their understanding of health and healing and the nursing approaches that accompany this understanding.

*Prerequisites: Promotion to study semester 3.*

**NURS 217 - RELATIONAL PRACTICE II: CREATING HEALTH - PROMOTING RELATIONSHIPS**

Building on Relational Practice I, in this course participants move beyond personal discovery to a focus on relational caring. The major emphasis of the course is relational practice with individuals, families, and groups from diverse backgrounds of age, culture, and experience. This is an experiential course designed to deepen the participants' understanding of caring and how the connection between caring and relationship provides the context for health and healing. Participants explore theories and processes of caring, relational identity development of self as nurse, and relational practice as enacted across a range of settings and contexts.

*Prerequisites: - Successful completion of semester II of year I of the Nursing program.*

**NURS 219 - NURSING PRACTICE III: PROMOTING HEALTH AND HEALING**

This nursing practice experience provides opportunities to develop caring relationships with individuals and families for the purpose of health promotion while coming to understand their unique health and healing processes. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals experiencing common health challenges (both episodic and chronic) in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice. The community and society are considered as contextual influences on the promotion of health and healing for the individual and the family.

*Prerequisites: Satisfactory completion of year I courses. Note: Travel may be required.*



### **NURS 222 - PROFESSIONAL PRACTICE III: NURSING ETHICS**

Building on previous Relational Practice and Professional Practice courses, this course focuses on the growing body of knowledge related to nursing ethics. Beginning with an understanding of bio-medical ethics that have dominated nursing ethics in the past and moving to an understanding of developing ethical theory related to nursing and nursing issues, participants will have opportunities to explore nursing ethics in the context of their nursing practice.

*Prerequisites: Promotion from semester II to semester III*

### **NURS 226 - HEALTH AND HEALING IV: HEALTH CHALLENGES/HEALING INITIATIVES**

Participants in this course continue to develop an understanding of people's experiences with healing related to a variety of increasingly complex chronic and episodic health challenges within a variety of practice contexts. This course is complementary to Health Sciences IV and provides opportunities for learners to integrate pathophysiology with their understanding of health and healing and the nursing approaches that accompany this understanding.

*Prerequisites: Promotion from semester III to semester IV*

### **NURS 229 - PROMOTING HEALTH AND HEALING**

This nursing practice experience continues to provide opportunities for learners to develop caring relationships with individuals and families for the purpose of health promotion while coming to understand their health and healing processes when experiencing more complex health challenges, both episodic and chronic. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice. The community and society are considered as contextual influences on the promotion of health for the individual and the family.

*Prerequisites: Satisfactory completion of Year I courses.*

### **NURS 230 - CONSOLIDATED PRACTICE EXPERIENCE II (SPRING, 6 WEEKS)**

In this consolidated practice experience, opportunities are provided to develop caring relationships for the purpose of healing and health promotion with individuals and families experiencing increasingly complex chronic and episodic health challenges. The community and society are

considered as contextual influences on the promotion of health for the individual and the family. Participants have opportunities to consolidate learning from the first and second year of the program in a variety of settings.

*Prerequisites: Successful completion of semester IV of year II of the Nursing program. Current CPR Certificate (Level HCP-C). Note: Travel may be required.*

### **NURS 316 - COMPLEX HEALTH CHALLENGES**

This course builds on Health and Healing I and II and Health Sciences III and IV and provides opportunities for participants to build on their nursing knowledge and understanding of health and healing in relation to complex episodic and chronic health challenges. This advanced course will focus on current topics and emerging knowledge related to a variety of health care contexts.

*Prerequisites: Promotion to study semester V.*

### **NURS 317 - RELATIONAL PRACTICE**

Building on the concepts introduced in Relational Practice I and II and other previous courses, Relational Practice III provides a synthesis of knowledge that is the basis of critical analysis. This course focuses on enhancing participants' everyday relational practice with individuals, families, and groups. The emphasis is on engaging with the complexities of difference in everyday nursing practice and the challenges these complexities might pose for being in-relation with clients.

*Prerequisites: Relational Practice I and II; Successful completion of Year Two.*

### **NURS 319 - NURSING PRACTICE V: PROMOTING HEALTH AND HEALING**

This nursing practice experience continues to provide opportunities for learners to develop caring relationships with individuals and families, while coming to understand their health and healing process within the context of complex health issues. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in the semester into their nursing practice, with an emphasis on the complex health challenges.

*Prerequisites: Promotion to study semester V of the Nursing program. CPR – HCP-C. Completion of SPECO Modules. Up-to-date immunization status according to practice within IH facilities (See AU100). Note: Travel may be required.*

### **NURS 341 - PROFESSIONAL PRACTICE IV: NURSING INQUIRY**

Professional Practice IV: Nursing Inquiry builds upon concepts introduced in Professional Practice I, II, and III, in this course, participants will explore the historical and philosophical approaches to the development of nursing knowledge and inquiry. Relationships between practice, theory, and research are explored.

*Prerequisites: Promotion to study semester VI of the Nursing program.*

### **NURS 342 - GLOBAL HEALTH ISSUES**

Participants in this course continue to develop an understanding of people's experience with health and healing related to a variety of increasingly complex chronic and episodic global health challenges and issues. Emphasis is placed on the role of the nurse as care provider, community organizer/facilitator, educator and advocate within the context of the global society and the changing health care environment. Participants examine a variety of emerging health issues and trends using these as a context for further developing their personal understanding of nursing practice that supports meaningful interactions with individuals, families, groups, communities and society.

*Prerequisites: Successful completion of semester V.*

### **NURS 350 - HEALTH AND HEALING VII: PROMOTING COMMUNITY AND SOCIETAL HEALTH**

This course focuses on the role of the nurse in the promotion of community and societal health. It is a companion course with Health and Healing VI and participants will continue to develop their competencies in relational practice within the context of community and society as client. The political role of the nurse is explored as the emphasis is placed upon working with communities from a social justice and equity perspective. Community development and capacity building, as a pattern of community health promotion practice, is explored. In addition students will further develop their understanding of teaching and learning focusing on transformative and emancipatory approaches.

*Prerequisites: Promotion to study semester 6 of the Nursing program. Note: Travel may be required.*



**NURS 351 - NURSING PRACTICE VI: PROMOTING HEALTH OF COMMUNITIES & SOCIETY**

This nursing practice experience provides opportunities to develop caring relationships with families, groups, and communities and/or populations with emphasis on health promotion and community empowerment. Participants have opportunities to work with a community on an identified health issue.

*Prerequisites: Successful completion of semester.*

**NURS 360 - PROFESSIONAL PRACTICE VI: NURSING RESEARCH**

(The University of Victoria at Selkirk College). Building on Professional Practice II and III, the intent of this course is to enhance participants' understanding of nursing scholarship and enhance their abilities to comprehend, critique, and utilize nursing research. Participants critically reflect on various scholarly works and research methodologies. Participants experience ways to critically examine their practice in relation to nursing research and to pose research questions for evidence-informed practice.

*Prerequisites: Successful completion of semester VI.*

**NURS 370 - CONSOLIDATED PRACTICE EXPERIENCE III (SPRING, 6 WEEKS)**

(University of Victoria at Selkirk College). This consolidated practice experience is designed to provide opportunities for participants to integrate learning from previous terms, and to advance their professional nursing practice. Participants have opportunities to consolidate learning and advance their decision making in a variety of settings. Nursing practice experiences consist of an eight week preceptorship. Attendance at course workshops is required.

*Prerequisites: Successful completion of study semester VI. Note: Travel/relocation may be required.*

**NURS 430 - PROFESSIONAL PRACTICE V: LEADERSHIP IN NURSING**

(University of Victoria at Selkirk College). This course explores the ways nurses can provide leadership, influence, create and manage change for the promotion of health for individuals, families, groups and communities within the context of society and the world. Emphasis is placed on leadership roles of the nurse within practice contexts. The role of the nurse within the current and evolving Canadian health care system is explored including considerations of the impact of global trends and issues. Issues facing nurses in the current work environment will be discussed. Collaborative and ethical approaches for working within institutional philosophies and frameworks will be explored.

*Prerequisites: Promotion to study semester VII of the Nursing program.*

**NURS 431 - NURSING PRACTICE VII: ENGAGING IN LEADERSHIP**

(University of Victoria at Selkirk College). This nursing practice experience provides opportunities for participants to further develop their competencies in the areas of leadership, influencing and managing change, and the utilization of research for the purpose of promoting the health of individuals, families, communities and society, within the context of the Canadian health care system. This nursing practice experience focuses on participants' growth in their practice as professional nurses. They have opportunities to explore inter-professional practice and nursing leadership in the context of emerging Canadian and global health issues and trends.

*Prerequisites: Promotion to study semester VII of the Nursing program.*

**NURS 470 - CONSOLIDATED PRACTICE EXPERIENCE IV (SUMMER 6 WEEKS)**

(University of Victoria at Selkirk College). This consolidated practice experience is designed to provide opportunities for participants to integrate learning from previous semesters, and to advance their professional nursing practice. Participants have opportunities to consolidate learning and advance their decision-making in a variety of settings. Nursing practice experiences consist of a six week preceptorship. Attendance at course workshops is required.

*Prerequisites: Successful completion of semester VI. Travel requirement. Relocation may be necessary.*

**NURS 475 - CONSOLIDATED PRACTICE EXPERIENCE V (6 WEEKS)**

(University of Victoria at Selkirk College). This final consolidated practice experience is designed to provide opportunities for participants to integrate learning from previous semesters, and to advance their professional nursing practice. In a variety of settings, students have opportunities to consolidate learning and advance their clinical decision-making. Nursing practice experiences consist of a six week practice. Attendance at course workshop is required.

*Prerequisites: Promotion to study semester VIII of the Nursing program. Corequisites: NURS 491. Note: Travel/relocation may be required.*

**NURS 491 - NURSING PRACTICE VIII (6 WEEKS)**

This nursing practice experience provides opportunities for participants to consolidate their learning and explore the transition to professional nursing as a BSN graduate. Participants also explore transitions in the health care system and the workplace that affect nurses. Participants develop their practice and enhance their knowledge within a specific area, for example, a particular setting of practice, a certain client population, or a specific health challenge.

*Prerequisites: Promotion to study semester VIII of the Nursing program. Note: Travel/relocation may be required.*



LENGTH OF STUDY: <b>8 Months</b>
ACCREDITATION: <b>Certificate</b>
CAMPUS: <b>Online</b>

**ALBERTA HEALTH SERVICES CAN NO LONGER ACCEPT OUT-OF-PROVINCE PRACTICUM REQUESTS SO WE ARE NOT ABLE TO REQUEST PRACTICUM PLACEMENTS IN ALBERTA.**

The Nursing Unit Clerk program prepares students with the knowledge, skills and experience to work in a health care setting as a Nursing Unit Assistant (NUA), Nursing Unit Clerk (NUC), or Health Unit Coordinator/Hospital Unit Clerk (HUC).

**WHAT IS A NURSING UNIT CLERK?**

This is a unique and often little understood position. Persons in this job provide non-clinical support to the interdisciplinary health care team, working at a nursing station of a patient care unit. Nursing Unit Clerks play a vital role in managing information flow in the hospital nursing unit. They have been described as the “go-to” person and the “hub” of the nursing unit. The NUC performs tasks such as answering phones, taking and relaying messages, greeting people who come to the desk, answering questions, completing paperwork and computer data entry.

**ROLES AND RESPONSIBILITIES**

- Interpreting medical terminology and abbreviations
- Coordinating communications
- Using excellent, professional communication skills
- Protecting confidentiality and patient rights
- Processing physicians’ orders for patient care
- Processing patient admissions, transfers and discharges
- Collaborating with health care professionals
- Applying problem-solving and critical thinking skills
- Using organization, time-management and stress-management skills
- Entering and retrieving information utilizing electronic health records

**TAKE THIS PROGRAM IF YOU**

- Enjoy working in a busy, challenging and exciting team environment
- Have excellent communication skills, both verbally and in writing

Course	Name		Credit
MTED 100	Medical Terminology I	Online	1
MTED 101	Medical Terminology II	Online	3
NUCL 146	Hospital Orientation	Online	2
NUCL 152	Patient Chart Records	Online	2.5
NUCL 154	Admissions, Discharges and Transfers	Online	2.5
NUCL 156	Drug Nomenclature	Online	3
NUCL 162	Medication Orders	Online	2
NUCL 164	Laboratory Orders I	Online	2
NUCL 166	Laboratory Orders II	Online	2
NUCL 168	Diagnostic Orders	Online	2
NUCL 170	Medical / Surgical Orders	Online	2
NUCL 180	practicum	Practicum	4
<b>Total</b>			<b>28</b>

- Are highly organized, detail-oriented, and able to multitask
- Are able to be flexible in the performance of your job duties
- Are able to work independently and collaboratively within a team

**COMPLETION OPTIONS**

The program is delivered in an online format; it is not available in a classroom on campus. Students must have computer skills to complete this program, i.e. be familiar with internet, e-mail, word processing and file management.

The program may be taken full-time or part-time. Full-time students need at least 20 hours of study time per week and complete the program in two semesters. Part-time students need at least 10 hours per week of study time and complete the program in four semesters. This is a scheduled program and the courses have designated start and end dates; it is not a self-paced program. Students are required to follow their program schedule and complete courses within the allotted time frame.

**PRACTICUM PLACEMENT**

This is a clinical placement in an acute care hospital where students work under the supervision of an experienced NUC/NUA/HUC. Placement requests are sent to a hospital of the student’s choice in their local area. Prospective hospitals are contacted by the College only; students are not to solicit placements. Every attempt is made to find a placement in the student’s local area, but in some cases the student may be required to travel to another area.

Students must meet health authority requirements (immunizations, criminal record check) in order for the school to request a practicum placement for them. Students are eligible for a work practicum after they have successfully completed all other mandatory courses. Students must receive credit for practicum before certification is granted. All health authorities in BC have mandatory online orientation for students and some also require computer system training.

**IMMUNIZATIONS**

Health authorities require students working on patient care units to have the immunizations for health care workers. Selkirk College’s Immunization Record (contained in the application package) lists all these immunizations and must be completed according to the instructions that come with it in order for an applicant to be accepted into the NUC program. You can find more information about immunizations for health care workers at the HealthLinkBC website: <https://www.healthlinkbc.ca/healthlinkbc-files/immunization-health-care-workers>

**PRIOR LEARNING ASSESSMENT**

Applicants who are currently working or who have worked in the last two years in a NUC/NUA/HUC position are eligible to apply for prior learning assessment (PLA) for the NUC program to obtain their certification. Selkirk College’s PLA policy is that a student can apply for PLA for up to 75% of a program. Full tuition fees apply for courses obtained through PLA. For more information about PLA please contact the NUC Program Instructor.



## Admission Requirements

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Nursing Unit Clerk Program requirements to be considered fully-qualified:

### ACADEMIC

- English Studies 12 with a grade 'C' or higher, or equivalent

### GENERAL

- Keyboarding speed of 50 words per minute
- Computer skills including knowledge of internet, email, word processing, and file management
- Applicants must complete a Criminal Record Check (CRC) from the Ministry of Justice as part of the application process. The CRC will be available, on request, to any hospital, or health facility receiving students for the practicum
- Current Immunization Record as per provincial guidelines

## Application Process

Before an application file is considered complete, a Selkirk College Application form along with proof of the above requirements must be received by the Admissions Office.

Program seats will be offered on a first qualified, first served basis. Partially qualified applicants may be offered a conditional acceptance; an interim statement of grades will be used for the purposes of conditional acceptance. All program admission requirements must be met prior to starting program courses. Once the seats have been filled, a waitlist will be created and maintained for 12 months after which applicants who are not admitted or have deferred a seat must reapply to affirm their continued interest in the program.

## Career Opportunities

Our Nursing Unit Clerk certificate is recognized by all health authorities in British Columbia and has also been recognized in Alberta and Saskatchewan. After graduation students are able to apply for Nursing Unit Clerk, Nursing Unit Assistant, Health Unit Coordinator and Hospital Unit Clerk positions in hospitals and other health care facilities.

## Program Courses

### MTED 100 - MEDICAL TERMINOLOGY I

Learners complete an introductory study of the construction of medical terms including root words, suffixes and prefixes relating to the various body systems.

### MTED 101 - MEDICAL TERMINOLOGY II

Learners study anatomy and physiology of the main body systems. Learners will learn the word parts, abbreviations, prefixes, suffixes, disease process and treatments relating to terminology specific to each body system, including disease processes and treatments. Learners will correctly pronounce medical terms relating to terminology specific to each body system.

### NUCL 146 - HOSPITAL ORIENTATION

This course introduces the learner to hospital departments, staff and communications, with emphasis on the role of the Nursing Unit Clerk (NUC) as the communications coordinator for the nursing unit. Information is given about processing physicians' orders for patient care, confidentiality and ethics, hospital codes, coping skills and technology in the workplace.

### NUCL 152 - PATIENT CHART RECORDS

This course introduces the learner to the forms used to create patient charts in the hospital. Information is given about how to create a patient admission chart, additional forms added to charts and the Nursing Unit Clerk's responsibilities for patient charts and chart forms. Actual forms are used for practice.

*Prerequisites:* NUCL 146.

### NUCL 154 - ADMISSIONS, DISCHARGES AND TRANSFERS

This course introduces the learner to the Nursing Unit Clerk's (NUC) role in admission, discharge and transfer procedures within the hospital. Information is given about antibiotic resistant organisms and isolation procedures, the Admitting/Registration Department, their role in admitting patients, and how the NUC interacts with this department. Using case study examples and actual forms from the hospital, the learner creates a mock patient admission chart, transfer chart and discharge chart.

*Prerequisites:* NUCL 152.

### NUCL 156 - DRUG NOMENCLATURE

This course introduces the learner to the brand names, generic names and actions of some drugs commonly used in the hospital. Six general categories of drugs are covered, including drugs that affect the cardiovascular system, respiratory system, nervous system, gastrointestinal system, hormones and synthetic substitutes, and drugs for the treatment of infectious disease. Information is also given about pharmacological preparations, terminology and abbreviations. This course provides the learner with the pharmaceutical knowledge required to process physicians' medication orders.

*Prerequisites:* NUCL 146.

### NUCL 162 - MEDICATION ORDERS

This course introduces the learner to physicians' medication orders and the Nursing Unit Clerk's role in processing medication orders. Information is given about the use of abbreviations and acronyms, the components of a medication order, routes of administration and administration times. The course also introduces the learner to intravenous (IV) therapy, the components of an IV infusion order and the NUC's role in processing IV infusion orders. Actual forms with physician orders are included.

*Prerequisites:* NUCL 156.

### NUCL 164 - LABORATORY ORDERS I

This course introduces the learner to five subdivisions within the Laboratory (Lab), the role of the Nursing Unit Clerk (NUC) in processing Lab test orders, and how the NUC interacts with the Lab. Information is given about the various specimens obtained for testing, abbreviations and acronyms used in Lab test orders, and requisitions used for Hematology and Chemistry subdivisions.

*Prerequisites:* NUCL 146.

### NUCL 166 - LABORATORY ORDERS II

This course introduces the learner to the Microbiology, Transfusion Services and Pathology subdivisions of the Laboratory (Lab) and the Nursing Unit Clerk's role in processing orders for these subdivisions. Information is given about the use of abbreviations and acronyms, specimens obtained and requisitions used for these subdivisions, and for specimens sent out to British Columbia Cancer Agency (BCCA) and the British Columbia Centre for Disease Control (BCCDC) provincial Labs. Actual requisitions and physicians' orders will be used for practice.

*Prerequisites:* NUCL 164.





### NUCL 168 - **DIAGNOSTIC ORDERS**

This course introduces the learner to the diagnostic departments of Diagnostic Imaging, Electrodiagnostics and Pulmonary Laboratory within the hospital and the Nursing Unit Clerk's role in processing diagnostic orders. Information is given about abbreviations and acronyms, requisitions and preparations for diagnostic procedures. Actual requisitions and physicians' orders from the hospital will be used for practice.

*Prerequisites: NUCL 146.*

### NUCL 170 - **MEDICAL / SURGICAL ORDERS**

This course introduces the learner to admitting, pre-operative (pre-op), discharge and post-operative (post-op) orders and is an accumulation of information learned in previous courses. Information is included about abbreviations and acronyms used for surgical procedures and the Nursing Unit Clerk's role in processing these types of orders. A sampling of actual, typical orders from medical and surgical units is included. The course will assist the learner in reviewing all program information.

*Prerequisites: Successful completion of all previous theory courses in the Nursing Unit Clerk program: NUCL 146, NUCL 152, NUCL 154, NUCL 156, NUCL 162, NUCL 164, NUCL 166 and NUCL 168.*

### NUCL 180 - **PRACTICUM**

The Practicum course provides the learner with a consolidated clinical experience where they can apply theory from the Nursing Unit Clerk Program. Students work full shifts with an experienced Nursing Unit.

*Prerequisites: Successful completion of all theory courses in the Nursing Unit Clerk certificate program: NUCL 146, NUCL 152, NUCL 154, NUCL 156, NUCL 162, NUCL 164, NUCL 166, NUCL 168 and NUCL 170.*

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## Contact

### DISTANCE ADMISSIONS

Phone: 1.888.953.1133 Ext 21425

Direct: 250.365.1425

Email: [distanceadmissions@selkirk.ca](mailto:distanceadmissions@selkirk.ca)





ACCREDITATION:  
**Advanced Certificate**

CAMPUS:  
**Victoria Street Campus, Nelson**

The goal of Open Studio is to provide students the opportunity to pursue their craft in a challenging creative community that rewards intellectual and creative risks.

Under the direction of a faculty member, this program is primarily independent studio time with emphasis on the production of a coherent body of work.

## CREATING A COMMUNITY

Artists tend to develop and mature in their craft, around other artists. Open Studio is about creating a community of artists where learning, mentoring and exploring new innovative practices happens every day.

## OPEN STUDIO DESIGN

You will meet with a faculty member in your chosen studio before you start the program. If accepted, you will submit a design brief and/or written proposal to the studio which will guide your course of action, indicating design theme/concept, illustrations, work-plan and techniques.

Your proposal must be completed by the second week of the course. The design brief will form the basis of the contract for the work to be completed. Any changes to the contract must be made in consultation with faculty and presented in writing.

## SELF-DIRECTED STUDIES

While you are expected to be primarily self-directed, you will be expected to spend between 18 and 30 hours per week, depending on the length of study chosen, in your chosen studio. Instructor(s) are available during class time for individual consultation specifically relating to the development of your body of work.

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Kootenay Studio Arts programming (KSA) entrance requirements.

### QUESTIONNAIRE

All applicants must complete and submit the following questionnaire at least one week prior to their scheduled interview date. The questionnaire helps us to understand the applicant's interest and commitment to the studio program.

### INTERVIEW

All applicants are required to participate in an interview with a program instructor from the Kootenay School of the Arts program. Telephone interviews will be arranged for those applicants who, because of distance, cannot attend in person. The interview is an opportunity for applicants to introduce themselves, present their work and discuss their interests within the arts. The instructor will assess the applicant's preparedness for entry into the program and will ask about commitment, goals and expectations, design knowledge, experience and communication skills. It is also an opportunity for applicants to ask any questions they might have about the program and for faculty to recommend upgrading if necessary.

### PORTFOLIOS

The portfolio is designed to assess your skill level to help instructors increase your chances of success in your studio program. KSA is looking for a demonstration of visual awareness, creativity and technical skill. The portfolio pieces may be of any medium and they need not be specific to studio preference.

For portfolio guidelines see our website <http://selkirk.ca/program/open-studio/admission-requirements> or see Kootenay Studio Arts program policy – Appendix F.

## Program Course

### KSA 295 - OPEN STUDIO

KSA 295 Open Studio provides an opportunity for students, in consultation with a faculty member, to develop their design, time management and advanced studio skills through the production of a body of work. Emphasis will be on creative expression and the demonstration of the students' technical and/or design abilities. Students will prepare and submit a professional quality design brief/written proposal to the studio which will guide their course of action, indicating design theme/concept, illustrations, workplan and techniques. This proposal must be completed by the second week of the course. The design brief will form the basis of the contract for the work to be completed. Any changes to the contract must be made in consultation with faculty and presented in writing. While students are expected to be primarily self directed, attendance and participation in scheduled classes is mandatory. Instructor(s) are available during class time for individual consultation specifically relating to the development of the body of work. There will be critiques and discussion of the work in progress.

*Prerequisites: Completion of Kootenay Studio Arts certificate or diploma.*

## Contact

KSA ADMISSIONS  
Phone: 1.888.953.1133 Ext. 21324  
Direct: 250.365.1324  
Email: [ksaadmissions@selkirk.ca](mailto:ksaadmissions@selkirk.ca)



### LENGTH OF STUDY:

**2 Years**

### ACCREDITATION:

**Liberal Arts Diploma - Peace and Justice Studies**

### CAMPUS:

**Castlegar Campus**

Take this program if you have a strong desire to not only understand human conflict, but to help put an end to the world's needless suffering through viable peace-based methods and practices.

### PROGRAM OVERVIEW

The two-year Peace and Justice Studies diploma emphasizes building cultures of peace through interdisciplinary study, conflict analysis and transformation and service learning. Students also have the opportunity to study internationally in PEAC 205: Global Perspective in Peace: An Independent Studies Course.

The global landscape is changing as individuals and groups seek new ways to address conflict that adheres to principles of nonviolence and sustainability. In these exciting times, you can strive to be part of the global peace movement that looks at these events in a different light, choosing to see hope and optimism by viewing situations from the perspective of peace and justice.

Emphasizing peace from the interpersonal to the international, this program combines courses in humanities and social sciences and gives you opportunities to engage in various service learning experiences or in self-directed peace studies related academic research.

### THEMES

- Environment
- Restorative Justice
- Leadership
- International Development
- Social Justice
- Human Rights
- Non-Violence

## Year 1

The following is a suggested mix of courses to satisfy requirements for the liberal arts diploma in peace and justice studies. Peace and justice studies electives can be university transferable courses in a variety of disciplines to suit a student's interest and education plan. Courses should be chosen only after consultation with a Selkirk College counsellor.

### SEMESTER 1

Course	Name		Credit
ENGL 110	College Composition	On Campus	3
PEAC 100	Peace Studies I	On Campus	3
UAS ELECT	General UAS Electives - Must take 3	On Campus	9
<b>Total</b>			<b>15</b>

### SEMESTER 2

Course	Name		Credit
PEAC 101	Peace Studies II	On Campus	3
ENGL 111	Introduction to Literature	On Campus	3
UAS ELECT	General UAS Electives - Must take 3	On Campus	9
<b>Total</b>			<b>15</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
PEAC 201	From Water to Chocolate: Environment, Conflict and Justice	On Campus	3
PEAC 203	Introduction to Transformative Justice: Theory and Practice	On Campus	3
UAS ELECT	General UAS Electives - Must take 3	On Campus	9
<b>Total</b>			<b>15</b>

### SEMESTER 4

Course	Name		Credit
PEAC 202	Leadership for Peace: The Individual and Social Transformation	On Campus	3
UAS ELECT	General UAS Electives - Must take 4	On Campus	12
<b>Total</b>			<b>15</b>

## Admission Requirements

Admission to the program requires the completion of English Studies 12 with a grade of "C" or higher. Other prerequisites depend on the electives chosen to complete the program and should be determined with the advice of a Selkirk College counsellor.

If you are a student who lacks the admission requirements, you may still gain entry to the program by taking a combination of academic upgrading and university courses in your first year. This may extend the length of your program.

## Program Courses

### ENGL 110 - COLLEGE COMPOSITION

English 110 is about thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites: A grade of "C" or higher in English Studies 12 or equivalent or LPI level 4.*

**ENGL 111 - INTRODUCTION TO LITERATURE**

About living more intensely. Rather than providing answers, literature prompts us to ask better questions of ourselves and each other. Drama, poetry, short stories, and novels will guide us in discussion, reflection, and writing about literature.

*Prerequisites: ENGL 110 with a grade of "C" or higher. Note: English 112/114 is intended for students interested in a literary focus.*

**PEAC 100 - PEACE STUDIES I**

An interdisciplinary and values-based course that is the first of two introductory core courses in Peace Studies. Readings will include United Nations documents, as well as essays and excerpts from the writings of philosophers, anthropologists, psychologists, and peace researchers. Students will thus gain familiarity with literature addressing a broad range of past and current theories and discourse related to peace and conflict. Through their own reflection and working collaboratively in groups, students will have the opportunity to move from theory to practice in one of the most challenging issues of humanity's collective experience: building cultures of peace.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

**PEAC 101 - PEACE STUDIES II**

The second of two introductory core courses in Peace Studies at Selkirk College. This course will focus on traditional and non-traditional approaches to Conflict Resolution. Students will be introduced to general principles and key concepts in arbitration, negotiation, mediation and nonviolent resistance; as well as alternative dispute resolution methods, such as Nonviolent Communication, Peacemaking Circles, Conflict Transformation, and Conflict Free Conflict Resolution. Students will practice identifying, analyzing, role playing, mapping, and peacefully resolving or transforming conflicts that range from the interpersonal to the international.

*Prerequisites: English Studies 12 with a grade of "C" or higher. PEAC 100 recommended.*

**PEAC 201 - FROM WATER TO CHOCOLATE: ENVIRONMENT, CONFLICT AND JUSTICE**

An examination of selected global political-ecological issues, including conflict minerals, child slavery, climate change, and water wars; as well as the power and potential of various pathways to peace, including nonviolent direct action, Indigenous solidarity, fair trade, international accompaniment, ecological restoration, and environmental peacebuilding.

*Prerequisites: Second year standing.*

**PEAC 202 - LEADERSHIP FOR PEACE: THE INDIVIDUAL AND SOCIAL TRANSFORMATION**

Begins with the understanding that leadership for peace is, at its foundations, leadership for human rights and social justice; and with the further insight that social transformation is always joined with inner transformation, to the individual who "can change the world". PEAC 202 examines leadership and peace in relation to issues of authority, power, legitimacy, and the will to truth, reconciliation, compassion, and healing. A significant part of this course is a service-learning assignment, to be determined by the student in conjunction with faculty.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher. Successful completion of or concurrent study in Peace Studies 100/101 strongly recommended.*

**PEAC 203 - INTRODUCTION TO RESTORATIVE JUSTICE: THEORY AND PRACTICE**

Themes include retribution, punishment and deterrence; Indigenous approaches to justice; trauma and healing; shame and empathy; community, belonging, forgiveness, and reconciliation. These are explored at a variety of scales, from the interpersonal to the global, and in various contexts – from the Canadian criminal justice system to transitional justice following war, apartheid, or colonial subjugation. Students will gain familiarity with the applied practices of victim-offender mediation, family-group conferencing, peacemaking circles, and truth and reconciliation commissions; and also learn how restorative practices are being used in environmental contexts and in our schools.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher. Recommended PEAC 100 and 101.*

**GENERAL UAS ELECTIVE**

A student may take any first-year or higher university transferable course to satisfy this elective. Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC. To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk College counsellor.

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**Contact**
**UNIVERSITY ARTS & SCIENCES ADMISSIONS**

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca



**LENGTH OF STUDY:**

**15 Months**

**ACCREDITATION:**

**Diploma**

**CAMPUS:**

**Castlegar Campus**

Pharmacy Technicians work collaboratively with Pharmacists and members of the health care team in the promotion of wellness, disease prevention, and the management of chronic diseases. Pharmacy Technicians are responsible and accountable for ensuring accuracy in product preparation and release.

Selkirk College's Pharmacy Technician program prepares graduates for employment as pharmacy technicians in a variety of settings including community, hospital, and residential pharmacies. Graduates have the knowledge, skills, and attitudes necessary to meet the entry-level competencies defined by the National Association of Pharmacy Regulatory Authorities (NAPRA).

The program has been awarded the status of Full Accreditation by the College of Pharmacists of British Columbia registration process.

The program is delivered using a blend of online theory courses, face-to-face lab classes and practicum hours in both hospital and community. Beginning August, 2018, the program will be 15 months in length and consist of three theory semesters, one lab semester, followed by eight weeks of practicum. Students are required to re-locate to the Castlegar Campus for seven weeks to complete the face-to-face labs where they apply theory learned in the online courses and prepare for practicum.

**CONSIDER THE PHARMACY TECHNICIAN PROGRAM IF YOU**

- Are detailed-oriented and well organized
- Enjoy working in a fast paced team environment
- Are self motivated and is committed to life long learning
- Have strong interpersonal communication and critical thinking skills
- Enjoy computer technology
- Are caring and empathetic

**SEMESTER 1**

Course	Name		Credit
PTEC 101	Introduction to Program and Online Learning for Success	Online	1
PTEC 102	Anatomy, Physiology and Medical Terminology	Online	4
PTEC 103	Introduction to Professional Practice I	Online	4
PTEC 111	Communications in Pharmacy I	Online	3
PTEC 117	Fundamentals of Product Distribution	Online	4
<b>Total</b>			<b>16</b>

**SEMESTER 2**

Course	Name		Credit
PTEC 126	Pharmacology I	Online	4
PTEC 122	Pharmacy Calculations	Online	4
PTEC 123	Professional Practice II	Online	3
PTEC 127	Community Pharmacy Theory	Online	3
PTEC 128	Communications in Pharmacy II	Online	3
<b>Total</b>			<b>17</b>

**SEMESTER 3**

Course	Name		Credit
PTEC 216	Pharmacology II	Online	4
PTEC 217	Institutional Pharmacy Practice	Online	3
PTEC 213	Professional Practice III: Transition to Practice	On Campus	2
<b>Total</b>			<b>9</b>

**SEMESTER 4**

Course	Name		Credit
PTEC 220	Technology for Product Distribution	Online	2
PTEC 221	Prescription Dispensing	Online	3
PTEC 223	Sterile Product Preparation	Online	2
PTEC 224	Compounding and Dispensing	Online	2
PTEC 230	Community Practicum	On Campus	4.5
PTEC 231	Hospital Practicum	On Campus	4.5
<b>Total</b>			<b>18</b>

**Admission Requirements**

This program is open to Canadian and landed immigrant students living in Canada.

**ACADEMIC REQUIREMENTS**

BC High School graduation or equivalent with grades of C (60%) or higher in:

- Biology 12
- English Studies 12
- Chemistry 11
- Pre-Calculus 11 or Foundations of Math 12

English Language Proficiency: Applicants are required to submit documentation of one of the following as evidence of language proficiency:

- Graduation from a high school in Canada with three consecutive first language English courses /credits
- Language proficiency test results that meet the NAPRA Language Proficiency Requirements for Licensure as a Pharmacy Technician in Canada
- An undergraduate degree from a university in Canada whose instruction was provided in English



**GENERAL REQUIREMENTS**

- Criminal Record Check (CRC) from the BC Ministry of Justice
- Applicant Information Questionnaire (found in application package)
- Current computer skills including knowledge/skill in navigating the internet, word processing, file management, and email. Applicants are encouraged to complete the Computer Skills Self-Assessment
- Immunizations for health care workers as established by the BC Ministry of Health prior to starting practicum
- WHMIS, Basic First Aid and CPR (C) completed prior to starting lab courses
- Official transcripts from high school and all post-secondary institutions attended (mailed directly from the Ministry of Education and educational institutions)
- Official Transcripts, Equivalence Reports, and English Proficiency Test results for internationally educated applicants
- Two Personal Reference Forms completed and submitted directly to the Admission Office (found in application package)

**ADVANCED CREDIT**

- Application for advanced credit must be made prior to starting the program; applications are approved from the Registrar in consultation with program instructors.

**Careers**

Pharmacy Technicians assist in a variety of technical tasks. Qualifications desired are:

- strong organization and communication skills
- respect and confidentiality of patient information
- computer literacy/proficiency in pharmacy software programs

Duties may include:

- compounding pharmaceuticals
- sterile product preparation (hospital)
- preparing medication for dispensing
- third party billing
- purchasing, merchandising, inventory control and records maintenance

As a member of the healthcare team, qualified graduates find employment in hospitals, clinics and retail pharmacies. New and expanding opportunities are becoming available for careers with insurance companies, pharmacy software vendors, pharmaceutical manufacturing and clinical research. As healthcare organizations restructure to decrease healthcare costs, it is anticipated that a well-trained Pharmacy Technician will have increased opportunities for employment.

When considering the Pharmacy Technician program, you may wish to do some research regarding traditional and non-traditional career opportunities. This could involve visiting your local hospital and retail pharmacies to talk to pharmacists and pharmacy technicians about the requirements and expectations this career choice can have for you.

**Program Courses**

**PTEC 101 - INTRODUCTION TO THE PHARMACY TECHNICIAN PROGRAM AND ONLINE LEARNING FOR SUCCESS**

This course introduces students to the Pharmacy Technician Program structure and how to navigate the online learning management system (Moodle). An overview of the curriculum, teaching learning approaches and strategies for success are discussed. Students are introduced to the steps required to become a Registered Pharmacy Technician in Canada.

*Prerequisites: Admission to the Pharmacy Technician Program*

**PTEC 102 - ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY**

An introduction to medical language, and the anatomy and physiology of the human body using a body system approach. Students will learn to describe normal functioning of body systems and begin to explore the pathophysiology of common diseases and medical conditions that will be covered in Pharmacology I and Pharmacology II.

*Prerequisites: PTEC 101  
Corequisites: PTEC 111*

**PTEC 103 - INTRODUCTION TO PROFESSIONAL PRACTICE**

Introduces students to the profession and scope of practice for pharmacy technicians. Federal and provincial laws, regulations and standards that govern pharmacy practice in the Canadian Health Care System are examined. Foundations of ethical and professional practice are introduced and leveled in subsequent courses.

*Prerequisites: PTEC 101, PTEC 102, PTEC 111  
Corequisites: PTEC 117*

**PTEC 111 - INTERPERSONAL COMMUNICATIONS IN PHARMACY**

focuses on self-awareness and effective interpersonal communication skills required of professionals working on the health care team and as an online learner. Students learn how to actively listen and respond, account for differences that may influence understanding and engagement in conversation, and strategies to support personal wellness and professional boundaries.

*Prerequisites: PTEC 101  
Corequisites: PTEC 102*

**PTEC 117 - FUNDAMENTALS OF PRODUCT DISTRIBUTION**

An introduction to pharmacy language, drug dosage forms, routes of administration, and techniques and procedures required to implement safe and efficient drug distribution. Students explore drug distribution systems and the path of a prescription / drug order for release of product. Students access resources to support evidence-informed decision-making. Factors that contribute to errors in product distribution are examined and actions to prevent occurrence are discussed.

*Prerequisites: PTEC 101, PTEC 102, and PTEC 111  
Corequisites: PTEC 103*

**PTEC 122 - PHARMACY CALCULATIONS**

Pharmacy Calculations covers the mathematical skills required in the practice of pharmacy. Students examine measurement systems, decimals, fractions, and ratio and proportion concepts. The metric system, in keeping with health care standards in Canada, is a main focus of the course. The interpretation of numerals, symbols and Latin abbreviations used in the pharmacy is a focus within all course assignments and exams. Exploration of dilution and concentration, percentage strength, and compounding calculations prepare students for hands on lab classes in dispensing, compounding and sterile product preparation. Emphasis is placed on completing all calculations with 100% accuracy in preparation for application and testing in the lab classes and practicum.

*Prerequisites: Successful completion of Semester 1 courses in PTEC. Corequisites: PTEC 126 and PTEC 123*

**PTEC 123 - PROFESSIONAL PRACTICE II**

Designed to expand the student's understanding of and appreciation for the expectations of professional practice. Building on concepts introduced in PTEC 103, students discuss ethical and legal principles that guide professional practice and how to respond when unethical, illegal or unprofessional actions are observed. The student will examine the role of legislative and regulatory requirements in the application of drug schedules and evidence informed decision making. Basic principles of teaching and learning will be applied to support health promotion and information sharing activities.

*Prerequisites:* PTEC 111 and PTEC 117  
*Corequisites:* PTEC 122 and PTEC 126

**PTEC 126 - PHARMACOLOGY I**

Pharmacology I is part one of a two-part course that covers the study of drugs and their properties, effects, and therapeutic value in the major drug categories. Upon completion, students will be able to place common drugs into correct therapeutic categories and identify indications, side effects, trade and generic names, major drug interactions and storage considerations. Students will learn the essentials of pharmacology and how it relates to dispensing and patient safety. Students will explore and practice assessing when a patient should be referred to a pharmacist, identify drug related problems and discuss appropriate monitoring parameters. Knowledge gained in this course will support the pharmacy technician within their scope of practice in a collaborative interprofessional health care team.

*Prerequisites:* Successful completion of Semester 1 courses in PTEC program. *Corequisites:* PTEC 122 and PTEC 123

**PTEC 127 - COMMUNITY PRACTICE THEORY**

Examines the role of the pharmacy technician in prescription processing, documentation and product distribution in community pharmacies. Students examine all technical aspects of receiving, verifying, and processing prescriptions to ensure accuracy, safety and compliance with legislation, regulatory requirements and best practices. The principles and processes of record keeping, inventory management, adjudication and billing are studied. Students are introduced to the principles of non-sterile compounding and examine the use of over-the-counter (OTC) drugs, natural health products and complementary treatments. The pharmacy technician's collaborative role in health promotion and information sharing activities with patients is examined.

*Prerequisites:* PTEC 122 and PTEC 117  
*Corequisites:* PTEC 128

**PTEC 128 - COMMUNICATIONS IN PHARMACY II**

Explores more advanced communication skills required for obtaining comprehensive personal health information, conducting medication histories, and engaging in health teaching. The pharmacy technician's role in health promotion activities and public health initiatives are examined. Students discuss the competencies of intra and inter-professional collaborative practice in greater detail.

*Prerequisites:* PTEC 111, PTEC 103 and PTEC 123  
*Corequisites:* PTEC 127

**PTEC 220 - TECHNOLOGY FOR PRODUCT DISTRIBUTION**

Introduces students to the management of database information and technology used in the pharmacy to dispense medications. Students apply concepts learned in previous theory courses to pharmacy case study scenarios using pharmacy dispensing software. Accuracy and completeness of database information and appropriate use of technology systems to support safe product distribution are emphasized. Students apply and demonstrate ethical, legal and professional standards in the lab and simulated pharmacy. Concepts explored in this course provide a foundation for subsequent lab courses in the program. (Subject to final approval by Education Council)

**PTEC 221 - PRESCRIPTION DISPENSING**

An experiential lab course in which students apply the knowledge and skills acquired from previous theory courses to process and dispense prescriptions safely, efficiently and effectively in community and hospital practice settings. Students practice the technical aspects of processing prescriptions including interpreting prescriptions, performing calculations, documentation, and verification. Principles of inventory management and best practices in pharmacy record keeping are integrated into the learning activities. Students apply and demonstrate effective interpersonal communication and health teaching skills associated with the dispensing process. (Subject to final approval by Education Council)

**PTEC 223 - STERILE PRODUCT PREPARATION**

An experiential lab course in which students learn the aseptic skills required to prepare a variety of parenteral products including hazardous drugs such as chemotherapy. Safety, dosage calculations, incompatibilities, sterile procedure and quality assurance controls are emphasized. (Subject to final approval by Education Council)

**PTEC 224 - NON-STERILE COMPOUNDING**

An experiential lab course in which students learn the skills and best practices for compounding non-sterile products including ingredient calculations, measurements, and preparation techniques for creams, ointments, solutions, and suspensions. Students use compounding formulas and drug stability and drug compatibility reference materials in the preparation of products with an emphasis on accuracy and safety. Maintenance of compounding equipment and workspace utilization are integrated into the learning activities. (Subject to final approval by Education Council)

**PTEC 216 - PHARMACOLOGY II**

Pharmacology II is part two of a two-part course that covers the study of drugs and their properties, effects, and therapeutic value in the major drug categories. Upon completion, students will be able to place common drugs into correct therapeutic categories and identify indications, side effects, trade and generic names, major drug interactions and storage considerations. Students will learn the essentials of pharmacology and how it relates to dispensing and patient safety. Students will explore and practice assessing when a patient should be referred to a pharmacist, identify drug related problems and discuss appropriate monitoring parameters. Knowledge gained in this course will support the pharmacy technician within their scope of practice in a collaborative interprofessional health care team.

*Prerequisites:* PTEC 101, PTEC 102, PTEC 103, PTEC 117 and PTEC 121

**PTEC 217 - INSTITUTIONAL PHARMACY PRACTICE**

Builds on the fundamentals of product distribution previously learned and examines the role of pharmacy technicians employed in institutional settings. Students examine hospital drug distribution systems and processes, medication safety, principles of infection control and sterile product preparation, and quality assurance / risk management practices. (Subject to final approval by Education Council)

**PTEC 213 - TRANSITION TO PROFESSIONAL PRACTICE**

Designed to support students in preparing for preceptorship, licensure exams upon graduation and entry to practice. Students build on their knowledge of regulatory requirements, jurisprudence, and ethical and professional practice. (Subject to final approval by Education Council)





**PTEC 230 - COMMUNITY PRACTICUM**

Provides students with the opportunity to consolidate and apply the knowledge, skills, and values attained from theory and lab courses. Students gain experience in all aspects of the pharmacy technician role in the community setting and are evaluated based on their ability to demonstrate professional competencies required at entry to practice. (Subject to final approval by Education Council)

**PTEC 231 - INSTITUTIONAL PRACTICUM**

Provides students with the opportunity to consolidate and apply the knowledge, skills and values attained from theory and lab courses. Students gain experience in all aspects of the pharmacy technician role in institutional practice and are evaluated based on their ability to demonstrate competencies required at entry to practice.

|||||  
**Contact**

**DISTANCE HEALTH**

Phone: 250-365-7292 ext 21324

Direct: 250-365-1324

Email: distancehealth@selkirk.ca



# Pharmacy Technician National Bridging Education Program / Programme Passerelle National de Formation de Technicien(ne) en Pharmacie selkirk.ca/ptec-bridging

CAMPUS:  
**Online**

The National Pharmacy Technician Bridging Education program was developed to assist individuals already working in the role of pharmacy technician to upgrade their skills to align with changes in the scope of practice, without returning to school to complete an entire training program.

The ultimate goal is a national strategy that will enable regulated pharmacy technicians to re-locate and work anywhere in Canada, without the need to re-qualify. The development of consistent competency requirements and standards enables the regulated pharmacy technician to carry out and be accountable for technical responsibilities related to pharmacy practice.

#### FOUR PROGRAM COURSES

- Professional Practice (39 Hours)
- Product Preparation (33 hours)
- Pharmacology (33 hours)
- Management of Drug Distribution Systems (39 hours)

#### PRIOR LEARNING ASSESSMENT & RECOGNITION

Pharmacy technicians may be able to demonstrate the necessary competencies addressed in one or more of the Bridging courses. As a result, a Prior Learning Assessment and Recognition (PLAR) challenge examination process has been established to enable candidates to earn educational credit for what they already know.

Three of the four Bridging program courses are PLAR-eligible. The Professional Practice course is mandatory for all participants and is not eligible for PLAR since it provides an essential foundation for the pharmacy technician's new and expanded role. See the course descriptions for more information on PLAR.)

Course	Name		Credit
PTECB 130	Pharmacology	Online	2
PTECB 131	Product Preparation	Online	2
PTECB 132	Management of Drug Distribution Systems	Online	3
PTECB 133	Professional Practice	Online	3

#### ADDITIONAL INFORMATION

The Bridging Education program was developed and introduced in Ontario in 2008, and then adapted for use in Alberta and British Columbia in 2010. However, as more and more provinces began the steps towards regulating pharmacy technicians, it became clear that a national curriculum was needed to support consistency in the knowledge and skills of all pharmacy technicians across Canada in order to facilitate labour mobility. Thus, in 2012, NAPRA secured funding from the Government of Canada's Inter-provincial Labour Mobility Initiative to revise the existing bridging programs in Alberta, British Columbia and Ontario in order to create a program that was more suitable for national delivery.

The ultimate goal is a national strategy that will enable regulated pharmacy technicians to re-locate and work anywhere in Canada, without the need to re-qualify. Delivery partners for Pharmacy Technician Bridging Education include the Pharmacy Regulatory Authorities in all participating jurisdictions.

The program is designed to provide current pharmacy technicians with the knowledge, skills and abilities necessary to take on the additional job responsibilities of a regulated technician. Selkirk College will offer each course online.

#### Admission Requirements

Although regulation of pharmacy technicians is not currently in place in all jurisdictions/provinces, it is anticipated that completion of Bridging Education will be a mandatory requirement for individuals intending to pursue registration/licensure in any Canadian jurisdiction/province.

Before taking any of the Bridging courses, candidates are advised to contact the Pharmacy Regulatory Authority (PRA) in their jurisdiction to determine if Bridging is required and to identify any additional requirements that may impact their eligibility or suitability to complete the Bridging program. In some jurisdictions there may be time limits or pre-registration requirements that they need to know about first.

*Note: Requirements and completion sequence vary from one jurisdiction to another.*

Details on registration/licensure requirements in specific jurisdictions are available on each PRA's web site. It is the students' responsibility to ensure that they meet the applicable registration/licensure requirements in their jurisdiction. Students who do not meet the eligibility criteria or deadlines in their jurisdiction may jeopardize their ability to continue with the registration/licensure process. A list of PRAs in the various provinces and territories of Canada is available on the NAPRA website.



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## Program Courses

### PTECB 130 –PHARMACOLOGY

The course provides a practical, applied approach to pharmacology. Through a variety of assignments, quizzes, case studies and group work, students will enhance their ability to practice competently and contribute to a safe patient care setting. Participants will gain basic knowledge related to the pharmacological uses of drugs within a variety of commonly encountered medical conditions.

*Note: Before any attempt at the Pharmacology PLAR exam, a pharmacy technician must complete the Pharmacology Checklist (Demonstration of Devices) and have their work checked and signed by an assessor. The checklist and PLAR information is available from the NAPRA PLAR website.*

### PTECB 131 – PRODUCT PREPARATION

This course addresses the theoretical knowledge and practical skills essential for safe and accurate preparation of sterile and non-sterile pharmaceutical products. For non-sterile preparation, students will focus on equipment and tools and compounding practices for various internal and external preparations and specialty dosage forms. For sterile product preparation, topics include aseptic technique, parenteral dosage forms, appropriate use of equipment, TPN, chemotherapy medications and quality control. Pharmaceutical calculations receive particular emphasis.

*Note: Before any attempt at the Product Preparation PLAR exam, a pharmacy technician must complete two product preparations (non-sterile and sterile) and have their work checked and signed by an assessor. Checklists and PLAR information is available from the NAPRA PLAR website.*

### PTECB 132 –MANAGEMENT OF DRUG DISTRIBUTION SYSTEMS

This course examines various drug distribution systems in pharmacy practice, with a focus on safe and effective drug supply and distribution in both institutional and community practice settings. Topics include inventory management and various business practices. Accurate product release within the parameters of the pharmacy technician role receives special emphasis.

*Note: In some jurisdictions students may have to complete a structured practical evaluation following the Management of Drug Distribution Systems PLAR (managed by the Provincial Regulatory Authority) to verify the learners ability to consistently perform accurate product release in the workplace (independent double check). Students should contact the PRA in their province or territory for more information. A list of PRAs in the various provinces and territories of Canada is available on the NAPRA website.*

### PTECB 133 – PROFESSIONAL PRACTICE

Students focus on four key areas of practice: ethics and professionalism, legal requirements, scope of practice, and communication skills. Through a variety of learning tools, students will enhance their ability to practice competently within the professional practice framework.

Professional Practice is not available for PLAR; this course is mandatory for all Bridging students.

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## Contact

PTec Bridging  
Phone: 1.888.953.1133 ext 13220  
Direct: 250.354.3220  
Email: ptecbbridging@selkirk.ca



LENGTH OF STUDY:

**Up to One Year**

ACCREDITATION:

**Associate of Arts degree**

CAMPUS:

**Castlegar Campus**

Philosophy delves into the hard questions that shape human existence. It explores who and what we are as human beings; it critically examines the things we value and the ways we treat one another, and it takes seriously questions about the meaning of life. Studying philosophy enables us to better engage with these questions. It equips us with the tools of logic, and it exposes us to a broad tradition of thoughts and wisdom on the human condition.

### WHY STUDY PHILOSOPHY?

Philosophy can make a difference in people's lives. Critical thinking pushes us to reflect on our background assumptions, and it helps us to sharpen the analytic tools we use in many areas of life. Moreover, a hike through the history of philosophy can illuminate ideas and values that underlie our cultural traditions and social practices. In this way studying philosophy can prepare us to make and defend careful judgments about our lives, our society, and our world. In short, as Plato might put it, philosophy can help us to live "the examined life."

### CAREER AND ACADEMIC BENEFITS OF PHILOSOPHY

Philosophy prepares you for a broad range of professional careers where success relies on the ability to read carefully, think critically, and write persuasively. Recent studies show that many of the top figures in business, law, politics, journalism, and education have a background in philosophy [e.g., HuffPost, Business Insider, Huffpost]

Philosophy students also excel at standardized tests and gaining entrance into graduate level programs. For example, see how students perform on the Graduate Requisite Exam and the Law School Admission Test.

## Admission Requirements

Admission to the program requires the completion of English Studies 12 with a grade of "C" or higher. Other prerequisites depend on the electives chosen to complete the program and should be determined with the advice of a Selkirk College counsellor.

If you are a student who lacks the admission requirements, you may still gain entry to the program

by taking a combination of academic upgrading and university courses in your first year. This may extend the length of your program.

## Program Courses

All of the courses we offer are suitable for students pursuing any career path.

### PHIL 101 - INTRODUCTORY PHILOSOPHY II

Focuses on the nature of human reality. We explore metaphysical issues such as self-identity, free will, and the relationship between the mind and body. We examine questions about taste in aesthetic judgment, and we discuss issues in ethical theory including relativism, subjectivism, and egoism. We end the course by looking at theories and problems of justice.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

### PHIL 120 - INTRODUCTION TO LOGIC AND CRITICAL THINKING

Designed to improve students' ability to reason well. Students will study the nature, structure, and purpose of valid arguments, identify common fallacies and mistakes, and determine when to use various forms of reasoning (e.g., deductive, inductive, and abductive). Students will sharpen their understanding of these concepts by analyzing and assessing arguments in the courts, news, and other contemporary media.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

### PHIL 210 - BIOMEDICAL ETHICS

Explores moral questions that arise in the context of healthcare. Students will engage with these questions by learning ethical theory and by studying challenging cases. They will outline the relevant features of real life examples, weigh moral considerations, and practice articulating recommendations about what to do. The course covers biomedical topics such as autonomy, informed consent, surrogate decision making, traumatic brain injury, refusing care, medical assistance in dying, assisted reproduction, abortion, public health, organ donation, genetic screening and therapy, research and experimentation, rural medicine, and global health intervention.

While this course is geared primarily to Rural Pre-Medicine students, it may be of interest to anyone concerned with medical ethics and healthcare.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca



<b>LENGTH OF STUDY:</b> <b>24 Weeks</b>
<b>ACCREDITATION:</b> <b>Certificate</b>
<b>CAMPUS:</b> <b>Silver King Campus, Nelson</b>

One of the in-demand jobs now and into the future is plant operator.

### PROGRAM OVERVIEW

This 24-week program (18 weeks on-campus + 6 week practicum) prepares you for entry level positions as a plant operator. You will gain knowledge and develop the skills required to operate, monitor and troubleshoot control equipment and processing units found in most industrial settings. You'll learn about industrial plant functionality and gain a critical understanding of plant systems, process fundamentals, and plant operations.

### TRAINING FACILITY PROVIDES UNIQUE ADVANTAGE

You will engage in a variety of classroom, shop and real-world activities. Learn the theoretical principles of operations and processes in the classroom, and apply your knowledge in our shop where you'll gain valuable experience by practicing various operational procedures.

During the 18 weeks of instructional time, you will travel to 10 plant operations of various sizes throughout the West Kootenay such as Nelson Hydro, Teck, Zellstoff Celgar, Columbia Brewery, Selkirk College, Kootenay Boundary Regional Hospital (Trail) and the Nelson & District Community Complex. The goal is by the end of the tours, you will have a detailed record of the plants you have visited and a broad awareness of the operator duties and tasks at the various plants in our area.

### GREAT PARTNERSHIPS WITH REGIONAL INDUSTRY

The Plant Operator program usually has two intakes each year. The provincial government has bolstered funding in areas of trades that are anticipated to be in-demand over the coming years. Plant operators are considered one of those areas.

Upon completion of the on-campus component of the program, you will embark on a practicum hosted by regional employers where you will master operations in real industrial environments.

Course	Name		Credit
PO 101	Introduction to Process Plant Systems	On Campus	8
PO 102	Process Fundamentals	On Campus	4
PO 103	Introduction to Process Plant Operations	On Campus	2
PO 104	Plant Tours	On Campus	3
PO 105	Work Practicum	On Campus	6
<b>Total</b>			<b>23</b>

### WHAT IS A PLANT OPERATOR?

Plant operators are responsible for overseeing the production process of a plant facility. The goal of a process operator is to monitor equipment and improve the quality, efficiency and safety of the plant.

Plant operators supervise staff members and coordinate maintenance efforts to ensure control instruments are working properly. They also perform other administrative tasks such as recording test results and other data about the plant's operation. In addition, process operators are responsible for reporting problems with the production process or equipment to shift managers and maintenance engineers. In some cases, plant operators may need to carry out minor maintenance work and transport various items for shipment.

A person does not need any particular qualifications to become a plant operator. However, they do need to have an understanding of math and be able to pass an aptitude test, physical and medical exam at the interview stage. A person can also become a plant operator by completing an apprenticeship or taking a college course related to the skills and knowledge needed in the job. Plant operators usually work full-time, sometimes shift-work, often with benefits, for companies involved in the petroleum, agricultural and pharmaceutical industry.

### Careers

Graduates of the Plant Operator Program at Selkirk College earn a Certificate of Completion and typically find employment as plant operators in manufacturing plants, production plants, processing plants, gas plants, oil fields, smelters, mines, mills, refineries, arenas, recreational complexes, or other industrial facilities.

#### PLANT OPERATOR CAREERS

- Chemical plant machine operator
- Mineral and metal processing operator
- Cell operator
- Lime kiln operator
- Pulp and paper mill machine operator
- Assistant digester operator
- Sawmill machine operator
- Planer operator
- Resaw operator
- Process control and machine operator
- Food, beverage and associated products processing
- Brewhouse operator
- Control room operator
- Winery-press operator
- Water and waste treatment plant operator
- Sewage plant operator
- Power engineers and power systems operators
- Auxiliary plant operator
- Building systems technician
- Control room operator – electrical power systems



**CAREER SPOTLIGHT - HOSPITAL MAINTENANCE ENGINEER**

Hospital maintenance engineers are responsible for maintaining the extensive heating, air-conditioning, refrigeration, and ventilation systems in hospitals. The equipment they operate includes boilers, air-conditioning equipment, diesel engines, turbines, pumps, condensers, generators, and compressors.

They start up, regulate, shut down, or repair this equipment. They manually operate equipment, make adjustments, and regularly check safety devices. It is their responsibility to ensure that all of these systems are operating not just correctly, but also efficiently and safely. Routine maintenance is part of the job, such as replacing filters, lubricating moving parts, and checking air quality of the ventilation systems.

Some other duties could include minor welding, minor plumbing and electrical repairs, and minor carpentry repairs to walls, roofs, windows, or ceilings. In this job you could wind up working independently or as part of a crew. You will also need to be able to work off hours or on shifts that can include holidays, nights, or weekends. Because a hospital never closes, there must always be maintenance workers on staff just as there are health care providers.

**Admission Requirements**

- Graduation from a British Columbia Senior Secondary School or equivalent
- Foundations & Pre-Calculus 10, or Apprenticeship Workplace 10, or Principles 10, or Applications 10, or Essentials 11, or Selkirk ABE Math 46, with a grade of "C" or higher
- Recommended courses: Chemistry 11, Physics 11, Principles of Math 11 & 12 and English Studies 12
- Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates, provided they have completed or are in the process of obtaining one of the above prerequisites with a "C" grade or higher (This course must be completed prior to the program entry date).

**Program Courses**

**PO 101 - INTRODUCTION TO PROCESS PLANT SYSTEMS**

Systems and components common to process plants; Sand Plant provides a model to demonstrate the key concepts and components.

- Safety, Health & Environment
- PPE – Personal Protective Equipment
- Locks, Isolation Devices & Equipment
- Emergency Shutdown & Evacuation
- Reading Flowcharts, P&Cs, P&IDs
- Valves
- Pumps
- Piping and Storage Tanks
- Human Rights
- Compressors
- Turbines
- Bearings, Seals, Steam Traps
- Heat Exchangers
- Cooling Towers
- Boilers & Furnaces
- Switches & Controls

**PO 102 - PROCESS FUNDAMENTALS**

- Basic Math
- Computer Skills – MS Office
- Technical Writing
- Basic Physics – Pressure
- Basic Physics – Fluid Flow
- Basic Physics – Heat, heat transfer, temperature
- Basic Hand Tools
- Drafting

**PO 103 - INTRODUCTION TO PROCESS PLANT OPERATIONS**

Develop Standard Operating Procedures (SOPs) for the Sand Plant to conduct basic operating procedures.

Pre-start-up checklist

- Start up
- Normal Operation
- Abnormal Operation
- Shut Down
- Troubleshooting
- Create Sand Plant Log Book and other Operating Reports
- Operate Sand Plant (including troubleshooting)

**PO 104 - PLANT TOURS**

Ten Structured Plant Tours are planned over the course of the program. These will take place once a week at different locations each week. Students will work individually and in teams to gather specific pre-determined data on each plant. The goal is by the end of the tours, students will have a detailed record of the plants they have visited and a broad awareness of the operator duties and tasks at the various plants in our area.

**PO 105 - WORK PRACTICUM**

The expectation is that this part of the program will run six weeks, and that students will actively explore possible placements into an unpaid practicum at a local plant. Class time will be devoted to resume and cover letter writing to assist the student in this process. On-site structured work experience

**Contact**

**TRADES ADMISSIONS**

Phone: 1.888.953.1133 ext 13204  
Direct: 250.354.3204  
Email: trades@selkirk.ca





# Post-Graduate Diploma in Accounting

[selkirk.ca/program/post-graduate-accounting](http://selkirk.ca/program/post-graduate-accounting)

LENGTH OF STUDY:

**2 Years**

ACCREDITATION:

**Post-Graduate Diploma**

CAMPUS:

**Castlegar Campus**

Earning a Selkirk College Post Graduate Accounting diploma firmly positions you to secure an exciting and fulfilling accounting career in Canada.

Competent accounting and finance professionals with a professional accounting designation are highly respected in the business world and are in high demand.

## START AT SELKIRK COLLEGE TO WORK TOWARDS YOUR CHARTERED PROFESSIONAL ACCOUNTING DESIGNATION

The Post-Graduate Accounting (PGA) diploma will give you, as an international student, a solid financial accounting and management background to secure your career potential in this high-paying and diverse field. In Canada, there is now one accounting designation called the Chartered Professional Accountant (CPA) designation. Individuals with this accounting designation are highly sought after.

In order to enter the CPA education program in Canada, there are three entrance requirements:

- Completion of all CPA preparatory courses.
- Completion of a Bachelor's degree (equivalent to a Canadian Bachelor's degree) in any field.
- A full-time accounting job.

The Selkirk College PGA includes most of the preparatory courses necessary for admission to the CPA education program, which can become your pathway to a career as a CPA. For specific information about how the courses in this PGA program can help satisfy the entrance requirements of the CPA program, please contact the CPABC.

*Graduates of this program are eligible to apply for the three year post-graduate work permit in Canada.*

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, applicants must meet the following Post-Graduate Accounting requirements:

### ACADEMIC

- Completion of a two-year diploma in a discipline other than business, Bachelor's degree from a recognized post-secondary institution in Canada or

*Note: Depending on intake semester the courses available will change. If your intake is in the Spring, it will take 5 semesters to complete the program. The Fall intake is showcased below.*

For additional intakes, see website [selkirk.ca/program/post-graduate-accounting](http://selkirk.ca/program/post-graduate-accounting)

## Year 1

### SEMESTER 1

Course	Name		Credit
ADMN 272	Commercial Law	On Campus	3
COMM 220	Principles of Organizational Behaviour	On Campus	3
COMM 240	Financial Accounting I	On Campus	3
ECON 106	Principles of Macroeconomics	On Campus	3
TWC 164	Business Communications I	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 2

Course	Name		Credit
ADMN 171	Management Principles	On Campus	3
ADMN 181	Marketing	On Campus	3
COMM 241	Financial Accounting II	On Campus	3
ECON 107	Principles of Microeconomics	On Campus	3
STAT 105	Introduction to Statistics	On Campus	3
<b>Total</b>			<b>15</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
ADMN 251	Intermediate Accounting I	On Campus	3
ADMN 252	Financial Management	On Campus	3
ADMN 253	Principles of Income Tax I	On Campus	3
ADMN 259	Auditing	On Campus	3
ADMN 269	Information Systems	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 4

Course	Name		Credit
ADMN 250	Managerial Accounting	On Campus	3
ADMN 254	Intermediate Accounting II	On Campus	3
ADMN 255	Corporate Finance	On Campus	3
ADMN 257	Income Tax II	On Campus	3
ADMN 295	Strategic Management	On Campus	3
<b>Total</b>			<b>15</b>



English speaking institution from another country, or equivalent training and experience.

- English Studies 12 with “C+” or higher, or equivalent.
- For international applicants, IELTS 6.5 overall band score with no band below 6.0, or equivalent on other internationally recognized English Language Proficiency Tests.
- Foundations of Math 12 or Pre-calculus 11 with “C+” or higher or equivalent.

**EARLY ENTRY**

Applicants who lack the admission requirements may still gain admission to the program through a multi-level entry system which allows students to take a combination of program and upgrading courses in the first year. This mode of entry can extend the duration of the program accordingly as not all courses are offered every term.

**GENERAL**

- Applicants must submit a completed application form and other required documents (i.e. secondary school and any post-secondary transcripts, application package) to the Registrar’s office.
- Entry to the Program may be made at the commencement of the fall, winter, or spring semesters. However, normal entry is at the beginning of the fall semester. The progression of courses may be different dependant on which semester the student commences studies.
- Where space permits students may be admitted up to the end of the first week of the fall and winter semesters, and first week of the spring semester. Admission beyond this point will only be possible with the approval of the instructor(s) and School Chair.
- Entry may be limited by prerequisites, space limitations and/or completion of preadmission assessment. International entry may be limited where international student enrolment targets or limits have been met.
- Accepted applicants may be placed in particular classes and/or sections by the School Chair or designate.
- No class or section switches will be permitted after the first week of the fall, winter or spring semester. All class or section switches require the approval of the School Chair or designate.
- Students admitted to a specific program will be given preferred access to that program’s courses.

**PART-TIME STUDY**

- The program encourages and supports part-time study. Special consideration is given to integrating part-time students into the program. However, only full-time students are eligible for Co-op work term experiences.

- Subject to space limitations and prerequisites, students who wish to take fewer than the maximum number of courses in any semester may do so.
- International students are responsible to determine whether part-time studies will affect one’s student permit, ability to work and future in Canada post-graduation.

**Co-op Education**

The Co-op Education program of work terms is an option within the Post-Graduate Business Management program. To be eligible for Co-op work terms, students must:

- have credit for all previous courses in the selected program of study. Students who lack credit for a course may be considered on an individual basis
- have a minimum cumulative program GPA of 2.33
- be taking a full course load in the selected program of study.

**APPLICATION PROCESS**

Before an applicant’s file is considered to be complete, the following must have been received by the Admissions Department:

- completed application form
- appropriate official transcripts and proof of English proficiency for international applicants.

The application deadline for fall intake is June 30, for winter intake is October 30, and for spring intake is February 28. Late applications will be admitted where space permits and on the discretion of the School Chair/School Dean.

The deadline for receiving required documentation is stated in the student’s admissions letter.

Students are required to complete an orientation at the beginning of the program.

**Program Courses**

**ADMN 251 - INTERMEDIATE ACCOUNTING I**

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

*Prerequisites: COMM 241 or equivalent with a grade of “C” or higher.*

**ADMN 252 - FINANCIAL MANAGEMENT**

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

*Prerequisites: COMM 241 or equivalent with a grade of “C” or higher.*

**ADMN 253 - PRINCIPLES OF INCOME TAX I**

Studies the nature and structure of the Income Tax Act, as it applies to individuals. Topics include determination of net income for tax purposes, taxable income and income taxes payable. Income from employment, business, property, capital gains and miscellaneous sources are included.

*Prerequisites: COMM 241 or equivalent with a grade of “C” or higher.*

**ADMN 259 - AUDITING**

Examines the nature and function of auditing. Students will study the various types of audits as well as the auditor’s role in the decision-making process. The planning, accumulation and interpretation of audit evidence including EDP systems, are major components of the course. Case studies requiring an examination of internal control, planning an audit, development of an audit program, and the preparation and completion of working papers, financial statements and the auditor’s report are also part of this course.

*Prerequisites: COMM 241 or equivalent with a grade of “C” or higher.*

**ADMN 269 - INFORMATION SYSTEMS**

Examines the relationships and distinctions between Management Information Systems (MIS) and Accounting Information Systems (AIS). Students will examine the standard categories of business transactions and how these transactions flow through the organization, are documented, stored (with emphasis on databases), and are reported for use by both internal and external users. Accounting



information systems development will be studied with emphasis on systems analysis and design, internal controls, and proper documentation.

*Prerequisites: COMM 241 or equivalent with a grade of "C" or higher.*

#### ADMN 250 - **MANAGERIAL ACCOUNTING**

An introduction to management accounting concepts and methods. Main topic areas include: job order and process costing, budgeting and responsibility accounting, identification of costs relevant to price, product, and replacement decisions, cost/volume/profit relationships, cost control through flexible budgets, standard costs, and variance analysis.

*Prerequisites: COMM 241 or equivalent with a grade of "C" or higher.*

#### ADMN 254 - **INTERMEDIATE ACCOUNTING II**

Deals with theory and concepts as applied to financial reporting. Topics include valuation and cost allocation problems applying to liabilities, leases and pensions, accounting for owner's equity, partners' capital and shareholders' equity, future income tax benefits and liabilities, and full disclosure on financial reports.

*Prerequisites: ADMN 251 or equivalent with a grade of "C" or higher.*

#### ADMN 255 - **CORPORATE FINANCE**

Examines the raising and allocation of corporate funds. Topics include: conceptual aspects of capital structure, dividend policy, capital markets, financial securities, derivatives, international finance, and corporate reorganizations and liquidations.

*Prerequisites: COMM 241 or equivalent with a grade of "C" or higher.*

#### ADMN 257 - **INCOME TAX II**

Provides a study of the nature and structure of the Income Tax Act, as it applies to corporations, partnerships, deceased taxpayers, trusts and non-residents, with the focus on corporate taxation. A corporate tax return and relevant schedules are prepared to determine net income for tax purposes, taxable income and income taxes payable. The sale of an incorporated business, tax planning techniques and special topics are included.

*Prerequisites: ADMN 253 or equivalent with a grade of "C" or higher.*

#### ADMN 272 - **COMMERCIAL LAW**

An introduction to law as it applies to business. The development of the courts and the machinery of justice will be outlined. A study will then be made of torts and negligence, and of contracts including their formation, impeachment, breach, assignment and discharge. Methods of carrying on business such as employer/employee, proprietorship, partnership, agency and incorporation will be introduced and compared.

*Prerequisites: Program admission standards.*

#### ADMN 295 - **STRATEGIC MANAGEMENT**

A capstone course integrating the varied disciplines in business including accounting and finance, marketing, operations, economics, forecasting, and management, into a comprehensive knowledge base which becomes a foundation for strategic planning. Students' participation in class and in team projects and analysis of business cases are core components of this course.

*Prerequisites: ADMN 171, ADMN 181, COMM 241 or equivalent with a grade of "C" or higher.*

#### ADMN 315 - **LEADERSHIP**

Examines the theory and practical application of leadership. It covers the latest thinking in leadership theory and contemporary practices at work within organizations in a global economy. Topics such as motivation, strategic planning, team building and negotiation will be explored.

*Prerequisites: COMM 220 and ADMN 171 or equivalent with a grade of "C" or higher.*

#### ADMN 392 - **PROFESSIONAL SALES SKILLS**

No matter the industry, nor the state of the economy, businesses are almost always on the search to find enthusiastic, entrepreneurial, and effective sales people. Upon successful completion of this course, students will understand and demonstrate the core skills of professional selling, with a focus on the common tools and processes used in the field. Relationship-building and needs-satisfaction are fundamental components of the process. Strong English language verbal communication skills are needed to be successful in this course.

*Prerequisites: ADMN 181 and TWC 164 (or ENGL 110) with a grade of "C" or higher.*

#### COMM 220 - **PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR**

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

*Prerequisites: Program admission standards.*

#### COMM 240 - **FINANCIAL ACCOUNTING I**

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

*Prerequisites: Program admission standards.*

#### COMM 241 - **FINANCIAL ACCOUNTING II**

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

*Prerequisites: COMM 240 with a grade of "C" or higher.*

#### ECON 106 - **PRINCIPLES OF MACROECONOMICS**

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

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

#### ECON 107 - **PRINCIPLES OF MICROECONOMICS**

Usually taken following ECON 106. Topics covered include: supply and demand - price supports, the agricultural problem, value theory, theory of the firm - competition, pollution, industrial organization - monopoly, public utilities, advertising, income distribution - labour unions, productivity.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*



**STAT 105 - INTRODUCTION TO STATISTICS**

Intended for social, environmental science and business students and others who would benefit from a one-term statistics course. General themes include descriptive statistics, probability, probability and sample distributions, confidence intervals and hypothesis testing.

*Prerequisites: Foundations of Math 12 or Pre-calculus 11 or equivalent, with a grade of "C+" or higher.*

**TWC 164 - BUSINESS COMMUNICATIONS I**

An introduction to the fundamentals of effective written communication. Components include communication theory and its application to business situations. Students are required to master basic English writing skills and show competence in producing conventional technical formats, such as memoranda, business letters, short or informal reports, résumés and cover letters.

*Prerequisites: Program admission standards.*



**Contact**

**INTERNATIONAL ADMISSIONS**

Phone: 1.888.953.1133 ext 21293

Direct: 250.365.1293

Email: [internationaladmissions@selkirk.ca](mailto:internationaladmissions@selkirk.ca)

# Post-Graduate Diploma in Business Management

[selkirk.ca/program/post-graduate-business-management](http://selkirk.ca/program/post-graduate-business-management)



## LENGTH OF STUDY:

**2 Years**

## ACCREDITATION:

**Post-Graduate Diploma**

## CAMPUS:

**Castlegar Campus**

Build on your education and life experience with a Post-Graduate Business Management diploma.

Business specialists such as human resource managers, marketing professionals, accountants, and entrepreneurs are among Canada's top 10 highest paid personnel. The Post-Graduate Business Management (PGBM) diploma offers international students the opportunity to complement and build on their previous education and work experience.

### YOU WILL BENEFIT FROM

The two-year Selkirk College PGBM diploma will provide you with the knowledge and skills necessary to launch your business career in Canada. PGBM covers core business courses in the areas of accounting, management, marketing and economics.

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, applicants must meet the following Post-Graduate Business Management requirements:

### ACADEMIC

- Completion of a two-year diploma in a discipline other than business, Bachelor's degree from a recognized post-secondary institution in Canada or English speaking institution from another country, or equivalent training and experience.
- English Studies 12 with "C+" or higher, or equivalent.
- For international applicants, IELTS 6.5 overall band score with no band below 6.0, or equivalent on other internationally recognized English Language Proficiency Tests.
- Foundations of Math 12 or Pre-calculus 11 with "C+" or higher or equivalent.

### EARLY ENTRY

Applicants who lack the admission requirements may still gain admission to the program through a multi-level entry system which allows students to take a combination of program and upgrading courses in the first year. This mode of entry can extend the duration of the program accordingly as not all courses are offered every term.

*Note: Depending on intake semester the courses available will change. If your intake is in the Spring, it will take 5 semesters to complete the program. The Fall intake is showcased below.*

For additional intakes, see website [selkirk.ca/program/post-graduate-business-management](http://selkirk.ca/program/post-graduate-business-management)

For more information on what your course of studies would look like if you need to upgrade your math or English, please consult with our Program Advisor.

## Year 1

### SEMESTER 1

Course	Name		Credit
COMM 240	Financial Accounting I	On Campus	3
COMM 220	Principles of Organizational Behaviour	On Campus	3
ECON 106	Principles of Macroeconomics	On Campus	3
MATH 125	Business Mathematics	On Campus	3
TWC 164 or ENGL 110	Business Communications I or College Composition	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 2

Course	Name		Credit
ADMN 171	Management Principles	On Campus	3
ADMN 181	Marketing	On Campus	3
COMM 241	Financial Accounting II	On Campus	3
ECON 107	Principles of Microeconomics	On Campus	3
TWC 165	Business Communications II	On Campus	3
<b>Total</b>			<b>15</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
ADMN 230	Project Management	On Campus	3
ADMN 272	Commercial Law	On Campus	3
ADMN 286	Human Resource Management	On Campus	3
ADMN 293	Electronic Commerce	On Campus	3
ADMN 310	Events Management and Marketing	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 4

Course	Name		Credit
ADMN 295	Strategic Management	On Campus	3
ADMN 296	International Business	On Campus	3
ADMN 297	Developing a Business Plan	On Campus	3
ADMN 315	Leadership	On Campus	3
ADMN 392	Professional Sales Skills	On Campus	3
<b>Total</b>			<b>15</b>



**GENERAL**

- Applicants must submit a completed application form and other required documents (i.e. secondary school and any post-secondary transcripts, application package) to the Registrar’s office.
- Entry to the Program may be made at the commencement of the fall, winter, or spring semesters. However, normal entry is at the beginning of the fall semester. The progression of courses may be different dependant on which semester the student commences studies.
- Where space permits students may be admitted up to the end of the first week of the fall and winter semesters, and first week of the spring semester. Admission beyond this point will only be possible with the approval of the instructor(s) and School Chair.
- Entry may be limited by prerequisites, space limitations and/or completion of preadmission assessment. International entry may be limited where international student enrolment targets or limits have been met.
- Accepted applicants may be placed in particular classes and/or sections by the School Chair or designate.
- No class or section switches will be permitted after the first week of the fall, winter or spring semester. All class or section switches require the approval of the School Chair or designate.
- Students admitted to a specific program will be given preferred access to that program’s courses.

**PART-TIME STUDY**

- The program encourages and supports part-time study. Special consideration is given to integrating part-time students into the program. However, only full-time students are eligible for Co-op work term experiences.
- Subject to space limitations and prerequisites, students who wish to take fewer than the maximum number of courses in any semester may do so.
- International students are responsible to determine whether part-time studies will affect one’s student permit, ability to work and future in Canada post-graduation.

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**Co-op Education**

The Co-op Education program of work terms is an option within the Post-Graduate Business Management program. To be eligible for Co-op work terms, students must:

- have credit for all previous courses in the selected program of study. Students who lack credit for a course may be considered on an individual basis
- have a minimum cumulative program GPA of 2.33
- be taking a full course load in the selected program of study.

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**APPLICATION PROCESS**

Before an applicant’s file is considered to be complete, the following must have been received by the Admissions Department:

- completed application form
- appropriate official transcripts and proof of English proficiency for international applicants.

The application deadline for fall intake is June 30, for winter intake is October 30, and for spring intake is February 28. Late applications will be admitted where space permits and on the discretion of the School Chair/School Dean.

The deadline for receiving required documentation is stated in the student’s admissions letter.

Students are required to complete an orientation at the beginning of the program.

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**Program Courses**

**ADMN 171 - MANAGEMENT PRINCIPLES**

An introduction to management theory, philosophy and techniques including the specialized areas of entrepreneurship, small business, and hospitality and service industries. Management is a dynamic discipline and is reflected in the organizations of today’s global world.

*Prerequisites: Accepted to the Business Administration program*

**ADMN 181 - MARKETING**

Introduces students to basic concepts and principles of marketing. Topics include Canadian entrepreneurship, small business management, evaluation of business opportunities, and marketing management. Market planning will be emphasized as well as practical decision making in regards to evaluating the business environment, market segmentation, market research, and strategy choices. The marketing mix or product, price, place of distribution, and promotion will be discussed in depth.

*Prerequisites: Accepted to the Business Administration Program.*

**ADMN 230 - PROJECT MANAGEMENT**

Provides you with foundational knowledge and applied project management skills. Learn competencies required to work in project management, and build your own skills roadmap to take your career further. Learn to define project success and develop skills in project planning and communications, including how to organize a team meeting, plan a project and schedule with state of the art software. This introductory course establishes the foundation of knowledge upon which project management practices are based. We will look in depth at the anatomy of a project and the role of the project manager and learn the key concepts upon which the project management discipline is built. Based on industry standard practices and recognizing that there is no one-size-fits-all approach to project management, you will examine a broad range of business projects and explore how different approaches are used under different circumstances. Reviewing the full project lifecycle from conceptual design through to project completion, you will gain insights into how projects work in the real world and the factors that lead to project success.

*Prerequisites: COMM 220 or equivalent with a grade of “C” or higher.*

**ADMN 272 - COMMERCIAL LAW**

An introduction to law as it applies to business. The development of the courts and the machinery of justice will be outlined. A study will then be made of torts and negligence, and of contracts including their formation, impeachment, breach, assignment and discharge. Methods of carrying on business such as employer/employee, proprietorship, partnership, agency and incorporation will be introduced and compared.

*Prerequisites: Program admission standards.*



**ADMN 286 - HUMAN RESOURCE MANAGEMENT**

An examination of how to most effectively utilize and manage the human element in work organizations including staffing, training and development, appraisal and compensation, industrial relations and human resources planning.

*Prerequisites:* COMM 220.

**ADMN 293 - ELECTRONIC COMMERCE**

An introduction to the business models, infrastructure, strategies, design and analysis of electronic commerce business solutions. The role of electronic commerce in changing society is also an important topic. The primary aim of this course is to identify key management considerations required in implementing e-commerce business solutions.

*Prerequisites:* Program admission standards.

**ADMN 295 - STRATEGIC MANAGEMENT**

A capstone course integrating the varied disciplines in business including accounting and finance, marketing, operations, economics, forecasting, and management, into a comprehensive knowledge base which becomes a foundation for strategic planning. Students' participation in class and in team projects and analysis of business cases are core components of this course.

*Prerequisites:* ADMN 171, ADMN 181, COMM 241 or equivalent with a grade of "C" or higher.

**ADMN 296 - INTERNATIONAL BUSINESS**

Offers an in-depth review of basic concepts, institutional practices and developments in the global business environment. The course also offers an introduction to international business management. Core management topics will be examined within an international framework. The course emphasizes the development of critical thinking skills, and aims to link developments in the international business environment into everyday life. In this way, students may be able to integrate concepts and institutional practices into a practical, work-oriented environment.

*Prerequisites:* ADMN 181, ADMN 171, COMM 220 or equivalent with a grade of "C" or higher.

**ADMN 297 - ENTREPRENEURSHIP**

Examines the process of researching and developing a business plan. A business plan provides a comprehensive framework for a firm's marketing, financing and operational activities. Students will research and develop a business plan to assess the viability of a proposed business venture. Students will also learn to critically assess the viability of a business plan through completing a due diligence process.

*Prerequisites:* ADMN 171, ADMN 181, COMM 220, COMM 241 or equivalent with a grade of "C" or higher.

**ADMN 310 - EVENTS MANAGEMENT AND MARKETING**

Includes the creation of an event management plan for a potential client. A situation analysis will investigate consumer behaviour, targeting and position as related to the planning and operation of events. Further development of the management plan will require an examination and the application of integrated marketing communications, sales, sponsorship, budgeting, risk management, staging, logistics and performance measures.

*Prerequisites:* ADMN 171, ADMN 181, COMM 220 and COMM 240 or equivalent with a grade of "C" or higher.

**ADMN 315 - LEADERSHIP**

Examines the theory and practical application of leadership. It covers the latest thinking in leadership theory and contemporary practices at work within organizations in a global economy. Topics such as motivation, strategic planning, team building and negotiation will be explored.

*Prerequisites:* COMM 220 and ADMN 171 or equivalent with a grade of "C" or higher.

**ADMN 392 - PROFESSIONAL SALES SKILLS**

No matter the industry, nor the state of the economy, businesses are almost always on the search to find enthusiastic, entrepreneurial, and effective sales people. Upon successful completion of this course, students will understand and demonstrate the core skills of professional selling, with a focus on the common tools and processes used in the field. Relationship-building and needs-satisfaction are fundamental components of the process. Strong English language verbal communication skills are needed to be successful in this course.

*Prerequisites:* ADMN 181 and TWC 164 (or ENGL 110) with a grade of "C" or higher.

**COMM 220 - PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR**

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

*Prerequisites:* Program admission standards.

**COMM 240 - FINANCIAL ACCOUNTING I**

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

*Prerequisites:* Program admission standards.

**COMM 241 - FINANCIAL ACCOUNTING II**

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

*Prerequisites:* COMM 240 with a grade of "C" or higher.

**ECON 106 - PRINCIPLES OF MACROECONOMICS**

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

*Prerequisites:* Program admission standards.

**ECON 107 - PRINCIPLES OF MICROECONOMICS**

Usually taken following ECON 106. Topics covered include: supply and demand - price supports, the agricultural problem, value theory, theory of the firm - competition, pollution, industrial organization - monopoly, public utilities, advertising, income distribution - labour unions, productivity.

*Prerequisites:* Program admission standards.



### MATH 125 - **BUSINESS MATHEMATICS**

Intended for first year students enrolled in the Business Administration program. It stresses the mathematics required in financial processes. The course starts with a review of basic arithmetic and algebra. With these skills the student will solve several practical business problems. Topics include (but are not limited to) ratio and proportion, merchandising, break-even analysis, simple interest and promissory notes, compound interest and effective rates, simple and general annuities, annuities due and deferred annuities, amortization of loans and payment schedules, sinking funds and investment decision analysis.

*Prerequisites: Pre-Calculus 11 or equivalent with grade of "C+" or higher.*

### TWC 164 - **BUSINESS COMMUNICATIONS I**

An introduction to the fundamentals of effective written communication. Components include communication theory and its application to business situations. Students are required to master basic English writing skills and show competence in producing conventional technical formats such as memoranda, business letters, short or informal reports, résumés and cover letters.

*Prerequisites: Program admission standards.*

### TWC 165 - **BUSINESS COMMUNICATIONS II**

Is a continuation of TWC 164 and focuses on complex oral and written communication. Material covered includes how to conduct research; how to use graphics; how to write formal business documents; how to give informative and persuasive oral presentations; and writing for digital platforms.

*Prerequisites: TWC 164 with a grade of "C" or higher.*

## Contact

### INTERNATIONAL ADMISSIONS

Phone: 1.888.953.1133 ext 21293

Direct: 250.365.1293

Email: [internationaladmissions@selkirk.ca](mailto:internationaladmissions@selkirk.ca)

# Post-Graduate Diploma in Culinary Management

selkirk.ca/program/post-graduate-diploma-culinary-management



LENGTH OF STUDY:

**2 Years**

ACCREDITATION:

**Post-Graduate Diploma**

CAMPUS:

**Tenth Street Campus, Nelson**

The successful chef or food and beverage entrepreneur of today requires more than just great culinary skills to excel in the hospitality industry. Chefs, food and beverage managers in the hospitality industry, and restaurant owners today need business, leadership and human resource skills in addition to a strong culinary foundation. This program provides professional cook training and fundamental management skills for students with culinary backgrounds looking to manage, own or operate a food and beverage business.

## TAKE YOUR CAREER TO THE NEXT LEVEL

The Culinary Management diploma is developed for chefs and hospitality program graduates from programs outside of Canada. International students who have a culinary or hospitality credential are welcome to apply for this program. Students will be fast-tracked through a curriculum similar to the Professional Cook courses Level 1 and 2. Additionally, students will gain hands on industry experience during a paid four-month work term. Alongside the culinary focused course students will also complete two semesters of management level courses.

The objective of the program, through classroom instruction, practical lab training and work experience, is to enable students to develop the abilities to work in the fast paced culinary world with the skills and attitudes to analyze situations objectively and to make effective management decisions.

## CAREERS

Selkirk Culinary Management graduates are equipped to move into supervisory positions in a wide range of capacities across the entire spectrum of the food and beverage industry. The list below indicates some of the career options available:

- Professional cooks
- Kitchen supervisory positions
- Food and beverage supervisors

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, applicants must meet the following Post-Graduate Diploma in Culinary Management requirements.

### SEMESTER 1

Course	Name		Credit
PGCM 099	Computer Applications and College Orientation	On Campus	1
PGCM 100	Culinary Arts 1	On Campus	15
<b>Total</b>			<b>16</b>

### SEMESTER 2

Course	Name		Credit
PGCM 150	Introduction to Tourism	On Campus	3
PGCM 159	Business Communications	On Campus	3
PGCM 151	Marketing	On Campus	3
PGCM 163	Mixology and Oenology	On Campus	3
PGCM 164	Food and Beverage Cost Controls	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 3

Course	Name		Credit
PGCM 200	Culinary Arts 2	On Campus	15

### SEMESTER 4

Course	Name		Credit
PGCM 171	Work Term	On Campus	

### SEMESTER 5

Course	Name		Credit
PGCM 253	Organizational Leadership	On Campus	3
PGCM 254	Human Resource Management	On Campus	3
PGCM 265	Food Service	On Campus	3
PGCM 269	Accounting	On Campus	3
PGCM 272	Hospitality Law	On Campus	3
<b>Total</b>			<b>15</b>

- Completion of a 2 Years Culinary diploma or Professional Cooking certification. OR
- Completion of a bachelor's degree in Hospitality Management with significant course work in Culinary Arts. The culinary courses must include both a practical as well as a theory component.
- Students with a degree in a different field and who possess a shorter credential in the culinary field (one year minimum) will be considered for admission on a case-by-case basis.
- Submission of scanned, notarized transcripts for post-secondary studies.
- Students from most countries where English is not the official language are required to submit official English language test results.
- ELTS 6.5 overall band score, or equivalent on other internationally recognized English Language

Proficiency Tests. Applicants with 6.0 IELTS overall, with no band score less than 5.5, may be admitted to the program but may be required to take an English upgrading course during the first year of study.

## Program Courses

### PGCM 099 - COMPUTER APPLICATIONS AND COLLEGE ORIENTATION

Introduces students to the Selkirk College campus experience and will include orientation to the computer lab and various software programs, learning resources and study skills, and an introduction to Canadian culture.



### PGCM 100 - **CULINARY ARTS I**

Provides students with the knowledge to 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 foundation techniques and principles used in cooking, baking, and other aspects of food preparation.

### PGCM 150 - **INTRODUCTION TO TOURISM**

Provides an overview of the tourism industry, examining the interrelationships between the tourism sectors as well as the economic, environmental, cultural, and social impacts of tourism. Topics include the following: Industry definitions, sectors within the tourism industry, motivational/demographic differences, economic and social impacts, career opportunities, ethical issues, and the role of tourism organizations.

### PGCM 151 - **MARKETING**

Examines the roles and functions of marketing in the tourism industry. The principles of customer service excellence and service recovery are discussed in detail. You are lead through planning, research, optimization, analytics and communications processes discovering how the “12 P’s” are used in the marketing of tourism products and services. E-marketing, and social media techniques and strategies will be discussed and practiced.

### PGCM 159 - **BUSINESS COMMUNICATIONS**

Focuses primarily on written and oral communication skills as they relate to the business world. Topics include writing memos, letters, emails, formal reports and other business correspondence, delivering effective verbal presentations, résumé preparation and research techniques. Understanding the theory of business communication and being able to employ this theory effectively in written and verbal communication is critical for tourism, recreation, and hospitality managers who wish to succeed. This course places emphasis on the conceptual, practical, and technical aspects of effective workplace communication.

### PGCM 163 - **MIXOLOGY AND OENOLOGY**

Introduces the learner the fundamental beverage knowledge required to manage a resort/hotel beverage operation. The course is clearly broken into theoretical and practical segments. From a theoretical point of view, the learner will become familiar with important government regulations and the liabilities that influence a beverage operation. The “Serving It Right” program, (a provincial requirement for anyone serving alcoholic beverages in BC will

be covered thoroughly). The course will examine the methods of production of different spirits, beers and wine. A significant portion of the course will be spent on wine appreciation. Classroom discussion will cover grape varieties, VQA standards and certification, wine production and wine tasting arrangements. Wine and food pairing will also be covered with a general overview of classical cooking terminology. From a practical point of view, the course will provide the learner with the controlled formal practice time necessary to learn the full range of mixology methods – stirring, building, shaking, and blending.

### PGCM 164 - **FOOD AND BEVERAGE COST CONTROLS**

Critical to the financial well-being of any food operation. “Control” is used in the context of managing an information system – not the manipulation and suppression of people. Fundamentals of internal controls and information systems for food and beverage operations will be covered. The course covers techniques of effective purchasing, receiving and production; sales control and food and beverage cost calculations. Labour cost control methods are explained and discussed.

### PGCM 171 - **WORK TERM**

A full-time paid work experience (May through September). It is monitored by the College and evaluation is completed by the employer and program instructors. Experiential learning is effective because it provides students with opportunities to acquire supervisory skills and competencies that are applicable to their future careers. This approach recognizes that a supervisor requires significant practice of the principles and skills learned during study and looks to the hospitality industry to provide an environment in which this practice can take place. This work term gives students an opportunity to apply and extend academic knowledge while employed with hospitality employers throughout B.C., Canada and the world.

### PGCM 200 - **CULINARY ARTS II**

This course will build on using practical cooking methods and theory learnt in the PGCM 100 course. Students will learn production techniques for specialty vegetables, dressings, sauces, and secondary sauces. Additionally, students will understand and prepare foods for volume cooking. The course will also provide preliminary understanding of food costing, menu planning, and the purchasing processes.

*Prerequisites:* PGCM 100

### PGCM 253 - **ORGANIZATIONAL LEADERSHIP**

Designed to help prospective supervisors understand how individuals and organizations function effectively. It provides students with a working knowledge of

the formal relationships between employees and management in the work place through the study of leadership styles, motivation, group dynamics and conflict resolution. Students will gain an understanding of the skills required to lead people and to contribute to a team effort. This course also examines changes in society and how they are influencing organizations relating to employee and management roles in time management, stress management, and problem solving.

### PGCM 254 - **HUMAN RESOURCE MANAGEMENT**

An understanding of fundamental human resources theory and practices is necessary in the service sector where the link between the tourism operation and the guest is so critical. Innovative approaches to human resources management are necessary to recruit and retain the right people in the industry. This course focuses on the critical issues that concern managers in the tourism industry, employee relations, recruiting and selection, challenges and trends and employment standards.

### PGCM 265 - **FOOD SERVICE**

The Food and Beverage Department, be it a hotel or resort, is a high profile department and can be a substantial profit centre. It is one thing to understand that you must control a Food and Beverage operation, but it is another to understand how, when and why you must do it. The purpose of this course is to show how you can manage the department to provide desired levels of profitability and customer satisfaction. Through lectures and hands on operations exercises, you will study food and beverage operations and learn how to analyze and implement changes that will affect the success of the food service department.

### PGCM 269 - **ACCOUNTING**

An introductory course in accounting, from the basic accounting equation to preparation of the Income Statement, Statement of Changes in Owner’s Equity, and Balance Sheet. This course covers merchandise operations, service business accounting, depreciation, adjusting entries, as well as specialized journals.

### PGCM 272 - **HOSPITALITY LAW**

Outlines Canadian Law applicable to the hospitality industry, identifies areas where there may be potential legal problems, and discusses rights and liabilities relative to relationships within the hospitality industry. Topics include constitutional law, the common law of contract, definition of hotels and related establishments, safety of guests and torts, care of guests’ property, sale of food and alcohol, insurance and hotel keeper’s compensation.

# Post Graduate Diploma in Gerontological Nursing

selkirk.ca/post-graduate-diploma-gerontology



LENGTH OF STUDY:

**2 Years**

ACCREDITATION:

**Post Graduate Diploma**

CAMPUS:

**Castlegar Campus**

If you are an internationally educated nurse and interested in geriatrics, this Post Graduate diploma will prepare you to effectively work with older adults, promoting wellness and enabling health.

The geriatric population is the fastest growing health cohort around the world. Currently 70 per cent of all patients in Canada are elderly. Registered nurses must have specialized knowledge and training to effectively educate, assess and care for these older people.

This Post Graduate diploma in Gerontological Nursing will give you the tools and skills to meet the complex physical, social, environmental, cognitive and spiritual needs of the elderly.

You will be given the chance to have intercultural exchange between graduate nurses from other countries and on-campus BSN students. This will promote rich dialogue about nursing approaches, philosophies and global health needs. Learn more about the international experience at Selkirk College.

Seminars and occasional class interaction will provide added opportunity for an exchange of ideas and nursing expertise.

## CURRICULUM

Upon completion of this program, you will:

- Interpret basic geriatric trends and issues
- Analyze and test a wide variety of health assessment tools
- Demonstrate critical, innovative thinking when problem solving complex geriatric issues
- Illustrate how to educate towards wellness in aging
- Develop advocacy skills at relational, unit and policy making levels

## Admission Requirements

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following program requirements to be considered fully-qualified:

## Year 1

### SEMESTER 1

Course	Name		Credit
EASL 066	College Preparation - Research Writing	On Campus	3
GNUR 399	College Orientation	On Campus	2
GNUR 401	Contemporary Issues in Gerontology	On Campus	3
GNUR 403	Relational Practice	On Campus	3
GNUR 500	Introduction to Gerontological Nursing	On Campus	3
GNUR 504	Nursing Lab Physical Assessment and Basic Skills	On Campus	3
<b>Total</b>			<b>17</b>

### SEMESTER 2

Course	Name		Credit
GNUR 503	Delirium, Dementia and Depression in the Elderly	On Campus	3
GNUR 511	Physical Aging and Chronic Disease Management: Part I	On Campus	3
GNUR 514	End-of-Life Care	On Campus	3
GNUR 520	Clinical Practice in Complex Care	Practicum	5
<b>Total</b>			<b>14</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
GNUR 411	Introduction to Nursing Leadership	On Campus	3
GNUR 412	Professional Nursing in the Canadian Health Care System	On Campus	3
GNUR 505	Advanced Pharmacology for the Elderly	On Campus	3
GNUR 512	Physical Aging and Chronic Disease Management: Part II	On Campus	3
MHAD 500	Mental Health and Addictions I	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 4

Course	Name		Credit
GNUR 501	Psychosocial Issues Impacting Aging	On Campus	3
GNUR 508	Nursing Lab - Clinical Skills and the Older Adult	On Campus	3
GNUR 525	Nursing Practice in Multiple Clinical Settings	Practicum	5
MHAD 501	Mental Health and Addictions II	On Campus	3
<b>Total</b>			<b>14</b>





**ACADEMIC REQUIREMENTS**

- Completion of a two-year diploma or Bachelor’s degree from a recognized post-secondary institution in Canada or English speaking institution from another country, or equivalent training and experience.
- English Studies 12 with “C+” or higher, IELTS 6.5 overall band score for international applicants, or equivalent on other internationally recognized English Language Proficiency Tests. If a student applies with an IELTS 6.0+ overall score (with no band less than 5.5) then they will be required to enroll in EASL 066 - College Preparation - Research Writing and must obtain a passing grade of 65% before enrolling in PGHM 259 Management Communications

**GENERAL**

- Entry to the program may be made at the commencement of the Fall, Winter or Spring semester. However, recommended entry is at the beginning of the fall semester. Entry may be limited by prerequisites, space limitations, and/or completion of preadmission assessment. International entry may be limited where international student enrolment targets or limits have been met.
- Accepted applicants will be placed in particular classes and/or sections by the School Chair or designate.
- No class or section switches will be permitted without the express approval of the School Chair or designate and the instructor.
- A student admitted to this program will be given preferred access to its courses.
- A student who has completed the Selkirk College Resort and Hotel Management Diploma Program will not be admitted, as this is a duplication of coursework.

**APPLICATION PROCEDURE**

Before an applicant’s file is considered to be complete, the following must have been received by the Admissions Department:

- Completed application form
- The appropriate official transcripts and proof of English proficiency for international applicants

The deadline for application and receipt of required documentation for Fall intake is June 30 and October 30 for Winter intake. Late applications will be admitted where space permits and on the discretion of the School Chair/School Dean.

Before starting classes, or during the first week of classes, all students must take a Computer Readiness Tool (CRT), which is a skills assessment tool. While this CRT is not a criterion for admission, it is a requirement for all students. If a student does not meet the minimum expectations of the CRT, then the student will be asked to sign an acknowledgement that they are aware of the associated risks and available student support services that are available to assist the student.

**Program Courses**

**EASL 066 - COLLEGE PREPARATION - RESEARCH WRITING**

An advanced writing course that focuses on various forms of writing that can be found in the academic and the work world. In addition to formal academic research techniques, this course will also explore practical technical writing skills needed for clear, timely, concise and accurate communication. The writer must focus on the purpose and audience as well as the form, style and organization. In this class, students will produce a variety of practical and academic forms of writing, including correspondence, summaries, instructions, proposals, reports etc.

*Prerequisites: EASL 056A or EASL 056C with a grade of “C” or higher, or equivalent.*

**GNUR 399 - COLLEGE ORIENTATION**

This course will introduce students to the Selkirk College campus experience and will include orientation to the computer and nursing labs, campus resources, and expectations of the program. This course will introduce students to the Selkirk College campus experience and will include orientation to the computer and nursing labs, campus resources, and expectations of the program.

**GNUR 401 - CONTEMPORARY ISSUES IN GERONTOLOGY**

Contemporary Issues in Gerontology will provide students with an understanding of how the process of aging affects individuals and how an aging population affects and influences Canadian society. Aging will be examined within historical, contemporary and culture contexts. Topics will include aging and health, aging demographics, the psychology and sociology of aging, finances and economics, retirement, leisure, housing and transportation, and family social supports. Participants will have the opportunity to identify and examine their personal beliefs and values about the aging process throughout the course.

**GNUR 403 - RELATIONAL PRACTICE**

This course focuses on the development of self-awareness, increased understanding of others, and development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students are encouraged to become more aware of the impact of their own communication choices and patterns. They have opportunity to develop and use communication techniques that demonstrate personal awareness, respect, and active listening skills.

**GNUR 411 - INTRODUCTION TO NURSING LEADERSHIP**

This is a dynamic course for new and aspiring leaders. Learners will develop strong interpersonal and team building skills while exploring their own personal philosophy of leadership. Students will focus on and develop skills to manage conflict in the workplace, build team performance, collaborate effectively with others, problems solve, and manage change while pursuing personal improvement and development as future leaders in the health care system.

**GNUR 412 - PROFESSIONAL NURSING IN THE CANADIAN HEALTH CARE SYSTEM**

This course will introduce international nurses to the structure of the Canadian health care system, and the roles and scopes of practice of nurses working within it. Theoretical foundations of professional nursing practice will provide a basis for understanding and examining Standards of Practice and ethical responsibilities within nursing. The significance of health promotion and holistic health care will underscore how nurses can provide care that strives to help clients gain or retain quality of life and reduce health disparities within diverse populations.

**GNUR 500 - INTRODUCTION TO GERONTOLOGICAL NURSING**

This course will detail the unique roles and functions of geriatric nursing by exploring historical underpinnings, societal needs, and current issues. Canadian and international standards for gerontological care will be examined and woven throughout course content. A conceptual model for nursing acutely ill, chronically ill or frail elders will provide a ground-work for use of best practice assessment tools and critical analysis. Communication skills for optimal teamwork with enhance the nurse’s interaction with elders, family members and other caregivers.





### GNUR 501 - **PSYCHOSOCIAL ISSUES IMPACTING AGING**

Looks at how cognitive and affective function can be impacted by life events, role change, personal choice and behaviour, acute and chronic disease, or environmental stressors. With a view to helping the older individual attain their optimal level of wellness, this course will explore those psychosocial issues through the lens of Maslow's Hierarchy of Needs and a Successful Aging theory. Readings and course dialogue help gerontological nurses to develop strategies to assess coping ability, identify risk factors that undermine independence and well-being, and promote psychosocial health.

### GNUR 503 - **DELIRIUM, DEMENTIA AND DEPRESSION IN THE ELDERLY**

Examines current theories of causality, presenting behaviours, risk factors and therapies for each of these conditions. Assessment tools and best practice strategies are reviewed. The impact of dementia on family and professional caregivers is considered and nursing care focuses on methods to enhance and retain patient abilities.

### GNUR 504 - **NURSING LAB – PHYSICAL ASSESSMENT AND BASIC SKILLS**

This class will allow the student opportunities to learn and demonstrate skills necessary to register for their HCA certificate. In addition, classes will focus on learning material that apply skills particular to the Canadian Health care system and care of the older adult with an emphasis on assessment proficiency, psychomotor skills and documentation abilities. The simulation suite will be utilized to help expand the learning experience.

### GNUR 505 - **ADVANCED PHARMACOLOGY FOR THE ELDERLY**

Provides an overview of drugs used in the Canadian context and relevant lab values related to drug therapy. An understanding of the pharmacokinetics and pharmacodynamics related to the aging body will assist the gerontological nurse in understanding drug reactions. The nursing role in medication management with aging clients will be defined. Reasons for drug misuse and abuse will be explored, and principles and strategies developed to improve drug regime compliance. The role of nurses and their practice in culturally diverse contexts is considered. This course is a hybrid of classroom and online learning.

### GNUR 508 - **NURSING LAB - CLINICAL SKILLS AND THE OLDER ADULT**

Builds on and consolidates concepts and nursing knowledge from earlier courses in the program. Participants will have the opportunity to practice relevant psychomotor skills associated with complex episodic and chronic health challenges experienced by older adults. This course will emphasize participant assessment proficiency, relevant clinical skills, documentation and relational capacity. The simulation suite will be utilized to help expand the learner's experience.

*Prerequisites: Completion of all courses in semesters 1 through 3 of the International Gerontology Nursing program.*

### GNUR 511 - **PHYSICAL AGING AND CHRONIC DISEASE MANAGEMENT: PART I**

Focuses on the normal changes of aging in all body systems. Select chronic diseases or conditions and their treatment modalities, will be reviewed simultaneously with body system overviews. Using Carol Miller's (2009) Model for Promoting Wellness in Older Adults, an exploration of potential risk factors, iatrogenic complications, and functional challenge will lead the nurse to critically think about how to enhance physical health function. The compounding effect of acute illness on chronic health problems will also be examined.

### GNUR 512 - **PHYSICAL AGING AND CHRONIC DISEASE MANAGEMENT: PART II**

This is a continuation of GNUR- I (3) 511 continuing an examination of normal changes of aging in body systems and introducing further chronic conditions and their treatment modalities.

### GNUR 514 - **END-OF-LIFE CARE**

Examines the unique way caregivers think, respond, and act as they give skilled and compassionate care to a dying person and the support system of that person. The course begins by helping each nurse understand their own perceptions of death and palliation by reflecting on their experiences with dying people. Participants will gain specific and current knowledge about symptom assessment and management, and how to deal with selected palliative emergency situations. Particularly unique aspects of caring for the dying, eg, family care, communication, grief, and self-care will be explored.

### GNUR 520 - **CLINICAL PRACTICE IN COMPLEX CARE**

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all courses in the program to-date with individuals living in a complex care setting. A portion of this nursing experience will be devoted to providing nursing care to individuals experiencing cognitive challenges and/or end-of-life needs. Opportunity will be provided for students to gain expertise and confidence with the role of the geriatric nurse within a complex care facility.

### GNUR 525 - **NURSING PRACTICE IN MULTIPLE CLINICAL SETTINGS**

Provides opportunities for participants to experience the RN roles and responsibilities working with older adults. Participants will experience interdisciplinary team collaboration, opportunities to be healthy educators and mentorship of novice students. They will work in professional roles with groups, families and individuals, in communities, agencies and care facilities, to consolidate their learning.

### MHAD 500 - **MENTAL HEALTH AND ADDICTIONS I**

Introduction to the study of mental health and addiction problems from a lifespan perspective, with a focus on aging populations. This course examines a spectrum of mental health and substance use problems pertinent to men and women over 50 years of age from a harm reduction perspective.

*Prerequisites: Completion of Year 1 of the Post Graduate diploma in Gerontological Nursing*

### MHAD 501 - **MENTAL HEALTH AND ADDICTIONS II**

This course is a continuation of Mental Health and Addictions I and focuses on a variety of rehabilitative and treatment modalities used in working with older adults. Attitudes toward mental health and substance use problems and how they impact helper effectiveness are explored in a supportive milieu.

*Prerequisites: MHAD 500*

## Contact

### INTERNATIONAL ADMISSIONS

Phone: 1.888.953.1133 ext 21293

Direct: 250.365.1293

Email: internationaladmissions@selkirk.ca



# Post-Graduate Diploma in **Hospitality Management**

selkirk.ca/post-graduate-diploma-hospitality-management

LENGTH OF STUDY:

**2 Years**

ACCREDITATION:

**Post-Graduate Diploma**

CAMPUS:

**Tenth Street Campus, Nelson**

Build on your education and life experience with the Post-Graduate diploma in Hospitality Management.

Business specialists such as human resource managers, marketing professionals, accountants, and entrepreneurs are among Canada's top 10 highest paid personnel. The tourism sector may soon become the number one industry in BC; it already offers the most employment opportunities. There are currently 115,000 direct tourism jobs in BC.

## YOU WILL BENEFIT FROM

The two-year Post Graduate diploma in Hospitality Management will provide you with the knowledge and skills necessary to be successful in the ever-changing and competitive business world in Canada, specifically the hospitality industry.

The Post Graduate diploma in Hospitality Management includes a paid 4-month work term from May-September. Students will be given the opportunity to interview for positions in the hospitality industry either locally, in larger cities, or in resort areas. The work term is a required component of the Post Graduate diploma and offers an opportunity to take your education abroad. Find out more information on how Selkirk College can be a launching pad to see the world at Selkirk International.

## Admission Requirements

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following program requirements to be considered fully-qualified:

### ACADEMIC REQUIREMENTS

- Completion of a two-year diploma or Bachelor's degree from a recognized post-secondary institution in Canada or English speaking institution from another country, or equivalent training and experience.
- English Studies 12 with "C+" or higher, IELTS 6.5 overall band score for international applicants, or equivalent on other internationally recognized English Language Proficiency Tests. If a student applies with an IELTS 6.0+ overall score (with no band less than 5.5) then they will be required

Students can choose to commence their first studies in either May or September.

## Year 1

### SEMESTER 1

Course	Name		Credit
PGHM 099	Computer Applications and College Orientation	On Campus	1
PGHM 150	Tourism: An Industry Perspective	On Campus	3
PGHM 155	Computer Applications	On Campus	3
PGHM 159 or TWC 164	Business Communications Business Communications I	On Campus	3
PGHM 161	Accommodation Management	On Campus	3
PGHM 164	Food and Beverage Cost Controls	On Campus	3
<b>Total</b>			<b>16</b>

### SEMESTER 2

Course	Name		Credit
PGHM 151	Hospitality Marketing	On Campus	3
PGHM 153	Organizational Leadership for the Resort Industry	On Campus	3
PGHM 162	Supervisory Food and Beverage Service	On Campus	3
PGHM 169	Accounting	On Campus	3
PGHM 172	Kitchen Management/Food Preparation	On Campus	3
PGHM 180	Field Trip	On Campus	1
<b>Total</b>			<b>16</b>

### SEMESTER 3

Course	Name		Credit
PGHM 171	Work Term - 500 hours minimum	On Campus	

## Year 2

### SEMESTER 1

Course	Name		Credit
PGHM 263	Mixology and Oenology	On Campus	3
PGHM 270	Convention, Sales and Catering Services	On Campus	3
PGHM 272	Hospitality Law	On Campus	3
PGHM 273 or ECON 107	Tourism and the Canadian Economy Principles of Economics	On Campus	3
PGHM 275	Hospitality Computer Applications	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 2

Course	Name		Credit
PGHM 254	Hospitality Human Resource Management	On Campus	3
PGHM 259 or TWC 165	Management Communications Business Communications II	On Campus	3
PGHM 268	Budgeting and Entrepreneurial Training	On Campus	3
PGHM 265 or PGHM 282	Food Service Management Dining Room and Event Management	On Campus	3
PGHM 315 or ADMN 315	Leadership Leadership	On Campus	3
<b>Total</b>			<b>15</b>



to enroll in EASL 066 - College Preparation - Research Writing and must obtain a passing grade of 65% before enrolling in PGHM 259 Management Communications

**INTAKE DATES**

- Students can choose to commence their first year of studies in May or September.

**EARLY ENTRY**

- Applicants who lack the admission requirements may still gain admission to the program through a multi-level entry system which allows students to take a combination of business and upgrading courses in the first year.
- This mode of entry may extend the duration of the program accordingly as not all courses are offered every term.

**PART-TIME STUDY**

- Part time students may be admitted to classes where space permits. However, only full-time students are eligible for Co-op work term experiences.
- Subject to space limitations and prerequisites, students who wish to take fewer than the maximum number of courses in any semester may do so.
- International students are responsible to determine whether part-time studies will affect their study visa.

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**Program Courses**

**PGHM 099 - COLLEGE ORIENTATION**

Will introduce students to the Selkirk College campus experience and will include orientation to the computer lab and various software programs, learning resources and study skills, and an introduction to Canadian culture.

**PGHM 150 - INTRODUCTION TO TOURISM**

This course provides an overview of the tourism industry, examining the interrelationships between the eight sectors, and the economic, environmental, cultural, and social impact of tourism. Topics include the following: sectors of the tourism industry; size, scope, and infrastructure; definitions and conceptual models, trends, and current issues, travel motivators, career opportunities, ethical issues, tourism as a community-based industry, the geography of tourism in BC and Canada, and the role of tourism organizations.

**PGHM 151 - MARKETING**

The roles and functions of marketing in the tourism industry are examined. The principles of customer service excellence and service recovery are discussed in detail. You are lead through the five steps of the Marketing Planning Process discovering how the “12 P’s” are used in the marketing of tourism products and services. You will conduct a case study analysis of an existing company to demonstrate knowledge of marketing concepts studied.

**PGHM 153 - ORGANIZATIONAL LEADERSHIP**

This course focuses on how individuals function effectively in organisations by examining behaviour from individual, small group, inter-group and organisational perspectives. A participatory model using experiential exercises illustrates how groups help or hinder the organisation. Topics include: communication models, strategies for effective leadership, leadership styles, motivational techniques, group dynamics and behaviour, stress management, delegation, organisational structure and change, and values and attitudes. Students learn how to become effective members of groups by working together towards common goals.

**PGHM 155 - COMPUTER APPLICATIONS**

This course will provide the student with a general introduction to computers and Microsoft application software. Setting up and using e-mail and Moodle is emphasized, as assignments will be submitted to the instructor via this venue. The student will also explore and utilize the web and/or online libraries, searching for information for class assignments. In the second segment, the student will assimilate the basics of Microsoft Word with regards to correct formats for posters/announcements, résumés, research papers, envelopes, letters, tables and newsletters including all page and print enhancements. Form letters, mailing labels and directories are also covered using the Mail Merge function. The third section will cover the basics of Microsoft Excel, using a number of commands to enhance a worksheet, chart sheets, templates and graphs. Page and print enhancements will also be utilized. The final section covers the integration of Word and Excel.

**PGHM 159 - BUSINESS COMMUNICATIONS**

This course focuses primarily on written and oral communication skills as they relate to the business world. Topics include writing memos, letters, emails, formal reports and other business correspondence, delivering effective verbal presentations, résumé preparation and research techniques. Understanding the theory of business communication and being able to employ this theory effectively in written and verbal communication is critical for tourism, recreation, and hospitality managers who wish to succeed. This course places emphasis on the conceptual, practical, and technical aspects of effective workplace communication.

**PGHM 161 - ACCOMMODATION MANAGEMENT**

This course is intended to introduce the learner to the general principles of managing the accommodation facility of a hotel or resort. The complete guest cycle is covered beginning with the reservation request through to the final accounting documentation. Other topics include different types of lodging, current trends in guest services, competitive tactics that hotels and resorts use in their services and amenities, the important features of condominium and timeshare operations, security and safety issues relevant to areas of the lodging industry and contingencies and plans for emergencies.

**PGHM 162 - SUPERVISORY FOOD AND BEVERAGE SERVICE**

The food and beverage department plays an important role in the overall success of the operation at a resort or hotel. The purpose of this course is to introduce the fundamentals of food and beverage service and the impact it has on the success of the restaurant. The course will deal with the elements of service through theoretical discussion and hands on practical service through Scholars Dining Room. The course will over the theoretical components of customer service, restaurant sanitation, types of menus, menu terminology, types of food service, service of wine, suggestive selling, establishing and evaluating service standards, communications and handling the service with a computer system. The practical component will involve hands-on training through serving either in the College’s Scholars Dining Room and/or at a college catered event.

**PGHM 164 - FOOD AND BEVERAGE COST CONTROLS**

Food and Beverage control is critical to the financial well-being of any food operation. "Control" is used in the context of managing an information system – not the manipulation and suppression of people. Fundamentals of internal controls and information systems for food and beverage operations will be covered. The course covers techniques of effective purchasing, receiving and production; sales control and food and beverage cost calculations. Labour cost control methods are explained and discussed.

**PGHM 169 - ACCOUNTING**

This is an introductory course in accounting, from the basic accounting equation to preparation of the Income Statement, Statement of Changes in Owner's Equity, and Balance Sheet. This course covers merchandise operations, service business accounting, depreciation, adjusting entries, as well as specialized journals.

**PGHM 171 - WORK TERM**

This full-time paid work experience (May through September) is monitored by the College and evaluation is completed by the employer and program instructors. Experiential learning is effective because it provides students with opportunities to acquire supervisory skills and competencies that are applicable to their future careers. This approach recognizes that a supervisor requires significant practice of the principles and skills learned during study and looks to the hospitality and tourism industry to provide an environment in which this practice can take place. This work term gives students an opportunity to apply and extend academic knowledge while employed with qualified hospitality and tourism employers throughout B.C., Canada and the world.

**PGHM 172 - KITCHEN MANAGEMENT/ FOOD PREPARATION**

In this course students will study and practice the fundamental skills necessary to function competently in a kitchen. Via practical hands on experience this course will provide students with a glimpse of the day in the life of a chef and the culinary world. Professionalism, teamwork, proper safety and sanitation procedures are all a part of any well run kitchen and will be emphasized in this course. This hands-on course covers aspects of food preparation and safety considerations. During the course the students prepare lunch in the college cafeteria, learn how to create "eye appeal" in food preparation, understand timing and prepare food for an evening event.

**PGHM 180 - FIELD TRIP**

This course is a five day credit bearing field trip to visit hotels, resorts and restaurants. Although locations change from year to year, they typically include resort areas throughout Western Canada. This trip provides an excellent opportunity for students to examine established lodging and food and beverage facilities, and meet with hospitality industry personnel from general managers to front line staff.

**PGHM 254 - HUMAN RESOURCE MANAGEMENT**

Human Resource Management has a profound effect on the success of tourism operations. An understanding of fundamental human resources theory and practices is necessary in the service sector where the link between the tourism operation and the guest is so critical. Innovative approaches to human resources management are necessary to recruit and retain the right people in the industry. This course focuses on the critical issues that concern managers in the tourism industry, employee relations, recruiting and selection, challenges and trends and employment standards.

**PGHM 259 - MANAGEMENT COMMUNICATIONS**

Learning to communicate effectively involves knowledge and practice at a number of levels. In addition to theories about intrapersonal, interpersonal, group dynamics, and cross cultural communication, this course builds on a variety of practical business communication topics that are useful to managers in the hospitality and tourism industries. Selected topics and case studies assist students in developing the skills necessary for successful communications. The cross cultural communications component of the course is designed to prepare students for the challenge of living and working in an increasingly diverse society. Students will study both theoretical and practical aspects of communicating with people from other cultures. Examination and understanding of other cultures, including language, values and stereotyping, are emphasized in addition to a focus on the wide range of situations in which students may find themselves dealing with cross-cultural issues, particularly when conflict or misunderstanding occurs.

**PGHM 263 - MIXOLOGY AND OENOLOGY**

The purpose of this course is to introduce the learner the fundamental beverage knowledge required to manage a resort/hotel beverage operation. The course is clearly broken into theoretical and practical segments. From a theoretical point of view, the learner will become familiar with important government regulations and the liabilities that influence a beverage operation. The "Serving It Right" Program, (a provincial requirement for anyone serving alcoholic beverages in BC will be covered thoroughly). The course will examine the methods of production of different spirits, beers and wine. A significant portion of the course will be spent on wine appreciation. Classroom discussion will cover grape varietals, VQA standards & certification, wine production and wine tasting arrangements. Wine and food pairing will also be covered with a general overview of classical cooking terminology. From a practical point of view, the course will provide the learner with the controlled formal practice time necessary to learn the full range of mixology methods – stirring, building, shaking, and blending.

**PGHM 265 - FOOD SERVICE MANAGEMENT**

The Food and Beverage department, be it a hotel or resort, is a high profile department and can be a substantial profit centre. It is one thing to understand that you must control a Food and Beverage operation, but it is another to understand how, when and why you must do it. The purpose of this course is to show how you can manage the department to provide desired levels of profitability and customer satisfaction. Through lectures and hands on operations exercises you will study food and beverage operations and learn how to analyze and implement changes that will affect the success of the food service department.

**PGHM 268 - BUDGETING AND ENTREPRENEURIAL TRAINING**

The principles and practices of developing a successful tourism or hospitality business are undertaken. Course work includes analysis, creating a vision, goals, financial and business plans, advertising and marketing applications, and research methods and techniques.

**PGHM 270 - CONVENTION, SALES AND CATERING SERVICES**

The amount of special event, convention and meeting business that exists today is a large part of the tourism and hospitality industry. This course provides insight into the scope and various segments and shows the relationship between professional service and operational success. You will learn how to sell and service the convention/banquet business to ensure successful events/special events.





## LENGTH OF STUDY:

**2 Years**

## ACCREDITATION:

**Associate of Arts Degree**

## CAMPUS:

**Castlegar Campus**

Have you ever wondered why we think, feel or act as we do?

Psychology is the scientific study of mind and behavior and psychologists seek to understand all aspects of human thought, experience and action. For example, psychologists interested in decision making might investigate the roles of reason or superstition in the choices people make. Other psychologists might focus on factors that influence emotions ranging from uncontrollable rage, paralyzing fear, and suicidal depression to passionate desire and ecstatic joy. Psychologists are interested in the circumstances that might motivate an individual to risk their own life to save others at one moment and commit acts of great cruelty at another. Finally, psychologists apply insights gained through research to practical issues such as treatment of mental illness, increasing job satisfaction, reducing prejudice, increasing recovery from brain injury, preventing crime, and developing youth programs that enhance self-esteem and achievement.

With your two-year associate of arts degree in psychology you will get most, if not all, of the requirements to enter third year of a major or honours psychology degree program. Complete a specified two years (approximately 60 credits) of courses with us, and then finish your degree at the university of your choice.

## AVAILABLE PROGRAMS

- Psychology Flexible Pre-Major: this program will ensure you have completed the first and second-year psychology courses required to enter into a psychology major at the third-year level.
- Psychology Associate of Arts degree: complete the majority of your first two years of a psychology major.

Following completion of the associate of arts program in psychology, students will understand and be able to explain major concepts, theoretical perspectives, empirical findings and historical trends in psychology. This will include content related to developmental psychology, mental illness and biological psychology. Students will also be able to apply critical and creative thinking; skeptical inquiry; and the scientific approach to solve problems related to behavior and mental processes. They will know how to seek and evaluate scientific evidence for psychological claims

The following is a suggested mix of courses to satisfy requirements for the associate of arts degree in psychology. Courses should be chosen only after consultation with a Selkirk College counsellor.

## Year 1

### SEMESTER 1

Course	Name		Credit
ENGL 110	College Composition	On Campus	3
PSYC 100	Introductory Psychology I	On Campus	3
MATH SCI	Mathematical Science Elective for Arts	On Campus	3
HUMANITIES	Humanities Elective	On Campus	3
SOC SCI	Social Science Elective	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 2

Course	Name		Credit
ENGL 111	Introduction to Literature	On Campus	3
PSYC 101	Introductory Psychology II	On Campus	3
LAB SCI	Laboratory Science Elective	On Campus	3
HUMANITIES	Humanities Elective	On Campus	3
SOC SCI	Social Science Elective	On Campus	3
<b>Total</b>			<b>15</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
PSYC 200	Biological Psychology	On Campus	3
PSYCHOLOGY	Psychology Requirement: PSYC 230 or PSYC 240	On Campus	3
ARTS II	Second Year Arts Breadth Requirement (Excluding Discipline)	On Campus	3
OPEN SCI	Science Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 4

Course	Name		Credit
PSYC 202	Research Methods	On Campus	3
PSYCHOLOGY	Psychology Requirement: PSYC 231 or PSYC 241	On Campus	3
ARTS II	Second Year Arts Requirement (Including Discipline)	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>





and apply basic research methods so as to become informed consumers of research. Students will also understand the necessity of ethical behavior in the science and practice of psychology.

CAREER POTENTIAL

This diverse field can lead to hundreds of different careers involved with human behavior and why we think, feel and act as we do. You can also use your degree to work towards other professional careers in fields like medicine, law, business management. Examples of a pathways open to students of psychology include:

- Behavioral analyst
- Employment and rehab advisor
- Youth counsellor
- Guidance counsellor
- Clinical psychologist
- Psychology researcher
- Psychology educator
- Market researcher
- Gerontologist
- Neuropsychologist

Admission Requirements

Admission to the program requires the completion of English Studies 12 with a grade of "C" or higher. Other prerequisites depend on the electives chosen to complete the program and should be determined with the advice of a Selkirk College counsellor.

If you are a student who lacks the admission requirements, you may still gain entry to the program by taking a combination of academic upgrading and university courses in your first year. This may extend the length of your program.

Program Courses

ENGL 110 - COLLEGE COMPOSITION

Learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher or LPI level 4.

ENGL 111 - INTRODUCTION TO LITERATURE

This course is about living more intensely. Rather than providing answers, literature prompts us to ask better questions of ourselves and each other. Drama, poetry, short stories, and novels will guide us in discussion, reflection, and writing about literature.

Prerequisites: English 110 or equivalent with a grade of "C" or higher

PSYC 100 - INTRODUCTORY PSYCHOLOGY I

An introduction to the methods, theory and practice of psychology as a science. Among others, topics will include motivation and emotion, learning and memory, biological foundations, sensation and perception. Other topics are added at the discretion of the individual instructor. Class demonstrations and activities are used to illustrate concepts. Teaching methods and resources in the course vary with the instructor.

Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.

PSYC 101 - INTRODUCTORY PSYCHOLOGY II

Topics include thinking and other cognitive processes, development of the individual, personality, behaviour disorders, health and social psychology. Other topics are added at the discretion of the instructor. Class demonstrations and activities are used to illustrate concepts.

Prerequisites: PSYC 100 with a grade of "C" or higher.

PSYC 200 - BIOLOGICAL PSYCHOLOGY

This course is for students who intend to major in psychology. Emphasis is placed on biological processes underlying sensation, perception, learning and motivation.

Prerequisites: PSYC 100/101.

PSYC 202 - RESEARCH METHODS

This course introduces prospective Psychology majors to the major methodological principles which guide research in Psychology. The primary focus is on experimental design, but students will be exposed to some elementary descriptive statistics. Topics include critical thinking and scientific reasoning, principles of measurement, types of variables, validity and reliability, and research ethics. Weekly labs offer hands-on applications of basic concepts to the design of research.

Prerequisites: PSYC 100/101.

PSYC 230: EMOTIONAL AND SOCIAL DISORDERS

Students requiring a second-year Psychology course have a choice of PSYC 230/231 or the PSYC 240/241 sequence. The 230/231 sequence is focused on disorders. Psychology 230 is the first of two courses which study psychological disorders. In this course we will first study the major personality theories as they apply to abnormal psychology. This is followed by an introduction to the Diagnostic and Statistical Manual classification system [DSM], and research and legal issues. The course then begins its examination of emotional and social disorders including: anxiety disorders; somatoform disorders; dissociative disorders; personality disorders; and, psychological factors that affect physical health.

Prerequisites: PSYC 100/101 with a grade of "C" or higher.

PSYC 240: CHILD DEVELOPMENT

Students requiring a second-year Psychology course have a choice of PSYC 230/231 or the PSYC 240/241 sequence. The 240/241 sequence is focused on development. An introduction to normal child development, this course explores selected aspects of the physical, cognitive, emotional, and moral development of children from birth to adolescence; and examines the major theories of child development.

Prerequisites: PSYC 100/101 or equivalent.

PSYC 231: PSYCHOTIC AND ORGANIC DISORDERS

The 230/231 sequence is focused on disorders. Psychology 231: Psychotic and Organic Disorders is the second of two courses which study psychological disorders. In this course we will examine psychotic, pervasive and other major psychological disorders. We will consider the causes, prognoses and treatments of such disorders as: affective disorders; the schizophrenias; developmental disorders; eating disorders; substance-abuse disorders; and sexual disorders.

Prerequisites: PSYC 230.

PSYC 240: ADULT DEVELOPMENT

The 240/241 sequence is focused on development. An introduction to normal adult development, this course examines critical issues and theories of adolescence, and early, middle and late adulthood.

Prerequisites: PSYC 100/101 or equivalent.

SECOND YEAR ARTS BREADTH REQUIREMENT (EXCLUDING DISCIPLINE)

Students may take any second-year UAS Arts elective (Humanities or Social Sciences) excluding your major discipline.

SECOND YEAR ARTS REQUIREMENT (INCLUDING DISCIPLINE)

Students may take any second-year UAS Arts elective (Humanities or Social Sciences) including your major discipline.

HUMANITIES ELECTIVE

Students have the choice of any course from the list of 100 or 200 level courses offered by Selkirk College.

- Creative Writing, English, French, History, Peace and Justice Studies, Philosophy, Spanish

LABORATORY SCIENCE ELECTIVE

A student may take any first- or second-year science course with a minimum two-hour lab, excluding any courses in applied science, computing science, math or statistics. Some university degree programs may not accept astronomy and/or physical geography



as a lab science. Please consult a Selkirk College counsellor.

- Biology, Chemistry, Geography 130, 232, 254, Geology, Physics

#### **MATHEMATICAL SCIENCE**

##### **ELECTIVE FOR ARTS**

Students may take any university-transferable, first- or second-year course in mathematics, computer science or statistics.

- MATH 100, MATH 101, MATH 125, MATH 140, MATH 180, MATH 181, MATH 221, CPSC 100, CPSC 101, STAT 105, STAT 206

#### **SCIENCE ELECTIVE**

Students may take any first- or second-year UAS Science course. This course is not required to have a lab component.

#### **SOCIAL SCIENCE ELECTIVE**

A student may take any Selkirk course from the following disciplines: Anthropology, Economics, Psychology, Sociology, and Women's Studies

In addition, a student may take Geography 136 or Geography 140.

Students may also be able to take Human Services course such as Gerontology 200, Addiction 184, Family 180, and First Nations 287

Other course may satisfy the requirement, please check with a counsellor or the UAS Chair.

#### **GENERAL UAS ELECTIVE**

A student may take any first-year or higher university transferable course to satisfy this elective. Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC. To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk College counsellor.

|||||

## **Contact**

#### **UNIVERSITY ARTS & SCIENCES ADMISSIONS**

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: [admissions@selkirk.ca](mailto:admissions@selkirk.ca)



## LENGTH OF STUDY:

**2 Years**

## ACCREDITATION:

**Diploma**

## CAMPUS:

**Castlegar Campus**

There is an ever growing need for skilled RFW technologists to play a critical role in understanding, managing, and protecting our vital natural resources. Whether your interests lie in the importance of ensuring the integrity of fish and wildlife habitats, or creating usable outdoor recreation spaces, this program is for you.

Gain experience in cutting-edge technology with field-based learning giving you the hands-on skills and knowledge necessary to successfully compete for jobs like Park Rangers, Fisheries and Wildlife technologists, and Recreation technologists. Our small class sizes and experienced instructors provide a rich learning environment complemented by the spectacular West Kootenay.

## WELL-ROUNDED TRAINING

Our outdoor classroom provides relevant learning experiences for you to gain valuable skills in backcountry recreation, fish and wildlife management, and get practical training in:

- Computer systems for environmental technologies
- Ecosystem health and management
- Fish and wildlife identification and management
- Parks and recreation management
- Avalanche awareness
- Backcountry navigation and travel

Students enrolling in the Recreation, Fish & Wildlife will spend their first year studying alongside students in Forest Technology programs.

## CONTINUING EDUCATION

Selkirk College's Recreation, Fish and Wildlife program also provides excellent credit transfer opportunities for students interested in continuing their studies in Selkirk's degree or advanced diploma in Geographic Information Systems, or in pursuit of a related degree at various other institutions. Students who continue their academic studies after graduation from our program consistently discover that the solid technical and academic foundation obtained during their Selkirk studies provides them with a distinct competitive advantage.

## Year 1

### SEMESTER 1

Course	Name		Credit
ENVR 150	Hydrology I	On Campus	3
ENVR 160	Surveying & Field Measurements	On Campus	3
ENVR 162	Applied Botany and Ecosystem Classification	On Campus	3
ENVR 164	Soil and Earth Sciences	On Campus	3
ENVR 190	Computer Applications I	On Campus	1
MATH 160	Technical Math Review	On Campus	3
TWC 150	Introduction to Technical Communications I	On Campus	3
<b>Total</b>			<b>19</b>

### SEMESTER 2

Course	Name		Credit
ENVR 154	Maps and Navigation	On Campus	2
ENVR 158	Introduction to Geomatics	On Campus	2
ENVR 163	Terrestrial Ecology and Biology	On Campus	4
ENVR 170	Fish and Wildlife Ecology	On Campus	3
MATH 190	Resource Statistics I	On Campus	2
TWC 151	Introduction to Technical Writing and Communications II	On Campus	3
RFW 255	Spring Field School	On Campus	2
<b>Total</b>			<b>18</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
RFW 200	Field Trip Study	Practicum	1
RFW 256	Backcountry Risk Analysis and Mitigation I	On Campus	2
RFW 262	Ecosystem-Based Management	On Campus	3
RFW 263	Outdoor Recreation Operations and Management	On Campus	3
RFW 272	Techniques in Wildlife Management I	On Campus	3
RFW 280	Techniques in Aquatics and Fisheries I	On Campus	3
ENVR 291	Computer Applications in Resource Management	On Campus	2
<b>Total</b>			<b>17</b>

### SEMESTER 4

Course	Name		Credit
ENVR 250	Indigenous Peoples of Canada and Environmental Management	On Campus	3
RFW 251	Environmental Legislation and Policy	On Campus	2
RFW 257	Backcountry Risk Analysis and Mitigation II	On Campus	3
RFW 265	Commercial Recreation Management	On Campus	3
RFW 271	Applied Research Project	On Campus	1
RFW 273	Techniques in Wildlife Management II	On Campus	3
RFW 281	Techniques in Aquatics and Fisheries II	On Campus	3
<b>Total</b>			<b>18</b>



## COMMON CORE

The first year of Recreation, Fish and Wildlife Technology (RFW), Forest Technology (Forestry) and Integrated Environmental Planning Technology (IEP) programs consist of a core of common courses emphasizing resource skills, knowledge and professionalism in: fish and wildlife ecology, botany and terrestrial ecology, inventory, measurement, mapping, communications and math.

The second year of each program synthesizes the skills, knowledge, and professionalism of first year with applied management, planning, and advanced techniques and principles. Integration of learning in each program is required.

The common core allows students to obtain an additional diploma in Forestry or IEP by completing the relevant third year.

## NATIONALLY ACCREDITED

The Recreation, Fish and Wildlife Technology program is nationally accredited with the Canadian Technologists Accreditation Board. This helps to ensure the program is relevant, and the quality of the program has been assessed against industry outcomes. In addition, we meet regularly with a Program Advisory Committee consisting of industry and government representatives. Many of these representatives are past graduates. Advisory committee feedback can result in updates to our curriculum.

## ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Environment and Geomatics program requirements to be considered fully-qualified:

### ACADEMIC REQUIREMENTS

Graduation from Grade 12 with the following or equivalent courses:

- Foundations of Mathematics 11 with a grade of “C+” or Pre-Calculus 11 with a grade of “C+”
- Biology 11 or 12 with a grade of “C+” or higher
- English Studies 12 with a grade of “C+” or higher

NOTE: Applicants in Grade 12 at the time of application must show proof of registration or completion of the above courses.

Partially qualified applicants may be required to successfully complete Preparatory courses in math, technical writing or basic computers if the competency tests such as the Computer College Readiness Tool (CRT) and or the Language Proficiency Index (LPI) are below a requisite score.

## GENERAL REQUIREMENTS

One or more of the following certificates or equivalents are recommended but not required for admission:

- Class 5 Drivers license
- Physics 11 and Chemistry 11 and 12
- Occupational First Aid Level 1 with Transportation Endorsement and/or Wilderness First Aid

## NON-ACADEMIC SKILLS

Most learning activities within the program reflect industry norms. Training often occurs in wilderness back or front country terrain. Therefore, applicants should be in good health and physical condition. Activities will be taught which require student participation walking or canoeing outside for up to 10 hours per day and for up to two weeks in duration. Students will be required to hike, ski, mountain bike, snowshoe, etc., for four to eight hours at a time over rough, sometimes hazardous terrain in all weather conditions. Students will be required to maintain a reasonable pace and not hold the class back. Activities in which the student must participate may include but are not limited to the following: hiking and scrambling, orienteering, canoeing, rock climbing and mountaineering, cross-country and back country skiing, mountain biking, camping including snow caving, and operating power equipment such as chainsaws, snowmobiles, and all-terrain vehicles. Students will be required to observe all safety practices and procedures and be safe at all times. If students are unable to meet the physical requirements they will be required to contact their instructor(s) and School Chair to determine a plan of action.

## NOT QUITE THERE?

School of Environment and Geomatics (SEG) staff are committed to helping students prepare for admission into their chosen program. If you do not currently have these prerequisites a variety of options exist to set you up for success in the program. Students can take a combination of preparatory and upgrading courses in a first year which extends the length of the program to three years, but greatly enhances success. Applicants interested in this option should contact student counseling services.

Academic Upgrading classes are available to help address specific high school course deficiencies.

SEG offers math refresher classes the week before classes start each fall semester and College Success, a one-week overview of learning and study skills, during the same week.

## SECOND-YEAR PREREQUISITES

In order to take any second-year courses you must have successfully completed all first-year courses.

## ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

Students may apply for transfer credit for individual courses taken at other institutions providing a grade of “C” or better was achieved. A student who applies for advanced program standing from another resource management program will not necessarily receive block credit transfer for all courses taken previously within that program. Course equivalencies will be considered individually.

## Careers

Employment rates in the past few years have been over 75% for graduates working in the field of Recreation, Fish & Wildlife within two months of graduation. Graduates are well prepared to serve in a variety of roles that have advancement potential and can lead to higher levels of education and professional designation.

### 1 YEAR

- Environmental technician
- Fisheries technician
- Forestry technician
- Naturalist
- Park ranger
- Research technician
- Trail crew
- Wildlife technician

### 3 YEARS (MANY REQUIRE DEGREES)

- Consultant
- Entry level government
- GIS technician
- Recreation officer
- Senior park ranger
- Senior technician in fish and wildlife jobs
- University student (See below for info on furthering your education.)

### 5 YEARS

- Conservation officers
- Consulting (Sole Proprietor)
- GIS analyst
- Park planner
- Professional biologist



**DEGREE AND DIPLOMA TRANSFER OPTIONS**

The Recreation Fish and Wildlife program now ladders into the Selkirk College Bachelor in Geographic Information Systems and counts as the first two years of this program.

Selkirk College also has transfer arrangements with the following institutions:

- University of Northern BC
- University of British Columbia
- Thompson Rivers University
- University of Alberta

Graduates of the RFW program are accredited by the North American Wildlife Technology Association. The accreditation allows a full two year block transfer into the Bachelor of Wildlife Conservation program at University of Prince Edward Island. Additionally, students wishing to pursue Conservation Officer training have successfully transferred credit to both Lethbridge College and Vancouver Island University.

**Co-op Education**

Environment and Geomatic students have the opportunity to enroll in Co-op Education. This program consists of four month work terms that allow students to access unique experiential learning. Co-op work terms are administrated as regular course work with both cost and reporting requirements. Benefits include maintenance of full time student status as well as access to employment and experience unavailable outside of the Co-op program. For more information contact the Co-op Education Office at (250) 365-1280.

**CO-OP 170 / 270 / 370 WORK TERMS**

These courses provide the practical application of academic studies. Students spend work terms at an employer site. A report covering each work term is required.

**15 CREDIT-HOURS / WORK TERM**

Co-op Education is a process of education that formally integrates student’s academic study with periods of related work experience in cooperating employer organizations. Selkirk College’s Co-op Education programs are designed within guidelines established by the Canadian Association for Co-operative Education (CAFCE) and in consultation with federal and provincial government agencies.

**CO-OP EDUCATION WORK-STUDY SEQUENCE:**

Sept-Dec	Jan-Apr	May-Aug
Study Term 1	Study Term 2	Co-op Ed Work Terms
Study Term 3	Study Term 4	Co-op Ed Work Terms
Co-op Ed Work Terms	Study Term 5 / University Bridging	

**Program Courses**

**ENVR 150 - HYDROLOGY I**

An introductory study of water in our environment including its properties, the natural processes which affect it, climate and weather. Students will gain practical experience in the collection and analysis of field and laboratory data using standard techniques and equipment.

**ENVR 154 - MAPS AND NAVIGATION**

Focuses on the navigation skills required of technologists working outdoors – to locate oneself, stay ‘found’, and return safely from the field. The course includes hands-on use of navigation tools in field settings, including map, air photo, compass, altimeter, and Global Positioning Systems (GPS) techniques. Pre-trip planning in a navigation context will also be covered, including developing access plans and route plans, and estimating travel times.

**ENVR 158 - INTRODUCTION TO GEOMATICS**

An introduction to applied mapping and geographic information systems (GIS) theory and applications. The first half of the course will be focused on introducing basic uses of remotely sensed imagery. Several applied mapping technologies will be explored, including Google Earth and Internet Mapping websites. The second half of the semester will be focused on learning basic GIS concepts and applying GIS technologies to environmental, renewable resource management, and planning fields. Emphasis will be placed on how geographic data is represented, collected, managed, analyzed, and displayed using GIS tools. Hands-on experience will be developed with the most widely used and comprehensive desktop GIS software, ESRI’s ArcGIS Desktop.

**ENVR 160 - SURVEYING & FIELD MEASUREMENTS**

An introduction to the practical use of common survey instruments and techniques used by environmental technicians. As well, the course will introduce the student to various sampling methods used to collect, assess, classify, and evaluate field data. Emphasis is placed on the proper care and use of basic surveying and measurement tools and the skills involved in collecting and interpreting precise and accurate field data.

**ENVR 162 - APPLIED BOTANY AND ECOSYSTEM CLASSIFICATION**

This course is an introduction to the principles of Botany and Ecosystem Classification. Botany lectures will focus on plant classification, botanical terms, plant morphology, and plant physiology. Topics include: plant cell structure, plant tissue function and structure, photosynthesis and respiration, transpiration and translocation. Botany labs will focus on learning to identify about 100 native plants commonly found in the West Kootenay Region of B.C., specifically key indicator species. Ecology lectures will focus on ecosystem classification using the Biogeoclimatic Ecosystem Classification System (BEC) of B.C. Other key topics include the study of climatic factors, disturbance and succession, landscapes and stand structure. Ecology labs focus on classifying ecosystems (including soils, site and vegetation) to site series using BEC. Labs are mainly field based.

**ENVR 163 - TERRESTRIAL ECOLOGY AND BIOLOGY**

This course builds upon the concepts from ENVR 162 with further studies of local forest ecosystems. Students will identify key forest structural components and study the role that disturbance (such as fire), environmental gradients, and competition play in defining a species’ niche. Participants will also examine the role of primary and secondary growth, nutrient uptake, reproduction, and survival mechanisms for plants. Winter plant identification, ecosystem form and function, and plant adaptations to timberline will also be examined. A practical field based assignment will form a major portion of the term assessment.

**ENVR 164 - SOIL AND EARTH SCIENCES**

This course will cover the identification of common rocks and minerals, landforms and soils of British Columbia. Learners will be introduced to the study of physical geology and geomorphology in relation to management of the forest environment and landscape. Learners will gain skills and knowledge in rock and mineral identification, description of the physical and chemical qualities of soils, and identification and classification of landforms and terrain. Skills will also be developed with respect to interpretation of geology, landforms and soils for environmental management.

**ENVR 170 - FISH AND WILDLIFE ECOLOGY**

This course will cover identification and ecology of vertebrate animals, habitat requirements, and habitat disturbance implications. Learners will gain experience in applying guidelines and management strategies to minimize impact of other resource uses on fish and wildlife habitat and species.



**ENVR 190 - COMPUTER APPLICATIONS I**

This course builds on computer skills students have previously acquired. Applied intermediate to advanced computer applications specific to career opportunities in the environment and geomatics sector are covered including file management, word processing for report writing, spreadsheets and an introduction to databases.

**ENVR 250 - INDIGENOUS PEOPLES OF CANADA AND ENVIRONMENTAL MANAGEMENT**

The main focus of this course is to enable students working in natural resource management to work effectively with Aboriginal peoples. To achieve this, students will develop a greater awareness of Aboriginal peoples and the cultural diversity that exists within this group of Canadians. The course will examine various topics related to Aboriginal cultures, languages and pre and post contact histories. The course will also examine current issues facing aboriginal groups including legal issues, social conditions, treaty processes, consultation activities, capacity building and protection of traditional lands and rights. This course is offered in the School of Environment and Geomatics curriculum to both Forest Technology and Recreation, Fish and Wildlife Technology programs. It is anticipated that material presented in ENVR 250 will be integrated throughout other courses in these two programs.

**ENVR 291 - COMPUTER APPLICATIONS IN RESOURCE MANAGEMENT**

Land and Natural Resource Management in British Columbia is quite complex partly due to the need to understand and account for many different and often competing interests. The locations of where those interests are situated, and their relationship with and among each other adds greater complexity and necessitates the need to use software modeling systems like GIS. The content of ENVR 290 will address software used for data gathering, assembly, display and presentation of land and natural resource information. Performing advanced analysis and preparing high quality cartographic maps using ArcGIS software is one main focus, while the other main focus is on mobile data gathering using GIS applications.

*Prerequisites: Successful completion of ENVR 160, ENVR 154, ENVR 158, and ENVR 190.*

**MATH 160 - TECHNICAL MATH REVIEW**

This is a mathematical review course for first-year students in the School of Environment and Geomatics (SEG) diploma programs. This course will provide a review of mathematical concepts which you will need for your other SEG courses. Materials to be covered include: unit conversions, trigonometry, exponentials and logarithms, problem solving, slope calculations, distance and direction calculations.

*Prerequisites: Acceptance into the School or Environment and Geomatics diploma programs.*

**MATH 190 - RESOURCE STATISTICS I**

An introductory applied statistics course for environment and geomatics students. Topics include: types of data, descriptive statistics, probability and random variables, discrete probability distributions, continuous probability distributions, confidence intervals, sample size, and hypothesis testing.

*Prerequisites: MATH 160.*

**RFW 200 - FIELD TRIP STUDY**

Students participate in field-based studies. Extended field trips provide students with opportunities to refine field technical skills within different settings. Students will be actively involved in the planning and preparation for these trips and will be presented with opportunities to develop team skills, leadership and professionalism throughout the course. Some of the data collected during this course may be used by students as part of the Applied Research Project course (RFW 271).

*Prerequisites: Spring field-school. Students must have either Level I Flatwater Canoe certification or a demonstrated competency in a canoe.*

**RFW 251 - ENVIRONMENTAL LEGISLATION AND POLICY**

This course covers the study of acts, regulations, and policy governing resource management. Emphasis is becoming familiar with interpreting environmental and natural resource acts and the provincial court system.

**RFW 255 - SPRING FIELD SCHOOL**

During a two-week course in the spring, students learn and apply field-related skills directly in activities related to the recreation, fish and wildlife fields. Activities may include electro-fishing, canoeing, navigation, habitat enhancement, wildlife survey, and trail work. Students who successfully complete electrofishing and canoeing will receive certification. The intention is to cover skills and learning objectives that do not fit well into a regular semester schedule, due to scheduling constraints. In addition, many of the activities are intended to prepare students for the fall Field Study (RFW 200), and for summer employment.

*Prerequisites: Admission to Recreation, Fish and Wildlife program.*

**RFW 256 - BACKCOUNTRY RISK ANALYSIS AND MITIGATION I**

A course where students integrate the knowledge and skills acquired in other program courses to identify, analyze, and manage areas of public and occupational risk within backcountry workplaces. Human, terrestrial, aquatic, and environmental hazards and risk are explored including an examination of leadership and decision-making skills, natural hazard analysis, land-use planning, risk management and mitigation, advanced navigation techniques, backcountry rescue, meteorology, and field weather forecasting.

*Prerequisites: RFW 255 Spring Field School and RFW 200 Field Trip Study.*

**RFW 257 - BACKCOUNTRY RISK ANALYSIS AND MITIGATION II**

Extends the study of natural hazard assessment and land management to winter backcountry environments. The course is delivered as a project-based analysis of a local provincial park or recreation area, in which students learn winter skills and identify and analyze avalanche terrain and site-specific snowpack characteristics for the risk of human and structural exposure to snow avalanches. Topics include avalanche forecasting and public safety, land use planning, hazard mitigation, techniques in snowpack assessment and monitoring, avalanche rescue, and hazard mapping. Successful students receive a certificate in avalanche safety recognized by the Canadian Avalanche Centre. This course is taught in wilderness terrain. Participants must be in good health and physical condition. Activities will be taught that require participation for up to eight hours per day for up to three days in duration. Participants must be able to hike, ski or snowshoe for four to eight hours at a time over rough, sometimes hazardous terrain in all weather conditions.

*Prerequisites: RFW 256. Students are expected to make arrangements to attend all scheduled course activities.*

**RFW 262 - ECOSYSTEM-BASED MANAGEMENT**

This course provides learning opportunities for students in ecosystem based management. In the course the student will continue in their learning of ecosystem structure and function at the stand and landscape scale, learn about forest ecosystem health including identification and biology of prominent forest insects and diseases, learn about watershed, wetland and riparian conservation and management, and learn about ecosystem restoration activities. The course will place an emphasis on observation using standard field books, data collection and data analysis using standard procedures, and preparation of prescriptions that implement an ecological approach to land management. The student





will gain employable skills related to forest health identification, wildlife tree assessment, ecosystem interpretation, ecosystem restoration, and adaptive management.

*Prerequisites: Successful completion of all first year courses.*

**RFW 263 - OUTDOOR RECREATION OPERATIONS AND MANAGEMENT**

Designed to prepare the student for employment in the field of parks and outdoor recreation. The variety of employers offering outdoor recreation opportunities in B.C., and their roles in the province are examined. Practical field skills such as trail and campground design, construction, and maintenance as well as analytical skills such as monitoring and managing impacts, assessing public safety, developing site plans and incorporating multiple natural resource and social values in protected area management will be studied and practiced. Examples of real, contemporary recreational management issues are used to make the course current and relevant.

*Prerequisites: RFW 200 - Students who have not completed RFW 200 but wish to take this course must discuss this with the instructor.*

**RFW 265 - COMMERCIAL RECREATION MANAGEMENT**

Students will be exposed to the elements of commercial recreation operations from the proposal stage to the delivery stage including the nature and demand for outdoor commercial recreation activities including eco- and adventure-tourism. Particular attention is paid to the current policies, regulations and legislation governing commercial recreation in the province. Because contracts are an integral part of commercial recreation, the skills and knowledge related to contract management and developing and evaluating contract proposals will be developed in the second half of the course.

*Prerequisites: RFW 255 and RFW 200.*

**RFW 271 - APPLIED RESEARCH PROJECT**

Supports each student in completing an applied research project that has both a field-based data collection component, and a literature-based research component. Each student will select an approved research topic and complete a number of assignments, including writing a research proposal and producing final report. The research results and recommendations will be presented at the SEG student conference.

**RFW 272 - TECHNIQUES IN WILDLIFE MANAGEMENT I**

This course prepares the student for immediate employment as a wildlife technician and park interpreter in British Columbia through instruction in wildlife management theory and the application of techniques used in wildlife management.

*Prerequisites: Successful completion of ENVR 170.*

**RFW 273 - TECHNIQUES IN WILDLIFE MANAGEMENT II**

This course prepares the student for immediate employment as a wildlife technician and park interpreter in British Columbia through instruction in wildlife management theory and the application of techniques used in wildlife management.

*Prerequisites: Successful completion of RFW 272.*

**RFW 280 - TECHNIQUES IN AQUATICS AND FISHERIES I**

This course covers the ecology and management of freshwater fish and aquatic ecosystems, including standard field, laboratory, and office techniques used to sample in these ecosystems. The emphasis is on evaluating, assessing and managing freshwater ecosystems in B.C. The material in this course is continued in RFW 281.

*Prerequisites: Successful completion of ENVR 162, 164, 170.*

**RFW 281 - TECHNIQUES IN AQUATICS AND FISHERIES II**

This course covers the ecology and management of freshwater fish and aquatic ecosystems, including standard field, laboratory, and office techniques used to sample in these ecosystems. The emphasis is on evaluating, assessing and managing freshwater ecosystems in B.C. This material in this course is a continuation of the material in RFW 280.

*Prerequisites: Successful completion of ENVR 150 162, 164, 170, 190, RFW 280.*

**TWC 150 - INTRODUCTION TO TECHNICAL COMMUNICATIONS I**

An introduction to general principles in written technical communication and their application to environmental concerns and workplace communication. Classroom sessions focus on developing writing skills, the organization and presentation of data, basic report formats, and job search techniques.

*Prerequisites: Admission to the School of Environment and Geomatics.*

**TWC 151 - INTRODUCTION TO TECHNICAL WRITING AND COMMUNICATIONS II**

Introduction to general principles in written scientific communication, research strategies, and oral presentations. Lectures and in-class writing focus upon research strategies, the formal report, technical style, and graphic illustration. Students practice delivery techniques for oral presentations and learn research skills for research report preparation.

*Prerequisites: TWC 150 and program continuation.*

**Contact**

**ADMISSIONS OFFICER**  
Phone: 1.888.953.1133 ext 21425  
Direct: 250.365-1425  
Email: seg@selkirk.ca

# Refrigeration Plant Operator

selkirk.ca/refrigeration-plant-operator



LENGTH OF STUDY:

**7 Months**

ACCREDITATION:

**Certificate**

CAMPUS:

**Silver King Campus, Nelson**

You will be in high demand and enjoy global career opportunities providing and maintaining important technical processes in buildings and industrial plants.

Our Refrigeration Plant Operator certificate gives you flexibility to enrol anytime and finish your coursework at your own pace while you continue working.

A comprehensive ten-unit course approved by the BC Safety Authority taught entirely through distance education and online learning. This course is one of the requirements needed to challenge the Refrigeration operator's certificate of qualification. BCSA Refrigeration Operator examination as set forth by the Standardization of Power Engineers Examination Committee of Canada (SOPEEC). The practical qualifying experience is described in the B.C. Power Engineers, Boiler, Pressure vessel and Refrigeration Safety Regulation (BCSA).

## REFRIGERATION PLANT OPERATOR PRACTICAL COMPETENCY TASKS

Tasks and demonstrations listed are minimum a Refrigeration Plant Operator Power Engineer trainee level. The candidate is expected to be able to answer examination questions as they relate to the equipment they have gained refrigeration plant experience on (candidate must have access to plant) including:

Schematic flow diagrams of systems including:

- Types of compressors used
- Compressor size
- Compressor capacities
- Pressures and temperatures and Methods of capacity control.

Safety devices and operational controls installed on systems to ensure safe and efficient operation.

Compressor and refrigeration system maintenance procedures to be in place to ensure safe refrigeration plant operation as well as ensuring compliance with the required Act, Regulations and Codes. The course material serves as an invaluable resource while working in the Refrigeration Plant Operator field. Students can register at any time for course. Tuition includes seven months of telephone tutorial plus printed materials. Students are required to purchase their textbooks. If necessary, a two month extension can be granted for an additional charge of \$200.

## Admission Requirements

- The Refrigeration Plant Operator program intake is continuous.
- An introductory course is intended to prepare students to challenge the SOPEEC inter-provincial Refrigeration Operator certificate of competency.
- Students should be employed in the industry or have access to a refrigeration plant for practical understanding.

## Careers

The title "Power Engineer" is now the standardized Canadian designation for what used to be called a: Steam Engineer, Stationary Engineer, Operating Engineer, or Plant Operators. A Power Engineer is responsible for providing light, heat, climate control, and power in buildings, industrial processes and thermal electric generating stations. These technically skilled professionals are in steady demand in Canada and around the world.

## REFRIGERATION OPERATOR

"A refrigeration operator's certificate of qualification entitles the holder to be a person in charge of any type and size of refrigeration plant." -From Safety Standards Act Power Engineers, Boiler, Pressure Vessel & Refrigeration Safety Regulation

## Contacts

### COMMUNITY EDUCATION & WORKPLACE TRAINING

Phone: 866.301.6601 ext 13266

Direct: 250.354.3220

Email: NelsonCE@selkirk.ca



**LENGTH OF STUDY:**

**2 Years**

**ACCREDITATION:**

**Diploma**

**CAMPUS:**

**Tenth Street Campus, Nelson**

The Canadian tourism industry has generated approximately \$90 billion in revenue annually and there is no sign of it slowing down. With the prediction of a substantial rise in employment opportunities, our Resort and Hotel Management (RHOT) program will set you up with the skills you need to launch a career in this dynamic industry.

**GLOBAL CAREERS**

Our program teaches you solid business practices, human resources, leadership and marketing skills that will help to launch your career in the growing global hospitality industry. You will gain confidence to coordinate everything from small parties and sporting events, to signature black-tie galas. Learn with current industry technology and join the 95 per cent of our alumni working in the hospitality industry around the world.

**BC'S NUMBER ONE INDUSTRY**

The tourism sector may soon become the number one industry in BC; it already offers the most employment opportunities. There are currently approximately 115,000 direct tourism jobs in BC. This two-year program is designed to prepare graduates for careers in tourism focusing primarily on resorts, hotels and restaurants but including all areas of hospitality.

**PROGRAM OVERVIEW**

Studies begin with an understanding of where tourism originates and encompass the supervision of hospitality facilities. Knowledge, skills and practices pertaining to the industry, such as the reception of guests, food and beverage services, recreation and convention planning, accounting, maintenance, supervisory and overall management techniques are topics covered. Communications and human relations are emphasized.

The objective of the program, through classroom instruction, practical lab training and work experience, is to enable students to develop the abilities, skills and attitudes to analyze situations objectively and to then make effective management decisions.

The guiding principle of the Resort and Hotel Management program is student centered involvement through both classroom and project

## Year 1

### SEMESTER 1

Course	Name		Credit
RHOT 150	Introduction to Tourism	On Campus	3
RHOT 152	Supervisory Housekeeping and Maintenance	On Campus	3
RHOT 155	Computer Applications	On Campus	3
RHOT 159	Business Communications	On Campus	3
RHOT 162	Supervisory Food and Beverage Service	On Campus	3
RHOT 163	Mixology and Oenology	On Campus	3
<b>Total</b>			<b>18</b>

### SEMESTER 2

Course	Name		Credit
RHOT 153	Organizational Leadership	On Campus	3
RHOT 161	Accommodation Management	On Campus	3
RHOT 164	Food and Beverage Cost Controls	On Campus	3
RHOT 172	Kitchen Management/Food Preparation	On Campus	3
RHOT 175	Hospitality Computer Applications	On Campus	3
RHOT 180	Field Trip	On Campus	1
<b>Total</b>			<b>16</b>

### SEMESTER 3

Course	Name		Credit
RHOT 171	Work Term	On Campus	

## Year 2

### SEMESTER 4

Course	Name		Credit
RHOT 250	Marketing	On Campus	3
RHOT 269	Accounting	On Campus	3
RHOT 270	Convention, Sales and Catering Services	On Campus	3
RHOT 273	Tourism and the Canadian Economy	On Campus	3
RHOT 282	Dining Room and Event Management	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 5

Course	Name		Credit
RHOT 254	Human Resource Management	On Campus	3
RHOT 259	Management Communications	On Campus	3
RHOT 265	Food Service Management	On Campus	3
RHOT 268	Budgeting & Entrepreneurial Training	On Campus	3
RHOT 272	Hospitality Law	On Campus	3
<b>Total</b>			<b>15</b>



based learning. During the school year our students are involved in organizing and supporting Selkirk College as a host institution for special events and conferences. Students participate in a professional internship program consisting of five months in the summer and fall between the first and second year of the program.

#### BECOME PROFICIENT IN

- Tourism management
- Organizational leadership
- Business communications
- Hotel and resort management
- Food and beverage management
- Event planning

## ADMISSION REQUIREMENTS

#### ACADEMIC

- English Studies 12 or equivalent with a grade of “C” (60%) or higher. An official secondary school transcript must be submitted.
- International students with an IELTS score of 6.0 or better or a TOEFL score of 79-80 internet based or 213 computer based or better, are eligible to enroll.

#### GENERAL

- Completed application form for admission in addition to the other required documents should be submitted on or before May 31 to ensure the best opportunity for entry into this program.
- It is strongly recommended that students have keyboarding skills and an understanding of Windows before starting the program.
- Additional expenses and travel are a requirement of this program and are the responsibility of the student. Approximately \$500 should be budgeted to cover these expenses.

#### PRIOR LEARNING ASSESSMENT

Selkirk College recognizes experience and expertise gained by students prior to entry into College programs. Through a prior learning assessment (PLAR) process, a student may receive course credits for knowledge and experience acquired in the workplace. Through an interview and documentation process including the student, a PLAR advisor, and the instructor, the student’s experience is evaluated in relation to the course requirements. Through PLAR a student may receive credit for one or more courses in a given program.

## Careers

Selkirk graduates are equipped to move into positions in a wide range of planning and supervisory capacities across the entire spectrum of the resort and hotel industry.

#### FUTURE CAREER OPTIONS

- Resort and hotel supervisory positions (customer service, human resources, marketing, etc.)
- Food and beverage supervisors in establishments of all sizes and settings
- Tour sales, planning, and coordination
- Tourism positions with organizations from local chambers of commerce to provincial ministries
- Conventions, event planning, consulting, packaging and programming, sales and coordination

## Program Courses

#### RHOT 150 - INTRODUCTION TO TOURISM

This course provides an overview of the tourism industry, examining the interrelationships between the eight sectors, and the economic, environmental, cultural, and social impact of tourism. Topics include the following: sectors of the tourism industry; size, scope, and infrastructure; definitions and conceptual models, trends, and current issues, travel motivators, career opportunities, ethical issues, tourism as a community-based industry, the geography of tourism in BC and Canada, and the role of tourism organizations.

#### RHOT 152 - SUPERVISORY HOUSEKEEPING AND MAINTENANCE

This course provides an overview of the fundamentals of housekeeping and maintenance management in a hotel and resort setting. Areas discussed include: the role of the executive housekeeper, maintenance manager, labour cost control, scheduling, budgeting, cleaning procedures, material planning, and laundry operations. You will discuss energy saving trends and the environmental stewardship of hotels and resorts.

#### RHOT 153 - ORGANIZATIONAL LEADERSHIP

This course focuses on how individuals function effectively in organisations by examining behaviour from individual, small group, inter-group and organisational perspectives. A participatory model using experiential exercises illustrates how groups help or hinder the organisation. Topics include: communication models, strategies for effective leadership, leadership styles, motivational techniques, group dynamics and behaviour, stress management, delegation, organisational structure

and change, and values and attitudes. Students learn how to become effective members of groups by working together towards common goals.

#### RHOT 155 - COMPUTER APPLICATIONS

Computer Applications will provide the student with a general introduction to computers and Microsoft application software. Setting up and using e-mail and Moodle is emphasized, as assignments will be submitted to the instructor via this venue. The student will also explore and utilize the web and/or online libraries, searching for information for class assignments. In the second segment, the student will assimilate the basics of Microsoft Word with regards to correct formats for posters/announcements, résumés, research papers, envelopes, letters, tables and newsletters including all page and print enhancements. Form letters, mailing labels and directories are also covered using the Mail Merge function. The third section will cover the basics of Microsoft Excel, using a number of commands to enhance a worksheet, chart sheets, templates and graphs. Page and print enhancements will also be utilized. The final section covers the integration of Word and Excel.

#### RHOT 159 - BUSINESS COMMUNICATIONS

This course deals with both written and oral communication skills. Topics include writing formal reports and other business correspondence, making effective presentations, résumé preparation and research techniques.

#### RHOT 161 - ACCOMMODATION MANAGEMENT

This course is intended to introduce the learner to the general principles of managing the accommodation facility of a hotel or resort. The complete guest cycle is covered beginning with the reservation request through to the final accounting documentation. Other topics include different types of lodging, current trends in guest services, competitive tactics that hotels and resorts use in their services and amenities, the important features of condominium and timeshare operations, security and safety issues relevant to areas of the lodging industry and contingencies and plans for emergencies.

#### RHOT 162 - SUPERVISORY FOOD AND BEVERAGE SERVICE

The food and beverage department plays an important role in the overall success of the operation at a resort or hotel. The purpose of this course is to introduce the fundamentals of food and beverage service and the impact it has on the success of the restaurant. The course will deal with the elements of service through theoretical discussion and hands on practical service through Scholars Dining Room.



The course will cover the theoretical components of customer service, restaurant sanitation, types of menus, menu terminology, types of food service, service of wine, suggestive selling, establishing and evaluating service standards, communications and handling the service with a computer system. The practical component will involve hands-on training through serving either in the College's Scholars Dining Room and/or at a college catered event.

#### RHOT 163 - MIXOLOGY AND OENOLOGY

The purpose of this course is to introduce the learner the fundamental beverage knowledge required to manage a resort/hotel beverage operation. The course is clearly broken into theoretical and practical segments. From a theoretical point of view, the learner will become familiar with important government regulations and the liabilities that influence a beverage operation. The "Serving It Right" Program, (a provincial requirement for anyone serving alcoholic beverages in BC will be covered thoroughly). The course will examine the methods of production of different spirits, beers and wine. A significant portion of the course will be spent on wine appreciation. Classroom discussion will cover grape varieties, VQA standards & certification, wine production and wine tasting arrangements. Wine and food pairing will also be covered with a general overview of classical cooking terminology. From a practical point of view, the course will provide the learner with the controlled formal practice time necessary to learn the full range of mixology methods – stirring, building, shaking, and blending.

#### RHOT 164 - FOOD AND BEVERAGE COST CONTROLS

Food and Beverage control is critical to the financial well-being of any food operation. "Control" is used in the context of managing an information system – not the manipulation and suppression of people. Fundamentals of internal controls and information systems for food and beverage operations will be covered. The course covers techniques of effective purchasing, receiving and production; sales control and food and beverage cost calculations. Labour cost control methods are explained and discussed.

#### RHOT 171 - WORK TERM

This full-time paid work experience (May through September) is monitored by the College and evaluation is completed by the employer and program instructors. Experiential learning is effective because it provides students with opportunities to acquire supervisory skills and competencies that are applicable to their future careers. This approach recognizes that a supervisor requires significant practice of the principles and skills learned during study and looks to the hospitality

and tourism industry to provide an environment in which this practice can take place. This work term gives students an opportunity to apply and extend academic knowledge while employed with qualified hospitality and tourism employers throughout B.C., Canada and the world.

*Prerequisites: Successful completion of all courses in the first year of the Resort and Hotel Management program with a grade of "C" or higher.*

#### RHOT 172 - KITCHEN MANAGEMENT/ FOOD PREPARATION

In this course students will study and practice the fundamental skills necessary to function competently in a kitchen. Via practical hands on experience this course will provide students with a glimpse of the day in the life of a chef and the culinary world. Professionalism, teamwork, proper safety and sanitation procedures are all a part of any well run kitchen and will be emphasized in this course. This hands-on course covers aspects of food preparation and safety considerations. During the course the students prepare lunch in the college cafeteria, learn how to create "eye appeal" in food preparation, understand timing and prepare food for an evening event.

#### RHOT 175 - HOSPITALITY COMPUTER APPLICATIONS

Hospitality Computer Applications students will explore the information needs of lodging properties and food service establishments. Through hands-on experience, students are given the opportunity to learn a food and beverage computer system and a front office computer system.

#### RHOT 180 - FIELD TRIP

This course is a five day credit bearing field trip to visit hotels, resorts and restaurants. Although locations change from year to year, they typically include resort areas throughout Western Canada. This trip provides an excellent opportunity for students to examine established lodging and food and beverage facilities, and meet with hospitality industry personnel from general managers to front line staff.

#### RHOT 250 - MARKETING

The roles and functions of marketing in the tourism industry are examined. The principles of customer service excellence and service recovery are discussed in detail. You are lead through the five steps of the Marketing Planning Process discovering how the "12 P's" are used in the marketing of tourism products and services. You will conduct a case study analysis of an existing company to demonstrate knowledge of marketing concepts studied.

#### RHOT 254 - HUMAN RESOURCE MANAGEMENT

Human Resources Management has a profound effect on the success of tourism operations. An understanding of fundamental human resources theory and practices is necessary in the service sector where the link between the tourism operation and the guest is so critical. Innovative approaches to human resources management are necessary to recruit and retain the right people in the industry. This course focuses on the critical issues that concern managers in the tourism industry, employee relations, recruiting and selection, challenges and trends and employment standards.

#### RHOT 259 - MANAGEMENT COMMUNICATIONS

Learning to communicate effectively involves knowledge and practice at a number of levels. In addition to theories about intrapersonal, interpersonal, group dynamics, and cross cultural communication, this course builds on a variety of practical business communication topics that are useful to managers in the hospitality and tourism industries. Selected topics and case studies assist students in developing the skills necessary for successful communications. The cross cultural communications component of the course is designed to prepare students for the challenge of living and working in an increasingly diverse society. Students will study both theoretical and practical aspects of communicating with people from other cultures. Examination and understanding of other cultures, including language, values and stereotyping, are emphasized in addition to a focus on the wide range of situations in which students may find themselves dealing with cross-cultural issues, particularly when conflict or misunderstanding occurs.

#### RHOT 265 - FOOD SERVICE MANAGEMENT

The Food and Beverage Department, be it a hotel or resort, is a high profile department and can be a substantial profit centre. It is one thing to understand that you must control a Food and Beverage operation, but it is another to understand how, when and why you must do it. The purpose of this course is to show how you can manage the department to provide desired levels of profitability and customer satisfaction. Through lectures and hands on operations exercises you will study food and beverage operations and learn how to analyze and implement changes that will affect the success of the food service department.



### RHOT 268 - BUDGETING & ENTREPRENEURIAL TRAINING

The principles and practices of developing a successful tourism or hospitality business are undertaken. Course work includes analysis, creating a vision, goals, financial and business plans, advertising and marketing applications, and research methods and techniques.

### RHOT 269 - ACCOUNTING

This is an introductory course in accounting, from the basic accounting equation to preparation of the Income Statement, Statement of Changes in Owner's Equity, and Balance Sheet. This course covers merchandise operations, service business accounting, depreciation, adjusting entries, as well as specialized journals.

### RHOT 270 - CONVENTION, SALES AND CATERING SERVICES

The amount of special event, convention and meeting business that exists today is a large part of the tourism and hospitality industry. This course provides insight into the scope and various segments and shows the relationship between professional service and operational success. You will learn how to sell and service the convention/banquet business to ensure successful events/special events.

### RHOT 272 - HOSPITALITY LAW

This course outlines Canadian Law applicable to the hospitality industry, identifies areas where there may be potential legal problems, and discusses rights and liabilities relative to relationships within the hospitality industry. Topics include constitutional law, the common law of contract, definition of hotels and related establishments, safety of guests and torts, care of guests' property, sale of food and alcohol, insurance, hotel keeper's compensation.

### RHOT 273 - TOURISM AND THE CANADIAN ECONOMY

An introduction to basic micro and macro economics with applications to tourism and the Canadian economy. Topics include the operation of markets, costs of production, types of markets, inflation, growth, unemployment and exchange rates.

### RHOT 282 - DINING ROOM AND EVENT MANAGEMENT

This hands-on course takes you from a basic understanding of the principles of food production and service to the practical skills and knowledge for the effective management of food and beverage service outlets. Emphasis is on training skills and human interaction techniques, as well as quality control, financial controls and customer relations. You are actively involved in the menu planning (both food and wine) for our dining room and special event functions. This includes the staffing, management and marketing of the food and beverage operation.

## Contact

### TENTH STREET ADMISSIONS

Phone: 1.888.953.1133 ext 21324

Direct: 250.365.1324

Email: [tenthstreetadmissions@selkirk.ca](mailto:tenthstreetadmissions@selkirk.ca)





**ACCREDITATION:**  
**Advanced Certificate**

**CAMPUS:**  
**Castlegar Campus**

The advanced certificate in restorative justice teaches ways of responding to harm and wrongdoing that focus on healing and the restoration (or establishment) of “right relationship”.

The program begins with a theoretical study of restorative justice (PEAC 203), which leads to a more directed independent reading course (PEAC 301) that is related to the learner’s area of expertise. The third course of the certificate is a practice course (PEAC 303), where the learner is expected to demonstrate an enactment of the tenets of restorative justice in a meaningful and relevant community setting. The fourth and final course of the certificate (PEAC 305) is a week-long, intensive, hands-on skills course.

Our part-time restorative justice certificate lets you enhance your existing expertise with practical peace and justice skills you can apply to any work, relationship or community setting. You’ll get a mixture of classroom learning, independent study and community-based learning in our program. You’ll especially like this program if you’ve already completed our peace studies program and want to add a practice-based component to your studies.

Restorative justice is particularly valuable for students wanting to pursue further study in women’s studies, criminology, sociology, psychology, Indigenous studies, or peace and conflict studies; and for those seeking work in teaching, social work, child and youth work, court support, police training, counselling, or law.

## Admission Requirements

Students who have successfully completed the equivalent of 60 credits (two years full time) of post-secondary education with a GPA of 2.0 and a minimum of “P” in each class, are eligible to apply. This advanced certificate is particularly of interest to students who have graduated from the Peace Studies diploma at Selkirk College, to provide a practice-based component to the theoretical tenets of peace studies.

Course	Name		Credit
PEAC 203	Introduction to Restorative Justice: Theory and Practice	On Campus	3
PEAC 301	Directed Studies in Restorative Justice	On Campus	3
PEAC 303	Restorative Justice Practice	On Campus	3
PEAC 305	Peace and Justice Skills	On Campus	2
<b>Total</b>			<b>11</b>

## Program Courses

### PEAC 203 - INTRODUCTION TO RESTORATIVE JUSTICE: THEORY AND PRACTICE

Themes include retribution, punishment and deterrence; Indigenous approaches to justice; trauma and healing; shame and empathy; community, belonging, forgiveness, and reconciliation. These are explored at a variety of scales, from the interpersonal to the global, and in various contexts – from the Canadian criminal justice system to transitional justice following war, apartheid, or colonial subjugation. Students will gain familiarity with the applied practices of victim-offender mediation, family-group conferencing, peacemaking circles, and truth and reconciliation commissions; and also learn how restorative practices are being used in environmental contexts and in our schools.

*Prerequisites: English Studies 12 or equivalent with a grade of “C” or higher.  
Recommended PEAC 100 and 101.*

### PEAC 301 - DIRECTED STUDIES IN RESTORATIVE JUSTICE

Allows the student to focus on their own area of special interest within restorative justice. Following extensive readings supervised by the instructor, the student will develop a proposal for putting new expertise into practice.

*Prerequisites: PEAC 203.*

### PEAC 303 - RESTORATIVE JUSTICE PRACTICE

Students carry out the proposal developed in PEAC 301 by completing a 90-hour restorative justice practicum or project in the workplace, school or community (Spring offering only).

*Prerequisites: PEAC 203 and PEAC 301.*

### PEAC 305 - PEACE AND JUSTICE SKILLS

This intensive week long course provides the student of restorative justice with practical skills in communication, mediation and conflict transformation. The format will be interactive – short lectures, discussions, case studies and role plays. The student will examine the concepts of power, culture, privilege in the context of communication, with a strong emphasis on listening skills.

*Prerequisites: PEAC 203, PEAC 301 and PEAC 303.*

## Contact

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca



LENGTH OF STUDY:

**3 Years**

ACCREDITATION:

**Associate of Science Degree in Rural Pre-Health and Advanced Diploma in Rural Pre-Medicine**

CAMPUS:

**Castlegar Campus**

Our health care system needs doctors who want to practice in a rural setting and medical schools are looking for students with rural backgrounds. In Selkirk College's Rural Pre-Medicine program, you will experience what it means to be a rural health care provider.

### A UNIQUE TAILOR-MADE RURAL PROGRAM

Join us in studying courses tailored to rural medicine recommended for the Medical College Admission Test. Making our program unique is extra training in skills such as conflict resolution, small business training and MCAT preparation that will strengthen your medical school applications and support your future as a medical professional. By enriching your learning with additional courses, you will also gain knowledge and personal resilience that will contribute to your abilities.

RPM prepares you for further education in a variety of health-care professions such as pharmacy, medicine, dentistry, optometry and veterinary medicine.

## Admission Requirements

### ACADEMIC

Applicants may apply while they are completing prerequisite courses. However, applicants must have graduated from secondary school (or equivalent) and completed the following courses from the BC Provincial Curriculum (or their equivalents) before starting the program:

- English Studies 12 or English 12 First Peoples or IELTS 6.5
- Principles of Mathematics 12 or Pre-calculus 12
- Two other approved Grade 12 courses, one of which must be: Biology 12, Chemistry 12, Geography 12, Geology 12, or Physics 12
- Biology 12 and Chemistry 12 are strongly recommended
- Chemistry 11
- Physics 11 (minimum 60%)

Unless otherwise stated a minimum of 67% is required in all prerequisite courses.

Candidates who do not have all of the program pre-requisites, but who believe they may have relevant background should contact the School Chair to determine whether they may qualify for entry and/or advanced standing.

### APPLICATION

To be considered for the first round of admittance to the Rural Pre-Medicine program, a student must have fully completed and submitted all required documentation by the closing date of the application period.

### COMPETITIVE ENTRY

Admission to the Rural Pre-Medicine Program is competitive. A student meeting all the admissions requirements will be included in the pool of qualified applicants, but only a limited number of such qualified applicants will be admitted into the program. The applicants will be ranked using a metric which incorporates information about academic and personal background gathered from the application package.

The Rural Pre-Medicine program uses a continuous intake model. This means that outstanding individuals who submit their applications before the final deadline will be offered seats in the program early. It is to your advantage to apply well before the final deadline! Although seats are initially filled based on complete applications received by March 31, occasionally seats become available after that date. An application received after March 31 will be reviewed, and qualified applicants may be placed on a wait list.

Applicants will be offered seats in the current intake of the program according to their ranking. Written offers will be made to the contact information provided by the applicant on their application and verified by admissions when the application package is sent out to the applicant. A seat offer must be accepted and payment of seat deposit must be made by the offer-acceptance deadline or the offer will be considered to be declined and the seat will be offered to another student.

Any applicant who is not admitted or does not take a seat in a given year must reapply if they want to be considered in a subsequent year.

### ADVANCE CREDIT

Applicants with previous related work experience or documented formal learning may be eligible for advance credit. For more information contact the School Chair.

## Program Courses

### ADD 384 - ADDICTIONS THEORY AND PRACTICE

Designed to provide students with an overview of current and emerging research/expertise in the field. The course will cover diverse definitions and understandings of addiction, as informed by current findings in the fields of neuroscience and social science. Pharmacology basics and the biological, psychological, social, spiritual and environmental dimensions of addiction will be reviewed from a number of perspectives. Current research on attachment, trauma and brain development will be examined in relation to addiction from both developmental and environmental perspectives. A critical examination of the link between policy and practice provides context for the emergence of recovery strategies such as harm reduction and motivational techniques. Special attention will be given to the role of colonization and stigma as it is experienced through ethnicity, gender and culture, and the important role of advocacy in this context. Transfer Credit: This course is included in the block transfer agreement between Royal Roads University and Selkirk College which allows Selkirk ADRPM students entry into the 4th year of the Royal Roads BSc Degree. Course Change: Information contained in this course outline is correct at the time of publication. Content of the course is revised on an ongoing basis to ensure relevance to changing educational, employment and market needs. The instructor will endeavor to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.

*Prerequisites: Third year standing in Advanced Diploma in Rural Pre-Medicine (ADRPM) OR Third year standing in Bachelor of Science in Nursing (BSN) OR enrolment in Mental Health and Addictions Associate certificate OR ADD 184 OR Permission of the Instructor.*

### ADMN 300 - SMALL BUSINESS MGMT FOR HEALTHCARE PROFESSIONALS

Provides students with a variety of basic skills and knowledge that a self-employed health care professional will need in order to be successful in operating their business. Topics include management principles, law, accounting, taxation, financial planning, and human resource management. Transfer Details: This course is included in the block transfer agreement between Royal Roads University and Selkirk College which allows Selkirk ADRPM students entry into 4th year RR BSc Degree.

*Prerequisites: Third year standing in Advanced diploma in Rural Pre-Medicine (ADRPM).*



## Year 1

## SEMESTER 1

Course	Name		Credit
BIOL 104	Biology I	On Campus	3
CHEM 122	General Chemistry I	On Campus	3
ENGL 110	College Composition	On Campus	3
MATH 100	Calculus I	On Campus	3
PSYC 100	Introductory Psychology I	On Campus	3
RPM 120	Rural Health Issues I	On Campus	1

**Total 16**

## SEMESTER 2

Course	Name		Credit
BIOL 106	Biology II	On Campus	3
CHEM 125	Foundations of Chemistry II	On Campus	4
ENGL 111	Introduction to Literature	On Campus	3
MATH 101	Calculus II	On Campus	3
PSYC 101	Introductory Psychology II	On Campus	3
RPM 121	Rural Health Issues II	On Campus	1

**Total 17**

## Year 2

## SEMESTER 3

Course	Name		Credit
BIOL 204	Cell Biology	On Campus	3
CHEM 212	Organic Chemistry I	On Campus	3
CHEM 225	Physical Chemistry for Biosciences	On Campus	3
PHYSICS A	Physics Requirement: PHYS 102 or PHYS 104	On Campus	3
SOC 120	Introductory Sociology I	On Campus	3
RPM 220	Rural Health Issues III	On Campus	1

**Total 16**

## SEMESTER 4

Course	Name		Credit
ANTH 201	Ethnic Relations	On Campus	3
BIOL 206	Introductory Biochemistry	On Campus	3
BIOL 212	Microbiology	On Campus	3
CHEM 213	Organic Chemistry II	On Campus	3
PHYSICS B	Physics Requirement: PHYS 103 or PHYS 105	On Campus	3
RPM 221	Rural Health Issues IV	On Campus	1

**Total 16**

## Year 3

## SEMESTER 5

Course	Name		Credit
ADD 384	Addictions Theory and Practice	On Campus	3
BIOL 164	Human Anatomy and Physiology I	On Campus	4
BIOC 302	General Biochemistry	On Campus	3
PHIL 210	Biomedical Ethics	On Campus	3
PSYC 202	Research Methods	On Campus	3
RPM 320	Rural Health Issues V	On Campus	1

**Total 17**

## SEMESTER 6

Course	Name		Credit
ADMN 300	Small Business Mgmt for Healthcare Professionals	On Campus	3
BIOL 165	Human Anatomy and Physiology II	On Campus	4
INDG 302	Indigenous Health and Healing	On Campus	3
RPM 321	Rural Health Research Project	On Campus	3
UAS ELEC II	General UAS Elective	On Campus	3

**Total 16**

**ANTH 201 - ETHNIC RELATIONS**

An introduction to the comparative study of “race” and ethnic relations from local to international contexts. The course explores social stratification according to race and ethnicity and looks at the motivations and consequences of such classifications and their relationships to other forms of stratification.

*Prerequisites: ANTH 100 or ANTH 101 recommended; English Studies 12 or equivalent with a grade of “C” or higher.*

**BIOC 302 - GENERAL BIOCHEMISTRY**

Builds on principles of biochemistry explored in BIOL 206. The biosynthesis of lipids, amino acids and nucleotides will be discussed. DNA, RNA and protein metabolic pathways will be explored, along with regulatory mechanisms. The laboratory component uses techniques introduced in BIOL 206 to study the fundamental components of cellular function. Transfer Details This course is included in the block transfer agreement between Royal Roads University and Selkirk College which allows Selkirk ADRPM students entry into the 4th year of a RR BSc Degree.

*Prerequisites: BIOL 204, BIOL 206, CHEM 212 and CHEM 213 with a grade of “C” or higher.*

**BIOL 104 - BIOLOGY I**

A course designed for those students who require first year biology in their program of study or who wish to go on to further study in biology. The course includes cell biology, biochemistry, and an examination of the processes of life in the plant and animal body. A strong emphasis is placed on the development of critical thinking skills through problem solving, research design, and laboratory analysis.

*Prerequisites: BIOL 12 or equivalent and CHEM 11 or equivalent. Students lacking the stated prerequisites may enrol in the course with written permission of the School Chair; however, they should be aware that they will be required to do additional work. This course is available via Distance Education, but requires attendance at weekly on-site labs.*

**BIOL 106 - BIOLOGY II**

Along with BIOL 104 (Biology I), this course provides an overview of the study of living things. Biology 106 presents topics in population, community and ecosystem ecology, and classical and molecular genetics. Evolution provides a unifying theme for the course. A strong emphasis is placed on the development of critical thinking skills through problem solving, case studies and laboratory investigation.

*Prerequisites: BIOL 104 with a grade of “C” or higher.*

**BIOL 164 - HUMAN ANATOMY AND PHYSIOLOGY I**

This course provides an integrative approach to the normal structure and function of the human body. Repair and replication, structural support, nervous integration, movement and metabolism are examined at the cellular, tissue and system levels. Recent scientific discoveries are presented as a means of relating the systems studied to various applied disciplines including health care and Kinesiology.

*Prerequisites: BIOL 12, CHEM 11, and one of BIOL 11, CHEM 12, or PHYS 12 (BIOL 11 recommended) with a grade of “C” or higher.*

**BIOL 165 - HUMAN ANATOMY AND PHYSIOLOGY II**

A continuation of Biology 164, this course covers the cardiovascular, respiratory, lymphatic, urinary and digestive systems. Endocrinology is discussed throughout as a means of integrating the various systems to the function of the body as a whole. The focus remains on application of knowledge gained in this course.

*Prerequisites: BIOL 164 with a grade of “C” or higher.*

**BIOL 204 - CELL BIOLOGY**

This course provides the student with a thorough knowledge of cell structure and function. Topics covered include biomolecules, membranes, organelles, cell movement, cell signaling, gene regulation, and transcription and translation. Experimental techniques used in modern cellular and molecular biology are also introduced.

*Prerequisites: BIOL 104 and 106 with a grade of “C” or higher.*

**BIOL 206 - INTRODUCTORY BIOCHEMISTRY**

This course provides an introduction to biochemistry including protein structure and function, and representative catabolic and anabolic pathways. Topics covered include water, enzyme kinetics and enzyme structure and function. Experimental techniques used in biochemistry and molecular biology are also introduced.

*Prerequisites: Biology 104 and 106 with a grade of “C” or higher.*

*Corequisites: CHEM 213. NOTE: Students are advised to take CHEM 212 as a prerequisite.*

**BIOL 212 - MICROBIOLOGY**

A survey of the microbial world, with discussions of the medical and ecological significance of key organisms. The biology of micro-organisms (including bacteria and viruses) is a key focal point, but there will also be discussions of immunology and pathology. The laboratory component will build basic skills necessary to perform and interpret research in the fields of medical microbiology, industrial microbiology,

environmental microbiology, immunology and virology. A basic knowledge of biology will be presumed, including basic cell biology, ecology, physiology, biochemistry and metabolism.

*Prerequisites: BIOL 104 and BIOL 106 (or another six credits of 100-level Biology) with a grade of “C” or higher.*

**CHEM 122 - GENERAL CHEMISTRY I**

An introductory general chemistry course leading into science or engineering programs for students who have a solid chemistry background, including Chemistry 12 or equivalent. After a short review of fundamental chemistry, classical and quantum mechanical concepts are used to discuss atomic and molecular structure. The course ends with an investigation of intermolecular forces in liquids and solids. The lab work stresses scientific observations and measurements using chemical syntheses and quantitative analyses.

*Prerequisites: CHEM 12 or CHEM 60 or CHEM 110, and Pre-calculus Math 11, each with a grade of “C” or higher. Pre-calculus Math 12 (Principles of Math 12) or Math 50 or MATH 60 is recommended.*

**CHEM 125 - FOUNDATIONS OF CHEMISTRY II**

The continuation for either CHEM 110 or CHEM 122. The course consists of two major units: physical chemistry and organic chemistry. The study of physical chemistry begins with an investigation of reaction rates (kinetics), followed by the principles of equilibria applied to pure substances and aqueous solutions, and an introduction to the laws of thermodynamics. The second major unit is a survey of the field of organic chemistry; topics include the physical and chemical properties of alkanes and alkenes, stereochemistry, and addition, substitution, and elimination reactions. The laboratory work involves the measurement of physical and chemical properties as well as chemical syntheses.

*Prerequisites: CHEM 110 or CHEM 122 with a grade of “C” or higher.*

**CHEM 212 - ORGANIC CHEMISTRY I**

Explores the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from first-year general chemistry are reviewed briefly: alkanes, stereochemistry, alkenes, and nucleophilic substitution and elimination reactions of alkyl halides. The correlation between structure and acidity is investigated, and the chemistry of alkynes and alcohols is examined. Structure-determination techniques, including IR and NMR, are explored. The laboratory work for this course provides practical experiences with separation/purification techniques, molecular synthesis, and qualitative analytical methods applied to organic compounds.

*Prerequisites: CHEM 125 with a grade of “C” or higher.*

**CHEM 213 - ORGANIC CHEMISTRY II**

A continuation of CHEM 212. The survey of organic families is continued with a study of aldehydes and ketones, carboxylic acid derivatives, aromatics and amines. The chemistry of a variety of compounds of biological interest is also discussed. The laboratory work involves synthesis and organic structure determination.

*Prerequisites: CHEM 212 with a grade of "C" or higher.*

**CHEM 225 - PHYSICAL CHEMISTRY FOR BIOSCIENCES**

Presents the basic concepts of chemical thermodynamics and kinetics that apply to biological systems. Students will explore why gases would behave differently at different conditions (e.g. deep sea diving, high altitude, other planets), how ideal engines function, why some reactions spontaneous, how do we explain the effect of salting roads in winter, how batteries and our metabolism generate energy, how kinetics is related to thermodynamics (why diamonds do not break down into graphene) and how we use of spectroscopy to explore biological structures. In the laboratory, quantitative properties of systems are measured, to illustrate the theory discussed in lectures.

*Prerequisites: CHEM 125 and MATH 100 with a grade of "C" or higher.*

**ENGL 110 - COLLEGE COMPOSITION**

About thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher or LPI level 4.*

**ENGL 111 - INTRODUCTION TO LITERATURE**

Live more intensely. Rather than providing answers, literature prompts us to ask better questions of ourselves and each other. Drama, poetry, short stories, and novels will guide us in discussion, reflection, and writing about literature. Note: English 112/114 is intended for students interested in a literary focus.

*Prerequisites: ENGL 110 with a grade of "C" or higher.*

**INDG 302 - INDIGENOUS HEALTH AND HEALING**

Introduces the topic of Indigenous health and healing from the time prior to first contact with European newcomers through to the present. Indigenous health and healing is explored from within a variety of Indigenous perspectives that are inclusive of the physical, mental, emotional and spiritual aspects of health and wellbeing. There is a focus on cultural awareness and critical thinking on current

Indigenous health & healing issues. Skill based training in cultural safety and anti-racism based on the recommendations and information provided by the Truth and Reconciliation Commission results and the "Calls to Action" are emphasized. Indigenous worldviews and "ways of knowing" are embedded in the course delivery as well as course content. Transfer Details: UNBC FNST 302. This course is included in the block transfer agreement between Royal Roads University and Selkirk College which allows Selkirk ADRPM students entry into fourth-year RR BSc Degree.

*Prerequisites: ENGL 110, Third-year standing in Advanced Diploma in Rural Pre-Medicine (ADRPM), or third-year standing in Bachelor of Science in Nursing (BSN.)*

**MATH 100 - CALCULUS I**

A course designed to provide students with the background in calculus needed for further studies. This course includes: a review of functions and graphs; limits; the derivative of algebraic, trigonometric, exponential and logarithmic functions; applications of the derivative including related rates, maxima, minima, velocity and acceleration; the definite integral; an introduction to elementary differential equations; and, applications of integration including velocity, acceleration, areas, and growth and decay problems.

*Prerequisites: Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or higher.*

**MATH 101 - CALCULUS II**

This course is a sequel to MATH 100 for those students who wish to major in mathematics, sciences or applied sciences. The course includes: antidifferentiation and integration; the definite integral; areas and volumes; transcendental functions; techniques of integration; parametric equations; polar coordinates; indeterminate forms, improper integrals and Taylor's formula; and infinite series.

*Prerequisites: MATH 100 or equivalent with a grade of "C" or higher.*

**PHIL 210 - BIOMEDICAL ETHICS**

Explores moral questions that arise in the context of healthcare. Students will engage with these questions by learning ethical theory and by studying challenging cases. They will outline the relevant features of real life examples, weigh moral considerations, and practice articulating recommendations about what to do. The course covers biomedical topics such as autonomy, informed consent, surrogate decision making, traumatic brain injury, refusing care, medical assistance in dying, assisted reproduction, abortion, public health, organ donation, genetic screening and therapy, research and experimentation, rural medicine, and global health intervention. While this

course is geared primarily to Rural Pre-Medicine students, it may be of interest to anyone concerned with medical ethics and healthcare.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

**PSYC 100 - INTRODUCTORY PSYCHOLOGY I**

An introduction to the methods, theory and practice of psychology as a science. Among others, topics will include motivation and emotion, learning and memory, biological foundations, sensation and perception. Other topics are added at the discretion of the individual instructor. Class demonstrations and activities are used to illustrate concepts. Teaching methods and resources in the course vary with the instructor.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

**PSYC 101 - INTRODUCTORY PSYCHOLOGY II**

Topics include thinking and other cognitive processes, development of the individual, personality, behaviour disorders, health and social psychology. Other topics are added at the discretion of the instructor. Class demonstrations and activities are used to illustrate concepts.

*Prerequisites: PSYC 100 with a grade of "C" or higher.*

**PSYC 202 - RESEARCH METHODS**

This course introduces prospective Psychology majors to the major methodological principles which guide research in Psychology. The primary focus is on experimental design, but students will be exposed to some elementary descriptive statistics. Topics include critical thinking and scientific reasoning, principles of measurement, types of variables, validity and reliability, and research ethics. Weekly labs offer hands-on applications of basic concepts to the design of research.

*Prerequisites: PSYC 100/101.*

**RPM 120 - RURAL HEALTH ISSUES I**

Introduces the profession of rural health physicians by way of invited speakers, tours, lectures and discussions. This one-credit course is designed to introduce students to the medical profession in general and the distinct challenges of rural physicians in particular. Information will be provided on pathways into the profession, preparation for application to medical school, the branches of medicine, and the work conducted by practicing rural physicians. The course will include field trips to various healthcare facilities and guest lectures from practicing rural physicians. Students will explore various facets of preparation for medical professions through small-group projects and presentations. Professionalism and record keeping will be examined and emphasized throughout the curriculum.





**RPM 121 - RURAL HEALTH ISSUES II**

Continues RPM 120's emphasis on the unique experiences and needs of rural health professionals. The course introduces students to the concept of inter-professional practice and to various communication skills needed for effective teamwork. Students will develop awareness and skills in respectful listening, compassionate communication, group process, and conflict transformation. Attention will also be paid to issues of social power and privilege, prejudice, discrimination, and what is required to overcome these.

**RPM 220 - RURAL HEALTH ISSUES III**

Builds on the skills and knowledge acquired in year one RPM courses. Approaching health through a wide lens, emphasis is placed on examining the social and economic determinants of health. Communication skills are practiced through interaction with community groups and individuals with the goal of developing empathy, perspective-taking and self-care. Teaching strategies include lectures, discussions, guest speakers and community visits with individuals and organizations that provide and/or utilize community health services. Students also engage in recording interviews with community members as a means of self-reflection and improvement of their communication skills.

*Prerequisites: Promotion or admission into the second year of the Rural Pre-Medicine program.*

**RPM 221 - RURAL HEALTH ISSUES IV**

Builds on RPM 220 to further develop students' communication skills and their ability to present themselves professionally to others. The course includes significant preparation for medical entrance interviews. A second and equally important component of RPM 221 is the focus on wellness and self-care for medical students and health professionals, including the challenges and benefits of systematically working toward work-life balance and healthy role-modeling in the areas of diet, exercise, sleep, and stress management.

*Prerequisites: Successful completion of first year RPM program.*

**RPM 320 - RURAL HEALTH ISSUES V**

Builds on the communication skills learned and practiced in previous RPM courses. Throughout year 3 of the Rural Pre-Medicine Program, students will work on a health-related rural community applied research project, which may include local and international opportunities for experiential learning. In RPM 320, students will apply research knowledge and methodologies to create a community-based project proposal. Students will gain practical

knowledge through a variety of hands-on skills such as team work, group facilitation, project planning and implementation, and teaching/learning.

*Prerequisites: Third year standing in Advanced diploma in Rural Pre-Medicine (ADRPM).*

**RPM 321 - RURAL HEALTH RESEARCH PROJECT**

Students will implement the health-related project proposals developed in RPM 320. Students will continue to consolidate hands-on skills, such as team work, group facilitation, project planning and implementation, and teaching/learning. Transfer Details: This course is included in the block transfer agreement between Royal Roads University and Selkirk College which allows Selkirk ADRPM students entry into the 4th year of a Royal Roads BSc Degree.

*Prerequisites: Third year standing in Advanced diploma in Rural Pre-Medicine (ADRPM), completion of PSYC 202 with a grade of "C" or higher, and CRG in RPM 320.*

**SOC 120 - INTRODUCTORY SOCIOLOGY I**

This course is an introduction to the discipline. The sociological perspective is examined, along with the associated concepts and methods. Attention is directed to major areas such as culture, socialization, stratification and deviance. Students have an opportunity to research topics of interest.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

**GENERAL UAS ELECTIVE**

A student may take any second-year or higher university transferable course to satisfy this elective. Each course must transfer for three or more credits to at least one of: SFU, UBC (Vancouver or Okanagan), UNBC or UVIC. To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk counsellor.

**PHYSICS REQUIREMENT:**

Students requiring first-year physics have a choice of Physics 102/Physics 105 or Physics 103/104.

- PHYS 102: Basic Physics I
- PHYS 103: Basic Physics II
- PHYS 104: Fundamental Physics I
- PHYS 105: Fundamental Physics II

=====  
**Contact**

**RPM ADMISSIONS**  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca





LENGTH OF STUDY: <b>10 Months</b>
ACCREDITATION: <b>Certificate</b>
CAMPUS: <b>Victoria Street Campus, Nelson</b>

Learn blacksmithing, welding and metal casting techniques to manipulate, form and join steel for both form and function.

Focusing on exploring your personal expression in metal, we give you the necessary discipline and skills to be able to venture into the global metal marketplace. With an emphasis on developing proper technique and using appropriate tools safely, you will learn how to design, sculpt, mold and cast in bronze using sand and lost wax casting methods.

Plus, you will get hands-on practice in studio production, casting sculptural forms and pouring molten metal as you design, create and develop molds and patterns for casting in our foundry room. You will gain the control and confidence to produce traditional and contemporary ironwork and reach a level appropriate for a blacksmith apprentice. Produce work in non-ferrous metals through a variety of studio and foundry demonstrations, discussions, field tips, exercises and self-directed studio time.

### GAIN VALUABLE SKILLS

- Learn the basics of tool construction and tool safety (TIG welder, grinders, air tools)
- Making rubber molds
- Wax chasing
- Metal finishing
- How to submit a presentation to a client
- Increase your hand skills and your hand-eye coordination
- Understand the movement of mass
- Sharpen your creative problem solving

Upon successful completion of a 10 month Certificate program students may pursue a diploma in Studio Arts with a Sculptural Metal major. See Studio Arts diploma or <http://selkirk.ca/program/studio-arts-diploma> for more information.

### SEMESTER 1

Course	Name		Credit
BLCK 121	Shop Cultures: Safety and Devices	On Campus	1.5
BLCK 123	Fabrication Techniques: Welded Forms	On Campus	4
BLCK 125	Design for Fabrication and Blacksmithing	On Campus	3.5
BLCK 127	Force, Stance, Direction: Primary Hammer Skills	On Campus	4
BLCK 129	Advanced Techniques: Conceptualize and Create	On Campus	4
BLCK 131	Production Processes	On Campus	3

**Total 20**

### SEMESTER 2

Course	Name		Credit
CAST 122	Drawing and Design for Metal Casting	On Campus	3
CAST 124	How to Cast Bronze	On Campus	7
CAST 126	Exploration of Bronze	On Campus	7
CAST 128	Sculptural Modeling in Clay	On Campus	3

**Total 20**

### SEMESTER 3

Course	Name		Credit
KSA 190	Self Directed Studio	On Campus	9

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Kootenay Studio Arts programming (KSA) entrance requirements:

### QUESTIONNAIRE

All applicants must complete and submit a questionnaire at least one week prior to their scheduled interview date. The questionnaire helps us to understand the applicant's interest and commitment to the studio program. Submit the questionnaire and portfolio using the Kootenay Studio Arts online form.

### INTERVIEW

All applicants are required to participate in an interview with a program instructor from the Kootenay School of the Arts program. Telephone interviews will be arranged for those applicants who, because of distance, cannot attend in person. The interview is an opportunity for applicants to introduce themselves, present their work and discuss their interests within the arts. The instructor will

assess the applicant's preparedness for entry into the program and will ask about commitment, goals and expectations, design knowledge, experience and communication skills. It is also an opportunity for applicants to ask any questions they might have about the program and for faculty to recommend upgrading if necessary.

### PORTFOLIOS

The portfolio is designed to assess your skill level to help instructors increase your chances of success in your studio program. KSA is looking for a demonstration of visual awareness, creativity and technical skill. The portfolio pieces may be of any medium and they need not be specific to studio preference.

For portfolio guidelines see our website <http://selkirk.ca/program/sculptural-metal/admission-requirements> or see Kootenay Studio Arts program policy – Appendix F.



Program Courses

BLCK 121 - SHOP CULTURES: SAFETY AND DEVICES

Introduces students to shop culture and to safe operating practices for all tools in the shop. Students will be given an overview of the two metal certificates (Blacksmithing and Metal Casting) and will start to develop the skills necessary to proceed into BLCK 123.

BLCK 123 - FABRICATION TECHNIQUES: WELDED FORMS

Students will be introduced to the safe use of the MIG welder, oxygen and acetylene gases, and the plasma cutter. Exercises include samples using each process, accurate layout, and sculptural inflation.

BLCK 125 - DESIGN FOR FABRICATION AND BLACKSMITHING

Provides students with a basic understanding of the design and visual communication skills required to develop and present concepts that may be realized in wrought iron. The course will offer an introduction to essential drawing skills in black and white media and an overview of core design principles – with context via relevant metal craft history. Students will be aided in developing their basic rendering techniques and concept design skills in product development and presentation. The course also covers practical aspects such as the reading and drawing of scale plans, structural considerations, and building code conventions. Students will gain the ability to blend functionality with aesthetics and articulate their creative visions on paper as an adjunct to working in wrought metal.

Prerequisites: BLCK 121

BLCK 127 - FORCE, STANCE, DIRECTION: PRIMARY HAMMER SKILLS

Students will develop the ability to manipulate hot steel with hammer and anvil. Following instructor demonstrations and discussion, students will practice a variety of basic smithing techniques. Emphasis is on hammer control, proper and safe tool use and how to apply the knowledge gained to complete simple projects safely and effectively.

BLCK 129 - ADVANCED TECHNIQUES: CONCEPTUALIZE AND CREATE

This component introduces students to a broader range of Blacksmithing skills and techniques. Built on a strong foundation of Blacksmithing fundamentals, students' ability to conceptualize and create advanced forms will be increased through tool making and creative problem solving. Students will

make a hammer and punches. Skills include power hammer techniques and Tooling.

BLCK 131 - PRODUCTION PROCESSES

Students will design, proof and execute a short production run of ornamental metal art. Skills include making and using custom jigs and tooling.

CAST 122 - DRAWING AND DESIGN FOR METAL CASTING

This course provides students with a basic understanding of Design and Visual Communication skills required to develop and present concepts that may be realized in Cast Molten Metal. Students will gain the ability to integrate 2D/3D concepts and to combine aesthetics with function when articulating their creative visions 'on paper' as an adjunct to working with Cast Metal.

CAST 124 - HOW TO CAST BRONZE

Students will design, sculpt, mold and then cast their own unique creations in bronze. In this 5 week intensive course through various assignments, students will learn how to design and sculpt their ideas in clay, mold them in rubber, wax, ceramic shell and then bronze. Various bronze finishing techniques will be taught as well as some marketing.

CAST 126 - EXPLORATION OF BRONZE

Students will learn to explore their ideas in clay with more involved processes. In this 5-week intensive course, students will learn more advanced molding techniques and so can create more involved and intricate sculptures. At the end of this course students will visit foundries and working artists in their studios. Students will leave this course with basic casting and marketing skills to further their own explorations.

CAST 128 - SCULPTURAL MODELING IN CLAY

This is a 15 week course designed to give students skills in working with oil based clay. Through in class exercises, demos and assignments, students will learn to use various tools and techniques to Develop an understanding of three dimensional form through modeling in clay.

KSA 190 - SELF DIRECTED STUDIO

Provides students, under the direction of a faculty member, an introduction to independent studio time with emphasis on the production of a coherent body of work. The student will integrate techniques, materials, and skills learned in previous courses to begin the development of an individual style. Students will prepare and submit a professional quality design brief/written proposal to the studio which will guide their course of action, indicating design theme/

concept, illustrations, workplan and techniques. This proposal must be completed by the second week of the course. The design brief will form the basis of the contract for the work to be completed. Any changes to the contract must be made in consultation with faculty and presented in writing. While students are expected to be primarily self directed, attendance and participation in scheduled classes is mandatory. Instructor(s) are available during class time for individual consultation specifically relating to the development of the body of work. There will be critiques and discussion of the work in progress.

Prerequisites: Completion of Kootenay School of the Arts certificate or diploma, or equivalent.

Contact

KOOTENAY STUDIO ARTS
Phone: 888.953.1133 ext 21324
Direct: 250.365.1324
Email: ksaadmissions@selkirk.ca

# Ski Resort Operations & Management

selkirk.ca/ski



## LENGTH OF STUDY:

**2 Years**

## ACCREDITATION:

**Diploma**

## CAMPUS:

**Tenth Street Campus, Nelson**

You already love the slopes and cannot get enough of the action, now you can take your passion to new career heights. Selkirk College's SROAM program can help you become a top professional in this vibrant industry.

Based in Nelson, BC, you will be at the centre of epic mountain culture and have easy access to world-class ski resorts where you can sharpen your ski, snowboard and networking skills. Covering all aspects of ski resort operations, our program gives you a unique blend of management skills and industry knowledge to prepare you for lasting leadership roles. The curriculum contains specific industry course content not commonly available at post-secondary educational institutions.

### STAYING AHEAD IN A CHANGING INDUSTRY

The Ski Resort Operations and Management program is reviewed annually by an advisory committee of senior ski industry representatives to ensure that content is current and that graduates are equipped with the latest useful knowledge and skills. The aim of this program is to accelerate the movement of graduates into supervisory and management level positions. The program relies heavily on the ski industry to provide direct exposure to virtually all aspects of indoor and outdoor operations. Close contact with industry operations is provided through field trip visits that introduce students to industry supervisory and management personnel.

Field trips provide students with first-hand exposure to all aspects of resort indoor and outdoor operations. Direct meetings with ski industry managers and supervisors at resorts visited give students a chance to explore job opportunities for their work semester and after graduation.

### COURSE DIVERSITY HELPS BROADEN OPPORTUNITIES

During the first three semesters which span 14 months, students take 22 courses focused on tourism, business, and operational subjects that prepare them for a role in the ski and snowboard industry. Included in these first three semesters are 2 five-day and 1 three-day field trips to different ski regions in British Columbia and Alberta. During the fourth semester, students undertake a 21-week paid work semester at a ski resort, which may lead to

## Year 1

### SEMESTER 1

Course	Name		Credit
SROM 150	Introduction to Tourism	On Campus	3
SROM 151	Marketing	On Campus	3
SROM 155	Computer Applications	On Campus	3
SROM 158	Ski Area Risk Prevention and Management	On Campus	3
SROM 159	Business Communications	On Campus	3
SROM 171	Ski Area Planning	On Campus	3
SROM 172	Ski Lift Functions, Maintenance and Regulations	On Campus	3
SROM 175	Ski Resort Snowmaking Systems	On Campus	2
<b>Total</b>			<b>23</b>

### SEMESTER 2

Course	Name		Credit
SROM 152	Ski Area Marketing and Special Events	On Campus	3
SROM 153	Organizational Leadership	On Campus	3
SROM 156	Data Base Management	On Campus	3
SROM 160	Ski Resort Guest Services and Snow School Operations	On Campus	2
SROM 166	Ski Resort Facilities Maintenance	On Campus	2
SROM 169	Accounting	On Campus	3
SROM 173	Ski Resort Slope Grooming Operations	On Campus	3
SROM 184	Snow Safety/Ski Patrol Operations	On Campus	2
SROM 190	Field Study	On Campus	1
<b>Total</b>			<b>22</b>

## Year 2

### SEMESTER 3

Course	Name		Credit
SROM 254	Ski Area Cafeteria Operations	On Campus	3
SROM 256	Ski Area Budgeting and Business Management	On Campus	3
SROM 257	Ski Retail/Rental Shop Management	On Campus	3
SROM 258	Human Resource Management	On Campus	3
SROM 272	Supervisory Ski Lift Operations	On Campus	3
SROM 280	Ski Area Construction and Project Management	On Campus	2
SROM 290	Field Study	On Campus	1
<b>Total</b>			<b>18</b>

### SEMESTER 4

Course	Name		
SROM 288	Ski Resort Winter Work Term		Practicum



full-time employment. The work term is a co-operative education endeavour that involves both employer and college supervision of the students' work experience. Students choose their work placement and negotiate with employers to determine possibilities for job rotation and other learning opportunities. Students receive one on-site visit from an instructor during the work semester and must complete a major written report and verbal presentation to receive credit for this work term.

GET PROFESSIONAL TRAINING

- Tourism Marketing, Customer Service and Human Resources
- Ski Area Construction, Risk Prevention and Management
- Resort Communications and Organizational Leadership
- Computers, Data Base Management and Web Design
- Accounting, Budgeting and Business Management
- Lift, Grooming and Snowmaking Functions, Maintenance and Regulations

Admission Requirements

ACADEMIC

- Completion of BC grade 12 or equivalent (e.g.: G.E.D., A.B.E. Provincial)
- English Studies 12 with a grade of "C" or higher
- International students with an IELTS score of 6.0 or better or a TOEFL score of 79-80 internet based or 213 computer based or better, are eligible to enroll in the Ski Resort Operations and Management program.

Once the above admission requirements have been met and the student has been accepted to the program a student must:

- Complete the College Readiness Tool (CRT)
- Submit a completed Application Questionnaire to the coordinator
- Submit a standard resume. On the resume, part-time or full-time ski and related tourism industry experience is to be included

Once the above have been completed the student will work with the program coordinator to schedule an interview. Where circumstances make a personal interview impractical, a telephone interview will be conducted. During the interview, the students will be given advice on how to best succeed in the program.

IMPORTANT INFORMATION

- This is a popular program; candidates are strongly advised to apply early.

- It is strongly recommended that students have keyboarding skills and an understanding of Microsoft Windows prior to program commencement.
- Students currently in the process of meeting academic entrance requirements are encouraged to apply as early as February for the current year's intake.
- A current high school student must include a letter from their principal or counsellor outlining the student's present standing in prerequisite requirements and a statement about the applicant's ability to successfully complete the training.
- This program has an enrolment objective of 30 students per year. Students are accepted on a first come, first served basis subject to meeting all program registration requirements.
- Field trips are a requirement of the program. Transportation and travel expenses are an extra expense to be paid by the student.

PRIOR LEARNING ASSESSMENT

Selkirk College recognizes experience and expertise gained by students prior to entry into College programs. Through a prior learning assessment (PLA) process, a student may receive course credits for knowledge and experience acquired in the workplace. Through an interview and documentation process including the student, a PLA advisor, and the instructor, the student's experience is evaluated in relation to the course requirements. A student may receive credit for a maximum of 75% of program requirements.

Careers

The ski industry in western Canada is well positioned to meet an increasing world-wide demand for high quality winter and summer mountain recreational facilities and Selkirk College graduates are in demand as the industry grows. Economic and demographic forecasts indicate a quickly tightening labour market in the tourism industry. This will mean increasing opportunities for graduates to step into professional positions of responsibility very quickly. Graduates of the Ski Resort Operations and Management program may follow a variety of ski resort career paths. The list below indicates just some of the departmental options available for our graduates.

TECHNICAL

- Lift operations
- Lift and snow cat maintenance
- Grooming operations
- Snowmaking operations

- Ski patrol and avalanche control
- Building maintenance
- Terrain park operations

SERVICE

- Ski and snowboard school
- Rental shop operations
- Retail shop operations
- Food and beverage operations

ADMINISTRATIVE

- Guest services and ticket office sales
- Human resources management
- Financial management
- Reservations / accommodations
- Marketing and promotions
- Special event management
- Risk management
- General management

The seasonality of ski resort jobs results in somewhat higher rates of employee turnover than in non-seasonal businesses, and this creates opportunities for graduates to advance into supervisory and middle management positions. In fact, many students are able to secure supervisory positions for their work terms or shortly after graduation.

Graduates often need to find suitable summer employment that meshes with the ski season prior to becoming year round full time employees. Because our program provides "transferable skills" to our students, off season employment options in the summer tourism industry are readily available. Four season resorts also provide the opportunity for year around employment for graduates from this program.

Other Ski Industry employment options:

- Cat skiing operations and heliskiing operations
- Lift construction companies
- Ski and snowboard equipment manufacturers
- Retail wholesale agencies
- Sporting goods retail operations

TRANSFERRING TO UNIVERSITY

Through curriculum articulation agreements, Ski Resort and Operations Management (SROAM) graduates from Selkirk College may receive up to two year's credit towards four-year bachelor's degrees from several institutions. Selkirk College has formal agreements with University of Lethbridge, Thompson Rivers University, Vancouver Island University, Royal Roads University and Capilano University. Other universities may also accept transfer credit from the SROAM program.



## Program Courses

### SROM 150 - INTRODUCTION TO TOURISM

This course will provide an overview of the tourism industry in Canada and the fundamental relationship of the ski industry to the tourism industry. Specifically, we will examine the interrelationship of the eight tourism sectors, the benefits and drawbacks of tourism growth and development, and national and global trends that have an effect on travel and tourism in Canada currently. The ski industry through technological innovation, increased government regulation and the transition to four-season resorts has spawned many new business opportunities. Entrepreneurial niches and career options will be explored in this important fringe group of businesses that serve and support the ski industry. We will explore how the ski industry became a "Travel Generator" by reviewing historical growth of the industry. The departmental structure of a ski resort will be introduced to enhance the concept of interrelated Tourism Sectors as this concept applies to the ski resort business. Environmental and community impacts will be discussed, by looking at recent proposed resort developments. Discussion of career paths, employment opportunities and transferable skills will round out the topical content of this course.

### SROM 151 - MARKETING

The roles and functions of marketing in the tourism industry are examined. The principles of customer service excellence and service recovery are discussed in detail. You are lead through the Marketing Planning Process discovering how the "11 P's" (THE MARKETING MIX) are used to market tourism products and services. You will conduct a case study of a company's use of marketing tactics and strategies, explain the uses of the myriad marketing tools, and provide examples of how marketing is applied in real world situations. Marketing technology in the 3rd Millennium is also covered.

### SROM 152 - SKI AREA MARKETING AND SPECIAL EVENTS

In today's competitive recreation and tourism marketplace, competent ski area operators understand the essential role marketing plays in keeping ski lifts, cafeterias and lodges busy. In SROM 251 you will explore how ski resorts use primary and secondary market research, advertising media, the Internet, brochures, consumer ski shows and news releases to boost skier visits. You will also examine the important role of special events and you will learn event management practices. As much as possible, you will apply your studies to hands-on projects

that allow you some direct experience in applying marketing concepts and methods to actual ski resort case studies and/or projects that offer direct involvement with ski resort marketing and event management activities.

### SROM 153 - ORGANIZATIONAL LEADERSHIP

Designed to help prospective supervisors understand how individuals and organizations function effectively through the study of behaviour, communication and organizational structure. It provides students with a working knowledge of the formal relationships between employees and management in the work place through the study of leadership styles, group dynamics and motivation. Students will gain an understanding of the skills required to lead people and to contribute to a team effort. This course also examines changes in society and how they are influencing organizations relating to employee and management roles in time management, stress management, and problem solving.

### SROM 155 - COMPUTER APPLICATIONS

Computer Applications will provide the student with a general introduction to computers and Microsoft application software. Setting up and using e-mail and Moodle is emphasized, as assignments will be submitted to the instructor via this venue. The student will also explore and utilize the web and/or online libraries, searching for information for class assignments. In the second segment, the student will assimilate the basics of Microsoft Word with regards to correct formats for posters/announcements, résumés, research papers, envelopes, letters, tables and newsletters including all page and print enhancements. Form letters, mailing labels and directories are also covered using the Mail Merge function. The third section will cover the basics of Microsoft Excel, using a number of commands to enhance a worksheet, chart sheets, templates and graphs. Page and print enhancements will also be utilized. The final section covers the integration of Word and Excel.

### SROM 156 - DATA BASE MANAGEMENT

The initial portion of this course will encompass the basic concepts in the understanding, querying and maintenance of a database system using Microsoft Access. Creating, editing and maintaining tables, queries, forms and reports are covered in this initial portion. In the second segment of the course students will study results of Google Analytics on specific web sites and become aware of accessibility issues with regard to standard-based web designing practices. Students will also create a resume portfolio via a published blog created from WordPress.

### SROM 158 - SKI AREA RISK PREVENTION AND MANAGEMENT

This course concentrates on analysis and management of ski area risk potential. You will use case studies and current ski industry issues to study risk identification and evaluation, risk control, skier and snowboarder safety, legal liability and waivers, workplace safety, recordkeeping, emergency procedures, risk financing and insurance. This course is also available via Distance Education

### SROM 159 - BUSINESS COMMUNICATIONS

Deals with written and oral communication skills. Topics include writing memos, letters, emails, formal reports and other business correspondence, making effective presentations, résumé preparation and research techniques. Understanding the theory of business communication and being able to employ this theory effectively in written and verbal communication is critical for tourism, recreation, and hospitality managers who wish to succeed. This course places emphasis on the conceptual, practical, and technical aspects of effective workplace communication.

### SROM 160 - SKI RESORT GUEST SERVICES AND SNOW SCHOOL OPERATIONS

Guest Services personnel perform many functions at ski resorts and ski areas. As front line employees, they must be equipped with excellent customer service skills. Quality service delivery, product sales techniques and administrative skills are all employed by staff members working in Guest Services operations. Snow School Operations is an integral part of a Ski resort's services. With the proper management techniques a snow school could be a major revenue centre for the resort. The function, quality and performance of front-line instructors as well as supervisors and management of the snow school can make or break a beginner's ski/snowboard experience. SROM 160 is presented to provide students with some of the practical knowledge required to sell ski resort products and deliver services to ski resort guests. The size of the ski resort determines the makeup of this operating department and the complexity of systems used. The ability to adapt and design delivery and product sales systems for different size operations will be emphasized. Interfacing management requirements for statistical information and guest controls with the practical design and application of systems and procedures is a requirement for the efficient operation of this operating department. This course will also focus on Snow School Operations from a management perspective. An emphasis will be put on staffing, scheduling, budgeting and programming.





### SROM 166 - SKI RESORT FACILITIES MAINTENANCE

Effective management of a ski resort requires smooth functioning of all base area facilities. Base area facilities include the parking lots, day lodges, accommodation facilities, and resort service buildings. Managers and supervisory personnel need to have knowledge of both the function and maintenance requirements of these key base area facilities. Managers must also have intimate knowledge of the functioning and preventative maintenance of the building systems that provide for the needs and comfort of guests and employees. SROM 166 is presented to give students an insight into the complexity of ski resort base area building infrastructure. The necessity for effective maintenance and preventative maintenance programs is inherent in the quality management of these important ski resort assets.

### SROM 169 - ACCOUNTING

An introductory course in accounting from the basic accounting equation to the preparation of the income statement and balance sheet. This course covers merchandise operations, service business accounting, depreciation, adjusting entries as well as specialized journals.

### SROM 171 - SKI AREA PLANNING

Provides an introduction to a wide range of ski resort planning and development topics. In SROM 171 you will study the mountain environment, ski resort environmental impact issues and mitigation practices, ski area feasibility and physical site evaluation, ski area planning parameters, and the BC Commercial Alpine Ski Policy. You will learn about the requirements for ski resort mapping and you will practice several ski area planning skills, including topographic map interpretation, slope and fall line analysis, ski resort terrain capacity calculations, and mountain design. Finally, you will study ski resort base area design and ski resort real estate development.

### SROM 172 - SKI LIFT FUNCTIONS, MAINTENANCE AND REGULATIONS

The development of uphill transportation systems and passenger ropeways in particular, has enabled recreational skiing to evolve into a thriving industry. The continuing evolution of passenger ropeway technology and passenger conveyer systems continues to shape the character of ski resorts and the quality of the ski and snowboarding experience. SROM 172 examines passenger ropeway technology as it is applied in today's winter recreation areas and resorts. In this course, you will examine the mechanical functioning of passenger ropeway components in the most commonly used passenger

ropeways in the ski industry today - fixed and detachable grip chairlifts. You will also identify passenger ropeway maintenance requirements and preventative maintenance procedures. Finally you will learn about passenger ropeway regulations in Canada, including the CSA Z98 Standard.

### SROM 173 - SKI RESORT SLOPE GROOMING OPERATIONS

As with ski lift technology, the evolution of slope grooming machinery and slope maintenance practices has profoundly affected the ski industry. As numerous ski industry customer service surveys indicate, snow conditions are a primary determinant of skier satisfaction. Thus, slope grooming technology and operations play a major role in providing a high quality skiing experience and creating high levels of skier satisfaction. In SROM 173 you will study the basic design and functioning of slope grooming vehicles and implements designed specifically for the ski industry, particularly the slope grooming machines supplied by the two major slope grooming vehicle manufacturers, Kassboher and Prinoth. You will examine the main components and general maintenance requirements of a slope grooming vehicle, including the engine and its various systems, the tracks and suspension system, and the drive system. You will also study the main slope grooming implements including the blade system, snow tillers, and half pipe grinders. You will review grooming operations, including snow properties in relation to slope grooming, slope-grooming objectives and functions, slope grooming methods and techniques, slope grooming operating plans, and slope grooming expenses and budgeting. Slope grooming human resources management topics include operator training, motivation, and compensation. Practical sessions will allow you to examine grooming equipment in the field, and you will have the opportunity to participate in one or more "ride-along" sessions at Whitewater ski area. By the end of the course, you will have gained some understanding of how slope grooming personnel can run efficient and cost effective grooming operations. The Park Building curriculum includes industry trends as well as an on-snow portion participants build a terrain park and cross track features from the ground up. The intention is to allow participants to learn through guided discovery while maintaining an aspect of creativity in the design.

### SROM 175 - SKI RESORT SNOWMAKING SYSTEMS

Introduces you to the various components of ski resort snowmaking systems and accepted concepts, principles, and operational and management practices for machine snowmaking for the snow resort industry. You will learn about the physics and mechanics of snowmaking and its uses within a snow

resort context, as well as its impacts on mountain resort operations and resort costs of operation. You will study snowmaking system components, including snow guns, water pumps and air compressors, system infrastructure, and system controls. You will also examine ski area snowmaking system design, operational practices, snowmaking capital and operating costs, and methods for improving the energy efficiency of ski resort snowmaking operations.

### SROM 184 - SNOW SAFETY/ SKI PATROL OPERATIONS

During SROM 184 you will review the primary management issues and operational activities of the snow safety or ski patrol department, with a focus on managing avalanche hazards. You will examine the major elements of ski resort avalanche hazard assessment and safety including avalanche terrain, mountain weather, snow pack features, and avalanche rescue. As part of your study of avalanche hazards and safety, you will have the opportunity to complete the Canadian Avalanche Centre (CAC) Avalanche Skills Training (AST) Level I course which involves two full days of field study. In addition to examining avalanche hazard concerns and issues, you will study several snow safety/ski patrol operations and management topics, including avalanche hazards and ski area planning, ski resort avalanche control, ski patrol operations, ski resort accident investigation and recording, ski lift evacuation, and ski patrol facilities and equipment.

### SROM 190 - FIELD STUDY

This course consists of a five day credit bearing field trip to visit ski areas. Although venues change from year to year, it typically includes major ski resorts and regions throughout western Canada. The purpose of this visit is to talk with ski area managers and supervisors, on location, about their operations and to inspect those operations. Often the ski area visit provides "hands-on" supplements to the contents of on-going SROM courses and involve field work assignments. This trip provides an excellent opportunity for candid conversations with ski industry personnel from general managers to line staff, as well as an excellent opportunity to examine facilities and equipment.

### SROM 254 - SKI AREA CAFETERIA OPERATIONS

In this course students will study and practice the fundamental skills necessary to function competently in a kitchen. Via practical hands on experience this course will provide students with a glimpse of the day in the life of a chef and the culinary world. Professionalism, teamwork, proper safety and sanitation procedures are all a part of any well run kitchen and will be emphasized in this course. This





hands-on course covers aspects of food preparation and safety considerations. During the course the students prepare lunch in the college cafeteria, learn how to create “eye appeal” in food preparation and prepare food for an event.

#### **SROM 256 - SKI AREA BUDGETING AND BUSINESS MANAGEMENT**

The material covered in Ski Area Budgeting and Business Management will introduce students to the analysis of financial data for a standard Income Statement and Balance Sheet. Financial ratios that are normally used to predict the business health of a ski resort will be covered. Using CVP numerical analysis, students will learn the impact of future proposed financial changes on the fiscal health of a ski resort’s finances. Problem solving will help students to understand these financial concepts. Creation of budget templates for “wages and salaries”, and “departmental contribution margin” will round out the course content.

#### **SROM 257 - SKI RETAIL/RENTAL SHOP MANAGEMENT**

Students will be introduced to the practical aspects of ski and snowboard rental shop operations. The layout and design of rental shops now must accommodate a wide range of rental equipment including: shaped skis, snowboarding equipment, demos, and other sliding devices such as snow-bikes. Equipment purchase, rotation and disposal of aging rental equipment, and inventory control will be studied. Rental agreements, the CWSAA rental waiver, and liability issues will be discussed. The maintenance of rental equipment and the importance of good record keeping will be emphasized. Finally, repair shop operations as a satellite operation of the rental shop will round out the topics of discussion. Students will complete a Rental Shop Design project to enhance their knowledge of effective rental shop layout, flow, and balance.

For the second half of this course, students will be given an overview of retailing and how ski resort retail shops have become an integral revenue centre in today’s ski resort operations. The following retail topics will be discussed including: buying cycle, customer service and selling, shop layout, and product merchandising. Pricing, the basis for mark-up, and discounting as related to retail shop financial performance will be studied. Guest speakers from local ski or snowboard retail operations will present content on current industry trends and successful retail strategies. Students will carry out a critical analysis of a local sports retail shop to enhance their knowledge of store layout, merchandising, and in-store security.

#### **SROM 258 - HUMAN RESOURCE MANAGEMENT**

As labour markets tighten around the globe, good human resources management is essential to attracting and retaining effective staff. This is particularly true in seasonal resorts and ski areas where the link between staff and the guest is so critical. Innovative approaches to human resources management are necessary to recruit and retain the right people in the industry. In this course you will focus on the critical issues that concern managers in the tourism industry: human resource planning, recruitment and selection, orientation, training and development, performance management and progressive discipline, challenges and trends, employment standards and labour relations.

#### **SROM 272 - SUPERVISORY SKI LIFT OPERATIONS**

A continuation of SROM 172. Ski lift operational considerations are the primary focus of this course. You will learn about lift capacity, standard and emergency operating procedures, lift operations supervision, lift operator training, lift operations budgeting, and lift operations human resources management issues. You will also examine the broad range of passenger ropeways available for use in the ski industry, from simple rope tows to technologically advanced multiple haul rope systems. SROM 272 incorporates elements of LIFT 150 - Ski Lift Operations Train-the-Trainer, a course created by Selkirk College for lift operations personnel. Through the LIFT 150 portion of the course you will have the opportunity to earn the LIFT 150 certificate, a credential required by the BC Safety Authority to train lift operators in British Columbia.

#### **SROM 280 - SKI AREA CONSTRUCTION AND PROJECT MANAGEMENT**

SROM S280, Ski Area Construction and Project Management builds on topics previously introduced in three related courses: SROM 171, SROM 172, and SROM 166. SROM 280 focuses on ski area construction projects with trail construction and lift installation receiving the most emphasis. As a part of examining construction techniques and best practices, students will study environmental impact mitigation practices, including measures to reduce impact on natural water courses. Students will review government acts and regulations that affect construction decisions around water courses. SROM 280 also reviews project planning techniques and tools including Gantt Charts and PERT/CPM.

#### **SROM 288 - SKI RESORT WINTER WORK TERM**

Each student arranges work as a paid, full-time employee at a ski resort. For certain students, the employment may be at a cat-skiing operation, heli-skiing operation or industry product and service supplier. With assistance from ski program instructors, a suitable work opportunity is arranged commensurate with the experience and work term goals of each student. Some resort operators recruit second year students directly at Selkirk College. Some resort operators organize a job rotation plan that provides for a wide range of ski industry work experience. A ski-program instructor visits the each student in January or early February to assess performance in conjunction with the student’s direct supervisor. Each student returns to Selkirk College in late April to do an oral presentation and complete a written project on their work term experience.

#### **SROM 290 - FIELD STUDY**

This course consist of a five day credit bearing field trip to visit ski areas. Although venues change from year to year, this field trip normally includes a visit to Whistler/Blackcomb Ski Resort. The purpose of these visits is to talk with ski area managers and supervisors, on location, about their operations and to inspect those operations. These trips provide an excellent opportunity for candid conversations with ski industry personnel from general managers to line staff, as well as an excellent opportunity to examine facilities and equipment. Students have the opportunity to engage in screening interviews with resorts visited on this final major field trip.

#### **LIFT 150 TRAIN THE TRAINER**

This course was developed for ski lift operations personnel under the direction of the Apprenticeship and Training Committee of the Canada West Ski Areas’ Association by the Ski Resort Operations and Management Program at Selkirk College. LIFT 150 is the first step in developing an integrated, standardized training program for ski industry operating and maintenance personnel.

For a number of years, the regulatory authority for passenger ropeways for the Province of British Columbia has encouraged the development of formal ski lift operator training programs at ski areas. The need for standardized training for ski lift operators was recommended by the coroner’s report on the 1995 Quicksilver chair lift accident. The intent of the Apprenticeship and Training Committee is to provide all ski area operators with high-quality, standardized training programs.

For dates, duration and cost please visit selkirk.ca.





**LENGTH OF STUDY:**

**9 Months**

**ACCREDITATION:**

**Certificate**

**CAMPUS:**

**Castlegar Campus**

Your sense of caring may have come naturally or perhaps your life has been touched by circumstances that kindle a sense of empathy and a desire to be of service. If you have a desire to support people in times of need and crisis, a career in social services may be for you. Up to 90% of our Social Service Worker (SSW) graduates find stable, satisfying work. A shortage of workers is predicted over the next five years.

Choose Social Service Work if you:

- Want to help build healthy communities
- Have a strong desire to support others
- Believe in caring for others
- Feel a sense of duty to your community
- Want to work with marginalized populations

Social Work values form the foundation of this beneficial and rewarding program.

**PROGRAM BENEFITS**

- Practical interviewing and counselling skills
- Development of written and oral communication
- Promotion of self awareness, personal growth and readiness for practice
- Critical thinking, team building and problem solving skills
- Individual, group and family strategy skills
- Feminist and Indigenous approaches to practice are introduced
- Anti-oppressive perspectives are a foundation of the program

This program prepares you to work as entry level practitioner in the Human Services field.

**PRACTICUMS PROVIDE AN OPPORTUNITY TO EXPLORE**

Practicums include a variety of services and programs serving a wide range of populations that includes people who live in poverty, are young, are aging, have substance use and/or mental health problems, have behavioral problems, or other issues that interfere with their ability to cope successfully in a demanding society.

This certificate program ladders in to the Human Services diploma option. Once you have completed your one year certificate program, a range of electives are listed below to obtain your two year diploma. Consult your faculty advisor to develop your course schedule.

ADD 184 - Introduction to Addiction can be taken on line in the fall for part-time students, or on campus in the winter. This option is open to both part time and full time students.

**Year 1**

**SEMESTER 1**

Course	Name		Credit
ENGL 110	College Composition	On Campus	3
FAM 180	Family Dynamics	On Campus	3
HSER 174	Interpersonal Communications	On Campus	3
PSYC 100	Introductory Psychology I	On Campus	3
SSW 160	Introduction to Social Work I	On Campus	3
SSW 162	Community Resources	On Campus	3
<b>Total</b>			<b>18</b>

**SEMESTER 2**

Course	Name		Credit
ADD 184	Introduction to Addictions	On Campus	3
ENGL 111	Introduction to Literature	On Campus	3
PSYC 101	Introductory Psychology II	On Campus	3
SSW 157	Group Skills	On Campus	3
SSW 161	Introduction to Social Policy	On Campus	3
SSW 163	Field Work I	Practicum	4
SSW 166	Application of Theory to Practice	On Campus	1
<b>Total</b>			<b>20</b>

**SEMESTER 3**

Course	Name		Credit
SSW 168	Field Work II	Practicum	5

You will have the opportunity to demonstrate skills that include:

- Advocacy
- Child and youth care
- Employment supports
- Substance use awareness
- Group facilitation
- Community support and individual support
- Problem-solving and communication skills

**TRANSFER OPPORTUNITIES**

Your SSW certificate transfers to two Human Services diploma specialties at Selkirk and also to related programs at other universities.

**Admission Requirements**

**ACADEMIC**

- Completion of English Studies 12 or equivalent with a Grade of "C" or higher or minimum of LPI level 4
- A minimum of 40 hours paid or voluntary work experience with appropriate groups
- Applicants who have previously completed a related certificate and are returning for entry into the second year of a Human Services Diploma are required to provide evidence of completion of a certificate in ECCE, EACSW, SSW or equivalent within the last five years. Acceptance for those who graduated prior to five years will be based on evidence of work in the human service field and/or professional development.



- Applicants with 30 university transfer credits related to human services work, work experience in a related field, and the personal suitability requirements of the certificate programs will be considered for entry into the second year of a Human Services Diploma on an individual basis.

**GENERAL**

- An official copy of all secondary and post-secondary transcripts
- Two completed Human Services reference forms
- A 40 hour work experience form completed by a supervisor who has observed the applicant in a volunteer or paid work situation is required
- Proof of a negative tuberculosis test or of a clear chest x-ray that is less than 6 months old for those who have been requested to have this from our community partners
- A current criminal record check from the Ministry of Justice. Some types of criminal records may limit or prohibit acceptance in field placement; acceptance into field placement is a requirement for program promotion
- Current résumé
- Personal Statement of interest (250 words)
- An orientation session is required and will be arranged by the program designate

**COMPUTER SKILLS**

- Basic computer skills are required for this program. Necessary skills include knowledge of internet, email, word processing and file management. You are encouraged to complete the Computer Skills Self Assessment.

Students may complete the program on a full or part-time basis. All qualified applicants are required to have their planned program reviewed by a program instructor who will provide advice regarding the selection of appropriate full and part-time options. In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Social Service Worker program requirements.

**Careers**

Graduates of our Social Service Worker Certificate and Diploma Programs Find Employment In

- Community services settings
- Shelters
- Group homes
- Employment programs
- Outreach programs
- Child and youth care settings

**Program Courses**

**ADD 184 - INTRODUCTION TO ADDICTIONS**

Designed as an introductory exploration of both substance and behavioural addiction. The five perspectives of addiction are identified and explored. Current research in the biological, psychological, social and spiritual factors of addiction are considered, and treatment models are specified that correspond with the five perspectives of addiction. Emphasis is placed on social factors, including marginalization, stigmatization, poverty, and dislocation and are identified and explored through the lens of First Nations, LGBTQ, women, disabilities, men, older adults, etc. Historical factors of addiction are explored and their influence on current drug policies are identified. Advocacy and empowerment skills for working with those with addictions are identified. Professional behavior skills within the addictions field are practiced.

*Prerequisites: English Studies 12 or equivalent.*

**ENGL 110 - COLLEGE COMPOSITION**

Thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites: English Studies 12 with a " grade of C" or higher or equivalent or LPI level 4.*

**ENGL 111 - INTRODUCTION TO LITERATURE**

Live more intensely. Rather than providing answers, literature prompts us to ask better questions of ourselves and each other. Drama, poetry, short stories, and novels will guide us in discussion, reflection, and writing about literature.

*Prerequisites: ENGL 110 with a grade of "C" or higher or equivalent.*

**FAM 180 - FAMILY DYNAMICS**

Designed to provide students with a variety of theoretical perspectives to understanding families. It considers the diversity of families through the lenses of the life course perspective and political policies. Family formation, parenting, separation and divorce and aging are all examined. Family issues are also considered, including marriage and death rituals, work and poverty, same sex relationships, disabilities and immigrants. Policies that affect families are explored through an examination of violence in the family and political trends. The course is intended to be a foundation for further study of families. Note: The fall semester of FAM 180 is in the classroom, the winter semester offering is via distance learning.

*Prerequisites: Must be done concurrently with or after completing ENGL 110.*

**HSSR 174 - INTERPERSONAL COMMUNICATIONS**

Provides the student with an opportunity to examine personal goals, values and attitudes; develop and practice listening and responding skills, and become more aware of personal strengths and limitations. This course is designed to help students gain self-understanding in order to be more effective in working with people.

**PSYC 100 - INTRODUCTORY PSYCHOLOGY I**

An introduction to the methods, theory and practice of psychology as a science. Among others, topics will include motivation and emotion, learning and memory, biological foundations, sensation and perception. Other topics are added at the discretion of the individual instructor. Class demonstrations and activities are used to illustrate concepts. Teaching methods and resources in the course vary with the instructor.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

**PSYC 101 - INTRODUCTORY PSYCHOLOGY II**

Topics include thinking and other cognitive processes, development of the individual, personality, behaviour disorders, health and social psychology. Other topics are added at the discretion of the instructor. Class demonstrations and activities are used to illustrate concepts.

*Prerequisites: PSYC 100 with a grade of "C" or higher.*

**SSW 157 - GROUP SKILLS**

Offers knowledge and skill development that can be applied to a large number of settings: in the workplace as a team member; working with specific client groups including children, adolescents, families, special interest groups; leading and/or participating in learning and discussion groups; planning, implementing and evaluating community development work. Effective social service workers need a good understanding of working in groups and group facilitation skills. The focus will be on increasing students' awareness of their own interaction in groups and on demonstrating their ability to use effective facilitation skills with groups.





## LENGTH OF STUDY

**Up to 2 Years**

## ACCREDITATION:

**Associate of Arts degree**

## CAMPUS:

**Castlegar Campus**

A broad discipline that expands your awareness of the world. Sociology is the analysis of human social relationships, cultures and institutions that profoundly shape both our lives and human history.

For students interested in earning a bachelor of arts degree in sociology, Selkirk College offers the provincially accredited flexible pre-major.

## CAREER POTENTIAL

Because of sociology's broad areas of interest, a degree in sociology is an excellent preparation for a variety of careers, including further postgraduate studies in the social sciences (sociology, social work, education, law, criminology and law enforcement and international development. Examples of a few careers within sociology include:

- Urban/regional planner
- Human rights officer
- Social research specialist
- Demographer
- Career counsellor
- Public health administrator
- Correction officer
- Market analyst
- Journalist
- Sociology educator

## Courses

### SOC 120 - INTRODUCTORY SOCIOLOGY I

This course is an introduction to the discipline. The sociological perspective is examined, along with the associated concepts and methods. Attention is directed to major areas such as culture, socialization, stratification and deviance. Students have an opportunity to research topics of interest.

**Prerequisites:** English Studies 12 or equivalent with a grade of "C" or higher.

### SOC 121 - INTRODUCTORY SOCIOLOGY II

This course examines the social life as it occurs in families, formal organizations, religion, political movements and other social systems. Student research projects are part of the course.

**Prerequisites:** SOC 120.

## Flexible Pre-Major in Sociology

Complete the following core sociology courses for 18 credits and combine them with first- and second-year university courses for a total of 60 credits and you will be considered for admission as a sociology major starting at the third-year level.

Courses should be determined with the advice of a Selkirk College counsellor.

Course	Name		Credit
SOC 120	Introductory Sociology I	On Campus	3
SOC 121	Introductory Sociology II	On Campus	3
SOC 205	Introduction to Social Research	Online	3
SOC 225	Introduction to Sociological Theory	Online	3
SOC 200	Deviance and Social Control	On Campus	3
SOC 215	Canadian Social Structure	On Campus	3
<b>Total</b>			<b>18</b>

### SOC 205 - INTRODUCTION TO SOCIAL RESEARCH

Introduces students to research methods in the social sciences. Students will be introduced to the major procedures for carrying out systematic investigation of the social world. The course will encourage students to critically evaluate the methods, strategies and data that are used by social scientists and provide training in analysis of a range of qualitative and quantitative data.

**Prerequisites:** Second year standing (minimum 30 completed credits).

### SOC 225 - INTRODUCTION TO SOCIOLOGICAL THEORY

Designed to introduce students to the major nineteenth and twentieth century thinkers who shaped the development of sociological theory. In exploring sociology's theoretical heritage, the course seeks also to foster an appreciation of what theory is and how necessary and useful it is for studying and understanding the social world.

**Prerequisites:** Sociology 120 and Sociology 121 (Selkirk College) or the equivalent six units of introductory Sociology from other institutions.

### SOC 200 - DEVIANCE AND SOCIAL CONTROL

The processes by which some behaviour comes to be identified as deviant and the social means of control of such behaviour through the criminal justice system are examined analytically. This course transfers as a first year criminology course to institutions offering criminology degrees.

**Prerequisites:** English Studies 12 or equivalent with a grade of "C" or higher.

### SOC 215 - CANADIAN SOCIAL STRUCTURE

A macro level analysis of factors such as (but not limited to) ethnicity, region, gender and class as a basis for understanding contemporary Canadian society.

**Prerequisites:** English Studies 12 or equivalent with a grade of "C" or higher.

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca



# Spectrum: Lifespan Autism Resources & Training

selkirk.ca/SPECTRUM



## LENGTH OF STUDY:

**14 weeks/Flexible**

## ACCREDITATION:

**Recognition of Completion**

## CAMPUS:

**Online**

Autism touches many people and families. With this comes an increasing need for awareness and understanding of practical resources and approaches for support in many contexts - schools, homes, community.

SPECTRUM: Lifespan Autism Resources & Training is an exciting, innovative online course, developed collaboratively with stakeholders from across the Columbia Basin. Almost four years in the making, it offers perspectives about Autism Spectrum Disorder (ASD) across the lifespan, using a story-based multimedia approach.

### A SPECTRUM Overview

- is online, providing flexibility, making it accessible for parents and working professionals
- has a lifespan focus from early years to seniors, offering practical applications in applied settings
- offers varied perspectives on each topic through interviews and research and is appreciative in its approach
- uses multi-modal teaching with adaptations like Closed Captioning of videos and information on the Moodle platform available in text to speech
- includes real-life case example stories to elaborate on the content while bringing information and insights into context
- has a regional focus using filmed interviews with local stakeholders as well as local information and resources
- includes technical and content support

SPECTRUM will appeal to Education Assistants, Teachers, Early Childhood Educators, Caregivers and Community Support Workers who want to increase their qualifications and broaden their resume. In School Districts 51, 10, 8, 5 and 20, this course meets the Autism Training Requirements.

The training and resources are also valuable for parents, grandparents, aunts and uncles, coaches, store clerks, bus drivers, individuals with ASD and anyone living in community.

### Each SPECTRUM module includes:

- a warm welcome exploring the relevance of each

### topic

- stories and interviews
- information about the topic presented as a “book”
- relevant current links to articles and videos and resources
- activities and self-assessment tools
- a helpful downloadable handout including practical tools

### SPECTRUM Topics Include:

- History, Labels, and Neurodiversity
- What is ASD?
- Communication
- Strategies for Communication and Social Interaction
- Understanding Behaviour
- Supporting Positive Behaviours
- Sensory Processing
- Underlying Differences
- Diagnosis and Prevalence
- Evidence-Based Theories, Causes and Treatments
- Significant Transitions Through the Lifespan
- Celebrating Strengths

### REGISTRATION

This course will begin on the third Monday of every month and can accommodate up to 20 students per session.

SPECTRUM consists of 12 modules to be completed at your own pace (on average 2-3 hours per module). With support from our team, learn from home as it fits into your schedule.

Start dates: Third Monday of every month

Location: Online

Cost: \$275

Visit any of our Selkirk Centres to register in person.

Register online: <https://cereg.selkirk.ca/srs/cecourses.htm#option=course&crsid=ATSM+1000&allstart=N>

Selkirk College acknowledges the support of Columbia Basin Trust who provided funds for development of this innovative course that will benefit residents of the Columbia Basin region.

Do you want to know more? Join our online community for a blog, social media and newsletters: <http://www.selkirk.ca/SPECTRUM/spectrum-online-community>

## Contact

### COMMUNITY EDUCATION & WORKPLACE TRAINING

Direct: 250.365.1208

Email: [nelsonce@selkirk.ca](mailto:nelsonce@selkirk.ca)



## LENGTH OF STUDY:

**2 Years**

## ACCREDITATION:

**Diploma**

## CAMPUS:

**Victoria Street Campus, Nelson**

This is an opportunity to explore and hone your design and technical abilities through a self-directed learning experience in an inspiring rural setting.

This program is ideal for individuals who are motivated, inspired and studio-focused with the intention of building a career as an artisan/maker. You can major in Jewelry, Textiles, Ceramics or Sculptural Metal and round out your creative skills with course offerings in academic, digital media and self-directed studio practice.

## DEGREE PATHWAYS

Upon completion of the Studio Arts diploma program, transfer opportunities are available for those who wish to pursue further post-secondary studies.

Selkirk College has a transfer agreement in place with Emily Carr University of Art + Design whereby graduates of the Studio Arts diploma with a cumulative grade point average of 3.00 or higher are automatically accepted into year three of the Bachelor of Fine Arts degree program. This includes Visual Arts, Critical and Cultural Practices. Students with a lower GPA are also considered for entry.

Students will need to take an additional 6 credits of first-year University English Literature and Composition along with 6 credits of first-year Survey of Western Art History before graduating from the four-year Emily Carr degree program.

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Kootenay Studio Arts programming (KSA) entrance requirements:

## QUESTIONNAIRE

All applicants must complete and submit a questionnaire at least one week prior to their scheduled interview date. The questionnaire helps us to understand the applicant's interest and commitment to the studio program.

Submit the questionnaire and portfolio using the Kootenay Studio Arts online form at [selkirk.ca/ksa](http://selkirk.ca/ksa).

Upon successful completion of a 10-month Studio Arts Certificate program in either Ceramics, Textiles Jewelry, or Sculptural Metal pursue a diploma in Studio Arts with a major in your chosen discipline.

Enroll in KSA 290 - Directed Studies, then choose a minimum of 6 credits from below. Other courses may be considered eligible for completion of the diploma but must be assessed by the School Chair and Registrar's office. Students are advised to contact the School Chair to discuss course selection below.

### SEMESTER 3

Course	Name		Credit
DA 110	Introduction to Photoshop	On Campus	3
DA 103	History of Art	On Campus	1
DA 103	History of Design	On Campus	1
DA 103	From Motion Pictures to Digital Cinema	On Campus	1
DA 131	HTML, CSS & the Foundations of Web	On Campus	3
DA 111	Art Fundamentals	On Campus	2
DA 111	Introduction to Adobe Illustrator	On Campus	1
CWRT 100	Studies in Writing I	On Campus	3
HIST 104	Canada Before Confederation	On Campus	3
HIST 106	Western Civilization I	On Campus	3
WS 100	Women's Studies I	On Campus	3
PEAC 100	Peace Studies I	On Campus	3
ENGL 110	College Composition	On Campus	3
<b>Total</b>			<b>30</b>

### SEMESTER

Course	Name		Credit
KSA 290	Self Directed Studio I	On Campus	9

### SEMESTER 4

Course	Name		Credit
ADMN 181	Marketing	On Campus	3
DA 141	3D Modeling	On Campus	1.5
DA 141	3D Modeling and Rendering	On Campus	1.5
DA 112	Photoshop Projects	On Campus	3
DA 113	Intermediate Art and Design	On Campus	3
DA 266	The Art of Making	On Campus	1
HIST 105	Contemporary Canada	On Campus	3
HIST 107	Western Civilization II	On Campus	3
ENGL 111	Introduction to Literature	On Campus	3
DA 113	Intermediate Art and Design	On Campus	3
<b>Total</b>			<b>25</b>



## INTERVIEW

All applicants are required to participate in an interview with a program instructor from the Kootenay School of the Arts program. Telephone interviews will be arranged for those applicants who, because of distance, cannot attend in person. The interview is an opportunity for applicants to introduce themselves, present their work and discuss their interests within the arts. The instructor will assess the applicant's preparedness for entry into the program and will ask about commitment, goals and expectations, design knowledge, experience and communication skills. It is also an opportunity for applicants to ask any questions they might have about the program and for faculty to recommend upgrading if necessary.

## PORTFOLIOS

The portfolio is designed to assess your skill level to help instructors increase your chances of success in your studio program. KSA is looking for a demonstration of visual awareness, creativity and technical skill. The portfolio pieces may be of any medium and they need not be specific to studio preference.

For portfolio guidelines see our website <http://selkirk.ca/program/studio-arts-diploma/admission-requirements> or see Kootenay Studio Arts program policy – Appendix F.

## Program Courses

### ADMN 181 - MARKETING

Introduces students to basic concepts and principles of marketing. Topics include Canadian entrepreneurship, small business management, evaluation of business opportunities, and marketing management. Market planning will be emphasized as well as practical decision making in regards to evaluating the business environment, market segmentation, market research, and strategy choices. The marketing mix or product, price, place of distribution, and promotion will be discussed in depth.

*Prerequisites: Program admission standards.*

### CWRT 100 - STUDIES IN WRITING I

Students seeking an Associate of Arts degree in English (Writing Studies) must take CWRT 100. The course focuses the writer's efforts on the value of compression and the reduction of ideas to their purest forms. An in-depth exploration of imagery, metaphor and word choice through the study of poetry will prepare students to produce original compositions in any genre. Students will be expected to submit original writing for workshop in at least two of the four genres - poetry, fiction, non-fiction, or

drama. The craft of writing essays and criticism on theory and form will be introduced.

*Prerequisites: English Studies 12 with a grade of "C" or higher or LPI level 4.*

### DA 103 - HISTORY OF ART

This course examines the history of visual communication from the 17,300 year old cave paintings at Lascaux, France, to Ancient Egyptian hieroglyphics, to contemporary artists like Swoon and Banksy. This multi-cultural exploration of traditional 2-Dimensional art will analyze how messages have been communicated visually through the ages. Major movements/styles of art will also be explored.

### DA 103 - HISTORY OF DESIGN

This course analyzes the historical and contemporary relevance and relationship of design and persuasion. Additionally, students will explore early concepts of branding, product packaging and typography, the theories of image and text communication, and understanding markets and audiences. Assigned projects will provide students the opportunity to demonstrate knowledge through practice.

### DA 103 - FROM MOTION PICTURES TO DIGITAL CINEMA

This course offers an overview of the century-long transition from the first movies through to the computer-generated worlds of contemporary movie making. By viewing and discussing a select group of short and feature length films, students will develop an appreciation for the craft and technological shifts in cinema. Participants in this course are required to attend scheduled screenings where lecture and discussion will occur before and after each film.

### DA 110 - INTRODUCTION TO PHOTOSHOP

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

### DA 111 - ART FUNDAMENTALS

Covers the creative process, from concept, to rough sketch, to completed artwork is the basis for the exploration of the fundamental concepts

### DA 111 - INTRODUCTION TO ADOBE ILLUSTRATOR

Acquaints students with the basic and most fundamental tools in Adobe Illustrator. Knowledge gained from in class tutorials will be reinforced by the development of illustration projects.

### DA 112 - PHOTOSHOP PROJECTS

This is a project-based course is a continuation of the DA 110 series of courses and covers advanced techniques with Adobe Photoshop. Advanced selection methods, custom effects and blend mode options are explored. Image compositing will be the major focus of this course and will be utilized by students to create complex custom artwork.

### DA 113 - INTERMEDIATE ART AND DESIGN

The principles of design, the functions of design, design theory, colour theory and typography are areas of study for DA 113, Introduction to Graphic Design. Concepts are analyzed during lectures and discussion and are applied to projects using Adobe Illustrator.

### DA 131 - HTML, CSS & THE FOUNDATIONS OF WEB

Introduces the core technologies in web development. Topics include web site planning, design, coding and deployment in addition to accessibility, best practices and web standards set by the World Wide Web Consortium. Emphasis is on the use of progressive enhancement, adaptive design, semantically correct HTML and CSS to create effective and attractive web sites. Other topics include how to register a domain name, purchase hosting, and publish and maintain a website.

### DA 141 - 3D MODELING

Focuses on the concepts and practices used in 3D computer modeling for a variety of applications. Specific modeling techniques for 3D printing, organic, architectural will be covered. The primary application for this course will be Lightwave 3D although some time may be spent in other "Open Source" applications specific to 3D printing.

### DA 141 - 3D MODELING AND RENDERING

This course is a continuation of DA 141A and focuses on the concepts and practices of modeling and texturing. Modeling techniques will focus on character modeling with the end goal of creating a fully textured character ready for rigging and animation. The primary application for this course will be Lightwave 3D although Adobe Photoshop will be used for texturing.

### DA 266 - THE ART OF MAKING

This course focuses on what it means to be a "Maker". The goal of this course is to learn just enough to make almost anything. Most importantly, students will learn that the results of a project are less important than the process -- learning how to do things by failing.



ENGL 110 - COLLEGE COMPOSITION

Thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

Prerequisites: English Studies 12 with a grade of "C" or higher or equivalent or LPI level 4.

ENGL 111 - INTRODUCTION TO LITERATURE

Live more intensely. Rather than providing answers, literature prompts us to ask better questions of ourselves and each other. Drama, poetry, short stories, and novels will guide us in discussion, reflection, and writing about literature.

Prerequisites: ENGL 110 with a grade of "C" or higher or equivalent. Note: ENGL 112/114 is intended for students interested in a literary focus.

HIST 104 - CANADA BEFORE CONFEDERATION

A survey of Canadian history from the pre-contact societies of the First Nations to the creation of Canadian Federation in 1867. European expansion and settlement in northern North America, relations between Europeans and First Nations, and the development of the colonial societies that formed Canada are examined. Emphasis is placed on fostering student interest in history by examining the historical experiences of a diversity of Canadians.

Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher

HIST 105 - CONTEMPORARY CANADA

A survey of modern Canada from confederation to the end of the second millennium. The post-1867 consolidation of a transcontinental Canada, the marginalization of aboriginal peoples, and the rapid transformation of Canadian society by immigration, industrialization, urbanization, the two world wars, and the Great Depression are examined. The effects of broad economic and social change on party politics, relations between French and English Canada, and the attitudes, values, and living and working patterns of Canadians are also explored. Emphasis is placed on fostering student interest in history by examining the historical experiences of a diversity of Canadians.

Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.

HIST 106 - WESTERN CIVILIZATION I

The course introduces students to some of the major themes in the history of Western Society from the Neolithic to the early modern European worlds. Human experience and relations in ancient Mesopotamia, Egypt, and Greece, the expansion the of the Hellenistic empire of Alexander the Great, the rise of the Roman Empire, the making of early European society, and the origins and spread of the Renaissance and Reformation are examined. By the conclusion of the course, students will be able to view the development of "the West" from an historical perspective.

Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.

HIST 107 - WESTERN CIVILIZATION II

The course introduces students to major themes and problems in Western society from the rise of absolutism in the early 18th century to the aftermath of World War Two. As part of this, students will gain an understanding of the origins and impact of the French and Industrial revolutions, the rise of the nation state in the 19th century, and the origins and effects of World War One including the Russian Revolution, the Great Depression, and the rise of authoritarian regimes in the 1930s. By the conclusion of the course, students will be able to view World War Two from a historical perspective.

Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.

KSA 290 - SELF DIRECTED STUDIO I

Provides an opportunity for students, in consultation with a faculty member, to develop their design, time management and advanced studio skills through the production of a body of work. Emphasis will be on creative expression and the demonstration of the students' technical and/or design abilities. Students will prepare and submit a professional quality design brief/written proposal to the studio which will guide their course of action, indicating design theme/ concept, illustrations, workplan and techniques. This proposal must be completed by the second week of the course. The design brief will form the basis of the contract for the work to be completed. Any changes to the contract must be made in consultation with faculty and presented in writing. While students are expected to be primarily self directed, attendance and participation in scheduled classes is mandatory. Instructor(s) are available during class time for individual consultation specifically relating to the development of the body of work. There will be critiques and discussion of the work in progress.

Prerequisites: Completion of Kootenay School of the Arts certificate or diploma.

PEAC 100 - PEACE STUDIES I

An interdisciplinary and values-based course that is the first of two introductory core courses in Peace Studies. Readings will include United Nations documents, as well as essays and excerpts from the writings of philosophers, anthropologists, psychologists, and peace researchers. Students will thus gain familiarity with literature addressing a broad range of past and current theories and discourse related to peace and conflict. Through their own reflection and working collaboratively in groups, students will have the opportunity to move from theory to practice in one of the most challenging issues of humanity's collective experience: building cultures of peace.

Prerequisites: English Studies 12 with a grade of "C" or higher.

WS 100 - WOMEN'S STUDIES I

An interdisciplinary course designed to introduce students to the study of women in global cultures as portrayed through literature and sociological studies. Topics to be covered include the women's movement, sexuality, "herstory", gender roles, philosophy and law.

Prerequisites: English Studies 12 with a grade of "C" or higher.

Contact

KOOTENAY STUDIO ARTS
Phone: 888.953.1133 ext 21324
Direct: 250.365.1324
Email: ksaadmissions@selkirk.ca

# Teaching English to Speakers of Other Languages (TESOL)

selkirk.ca/tesol



LENGTH OF STUDY:

**4 Months**

ACCREDITATION:

**Advanced Diploma**

CAMPUS:

**Castlegar Campus**

The Selkirk College TESOL Advanced diploma program is for students interested in teaching English as a second or foreign language either domestically or internationally. Classes are offered in one intensive semester of study, during which time students gain both theoretical and practical knowledge in teaching language. Upon completion, students are eligible for TESL Canada Professional Certification.

The program includes course work in the areas of second language acquisition theory and linguistics, curriculum design, materials development, intercultural communication, grammar, phonology, classroom management, multi-media resources and assessment. In addition to the 18 hours a week of class time, students observe and teach in one of Selkirk College's multicultural ESL classes on the same campus. TESOL students also have the opportunity to participate in language partnerships with ESL students and gain work experience as ESL tutors. There are two program options:

## TESOL ADVANCED DIPLOMA

Students complete 250 hours of methodology coursework plus a 20-hour practicum which includes 10 hours of observation and 10 hours of practice teaching in one of Selkirk's skill-based, multicultural ESL classrooms.

Students who hold a degree and meet the qualifications for Selkirk's TESOL Advanced Diploma program are eligible for TESL Canada Professional 1 Certification.

For those interested in TESL Canada Professional 2 Certification, Selkirk College offers an Extended Practicum (usually 8 weeks) which includes an additional 20 hours of observation and 10 hours of teaching in one of Selkirk's skill-based, multicultural ESL classrooms.

## TESOL ADVANCED DIPLOMA

### SEMESTER

Course	Name		Credit
TSOL 101	Introduction to Teaching English Language Learners	On Campus	3
TSOL 103	Teaching Listening and Speaking	On Campus	3
TSOL 105	Teaching Reading and Writing	On Campus	3
TSOL 107	Topics in English Language Learning	On Campus	1
TSOL 109	Teaching Pronunciation	On Campus	2
TSOL 110	Practicum Experience and Seminar	On Campus	4
TSOL 112	Grammar for Teachers	On Campus	2
<b>Total</b>			<b>18</b>

Additional course offerings - these courses are not a part of the TESOL Advanced diploma or TESL Advanced certificate programs.

- TSOL 121 Extended Practicum (1 credit)
- TSOL 122 Visiting Practicum (1 credit)
- TSOL 123 Practical Studies in TESOL (1 credit)
- TSOL 120 International Practicum (2 credits)
- TSOL 100 Teaching English to Young Learners (2 credits)

## TESL ADVANCED CERTIFICATE

Students complete 14 credits (250 hours) of methodology coursework, but they do not participate in the Practicum component. This program does not meet all the requirements needed to apply for TESL Canada recognition.

If students who have completed the Advanced certificate program and wish to complete the practicum component and convert their Advanced certificate to an Advanced diploma, they can do so within one year and with the approval of the School Chair. There is an additional charge for this added teaching experience.

## INTERNATIONAL PRACTICUM

An international teaching practicum experience provides students with an opportunity to live and teach in an international setting with the support of Selkirk College. During their practicum students will apply the theories and methods studied in the Selkirk College TESOL program in a work environment.

Please note: TSOL120 is an additional practicum for graduates of the Selkirk College TESOL Advanced diploma program. It is not a requirement for graduation. This course may not be offered every year. Enrolment is limited.

Selkirk currently has partnerships with schools/ organizations in Japan, China and Mexico. We hope to have even more opportunities available in the near future.

## VISITING PRACTICUM

The visiting practicum program also offers TESOL students an opportunity to complete their classroom observations and practicum teaching experience at Selkirk College. Students who have completed a minimum of 100 hours of TESOL course work at another institution and some related experience can apply for the visiting practicum. Students work one-on-one with an experienced ESL instructor as they observe, plan, deliver, and reflect on lessons in one of Selkirk's skill-based, multicultural ESL classrooms.

## PRACTICAL STUDIES IN TESOL

The Practical Studies in TESOL program is a 4-week program available from January through July to international TESOL students or instructors who are interested in working alongside an experienced, Canadian instructor in one of Selkirk's skill-based, multicultural ESL classrooms. Students shadow a mentor teacher, observe a variety of classes, participate in all student events, and plan and deliver a number of practicum language lessons.





TESOL ADVANCED CERTIFICATE

SEMESTER

Table with columns: Course, Name, Location, Credit. Lists courses TSOL 101 through 112 and a total of 14 credits.

Additional course offerings - these courses are not a part of the TESOL Advanced diploma or TESL Advanced certificate programs.

- TSOL 121 Extended Practicum (1 credit)
- TSOL 122 Visiting Practicum (1 credit)
- TSOL 123 Practical Studies in TESOL (1 credit)
- TSOL 120 International Practicum (2 credits)
- TSOL 100 Teaching English to Young Learners (2 credits)

ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following TESOL/TESL Program requirements to be considered fully-qualified:

ACADEMIC

ADVANCED DIPLOMA AND ADVANCED CERTIFICATE

- Applicants must have successfully graduated from a degree or diploma program from a recognized institution or completed at least two years of post-secondary education.
- Entrance requirements include an average of "C+" in prior course work.
- Applicants who are speakers of other languages must provide evidence of a minimal TOEFL score of 213 (CBT), an IELTS score of 6.5, or have completed the Selkirk Advanced English Language program and English 50 or EASL 067 with a grade of "B+" or higher average.

NOTE: To be eligible for TESL Canada Professional Standard One or Two Certification, applicants who are speakers of other languages must have an IELTS score of 7.0 or equivalent.

EXTENDED PRACTICUM

- Applicants must have successfully completed Selkirk's Advanced diploma program and received a grade of "B-" or higher in their Practicum Course and Seminar (TSOL 110) to be eligible for this additional program option.

VISITING PRACTICUM

- Successfully completed a minimum of 100 hours of coursework at a TESL Canada Certified institution and have previous education-related work or volunteer experience.

INTERNATIONAL PRACTICUM

- Applicants must be graduates of Selkirk College's TESOL Advanced diploma program.

TEACHING ENGLISH TO YOUNG LEARNERS

- Applicants must have TESOL training completed or in progress.

GENERAL REQUIREMENTS

- Prior work or volunteer educational experience, preferably with second language learners, and/or coursework in education.

APPLICATION PROCESS

The following must be received:

- All post-secondary transcripts
- English proficiency test scores as indicated above
- Current resumé
- Letter of reference
- Letter of intent

When file is complete, interviews will be arranged. Where circumstances make a personal interview impractical, a Skype or telephone interview will be conducted.

Program Courses

\*These courses are not required for graduation in the Advanced Diploma nor Advanced Certificate programs.

TSOL 100 - TEACHING ENGLISH TO YOUNG LEARNERS \*

Teaching English to Young Learners is designed for English-as-a-second-language instructors who are interested in teaching English to children and who seek professional development in the field. Both theoretically and practically, students explore the needs and challenges of children in a language-learning classroom. Effective classroom organization, materials and strategies for creating a supportive, interactive and learner-centered classroom are explored. Through readings and practical tasks, students have the opportunity to practice and gain insight into how effective teaching and learning can be enhanced in the young learners' second-language classroom.

TSOL 101 - INTRODUCTION TO TEACHING ENGLISH LANGUAGE LEARNERS

Introduction to Teaching the English Language introduces students to the TESOL profession. Both theoretically and practically students will explore the needs and challenges of effective classroom organization, management, and teaching with the goal of creating a learner-centered classroom. Principles learned will be applied and further developed in the courses Teaching Listening and Speaking, and Teaching Reading and Writing.

TSOL 103 - TEACHING LISTENING AND SPEAKING

Teaching Listening and Speaking is a course for pre-service teachers that focuses on methodology and resources for teaching listening and speaking to learners of English. Participants will discuss the key principles of teaching these skills, and investigate a variety of methods and techniques. They will have the opportunity to create and use communicatively-based, learner-centred activities for the classroom.

TSOL 105 - TEACHING READING AND WRITING

The Teaching Reading and Writing course focuses on teaching theory and methodology used to develop ESL students' reading and writing skills in a second language classroom. It also offers practical knowledge on materials development, teaching activities and techniques, lesson and unit plan design, and the development of assessment tools.





### TSOL 107 - TOPICS IN ENGLISH LANGUAGE LEARNING

This course will support, enrich and expand learners' study of TESOL with exploration in to the current trends in the field. Topics will include but are not limited to: teaching young learners, effective tutoring, developing e-portfolios, using technology in the classroom, navigating the job search, and strategies for teaching multi-level classes.

### TSOL 109 - TEACHING PRONUNCIATION

A course that focuses on teaching how to improve the intelligibility of learners' spoken English. Participants in the course learn to identify features in spoken language that block or slow down comprehension on the part of the listener. Corrective activities that can be used within a communicative framework are emphasized.

### TSOL 110 - PRACTICUM EXPERIENCE AND SEMINAR

Students gain first-hand experience observing in one of Selkirk's multicultural, skill-based ESL classes on campus. Students will be supported by experienced ESL instructors who provide one-on-one guidance, supervision and feedback. A weekly seminar provides the opportunity for students to share and reflect on their experience.

### TSOL 112 - GRAMMAR FOR TEACHERS

An introduction to the fundamental structures of grammar as well as to the different approaches and techniques for grammar instruction in a second language context. This course will create a bridge between being a speaker of English and being a teacher of the language.

### TSOL 120 - INTERNATIONAL PRACTICUM\*

An international teaching practicum experience provides students with an opportunity to live and teach in an international setting with the support of Selkirk College. During their practicum students will apply the theories and methods studied in the Selkirk College TESOL Program in a work environment.

*Note: This course may not be offered every year. Enrolment is limited. Selkirk currently has partnerships with schools/organizations in Japan, China and Mexico. We hope to have even more opportunities available in the near future.*

### TSOL 121 - EXTENDED PRACTICUM \*

In the TESOL Extended Practicum course, students gain first-hand experience observing and teaching in one of Selkirk's multicultural, skill-based ESL classes on campus. Students will be supported by experienced ESL instructors who provide one-on-one guidance, supervision and feedback.

### TSOL 122 - VISITING PRACTICUM \*

Students who have completed a minimum of 100 hours of TESOL coursework at an institution other than Selkirk College can gain first-hand experience observing and teaching in one of Selkirk's multicultural, skill-based ESL classes on campus. Students will be supported by experienced ESL instructors who provide one-on-one guidance, supervision and feedback.

*Prerequisites: Minimum of 100 hours of TESOL coursework at another institution and education-related work/volunteer experience. (related work/volunteer experience to be reviewed by the School Chair.)*

### TSOL 123 - PRACTICAL STUDIES IN TESOL\*

The Practical Studies in TESOL course is designed to give visiting TESOL students or teachers first-hand experience observing and teaching in Selkirk College's multicultural, skill-based ESL classes on campus. Students will work closely with one of Selkirk's experienced ESL instructors. As a teaching assistant, students will plan, prepare and conduct instructional activities with one-on-one guidance, supervision and feedback from their sponsor teacher. In addition, students will observe a variety of classes in the program.

*Prerequisites: Previous TESOL training (related work/volunteer experience to be reviewed by the School Chair.)*

## Contact

### SELKIRK INTERNATIONAL

Direct: 250.365.1395

Email: [tesol@selkirk.ca](mailto:tesol@selkirk.ca)



**LENGTH OF STUDY:**

**10 Months**

**ACCREDITATION:**

**Certificate**

**CAMPUS:**

**Victoria Street Campus, Nelson**

Fibre objects and textiles are among the oldest and most diverse of human expressive forms. They are an integral component of our lives and contemporary aesthetic.

In the textiles program there is an emphasis on developing skills and a high level of proficiency within a diverse range of techniques. You will have the opportunity to engage in many areas of study, including weaving, felting, dyeing, screen printing and pattern drafting.

Our textile program is designed to cultivate an environment of creative problem solving and thinking in conjunction with hands on studio work in order for the student to become efficient creative makers in their chosen field of textiles.

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Kootenay Studio Arts programming (KSA) entrance requirements:

### QUESTIONNAIRE

All applicants must complete and submit a questionnaire at least one week prior to their scheduled interview date. The questionnaire helps us to understand the applicant's interest and commitment to the studio program.

Submit a questionnaire using the Kootenay Studio Arts online form at [selkirk.ca/textiles](http://selkirk.ca/textiles).

Upon successful completion of a 10 month Certificate program students may pursue a diploma in Studio Arts with a Textiles major. See Studio Arts diploma or <http://selkirk.ca/program/studio-arts-diploma> for more information.

### SEMESTER 1

Course	Name		Credit
TEXT 101	Dye Technology	On Campus	4
TEXT 103	Textile Construction	On Campus	4
TEXT 105	Surface Design	On Campus	2
TEXT 107	Felt and Colour	On Campus	2
PPD 101	Drawing as a Basic Visual Communication	On Campus	3
PPD 103	Design as a Basic Visual Language	On Campus	3
PPD 104	Introduction to Digital Design Applications	On Campus	3
<b>Total</b>			<b>21</b>

### SEMESTER 2

Course	Name		Credit
TEXT 102	Printing	On Campus	4
TEXT 104	Pattern Drafting and Design	On Campus	4
TEXT 106	Weaving	On Campus	4
TEXT 108	Studio Specific Design	On Campus	2
PPD 111	Professional Practice and Design	On Campus	3.5
<b>Total</b>			<b>17.5</b>

### SEMESTER 3

Course	Name		Credit
TEXT 112	Design for Production & Product Development	On Campus	2
TEXT 114	Applied Textile Design	On Campus	1
TEXT 120	Self Directed Studio I	On Campus	2
TEXT 113	Contemporary Fibre & Mixed Media Applications	On Campus	1.5
<b>Total</b>			<b>6.5</b>

### INTERVIEWS

All applicants are required to participate in an interview with a program instructor from the Kootenay School of the Arts program. Telephone interviews will be arranged for those applicants who, because of distance, cannot attend in person. The interview is an opportunity for applicants to introduce themselves, present their work and discuss their interests within the arts. The instructor will assess the applicant's preparedness for entry into the program and will ask about commitment, goals and expectations, design knowledge, experience and communication skills. It is also an opportunity for applicants to ask any questions they might have about the program and for faculty to recommend upgrading if necessary.

### PORTFOLIOS

The portfolio is designed to assess your skill level to help instructors increase your chances of success in your studio program. KSA is looking for a demonstration of visual awareness, creativity and technical skill. The portfolio pieces may be of any medium and they need not be specific to studio preference.

For portfolio guidelines see our website <http://selkirk.ca/program/textiles/admission-requirements> or see Kootenay Studio Arts program policy – Appendix F.



## Program Courses

### PPD 101 - DRAWING AS A BASIC VISUAL COMMUNICATION

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

### PPD 103 - DESIGN AS A BASIC VISUAL LANGUAGE

To introduce students to the elements and principles of design through a series of two and three dimensional design projects which place an emphasis on creative problem solving. Critical analysis and discussion will have an important role in all aspects of developing a visual vocabulary. Throughout course projects and personal research, students will investigate the process of design and the relevance it has to their studio practice, and their personal development.

### PPD 104 - INTRODUCTION TO DIGITAL DESIGN APPLICATIONS

Developed to compliment and expand the skill set of the traditional artist, Introduction to Digital Design Applications will introduce students to image creation and processing techniques using Adobe Photoshop and Adobe Illustrator. Emphasis will be placed on creative workflow, image file types, drawing and painting tools, colour correction and artistic exploration. Additional topics include the production of self-promotional materials for both print and web, and an introduction to 3D design options for both jewelry and clay production.

### PPD 111 - PROFESSIONAL PRACTICE AND DESIGN

This course provides information to assist the emerging craftsperson, designer, and maker in developing skills for selling their work in a commercial context. A variety of approaches will cover three broad areas of study: management, business, and marketing.

### TEXT 106 - WEAVING

This course is an introduction to the language of colour, pattern and design in the construction of cloth through the study of weave structures, using a variety of fibres on multi-shaft looms. Students will learn to produce cloth on the loom, in the progression from concept to finished textile. Computer assisted design of woven fabric will aid in the exploration of more complex weave structures.

### TEXT 101 - DYE TECHNOLOGY

An introductory study of the application of colour on fibre through direct application and immersion dye processes. Utilizing a variety of natural fibres, yarns and fabric, plant dyes will be explored within a contemporary context. Indigo, as the ancient, natural blue, will be more fully worked with through the practice of shibori resist techniques.

### TEXT 102 - PRINTING

Students will learn various processes and approaches to silk-screen printing and explore the potential of printed imagery, repeating-pattern and other effects on cloth with a primary focus on printing using photo emulsion, natural dyes, mordants and modifiers. (6 hours for 16 weeks)

### TEXT 103 - TEXTILE CONSTRUCTION

This course is an introduction to sewing techniques, machine and hand finishing, stitching and textile manipulation for fashion, costume, wearable art and 2 and 3D objects. Sewing techniques include; seams, hems, edges, buttonholes, zippers, mixed media piecing, appliqué, beading, embroidery, reinforce fabrics, collage, design and sew collars, cuffs and pockets. Students will learn to design and plan projects, make small patterns and prototypes and construct Wearables. This course also includes fibre identification.

### TEXT 104 - PATTERN DRAFTING AND DESIGN

In this course students will learn about pattern drafting, pattern draping, pattern design and styling on the mannequin for fashion. Costume and wearable art clothing and accessories will also be studied. Students will learn to create patterns, transfer patterns to paper, make alterations, transfer patterns to materials and construct garments.

### TEXT 105 - SURFACE DESIGN

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

### TEXT 107 - FELT AND COLOUR

Ethnographic explorations will be the beginnings of this class with time-honoured hand felting techniques extending into the development of contemporary applications. All explorations in this course will occur in the context of the study of pattern and plane symmetries and textile design as well as the application of dye technology.

### TEXT 108 - STUDIO SPECIFIC DESIGN

Utilizing design principles the student will develop a collection of textile designs and samples that can be applied within the context of their own studio practice.

### TEXT 112 - DESIGN FOR PRODUCTION & PRODUCT DEVELOPMENT

In this course the student will be taken through a step-by-step process of designing and making a limited product line for a contemporary market. (4.5 hours for 8 weeks).

### TEXT 113 - CONTEMPORARY FIBRE & MIXED MEDIA APPLICATIONS

This course addresses contemporary visual language and form. Students will investigate the use of new and familiar materials, exploring 2 and 3 dimensional works through exercises and projects within a contemporary mix media vein.

### TEXT 114 - APPLIED TEXTILE DESIGN

This is an introduction to the computer as a creative design tool for product development and production for specific markets.

### TEXT 120 - SELF DIRECTED STUDIO I

This course gives the student an opportunity to develop a self-directed body of work. In consultation with the studio instructors students are encouraged to work independently, pursuing areas of personal interest. Students submit an application outlining what they intend to work on in the self-directed studio course.

## Contact

### KOOTENAY STUDIO ARTS

Phone: 888.953.1133 ext 21324

Direct: 250.365.1324

Email: ksaadmissions@selkirk.ca



# Traditional Chinese Medicine

selkirk.ca/traditional-chinese-medicine

## LENGTH OF STUDY:

**2 Years**

## ACCREDITATION:

**Associate of Arts Degree**

## CAMPUS:

**Castlegar Campus**

If you are interested in alternative medicine and holistic treatment methods and have always had a desire to heal those in need, this is the program for you. You are fascinated by Chinese healing practices like acupuncture and want to develop a balanced approach to your clients' health and well being. You are inspired by nature and see the interconnectedness of the Earth's systems. You want to know yourself better and through that knowing, help others in the process.

The suite of courses required to receive an associate of arts degree in traditional Chinese medicine (TCM) are recommended by Kootenay Columbia College of Integrative Health Sciences in Nelson, BC. They are not, however, a requirement for a TCM credential. Any 60 credits of university courses will satisfy the minimum requirement for a TCM credential. Students choosing alternative 60 credits could potentially receive a liberal arts diploma.

With the associate of arts degree in TCM you will get a well-rounded blend of arts and sciences courses in subjects like:

- Anthropology
- Sociology
- Statistics
- Mathematics for Teachers
- Addictions
- Literature
- Psychology
- Chemistry
- Biology

## Admission Requirements

Admission to the Associate of Arts – Entry to Traditional Chinese Medicine program requires the completion of Biology 12, Chemistry 11 (Chemistry 12 recommended), English Studies 12 and Pre-calculus 11\* or Foundations 11 with a grade of "C" or higher. Students who lack the admission requirements may still gain entry to the program by taking a combination of upgrading and university courses in their first year. This may extend the length of their program. \*Students wishing to take STAT 105 must have completed Foundations of Math 12 or Pre-calculus 11 with a grade of C+ or higher.

The following mix of courses satisfies the requirements for the first-year associate of arts degree - entry to traditional Chinese medicine. Electives should be chosen in consultation with a Selkirk College counsellor.

## Year 1

### SEMESTER 1

Course	Name		Credit
ANTHROPOLOGY	First year Anthropology Requirement	On Campus	3
SOC 120	Introductory Sociology I	On Campus	3
ENGL 110	College Composition	On Campus	3
PSYC 100	Introductory Psychology I	On Campus	3
MATH SCI	Mathematical Science Elective for Arts	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 2

Course	Name		Credit
ADD 184	Introduction to Addictions	On Campus	3
ANTH 110	Introduction to Biological Anthropology	On Campus	3
SOC 121	Introductory Sociology II	On Campus	3
ENGL 111	Introduction to Literature	On Campus	3
PSYC 101	Introductory Psychology II	On Campus	3
<b>Total</b>			<b>15</b>

## Year 2

The following mix of courses satisfies the requirements for the second-year associate of arts degree - entry to traditional Chinese medicine. Electives should be chosen in consultation with a Selkirk College counsellor.

- Students without Chemistry 12 need to take CHEM 110. Students with Chemistry 12 take CHEM 122.
- Some second-year courses have first-year prerequisites, so please choose your first-year courses accordingly.

### SEMESTER 3

Course	Name		Credit
BIOL 104	Biology I	On Campus	3
CHEMISTRY	Chemistry Requirement: CHEM 110 or CHEM 122	On Campus	3
PSYC 240	Child Development	On Campus	3
ARTS II	Second Year Arts Requirement (Including Discipline)	On Campus	3
ARTS II	Second Year Arts Requirement (Including Discipline)	On Campus	3
<b>Total</b>			<b>15</b>

### SEMESTER 4

Course	Name		Credit
BIOL 106	Biology II	On Campus	3
CHEM 125	Foundations of Chemistry II	On Campus	4
PHIL 201	Contemporary Moral Problems II	On Campus	3
PSYC 241	Adult Development	On Campus	3
ARTS II	Second Year Arts Requirement (Including Discipline)	On Campus	3
<b>Total</b>			<b>16</b>



## Program Courses

### ADD 184 - INTRODUCTION TO ADDICTIONS

Designed as an introductory exploration of both substance and behavioural addiction. The five perspectives of addiction are identified and explored. Current research in the biological, psychological, social and spiritual factors of addiction are considered, and treatment models are specified that correspond with the five perspectives of addiction. Emphasis is placed on social factors, including marginalization, stigmatization, poverty, and dislocation and are identified and explored through the lens of First Nations, LBGTQ, women, disabilities, men, older adults, etc. Historical factors of addiction are explored and their influence on current drug policies are identified. Advocacy and empowerment skills for working with those with addictions are identified. Professional behavior skills within the addictions field are practiced.

*Prerequisites: English Studies 12 or equivalent.*

### ANTH 110 - INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY

This course introduces the theories, methods and research in biological anthropology. Topics include the study of human and non-human primates, morphological variations, the human fossil record, trends and debates in human evolution, and biocultural adaptations.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

### BIOL 104 - BIOLOGY I

A course designed for those students who require first year biology in their program of study or who wish to go on to further study in biology. The course includes cell biology, biochemistry, and an examination of the processes of life in the plant and animal body. A strong emphasis is placed on the development of critical thinking skills through problem solving, research design, and laboratory analysis.

*Prerequisites: BIOL 12 or equivalent and CHEM 11 or equivalent. This course is available via Distance Education, but requires attendance at weekly on-site labs.*

### BIOL 106 - BIOLOGY II

Along with BIOL 104 (Biology I), this course provides an overview of the study of living things. Biology 106 presents topics in population, community and ecosystem ecology, and classical and molecular genetics. Evolution provides a unifying theme for the course. A strong emphasis is placed on the development of critical thinking skills through problem solving, case studies and laboratory investigation.

*Prerequisites: BIOL 104 with a grade of "C" or higher.*

### CHEM 125 - FOUNDATIONS OF CHEMISTRY II

The continuation for either CHEM 110 or CHEM 122. The course consists of two major units: physical chemistry and organic chemistry. The study of physical chemistry begins with an investigation of reaction rates (kinetics), followed by the principles of equilibria applied to pure substances and aqueous solutions, and an introduction to the laws of thermodynamics. The second major unit is a survey of the field of organic chemistry; topics include the physical and chemical properties of alkanes and alkenes, stereochemistry, and addition, substitution, and elimination reactions. The laboratory work involves the measurement of physical and chemical properties as well as chemical syntheses.

*Prerequisites: CHEM 110 or CHEM 122 with a grade of "C" or higher.*

### ENGL 110 - COLLEGE COMPOSITION

Thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher or LPI level 4.*

### ENGL 111 - INTRODUCTION TO LITERATURE

Live more intensely. Rather than providing answers, literature prompts us to ask better questions of ourselves and each other. Drama, poetry, short stories, and novels will guide us in discussion, reflection, and writing about literature.

*Prerequisites: ENGL 110 with a grade of "C" or higher or equivalent. Note: English 112/114 is intended for students interested in a literary focus.*

### PHIL 201 - CONTEMPORARY MORAL PROBLEMS II

Focuses on biomedical and environmental ethics. We discuss abortion and euthanasia both as legal and ethical issues. We then discuss legal ethics and the controversy around capital punishment. Finally, we explore environmental issues, particularly animal rights and obligations towards nature.

*Prerequisites: English Studies 12 or equivalent with a "C" or higher, Level 4 LPI.*

### PSYC 100 - INTRODUCTORY PSYCHOLOGY I

An introduction to the methods, theory and practice of psychology as a science. Among others, topics will include motivation and emotion, learning and memory, biological foundations, sensation and perception. Other topics are added at the discretion of the individual instructor. Class demonstrations and activities are used to illustrate concepts. Teaching methods and resources in the course vary with the instructor.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

### PSYC 101 - INTRODUCTORY PSYCHOLOGY II

Topics include thinking and other cognitive processes, development of the individual, personality, behaviour disorders, health and social psychology. Other topics are added at the discretion of the instructor. Class demonstrations and activities are used to illustrate concepts.

*Prerequisites: PSYC 100 with a grade of "C" or higher.*

### PSYC 240 - CHILD DEVELOPMENT

An introduction to normal child development, this course explores selected aspects of the physical, cognitive, emotional, and moral development of children from birth to adolescence; and examines the major theories of child development.

*Prerequisites: PSYC 100/101.*

### PSYC 241 - ADULT DEVELOPMENT

An introduction to normal adult development, this course examines critical issues and theories of adolescence, and early, middle and late adulthood.

*Prerequisites: PSYC 100/101 and PSYC 240.*

### SOC 120 - INTRODUCTORY SOCIOLOGY I

This course is an introduction to the discipline. The sociological perspective is examined, along with the associated concepts and methods. Attention is directed to major areas such as culture, socialization, stratification and deviance. Students have an opportunity to research topics of interest.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

### SOC 121 - INTRODUCTORY SOCIOLOGY II

This course examines the social life as it occurs in families, formal organizations, religion, political movements and other social systems. Student research projects are part of the course.

*Prerequisites: SOC 120.*

**FIRST YEAR ANTHROPOLOGY REQUIREMENT**

Select an Anthropology course requirement from either of the courses listed below:

- ANTH 100: Introduction to Anthropology I
- ANTH 101: Introduction to Anthropology II: Cultural Anthropology.

**SECOND YEAR ARTS REQUIREMENT (INCLUDING DISCIPLINE)**

Students may take any second-year UAS Arts elective (Humanities or Social Sciences) including your major discipline.

**CHEMISTRY REQUIREMENT**

Students requiring first-year chemistry have a choice of Chemistry 110 or Chemistry 122.

- CHEM 110: Fundamentals of Chemistry
- CHEM 122: General Chemistry I

**MATHEMATICAL SCIENCE ELECTIVE FOR ARTS**

Students may take any university-transferable, first- or second-year course in mathematics, computer science or statistics.

- MATH 100
- MATH 101
- MATH 125
- MATH 140
- MATH 180
- MATH 181
- MATH 221
- CPSC 100
- CPSC 101
- STAT 105
- STAT 206

**Contact****UNIVERSITY ARTS & SCIENCES ADMISSIONS**

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: [admissions@selkirk.ca](mailto:admissions@selkirk.ca)





## CAMPUS:

### Castlegar Campus

University courses at your doorstep!

The School of University Arts and Sciences offers over 100 university arts and science courses.

- If you earn 60 credits with a GPA of 2.00 or better, then you may be eligible for either a liberal arts and sciences diploma or an associate degree.
- If you earn 60 credits in which the required number of credits meet the flexible pre-major agreement in either anthropology, English, psychology, or sociology, then you can transfer seamlessly into a third year major's program at any BC university, provided that all other entrance requirements are met.
- If you earn 60 credits that meet the requirements of either an associate of arts degree or an associate of science degree, then you can transfer directly into third year at any BC university, provided that all other entrance requirements are met.
- If you are planning to transfer into a professional program, such as dental hygiene, dietetics/nutrition or physiotherapy, then you can meet your first- and second-year course requirements by choosing the appropriate mix of courses offered through the School of University Arts and Sciences.
- If you are planning to transfer eventually into a professional degree program, such as law (eg. LLB, LLM), medicine (MD, MD PhD), business (MBA, PhD), counselling (MA, MC, PhD), engineering (BEng, BE, BSc, BASc; ME, MEng, MSc, MTech; PhD), pharmacy (BSc, PharmD) and more, then you can meet your first- and second-year course requirements by choosing the appropriate mix of courses offered through the School of University Arts and Sciences.
- A bachelor's degree is also typically required to enter master's and doctoral programs within any one particular discipline, such as English, biology, anthropology and sociology.

## Contact

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: [admissions@selkirk.ca](mailto:admissions@selkirk.ca)



LENGTH OF STUDY:

**8 Months**

ACCREDITATION:

**Certificate**

CAMPUS:

**Tenth Street Campus, Nelson**

The Web Development Program prepares students with skills and knowledge required to start a career as a Full Stack Web Application Developer. Student will learn how coding skills and agile web development business practices can be applied to solve real-world problems and support organizations to meet the demands of the ever-changing digital landscape.

Over a series of ten courses students will present, implement and maintain emerging web-based technologies – learning by doing to solve problems individually and collaboratively. Methodical, concise and communicative development practices are encouraged throughout the program.

Being a Full Stack Developer means you will have experience in both the front-end and back-end of web development. You will use HTML, CSS and JavaScript to control how content looks on the front end while developing server-side applications, servers and databases that drive the back end. You will write lean, elegant and efficient loading code, follow best practices when using web-based technologies, and install, configure, secure and maintain web-based environments.

Our intensive program provides you with hands-on experience in:

- HTML & CSS
- Agile Project Management
- JavaScript and other Scripting Languages
- REST, API, SOAP API
- Virtual host, sandboxes
- Version control
- Relational and non-relation database management systems, and frameworks
- Web security
- Performance analysis

## Careers

This program is geared toward those looking to start a career as a web developer. The demand for Full Stack Developers is as high as ever because they have wide ranging skills and the ability to jump in at any place in a project. They are productive and agile. Experience working on both the server and client side will also open more opportunities for our graduates.

### SEMESTER 1

Course	Name		Credit
WEB 101	Agile Project Management	On Campus	1
WEB 102	HTML and CSS	On Campus	4
WEB 103	Programming Fundamentals with JavaScript	On Campus	3
WEB 104	Advanced Front-end Development with JavaScript	On Campus	3
WEB 105	Development Environment	On Campus	3
WEB 106	Entrepreneurship	On Campus	1

**Total 15**

### SEMESTER 2

Course	Name		Credit
WEB 107	Back-end Developmental Fundamentals	On Campus	5
WEB 108	Data Persistence	On Campus	5
WEB 109	Web Application Development Infrastructure and Operations	On Campus	3
WEB 110	Full-stack Web Application Development	On Campus	3

**Total 16**

## Admission Requirements

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Web Development Program requirements to be considered fully-qualified.

### ACADEMIC

- Highschool graduation (or equivalent) with a C or higher in English Studies 12, or equivalent.
- Computer Information Systems 11 and/or Computer Programming 11 is recommended.

### QUESTIONNAIRE

Applicants must complete a questionnaire that surveys their interest, experience and current skill set in using web-based technology. The questionnaire is used as a guide for the School Chair and Instructors to respond to the unique learning needs of each student and cohort.

Please note that a Selkirk College application should be put in for this program BEFORE submitting an applicant questionnaire.

### COMPUTER AND SOFTWARE KNOWLEDGE

Demonstrated competency in computer hardware and software technology, keyboarding, including Internet skills and word processing skills is required prior to entering the program. Basic computer, keyboarding and Internet skills are not taught as part of the Web Development curriculum. Applicants who do not possess these skills must consult with the School Chair before making a formal application to the program. Upgrading may be required.

## Program Courses

### WEB 101 - AGILE PROJECT MANAGEMENT

Introduces students to the principles and methodology of an agile approach to project management. By applying this approach to a real-life or simulated project students learn how to create an adaptive project environment that responds to continually changing requirements, reduces risk and enhances the quality of project delivery. Emphasis is on documenting project planning and process and using tools to enhance project management and collaborative work.

### WEB 102 - HTML AND CSS

Introduces students to Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), web standards and web accessibility. Students will use best practices and follow web standards set by the World Wide Web Consortium (W3C) to create content that looks appropriate and functions correctly on all devices. Using the mobile first method, students will apply the skills learned to design and build a standards compliant website from conception through completion.

### WEB 103 - PROGRAMMING FUNDAMENTALS WITH JAVASCRIPT

Introduces students to techniques commonly used in programming web pages with interactive content to enhance user experience. Students will explore fundamental programming concepts through various aspects of JavaScript programming language,



including variables, functions, objects, events, data types, operators and conditional logic. Hands-on in-class tasks support students to apply these programming concepts and build upon their existing front-end development experience to create simple dynamic website applications.

*Prerequisites: Web 102.*

**WEB 104 - ADVANCED FRONT-END DEVELOPMENT WITH JAVASCRIPT**

Expands upon students foundational knowledge and skills in front-end web development to explore modular, maintainable, and efficient approaches to coding in JavaScript through the integration of external dependencies and use of tools and frameworks. Students will apply these approaches and refine skills to develop more complex client-side applications

*Prerequisites: WEB 103.*

**WEB 105 - DEVELOPMENT ENVIRONMENT**

Provides students with the current industry context, standards and fundamental tools required to dive into back-end web developing. Students will become familiar with the back-end environment by setting up a web server, setting up a virtual host, running an https and creating sandboxes. They will gain confidence and access greater control in front and back-end web development by executing command line through Terminal. Understanding of best-practice in version control will be emphasized as students learn how to utilize open source distributed version control systems and incorporate thorough testing and debugging practices into their development projects.

*Prerequisites: WEB 104.*

**WEB 106 - ENTREPRENEURSHIP**

Helps students identify and respond to a market need by bringing a marketable business idea to life. Simulating a start up environment students are challenged to explore new ways of team-based problem solving, ideation and business model development that will establish a working foundation for a viable business. Students will prepare a pitch deck and present their startup idea to an audience for feedback.

**WEB 107 - BACK-END DEVELOPMENT FUNDAMENTALS**

Takes students on a deep dive into the back-end systems that drive modern web applications so that they can gain a more holistic understanding of web development practices and tailor website content for individual users. Students will learn, practice and apply a scripting language, as well as use packages, frameworks, and application program interfaces (APIs) while working within an agile development environment. An emphasis will be placed on maintaining industry standards and best practices, and integrating agile testing practices to ensure security and efficiency. Students will apply and refine skills to develop a server-side web application.

*Prerequisites: WEB 104.*

**WEB 108 - DATA PERSISTENCE**

Builds upon fundamental back-end development knowledge and skills by familiarizing students with database management systems, frameworks, and methods for data storage and retrieval. Students will learn to how to utilize both relational and non-relational databases in web application development as well as gain understanding of how the two models are different and why they are needed. Students will use data persistence strategies to determine the right storage model for their different web application use-cases and how to maintain information integrity, security and confidentiality.

*Prerequisites: WEB 107.*

**WEB 109 - WEB APPLICATION DEVELOPMENT INFRASTRUCTURE AND OPERATIONS**

Introduces students to the selection and configuration of appropriate tools to form a scalable and continuous development-delivery-operations support pipeline. By reviewing their web applications from an infrastructure, architecture, and coding perspective, students will develop more secure web applications, test their web applications for vulnerabilities, and implement mitigation strategies.

**WEB 110 - FULL-STACK WEB APPLICATION DEVELOPMENT**

Provides students with the opportunity to employ their cumulative skills and talents to develop a full stack web application. Each student must choose an area of focus, plan and complete a series of scheduled tasks to create a unique and custom portfolio-ready web application product.

*Prerequisites: WEB 108.*

=====  
**Contact**

**WEB DEVELOPMENT**

Phone: 1.888.953.1133 ext. 21324

Direct: 250.365.1324

Email: [businessadmissions@selkirk.ca](mailto:businessadmissions@selkirk.ca)



**LENGTH OF STUDY:**

**7 Months**

**ACCREDITATION:**

**Certificate**

**CAMPUS:**

**Silver King Campus, Nelson**

The Industry Training Authority (ITA) in the province of BC currently recognizes and supports two streams for welder training, Modular and Apprenticeship. The Modular stream is for welders who do not have an employer sponsor and consists of the Foundation program (28 wks), the Welder B program (16 wks) and the Welder A program (8 wks).

The Apprenticeship stream is for those who are indentured by an employer sponsor. The apprenticeship consists of Levels 1, 2 and 3 technical training and a fourth level called Multi-Process Alloy Welding (MPAW).

**WELDER FOUNDATION (FORMERLY C-LEVEL WELDING)**

Regardless of the training model or stream that you want to follow, you can start with Welder Foundation and eventually achieve Inter-Provincial (Red Seal) Welder certification. Welder Foundation graduates will receive 300 hours of credit towards the work-based experience that is required for certification in either the Modular or the Apprentice stream. Those following the Apprenticeship stream will receive credit for Level 1 and Level 2 apprentice technical training and return to school as a Level 3 apprentice.

Note that apprentices do not have to take the Foundation program. An employer can indenture an apprentice if they have not taken the Welder Foundation program. These apprentices will receive training on the job from their employer and start their in-school technical training at Level 1.

Welder Foundation is a 28-week introductory program that prepares learners for entry level positions as apprentice welders in most sectors of the economy including manufacturing, construction, transportation, resource extraction, and resource development. Students engage in a variety of classroom and shop activities. In the classroom, they learn theoretical principals of welding. Shop sessions provide the opportunity to learn processes and master practical welding skills.

Students engage in a variety of classroom and shop activities. They will learn basic welding procedures including Oxy-fuel Gas Cutting, Shielded Metal Arc Welding, Gas Metal Arc Welding/Flux Cored Arc Welding, basic Blueprint Reading and basic Metallurgy.

**MODULAR STREAM**

Welder Foundation graduates who wish to follow the Modular stream will look for work as an entry level welder and obtain an additional 700 hours of work-based experience for a total of 1,000 hours before returning to the Welder B program. Those on the Modular stream are not required to be indentured to their employer.

**WELDER B**

The 16 week Welder B program offers more advanced training on the topics in the Foundation program and also includes training in: Tungsten Arc Welding; and Pipe Welding. Upon successful completion of Welder B and 950 work-place hours, Welders receive a certificate of qualification as a B Welder and the B Stamp in their logbook from the Industry Training Authority (ITA). At the end of the Welder B program students will write the Inter-Provincial (Red Seal) Welder exam. Upon passing the Interprovincial exam and the accumulation of 4,500 work-place hours, Welders receive Red Seal, Interprovincial certification.

**WELDER A**

The Welder A program is 8 weeks long and is for those wishing to gain more advanced skills in pipe, metallurgy, low-alloy electrodes etc. With successful completion of this program and 3,450 work-place hours Welders receive the Certificate of Qualification as an A Welder and the A Stamp in their logbook from the ITA.

**APPRENTICESHIP STREAM**

Graduates of the Welder Foundation program earn advance credit for Levels 1 and 2 of the Technical Training component of the Welder Apprenticeship. Additionally, they earn 300 hours credit towards the Workplace-Based Training component of their apprenticeship. After completion of the program, it's recommended that students gain another 2,700 hours of hands-on field experience before returning to school for Level 3 Technical Training.

Levels 1 (8 weeks) and Level 2 (8 weeks) Technical Training in the apprenticeship stream covers similar topics as in the Foundation program. The apprenticeship stream assumes that the apprentice is receiving training on the job so the in-school portion of their training is shorter.

Level 3 Welding is a 10-week program (11-weeks due to ITA Harmonization) for indentured apprentices who have 3,000 hours or more of workplace-based training. Content is similar to Welder B. The apprenticeship stream assumes apprentices are receiving focused training on the job and so the in-school technical training is only 10 weeks long plus one week due to Harmonization. Upon completion of Level 3 Welding, students write the Inter-Provincial (Red Seal) Welder exam. Those with a passing

grade on the Red Seal exam and 4,500 hours of workplace-based training earn the Welder certificate of qualification as well as the Inter-Provincial (IP) Red Seal Standard.

Multi-Process Alloy Welding (MPAW) is a 5 week program that covers material similar to Welder A. Upon successful completion of the MPAW program and a further 900 hours of work-place hours Welders earn the MPAW endorsement and an MPAW Stamp will be placed in their logbook by the ITA.

Multi-Process Alloy Welding is a 5-week, post-apprenticeship, shop-based program for certified welders who wish to expand their skill sets, gain advanced certification, and enhance career opportunities. Admission is restricted to indentured IP-certified welders. Upon completion of the program, successful completion of a standardized exam, and 5,400 hours of field experience, a "Multi-Process Alloy Welding" will be affixed to the welder's existing certificate of qualification.

**UPGRADER WELDING**

Upgrader Welding is a self-paced, competency-based training program sanctioned by the Canadian Welding Bureau (CWB) and the American Society of Mechanical Engineers (ASME) for welders seeking specific ASME trade endorsements. Selkirk College is authorized to grant ASME certifications to welders who demonstrate competence in specific processes. CWB testing is currently not available at Selkirk College.

**YOUTH TRAIN IN TRADES**

The Youth Train in Trades program was formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT). It is designed to help secondary school students get a head start on careers in the trades while earning credit towards their high school graduation. Learn more online at Industry Training Authority (<http://youth.itabc.ca/programs/train/>)

For more information speak with your high school guidance counsellor or get in touch with Selkirk College's Industry and Trades administrative assistant.

**Admission Requirements**

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Welding program requirements to be considered fully-qualified:

**ACADEMIC**

- Graduation from a BC Secondary School (or equivalent)
- Math 11 with a grade of "C" or higher



**GENERAL**

- Welder Level B applicants must possess a Welder Level C Certificate of Qualification.
- Welder Level A applicants must possess a Welder Level B Certificate of Qualification or Interprovincial Red Seal.
- Welder Level C applicants, except Metal Fabricator graduates, are required to complete the pre-admission College Readiness Tool for reading, writing and mathematics.
- Good hand/eye coordination
- Students must supply some hand tools, safety boots, leatherwear and purchase module texts at a cost of approximately \$600. A refundable tool deposit of \$100 will be required at the start of the program.

An interview (in person or by telephone) with the School Chair or designate may be required before entry to the program. Interview results are not used as criteria for admission.

Consideration will be given to mature individuals: anyone who is not a secondary school graduate (or equivalent) but who will be nineteen (19) years of age or older on the first day of classes for the term is eligible to attend the College as a mature student.

Applications for admission will be received until the program is full.

**WELDER FOUNDATION (FORMERLY C LEVEL)**

The Level C Welder program is seven months of training which provides you with theory and practical skills preparing you for the growing workforce. Through one-on-one shop time, theory and practical hands-on training, you will gain entry level knowledge of Welder job requirements.

**B LEVEL WELDING**

Approximately four months training plus eight months work experience are required for your B Level training. Selkirk College offers a series of competency-based courses on a continuous basis from September to May. Due to the wide scope of these courses, an interview with the appropriate instructor before registering is strongly recommended.

- Successful completion of C Level Welding program including C Level Endorsement Stamp
- Minimum of five months work experience as a Welder
- Students must supply some hand tools and purchase B Level module texts.
- An interview with the instructor prior to registering is strongly recommended.

Students are required to have C Level module texts in addition to above.

**A LEVEL WELDING**

Approximately two months training plus ten months work experience are required for your A Level training. Selkirk College offers a series of competency-based courses on a continuous basis from September to May. Due to the wide scope of these courses, an interview with the appropriate instructor BEFORE registering is strongly recommended.

- Successful completion of B Level Welding program including B Level Endorsement Stamp
- Minimum of eight months work experience as a welder
- Students must supply some hand tools and purchase A Level module texts at a cost of approximately \$50.
- An interview with the instructor prior to registering is strongly recommended.

Students are required to have C and B Level module texts in addition to above.

**Careers**

Graduates of each level of training have a variety of employment opportunities.

Nearly every industry, union agency and manufacturing facility employs welders, not only in BC and Canada, but worldwide (for those who love to travel). For students interested in obtaining the A Level and several pressure tickets, the top end of the salary scale can exceed \$100,000 per year. Most medium to large companies use a welding process in one or more departments. This training provides the means of entry into management, technical services, engineering, fabrication, machining, mechanical, maintenance, inspection and quality control and more.

**Contact**

**TRADES ADMISSIONS**  
Phone: 1.888.953.1133 ext 13204  
Direct: 250.354.3204  
Email: trades@selkirk.ca



LENGTH OF STUDY:

**Up to One Year**

ACCREDITATION:

**Associate of Arts degree**

CAMPUS:

**Castlegar Campus**

## Program Courses

Selkirk College offers the following elective courses in women's studies. These courses are transferable to a variety of post-secondary institutions.

Course requirements vary among post-secondary institutions. We advise that you plan your program with a Selkirk College counsellor or contact the UAS School Chair for information on transferability.

## Contact

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: [admissions@selkirk.ca](mailto:admissions@selkirk.ca)

## Program Summary

### WHY WOMEN'S STUDIES?

Women's studies courses provide a unique perspective on the world and your place in it. You will have the opportunity to explore categories such as, gender, class, race and sexual orientation and how these interact with the world around you.

### CAREER POTENTIAL

Courses in women's studies will provide you with knowledge applicable in many careers.

- Child life specialist
- Community worker
- Social worker
- Family support worker
- Educator
- Researcher
- Policy analyst
- Lawyer

### WS 100- WOMEN'S STUDIES I

An interdisciplinary course designed to introduce students to the study of women in global cultures as portrayed through literature and sociological studies. Topics to be covered include the women's movement, sexuality, "herstory", gender roles, philosophy and law.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

### WS 101 - WOMEN'S STUDIES II

A continuation of Women's Studies 100, WS 101 is an interdisciplinary course designed to expand on the study of women in global cultures as portrayed through literature and sociological studies; however, students do not need WS 100 as a prerequisite. Topics to be covered include women and religion, violence, health and reproductive technologies, and inequality in paid and unpaid labour.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

## Admission Requirements

Admission to the program requires the completion of English Studies 12 with a grade of "C" or higher. Other prerequisites depend on the electives chosen to complete the program and should be determined with the advice of a Selkirk College counsellor.

If you are a student who lacks the admission requirements, you may still gain entry to the program by taking a combination of academic upgrading and university courses in your first year. This may extend the length of your program.





ACCREDITATION:  
**Advance Certificate**

CAMPUS:  
**Castlegar Campus**

Advance your career and build upon the strengths and credentials you already have with our advance certificate in Workplace Communications.

**CONSIDER THIS PROGRAM IF YOU CURRENTLY HAVE:**

- An entry-level trade certificate
- Plant Operator certificate
- An associate degree (any discipline)
- University degree (any discipline)

You will get fundamental communications training with an emphasis on interpersonal and professional workplace communications skills specifically, written, oral and behavioural.

## Admission Requirements

Completion of a Foundation Trades program, the Plant Operator program, a Diploma, or other Post-Secondary credential.

## Program Courses

### HSER 174 - INTERPERSONAL COMMUNICATIONS

Provides the student with an opportunity to examine personal goals, values and attitudes; develop and practice listening and responding skills, and become more aware of personal strengths and limitations. This course is designed to help students gain self-understanding in order to be more effective in working with people.

### PEAC 101 - PEACE STUDIES II

The second of two introductory core courses in Peace Studies at Selkirk College. This course will focus on traditional and non-traditional approaches to Conflict Resolution. Students will be introduced to general principles and key concepts in arbitration, negotiation, mediation and nonviolent resistance; as well as alternative dispute resolution methods, such as Nonviolent Communication, Peacemaking Circles, Conflict Transformation, and Conflict Free Conflict Resolution. Students will practice identifying, analyzing, role playing, mapping, and peacefully resolving or transforming conflicts that range from the interpersonal to the international.

*Prerequisites: English Studies 12 with a grade of "C" or higher. PEAC 100 recommended.*

### SEMESTER

Course	Name		Credit
TWC 164	Introduction to Report and Letter Writing	On Campus	3
TWC 165	Business Communications II	On Campus	3
PEAC 101	Peace Studies II	On Campus	3
HSER 174	Interpersonal Communications	On Campus	3
<b>Total</b>			<b>12</b>

### TWC 164 - BUSINESS COMMUNICATIONS I

An introduction to the fundamentals of effective written communication. Components include communication theory and its application to business situations. Students are required to master basic English writing skills and show competence in producing conventional technical formats, such as memoranda, business letters, short or informal reports, résumés and cover letters.

*Prerequisites: Program admission standard.*

### TWC 165 - BUSINESS COMMUNICATIONS II

A continuation of TWC 164 and focuses on complex oral and written communication. Material covered includes how to conduct research; how to use graphics; how to write formal business documents; how to give informative and persuasive oral presentations; and writing for digital platforms.

*Prerequisites: TWC 164 with a grade of "C" or higher.*

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca



## ACCREDITATION:

**Certificate**

## CAMPUS:

**Castlegar Campus**

Through the completion of four mandatory and six recommended courses, you will learn a wide range of employability, academic and communications skills that will serve you well on the job and in life.

## COURSES INCLUDE

Mandatory courses cover technical writing, peace studies, interpersonal and workplace communications. In addition to these courses, take your pick of six of the recommended courses.

## Admission Requirements

Admission to the program requires the completion of English Studies 12 with a grade of “C” or higher. Other prerequisites depend on the electives chosen to complete the program and should be determined with the advice of a Selkirk College counsellor. If you are a student who lacks the admission requirements, you may still gain entry to the program by taking a combination of academic upgrading and university courses in your first year. This may extend the length of your program.

## Program Courses

### ADMN 171 - MANAGEMENT PRINCIPLES

An introduction to management theory, philosophy and techniques including the specialized areas of entrepreneurship, small business, and hospitality and service industries. Management is a dynamic discipline and is reflected in the organizations of today’s global world.

*Prerequisites: Accepted to the Business Administration program.*

### COMM 220 - PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR

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

*Prerequisites: Program admission standards.*

The Workplace Readiness certificate is awarded to those who complete these four mandatory courses:

- TWC 164 - Business Communications I
- TWC 165 - Business Communications II
- PEAC 101 - Peace Studies II (Conflict Resolution)
- HSER 174 - Interpersonal Communications I
- Plus six other courses preferably chosen from the list of recommended courses below:

Course	Name		Credit
ADMN 171	Management Principles	On Campus	3
COMM 220	Principles of Organizational Behaviour	On Campus	3
MATH 125	Business Mathematics	On Campus	3
PEAC 100	Peace Studies I	On Campus	3
PSYC 100	Introductory Psychology I	On Campus	3
SOC 120	Introductory Sociology I	On Campus	3
SOC 121	Introductory Sociology II	On Campus	3
WS 100	Women's Studies I	On Campus	3
PHIL 120	Logic and Critical Thinking	On Campus	3
<b>Total</b>			<b>27</b>

### MATH 125 - BUSINESS MATHEMATICS

Intended for first year students enrolled in the Business Administration program. It stresses the mathematics required in financial processes. The course starts with a review of basic arithmetic and algebra. With these skills the student will solve several practical business problems. Topics include (but are not limited to) ratio and proportion, merchandising, break-even analysis, simple interest and promissory notes, compound interest and effective rates, simple and general annuities, annuities due and deferred annuities, amortization of loans and payment schedules, sinking funds and investment decision analysis.

*Prerequisites: Pre-Calculus 11 or equivalent with grade of “C+” or higher.*

### PEAC 100 - PEACE STUDIES I

An interdisciplinary and values-based course that is the first of two introductory core courses in Peace Studies. Readings will include United Nations documents, as well as essays and excerpts from the writings of philosophers, anthropologists, psychologists, and peace researchers. Students will thus gain familiarity with literature addressing a broad range of past and current theories and discourse related to peace and conflict. Through their own reflection and working collaboratively in groups, students will have the opportunity to move from theory to practice in one of the most challenging issues of humanity’s collective experience: building cultures of peace.

*Prerequisites: English Studies 12 with a grade of “C” or higher.*

### PHIL 120 - INTRODUCTION TO LOGIC AND CRITICAL THINKING

Designed to improve students’ ability to reason well. Students will study the nature, structure, and purpose of valid arguments, identify common fallacies and mistakes, and determine when to use various forms of reasoning (e.g., deductive, inductive, and abductive). Students will sharpen their understanding of these concepts by analyzing and assessing arguments in the courts, news, and other contemporary media.

*Prerequisites: English Studies 12 with a grade of “C” or higher*

### PSYC 100 - INTRODUCTORY PSYCHOLOGY I

An introduction to the methods, theory and practice of psychology as a science. Among others, topics will include motivation and emotion, learning and memory, biological foundations, sensation and perception. Other topics are added at the discretion of the individual instructor. Class demonstrations and activities are used to illustrate concepts. Teaching methods and resources in the course vary with the instructor.

*Prerequisites: English Studies 12 or equivalent with a grade of “C” or higher.*



### SOC 120 - **INTRODUCTORY SOCIOLOGY I**

This course is an introduction to the discipline. The sociological perspective is examined, along with the associated concepts and methods. Attention is directed to major areas such as culture, socialization, stratification and deviance. Students have an opportunity to research topics of interest.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

### SOC 121 - **INTRODUCTORY SOCIOLOGY II**

This course examines the social life as it occurs in families, formal organizations, religion, political movements and other social systems. Student research projects are part of the course.

*Prerequisites: SOC 120.*

### WS 100 - **WOMEN'S STUDIES I**

An interdisciplinary course designed to introduce students to the study of women in global cultures as portrayed through literature and sociological studies. Topics to be covered include the women's movement, sexuality, "herstory", gender roles, philosophy and law.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

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## Contact

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Phone: 1.888.953.1133 ext 21233

Direct: 250.365.1233

Email: admissions@selkirk.ca

**UNIVERSITY**  
**ARTS & SCIENCES**  
COURSES



## Humanities

### English

#### ENGL 110 - COLLEGE COMPOSITION

English 110 is about thinking and writing. You will learn how to develop and express informed opinions on issues that matter. You will also learn about research, editing, and expository and persuasive academic writing forms.

*Prerequisites:* A grade of "C" or higher in English Studies 12 or equivalent or LPI level 4

*Course Credit:* 3

#### ENGL 111 - INTRODUCTION TO LITERATURE

English 111 is about living more intensely. Rather than providing answers, literature prompts us to ask better questions of ourselves and each other. Drama, poetry, short stories, and novels will guide us in discussion, reflection, and writing about literature.

*Prerequisites:* ENGL 110 with a grade of "C" or higher or equivalent. *Note:* English 112/114 is intended for students interested in a literary focus.

*Course Credit:* 3

#### ENGL 112 - INTRODUCTION TO POETRY AND DRAMA

Poetry and Drama ask us to be in the moment. In English 112, we will reflect on both literary and cultural issues in ways relevant to our lives. Students will be guided in a close reading of poetic and dramatic texts, and the development of a literary vocabulary. Students will interpret texts, develop arguments, and write academic essays based on those texts.

*Prerequisites:* English Studies 12 with a grade of "B" or higher, or LPI level 5.

*Course Credit:* 3

#### ENGL 114 - INTRODUCTION TO PROSE FICTION

English 114 celebrates the human imagination. We will explore provocative ideas as expressed through contemporary short stories and novels. Students will further develop their ability to interpret texts, develop arguments, and write academic essays about those texts.

*Prerequisites:* ENGL 112 with a grade of "B" or higher.

*Course Credit:* 3

#### ENGL 200 - A SURVEY OF ENGLISH LITERATURE I

"In spring folk long to go on pilgrimage"—so begins Geoffrey Chaucer's 14th century masterpiece of the English tradition, *The Canterbury Tales*. In English 200, we will set out on a pilgrimage which honours the living beauty of the English language and its greatest writers such as Spenser, Shakespeare and Donne, ending in the 17th century with Milton.

*Prerequisites:* A grade of "C" or higher in ENGL 110/111 or 114 or equivalent.

*Course Credit:* 3

#### ENGL 201 - A SURVEY OF ENGLISH LITERATURE II

From the calm reason of the Enlightenment to the passion of the Romantics, we still live out the questions first asked by the brilliant writers of 18th and 19th Centuries. In the company of such authors as Pope, Swift, Wollstonecraft, Keats, Wordsworth, and Austen, we continue our pilgrimage into culture, belief, and literary achievement begun in the previous semester with English 200.

*Prerequisites:* A grade of "C" or higher in ENGL 200 or equivalent.

*Course Credit:* 3

#### ENGL 202 - CANADIAN LITERATURE I: INDIGENOUS VOICES

From the earliest narratives, Euro Canadian writing has framed our understanding of indigenous peoples. We will examine these representations in Canadian literature alongside the works of indigenous writers from across Canada. Reading and discussion will give us an opportunity to understand First People's literature, including the response to colonialism, and to experience the vitality of First People's cultures, imaginations, and ways of knowing.

*Prerequisites:* A grade of "C" or higher in ENGL 110/111 or ENGL 112/114.

*Course Credit:* 3

#### ENGL 203 - CANADIAN LITERATURE II: CONTEMPORARY VOICES

In our multicultural society and globalized world, what is so Canadian about Canadian literature? In this course we trace the emergence of Canadian literature on the world stage and how such writers frame connections between literature, nation, identity and culture.

*Prerequisites:* A grade of "C" or higher in ENGL 110/111 or ENGL 112/114

*Course Credit:* 3

#### ENGL 204 - CHILDREN'S LITERATURE I: FROM RAGS TO RICHES AND WORLDS OF MAGIC

From folktales and urban legends to traditional and literary fairy tales, particularly the collections of Charles Perrault and the Brothers Grimm as well as Hans Christian Andersen and others, this course explores the roots of children's literature including modern fantasy, such as J.K. Rowling's *Harry Potter* and the *Philosopher's Stone*, J.M. Barrie's *Peter Pan*, Kenneth Graeme's *The Wind in the Willows*, and Charles Dickens' *A Christmas Carol*.

*Prerequisites:* A grade of "C" or higher in ENGL 110/111 or ENGL 112/114 or equivalent.

*Course Credit:* 3

#### ENGL 205 - CHILDREN'S LITERATURE II: FROM HELL TO HEAVEN AND EVERYTHING IN BETWEEN

From medieval to modern times, this course traces the development of literature enjoyed by and written for children. Early works include the "Hell-fire" tales of the Puritans to the Golden Age stories of the nineteenth century. We explore landmark novels such as Louisa May Alcott's *Little Women*, Robert Louis Stevenson's *Treasure Island*, and Lucy Maud Montgomery's *Anne of Green Gables*. We'll also examine the social issues and controversies provoked by poetry, picture books and prose.

*Prerequisites:* A grade of "C" or higher in ENGL 110/111 or ENGL 112/114 or equivalent.

*Course Credit:* 3

#### FNST 287 - INTRODUCTION TO INDIGENOUS TEACHINGS AND PRACTICES

Provides students with an introduction to Indigenous studies, including key concepts, themes and topics relevant to Indigenous histories and contemporary practices. Core teachings of the Medicine Wheel and practices which support right relationship with the four elements of life will be explored. The history and impact of colonialism, residential schools and oppression will be explored through story and the use of talking circles as a restorative justice healing practice. We will explore what an Indigenous Worldview involves and ways in which we can respectfully participate in creating a future vision which embodies respect for cultural diversity and the health of our planet for the next seven generations. Local elders will be invited to share stories and perspectives on current issues.

Transfer Credits: INDG 287: Introduction to Indigenous Teachings and Practices is a University Transfer course with established agreements with UVIC, TRU, UFV, VIU, and other post-secondary institutions across the province.

*Prerequisites:* ENGL 110.

**INDG 302 - INDIGENOUS HEALTH AND HEALING**

Introduces the topic of Indigenous health and healing from the time prior to first contact with European newcomers through to the present. Indigenous health and healing is explored from within a variety of Indigenous perspectives that are inclusive of the physical, mental, emotional and spiritual aspects of health and wellbeing. There is a focus on cultural awareness and critical thinking on current Indigenous health & healing issues. Skill based training in cultural safety and anti-racism based on the recommendations and information provided by the Truth and Reconciliation Commission results and the "Calls to Action" are emphasized. Indigenous worldviews and "ways of knowing" are embedded in the course delivery as well as course content. Transfer Details: UNBC FNST 302. This course is included in the block transfer agreement between Royal Roads University and Selkirk College which allows Selkirk ADRPM students entry into fourth-year RR BSc Degree.

*Prerequisites:* ENGL 110, Third-year standing in Advanced Diploma in Rural Pre-Medicine (ADRPM), or third-year standing in Bachelor of Science in Nursing (BSN.)

**PHIL 100 - INTRODUCTORY PHILOSOPHY I**

Focuses on reality and its relationship with human consciousness. In this course we explore questions about truth, objectivity and subjectivity, the existence of God, and the nature and limits of human knowledge.

*Prerequisites:* English Studies 12 with a grade of "C" or higher.

**PHIL 101 - INTRODUCTORY PHILOSOPHY II**

Focuses on the nature of human reality. We explore metaphysical issues such as self-identity, free will, and the relationship between the mind and body. We examine questions about taste in aesthetic judgment, and we discuss issues in ethical theory including relativism, subjectivism, and egoism. We end the course by looking at theories and problems of justice.

*Prerequisites:* English Studies 12 or equivalent with a grade of "C" or higher.

**PHIL 120 - INTRODUCTION TO LOGIC AND CRITICAL THINKING**

Designed to improve students' ability to reason well. Students will study the nature, structure, and purpose of valid arguments, identify common fallacies and mistakes, and determine when to use various forms of reasoning (e.g., deductive, inductive, and abductive). Students will sharpen their understanding of these concepts by analyzing and assessing arguments in the courts, news, and other contemporary media.

*Prerequisites:* English Studies 12 with a grade of "C" or higher.

**PHIL 210 - BIOMEDICAL ETHICS**

Explores moral questions that arise in the context of healthcare. Students will engage with these questions by learning ethical theory and by studying challenging cases. They will outline the relevant features of real life examples, weigh moral considerations, and practice articulating recommendations about what to do. The course covers biomedical topics such as autonomy, informed consent, surrogate decision making, traumatic brain injury, refusing care, medical assistance in dying, assisted reproduction, abortion, public health, organ donation, genetic screening and therapy, research and experimentation, rural medicine, and global health intervention.

While this course is geared primarily to Rural Pre-Medicine students, it may be of interest to anyone concerned with medical ethics and healthcare.

*Prerequisites:* English Studies 12 with a grade of "C" or higher.

**French****FREN 102 - BEGINNER'S FRENCH I**

This course is intended for beginners with little or no knowledge of French. In this introduction to French the communicative approach and a study of French grammar enable students to acquire basic listening, speaking, reading and writing skills in French.

*Course Credit:* 3

**FREN 103 - BEGINNER'S FRENCH II**

As a continuation of French 102, this course extends the beginning student's ability to communicate in spoken and written French.

*Prerequisites:* A grade of "C" or higher in FREN 102 or equivalent.

*Course Credit:* 3

**FREN 112 - FIRST-YEAR FRENCH I**

In this course, the communicative approach and an integrated study of grammar gives intermediate level students the opportunity to enhance their listening, speaking, reading and writing skills in French.

*Prerequisites:* A grade of "C" or higher in FREN 11 or FREN 102/103 or equivalent.

*Course Credit:* 3

**FREN 113 - FIRST-YEAR FRENCH II**

As a continuation of French 112, this course further develops the student's listening, speaking, reading, and writing skills in French.

*Prerequisites:* A grade of "C" or higher in FREN 112 or equivalent.

*Course Credit:* 3

**FREN 122 - CONTEMPORARY FRENCH LANGUAGE AND LITERATURE I**

This course uses the communicative approach and a thorough review of grammar to enable students to enrich their listening, speaking, reading and writing skills in French. Students will also examine and discuss a series of readings in order to develop their understanding of Francophone culture.

*Prerequisites:* A grade of "C" or higher in FREN 112/113 or French 12.

*Course Credit:* 3

**FREN 123 - CONTEMPORARY FRENCH LANGUAGE AND LITERATURE II**

As a continuation of French 122, this course gives students the opportunity to further enrich and perfect their spoken and written French. As well, students will continue their study of Francophone culture.

*Prerequisites:* A grade of "C" or higher in FREN 122 or equivalent.

*Course Credit:* 3

**History****HIST 104 - CANADA BEFORE CONFEDERATION**

A survey of Canadian history from the pre-contact societies of the First Nations to the creation of Canadian Federation in 1867. European expansion and settlement in northern North America, relations between Europeans and First Nations, and the development of the colonial societies that formed Canada are examined. Emphasis is placed on fostering student interest in history by examining the historical experiences of a diversity of Canadians.

*Prerequisites:* English Studies 12 or equivalent with a grade of "C" or higher.

*Course Credit:* 3

**HIST 105 - CONTEMPORARY CANADA**

A survey of modern Canada from confederation to the end of the second millennium. The post-1867 consolidation of a transcontinental Canada, the marginalization of aboriginal peoples, and the rapid transformation of Canadian society by immigration, industrialization, urbanization, the two world wars, and the Great Depression are examined. The effects of broad economic and social change on party politics, relations between French and English Canada, and the attitudes, values, and living and working patterns of Canadians are also explored. Emphasis is placed on fostering student interest in history by examining the historical experiences of a diversity of Canadians.

*Prerequisites:* English Studies 12 or equivalent with a grade of "C" or higher.

*Course Credit:* 3



**HIST 106 - WESTERN CIVILIZATION I**

The course introduces students to some of the major themes in the history of Western Society from the Neolithic to the early modern European worlds. Human experience and relations in ancient Mesopotamia, Egypt, and Greece, the expansion of the Hellenistic empire of Alexander the Great, the rise of the Roman Empire, the making of early European society, and the origins and spread of the Renaissance and Reformation are examined. By the conclusion of the course, students will be able to view the development of "the West" from an historical perspective.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

**HIST 107 - WESTERN CIVILIZATION II**

The course introduces students to major themes and problems in Western society from the rise of absolutism in the early 18th century to the aftermath of World War Two. As part of this, students will gain an understanding of the origins and impact of the French and Industrial revolutions, the rise of the nation state in the 19th century, and the origins and effects of World War One including the Russian Revolution, the Great Depression, and the rise of authoritarian regimes in the 1930s. By the conclusion of the course, students will be able to view World War Two from an historical perspective.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

**HIST 203 - A HISTORY OF BRITISH COLUMBIA**

The course is designed to introduce students to the history of British Columbia from the pre-contact societies of the native peoples to the present. Relations between Europeans and First Nations, the development of the European resource and settlement frontiers, and the eventual transformation of British Columbia's society and economy as a result of industrialization, immigration, and urbanization are examined within a broader Canadian and North American context. Emphasis is placed on fostering student interest in the history of British Columbia by examining the historical experiences of a diversity of peoples.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

*Course Credit: 3*

**HIST 210 - A HISTORY OF THE FIRST NATIONS OF CANADA**

An Indigenous History of Canada; re-imagining Canada's history from a documented indigenous perspective, the course covers the period from before European contact to the present. Following an examination of the pre-contact indigenous world, the course examines how indigenous nations, communities, and families responded to, and were affected by, the devastating impact of European settler colonialism from the 16th century on. Students will examine the effects of colonialism including warfare and alliances, appropriation of indigenous lands, forced assimilation through the Indian Act and residential schooling, and indigenous resistance and adaptation to these changes up to the present. The broad negative effects of colonialism will be examined through the documented experiences of First Nations, Metis, and Inuit people. Students will consider the process of reconciliation in the last part of the course.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

**HIST 215 - A HISTORY OF THE WEST KOOTENAY**

The course is designed to introduce students to the history of the West Kootenay from the pre-contact societies of the native peoples to the present. Relations between Europeans and First Nations, the development of the resource and agricultural frontiers, work and settlement patterns, and 20th and 21st century social and economic change are also examined within the broader Canadian and North American context. Emphasis is placed on fostering student interest in the history of the West Kootenay by examining the historical experiences of a diversity of people who have lived in the region.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

*Course Credit: 3*

**HIST 220 - LATIN AMERICA: PRE-1821**

History 220 surveys the Spanish and Portuguese Empires America from their 15th century beginnings in the conquest of aboriginal empires and peoples to their break-up in the early 19th century by independence movements of Creoles. Major themes examined include the pre-contact native societies and empires, the establishment and administration of Spanish and Portuguese overseas empires, the economies and societies of the colonies, the impact and influence of the Church, European power struggles for control of Latin America, and the origins and emergence of American independence movements.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

*Course Credit: 3*

**HIST 221 - LATIN AMERICA: POST-1821**

A survey of Latin American history from independence to the present. Major themes examined include post-colonial efforts to develop and modernize new nation-states, the development and impact of neocolonialism, the rise, impact and responses to both nationalist and revolutionary movements in the 20th century, and the impact of the United States foreign policy on Latin America and its peoples.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

*Course Credit: 3*

**Peace Studies****PEAC 100 - PEACE STUDIES I**

An interdisciplinary and values-based course that is the first of two introductory core courses in Peace Studies. Readings will include United Nations documents, as well as essays and excerpts from the writings of philosophers, anthropologists, psychologists, and peace researchers. Students will thus gain familiarity with literature addressing a broad range of past and current theories and discourse related to peace and conflict. Through their own reflection and working collaboratively in groups, students will have the opportunity to move from theory to practice in one of the most challenging issues of humanity's collective experience: building cultures of peace.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

*Course Credit: 3*

**PEAC 101 - PEACE STUDIES II**

The second of two introductory core courses in Peace Studies at Selkirk College. This course will focus on traditional and non-traditional approaches to Conflict Resolution. Students will be introduced to general principles and key concepts in arbitration, negotiation, mediation and nonviolent resistance; as well as alternative dispute resolution methods, such as Nonviolent Communication, Peacemaking Circles, Conflict Transformation, and Conflict Free Conflict Resolution. Students will practice identifying, analyzing, role playing, mapping, and peacefully resolving or transforming conflicts that range from the interpersonal to the international.

*Prerequisites: English Studies 12 with a grade of "C" or higher. PEAC 100 recommended.*

*Course Credit: 3*

**PEAC 201 - FROM WATER TO CHOCOLATE: ENVIRONMENT, CONFLICT AND JUSTICE**

An examination of selected global political-ecological issues, including conflict minerals, child slavery, climate change, and water wars; as well as the power and potential of various pathways to peace, including nonviolent direct action, Indigenous solidarity, fair trade, international accompaniment, ecological restoration, and environmental peacebuilding.

*Prerequisites:* Second year standing.

*Course Credit:* 3

**PEAC 202 - LEADERSHIP FOR PEACE: THE INDIVIDUAL AND SOCIAL TRANSFORMATION**

Leadership for Peace: The Individual and Social Transformation begins with the understanding that leadership for peace is, at its foundations, leadership for human rights and social justice; and with the further insight that social transformation is always joined with inner transformation, to the individual who "can change the world". PEAC 202 examines leadership and peace in relation to issues of authority, power, legitimacy, and the will to truth, reconciliation, compassion, and healing. A significant part of this course is a service-learning assignment, to be determined by the student in conjunction with faculty.

*Prerequisites:* English Studies 12 or equivalent with a grade of "C" or higher. Successful completion of or concurrent study in Peace Studies 100/101 strongly recommended.

*Course Credit:* 3

**PEAC 203 - INTRODUCTION TO RESTORATIVE JUSTICE: THEORY AND PRACTICE**

Themes include retribution, punishment and deterrence; Indigenous approaches to justice; trauma and healing; shame and empathy; community, belonging, forgiveness, and reconciliation. These are explored at a variety of scales, from the interpersonal to the global, and in various contexts – from the Canadian criminal justice system to transitional justice following war, apartheid, or colonial subjugation. Students will gain familiarity with the applied practices of victim-offender mediation, family-group conferencing, peacemaking circles, and truth and reconciliation commissions; and also learn how restorative practices are being used in environmental contexts and in our schools.

*Prerequisites:* English Studies 12 or equivalent with a grade of "C" or higher, or recommended PEAC 100 and 101.

*Course Credit:* 3

**PEAC 205 - GLOBAL PERSPECTIVES IN PEACE: AN INDEPENDENT STUDIES COURSE**

The purpose of this course is for Peace Studies students to gain the opportunity to learn about peace, justice and related topics, from a global (including international and Canadian) and cross-cultural perspectives. For example, as part of this course, students may participate in one of two international Peace Institutes (Mindanao Peace Building Institute in the Philippines and African Peace Building Institute in Zambia) with which Selkirk College has a partnership. While learning in a cross cultural setting, students will be expected to complete assignments from the organization with which they are studying, as well as additional assignments from their Selkirk College instructor. It is expected that an international or global experience in an academic and practice setting will provide students with a restorative learning experience that will lead to a deeper understanding of building cultures of peace at the interpersonal, community and global levels.

*Prerequisites:* PEAC 100 or PEAC 101. Study proposal that is approved by instructor prior to commencement of course. PEAC 201 recommended.

*Course Credit:* 3

**PEAC 301 - DIRECTED STUDIES IN RESTORATIVE JUSTICE**

Allows the student to focus on their own area of special interest within transformative justice. Following extensive readings supervised by the instructor, the student will develop a proposal for putting new expertise into practice.

*Prerequisites:* PEAC 203.

*Course Credit:* 3

**PEAC 303 - RESTORATIVE JUSTICE PRACTICE**

A sequel course to PEAC 301. In this course, the student carries out the proposal developed in PEAC 301 by completing a 90-hour restorative justice practicum or project in the workplace, school or community. (Spring offering only)

*Prerequisites:* PEAC 203 and PEAC 301.

*Course Credit:* 3

**PEAC 305 - PEACE AND JUSTICE SKILLS**

This intensive week long course provides the student of restorative justice with practical skills in communication, mediation and conflict transformation. The format will be interactive – short lectures, discussions, case studies and role plays. The student will examine the concepts of power, culture, privilege in the context of communication, with a strong emphasis on listening skills.

*Prerequisites:* PEAC 203, 301 and 303.

*Course Credit:* 2

**Spanish****SPAN 102 - BEGINNER'S SPANISH I**

This Spanish course for beginners encourages students to develop their communication skills in various situations. Students learn how to give information about themselves, how to inquire about the meaning or the pronunciation of a word, and how to start a conversation.

*Course Credit:* 3

**SPAN 103 - BEGINNER'S SPANISH II**

Pursuing the objective of Spanish 102, this course allows the learner to improve various skills such as sharing information, telling stories, and talking about events, while taking into account the social context of the conversation. At this level, the past tense will be an additional grammar topic.

*Prerequisites:* SPAN 102.

*Course Credit:* 3

**SPAN 112 - FIRST YEAR SPANISH I**

Spanish 112 (online) is a self-paced course that encourages students to improve their communicative proficiency through listening, speaking, reading and writing about current topics.

*Prerequisites:* SPAN 102/103

*Course Credit:* 3

**SPAN 113 - FIRST YEAR SPANISH II**

Spanish 113 is the sequel to the Spanish 112 online course. Spanish 113 is a self-paced course as well that encourages students to improve their communicative proficiency through, listening, speaking, reading and writing about current topics.

*Prerequisites:* SPAN 112 or equivalent.

*Course Credit:* 3

**SPAN 122 - CONTEMPORARY SPANISH LANGUAGE AND LITERATURE I**

Spanish 122 offers students an opportunity to enhance their language skills (speaking, listening, writing, and reading) through discussions on the writings of Hispanic authors from the nineteenth-century. Students will have the opportunity to take a look at their works which include novels, short stories, theatre, poetry, and biographies. Students will review the concepts covered in previous levels, and expand their knowledge of grammar, usage, sentence development, and vocabulary skills.

*Prerequisites:* A grade of "C" or higher in Spanish 12 or Spanish 112/113 or equivalent.

*Course Credit:* 3

**SPAN 123 - CONTEMPORARY SPANISH LANGUAGE AND LITERATURE II**

Students continue to improve their communicative proficiency through discussions on the writings of Hispanic authors from the twentieth-century. Students will have the opportunity to take a look at their works which include novels, short stories, theatre, poetry, and biographies. Students will review and expand their knowledge of grammar, usage, sentence development, and vocabulary skills.

*Prerequisites:* A grade of "C" or higher in Spanish 122 or equivalent.

*Course Credit:* 3

**Creative Writing****CWRT 100 - STUDIES IN WRITING I**

Students seeking an Associate of Arts degree in English (Writing Studies) must take CWRT 100. The course focuses the writer's efforts on the value of compression and the reduction of ideas to their purest forms. An in-depth exploration of imagery, metaphor and word choice through the study of poetry will prepare students to produce original compositions in any genre. Students will be expected to submit original writing for workshop in at least two of the four genres - poetry, fiction, non-fiction, or drama. The craft of writing essays and criticism on theory and form will be introduced.

*Prerequisites:* A grade of "C" or higher in English Studies 12 or LPI level 4.

*Course Credit:* 3

**CWRT 101 - STUDIES IN WRITING II**

Students seeking an Associate of Arts degree in English (Writing Studies) must take CWRT 100/101. CWRT 101 focuses the writer's efforts on crafting story. An in-depth exploration of scene development, characterization, setting, point-of-view, and the leading ideas in stories will prepare students to produce original compositions in any genre other than poetry. Students will be expected to submit original writing for workshop in at least two of the three genres being discussed. Writing essays and criticism on theory and form will continue.

*Prerequisites:* A grade of "C" or higher in English Studies 12 or LPI level 4.

*Course Credit:* 3

**CWRT 200 - STUDIES IN WRITING III**

This is a hybrid course. Castlegar-based students will attend class Wednesday mornings on the Castlegar campus and students from the Nelson area will attend Thursday evenings at KSA. All students will complete the equivalent of two classroom hours online each week. The emphasis of CWRT 200: Studies in Writing III will be on portfolio development and preparation of manuscripts for publication. Students will submit for workshop their own imaginative writing in any of the four genres: poetry, drama, fiction, and non-fiction. In addition, students will engage in a practice of response, analysis, and critique of published and peer written work. Lectures will mirror the assigned readings and serve to initiate theoretical round table discussions on Image, Voice, Character, Setting, and Story. In the second half of the semester students will be required to explore in more depth each of the four genres. Students will be expected to submit at least one of their compositions for publication to an appropriate literary quarterly, magazine, newspaper or theatre workshop.

*Prerequisites:* Two semesters of first-year university English or Writing with a grade of "C" or higher.

*Course Credit:* 3

**CWRT 201 - STUDIES IN WRITING IV**

A continuation of CWRT 200: Studies in Writing III. While portfolio development and manuscript preparation are continually emphasized, students will be required to produce their own chapbook in one or two of the four genres, write and submit grant proposals, and read their work aloud. Students will be expected to submit at least one of their compositions for publication to an appropriate literary quarterly, magazine, newspaper, or theatre workshop. Students will be required to participate in a year end student reading of original work. Writing reviews, essays and criticism on theory and form of contemporary literature will continue.

*Prerequisites:* CWRT 200 with a grade of "B" or higher.

*Course Credit:* 3

**CWRT 210 - ECOPOETICS**

Explore the writer's relationship to nature and the environment. We will seek to understand the role of the writer and the moral agency required to build a just and sustainable community. Coupled with an intellectual enquiry into environmental literature and criticism, writers will examine more closely non-fiction, fiction, and poetic forms that express an intimate attention to landscape and nature.

*Prerequisites:* Studies in Writing 100 and 101 with a grade of "B+" or higher.

*Course Credit:* 3

Social Sciences**Anthropology****ANTH 100 - INTRODUCTION TO ANTHROPOLOGY I**

An introduction to the major areas within the discipline: physical and cultural anthropology, linguistics, and archaeology.

*Prerequisites:* English Studies 12 or equivalent with a grade of "C" or higher.

*Course Credit:* 3

**ANTH 101 - INTRODUCTION TO ANTHROPOLOGY II: CULTURAL ANTHROPOLOGY**

An introduction to cultural anthropology in western and non-western societies. Through ethnographic accounts students will study world cultures both at home and abroad.

*Prerequisites:* English Studies 12 or equivalent with a grade of "C" or higher.

*Course Credit:* 3

**ANTH 110 - INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY**

This course introduces the theories, methods and research in biological anthropology. Topics include the study of human and non-human primates, morphological variations, the human fossil record, trends and debates in human evolution, and biocultural adaptations.

*Prerequisites:* English Studies 12 or equivalent with a grade of "C" or higher.

*Course Credit:* 3

**ANTH 201 - ETHNIC RELATIONS**

An introduction to the comparative study of "race" and ethnic relations from local to international contexts. The course explores social stratification according to race and ethnicity and looks at the motivations and consequences of such classifications and their relationships to other forms of stratification.

*Prerequisites:* ANTH 100 or ANTH 101 recommended; English Studies 12 or equivalent with a grade of "C" or higher.

*Course Credit:* 3

**ANTH 205 - ANTHROPOLOGY OF RELIGION**

An introduction to the comparative study of religious beliefs, practices and movements. Classic and contemporary approaches in the Anthropology of religion will be explored in ethnographic context, examining the similarities and variations in systems of religious belief.

*Prerequisites: ANTH 100 or ANTH 101 recommended; English Studies 12 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

**ANTH 210 - INTRODUCTION TO ARCHAEOLOGY**

Outlines the basic concepts and terms and short history of the discipline; field concepts and methods; survey, excavation, stratigraphy and other recording, artifact cataloguing and conservation; sampling and approached to dating; seriation, behavioural patterning; classical, prehistoric and historical archaeology. (Spring offering only on alternate years. See website for next offering.)

*Prerequisites: ANTH 100 or ANTH 110 strongly recommended; ANTH 101 recommended; English Studies 12 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

**ANTH 211 - ARCHAEOLOGY FIELD METHODS**

Field Methods in Archaeology provides students with instruction and practical experience in basic methods and techniques of archaeological fieldwork, including mapping, excavation, recording, processing of artifacts, analysis and reporting. This is a field methods class requiring students to live and work together as a group while they learn field methods and contribute to the success of an archaeological research project. See website for the next offering.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher; ANTH 100, ANTH 101 and ANTH 110. Students are required to participate in an application and interview process prior to being considered for admission to the field school. Additional reading may be required prior to the field school.*

*Course Credit: 6*

**Economics****ECON 106 - PRINCIPLES OF MACROECONOMICS**

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

*Prerequisites: Program admission standards.*

*Course Credit: 3*

**ECON 107 - PRINCIPLES OF MICROECONOMICS**

Usually taken following ECON 106. Topics covered include: supply and demand - price supports, the agricultural problem, value theory, theory of the firm - competition, pollution, industrial organization - monopoly, public utilities, advertising, income distribution - labour unions, productivity.

*Prerequisites: Program admission standards.*

*Course Credit: 3*

**Geography****GEOG 130 - INTRODUCTION TO PHYSICAL GEOGRAPHY (LAB SCIENCE)**

A study of the natural processes which occur near Earth's surface in the biosphere, hydrosphere, atmosphere and lithosphere. Emphasis is placed on our local and regional physical geography as we examine: weather, climate, ocean currents, climate change; biogeography, soils, hydrology, and the development of slopes and fluvial landforms.

An important component of the course is the integrated aspect of these natural processes and the influence of human activities on our landscapes. Throughout the course students will develop skills reading and interpreting data from maps, remotely sensed images, tables, graphs and text. Students will use this information to recognize patterns and solve problems. Students will practice making field observations and taking field notes.

*Prerequisites: Pre-calculus 11, Foundations 11, Principles of MATH 11 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

**GEOG 136 - GEOGRAPHY OF BRITISH COLUMBIA**

British Columbia is one of the most diverse and richly endowed provinces in Canada, both in terms of its natural resources and its people. This introductory course will cover the physical geography (physiographic regions, geomorphology, climatology, and biogeography), resource issues (natural resources, industry, and conservation) and cultural geography (First Nations, ethnic diversity, rural and urban communities) of British Columbia. The course includes numerous field trips and hands on activities.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

*Course Credit: 3*

**GEOG 140 - INTRODUCTION TO CULTURAL GEOGRAPHY**

Studies the relationships between culture, space, place, and the environment. A wide variety of cultures, their landscapes, and the changes they are undergoing will be examined through a geographic lens. Through Cultural Geography we will begin to understand cultural differences and open up new possibilities for solving our own problems as well as for viewing the rest of the world in less judgmental terms.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

*Course Credit: 3*

**GEOG 232 - GEOMORPHOLOGY**

A laboratory and project-oriented course dealing with the development of landforms, with particular emphasis on local features.

*Prerequisites: GEOG 130 or GEOL 132 or RRS 164 with a grade of "C" or higher.*

*Course Credit: 3*

**Psychology****PSYC 100 - INTRODUCTORY PSYCHOLOGY I**

An introduction to the methods, theory and practice of psychology as a science. Among others, topics will include motivation and emotion, learning and memory, biological foundations, sensation and perception. Other topics are added at the discretion of the individual instructor. Class demonstrations and activities are used to illustrate concepts. Teaching methods and resources in the course vary with the instructor.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

**PSYC 101 - INTRODUCTORY PSYCHOLOGY II**

Topics include thinking and other cognitive processes, development of the individual, personality, behaviour disorders, health and social psychology. Other topics are added at the discretion of the instructor. Class demonstrations and activities are used to illustrate concepts.

*Prerequisites: PSYC 100 with a grade of "C" or higher.*

*Course Credit: 3*

**PSYC 200 - BIOLOGICAL PSYCHOLOGY**

This course is for students who intend to major in psychology. Emphasis is placed on biological processes underlying sensation, perception, learning and motivation.

*Prerequisites: PSYC 100/101.*

*Course Credit: 3*



**PSYC 202 - RESEARCH METHODS**

This course introduces prospective Psychology majors to the major methodological principles which guide research in Psychology. The primary focus is on experimental design, but students will be exposed to some elementary descriptive statistics. Topics include critical thinking and scientific reasoning, principles of measurement, types of variables, validity and reliability, and research ethics. Weekly labs offer hands-on applications of basic concepts to the design of research.

*Prerequisites:* PSYC 100/101.

*Course Credit:* 3

**PSYC 230 - EMOTIONAL AND SOCIAL DISORDERS**

Psychology 230 is the first of two courses which study psychological disorders. In this course we will first study the major personality theories as they apply to abnormal psychology. This is followed by an introduction to the Diagnostic and Statistical Manual classification system [DSM], and research and legal issues. The course then begins its examination of emotional and social disorders including: anxiety disorders; somatoform disorders; dissociative disorders; personality disorders; and, psychological factors that affect physical health.

*Prerequisites:* PSYC 100/101 with a grade of "C" or higher.

*Course Credit:* 3

**PSYC 231 - PSYCHOTIC AND ORGANIC DISORDERS**

Is the second of two courses which study psychological disorders. In this course we will examine psychotic, pervasive and other major psychological disorders. We will consider the causes, prognoses and treatments of such disorders as: Affective disorders; the schizophrenias; developmental disorders; eating disorders; substance-abuse disorders; and sexual disorders.

*Prerequisites:* PSYC 230.

*Course Credit:* 3

**PSYC 240 - CHILD DEVELOPMENT**

An introduction to normal child development, this course explores selected aspects of the physical, cognitive, emotional, and moral development of children from birth to adolescence; and examines the major theories of child development.

*Prerequisites:* PSYC 100/101.

*Course Credit:* 3

**PSYC 241 - ADULT DEVELOPMENT**

An introduction to normal adult development, this course examines critical issues and theories of adolescence, and early, middle and late adulthood.

*Prerequisites:* PSYC 100/101 and PSYC 240.

*Course Credit:* 3

**PSYC 300 - ADDICTIONS FOR HEALTH PROFESSIONALS**

Designed to provide medical professionals with valuable insights into clients struggling with addiction. The causes and consequences of addiction will be investigated, as well as approaches to harm-reduction and recovery. The influences of personal history, societal and cultural views, and government policy are explored.

*Course Credit:* 3

## Sociology

**SOC 120 - INTRODUCTORY SOCIOLOGY I**

This course is an introduction to the discipline. The sociological perspective is examined, along with the associated concepts and methods. Attention is directed to major areas such as culture, socialization, stratification and deviance. Students have an opportunity to research topics of interest.

*Prerequisites:* English Studies 12 or equivalent with a grade of "C" or higher.

*Course Credit:* 3

**SOC 121 - INTRODUCTORY SOCIOLOGY II**

This course examines the social life as it occurs in families, formal organizations, religion, political movements and other social systems. Student research projects are part of the course.

*Prerequisites:* SOC 120.

*Course Credit:* 3

**SOC 200 - DEVIANCE AND SOCIAL CONTROL**

The processes by which some behaviour comes to be identified as deviant and the social means of control of such behaviour through the criminal justice system are examined analytically. This course transfers as a first year criminology course to institutions offering criminology degrees.

*Prerequisites:* English Studies 12 or equivalent with a grade of "C" or higher.

*Course Credit:* 3

**SOC 205 - INTRODUCTION TO SOCIAL RESEARCH**

Introduces students to research methods in the social sciences. Students will be introduced to the major procedures for carrying out systematic investigation of the social world. The course will

encourage students to critically evaluate the methods, strategies and data that are used by social scientists and provide training in analysis of a range of qualitative and quantitative data.

*Prerequisites:* Second year standing. (Minimum of 50 completed credits.)

*Course Credit:* 3

**SOC 215 - CANADIAN SOCIAL STRUCTURE**

A macro level analysis of factors such as (but not limited to) ethnicity, region, gender and class as a basis for understanding contemporary Canadian society.

*Prerequisites:* English Studies 12 or equivalent with a grade of "C" or higher.

*Course Credit:* 3

**SOC 225 - INTRODUCTION TO SOCIOLOGICAL THEORY**

Introduction to Sociological Theory is designed to introduce students to the major nineteenth and twentieth century thinkers who shaped the development of sociological theory. In exploring sociology's theoretical heritage, the course seeks also to foster an appreciation of what theory is and how necessary and useful it is for studying and understanding the social world.

*Prerequisites:* Sociology 120 and Sociology 121 (Selkirk College) or the equivalent six units of introductory Sociology from other institutions.

*Course Credit:* 3

## Women's Studies

**WS 100 - WOMEN'S STUDIES I**

An interdisciplinary course designed to introduce students to the study of women in global cultures as portrayed through literature and sociological studies. Topics to be covered include the women's movement, sexuality, "herstory", gender roles, philosophy and law.

*Prerequisites:* English Studies 12 with a grade of "C" or higher.

*Course Credit:* 3

**WS 101 - WOMEN'S STUDIES II**

A continuation of Women's Studies 100, WS 101 is an interdisciplinary course designed to expand on the study of women in global cultures as portrayed through literature and sociological studies; however, students do not need WS 100 as a prerequisite. Topics to be covered include women and religion, violence, health and reproductive technologies, and inequality in paid and unpaid labour.

*Prerequisites:* English Studies 12 with a grade of "C" or higher.

*Course Credit:* 3



## Sciences

### Biology

#### BIOC 302 - GENERAL BIOCHEMISTRY

Builds on principles of biochemistry explored in BIOL 206. The biosynthesis of lipids, amino acids and nucleotides will be discussed. DNA, RNA and protein metabolic pathways will be explored, along with regulatory mechanisms. The laboratory component uses techniques introduced in BIOL 206 to study the fundamental components of cellular function. Transfer Details This course is included in the block transfer agreement between Royal Roads University and Selkirk College which allows Selkirk ADRPM students entry into the 4th year of a RR BSc Degree.

**Prerequisites:** BIOL 204, BIOL 206, CHEM 212 and CHEM 213 with a grade of "C" or higher.

#### BIOL 101 - CURRENT ISSUES IN BIOLOGY

A course designed for non-science majors who need a laboratory science as a required course for their program of studies. This course examines major themes in biology in the context of current issues, and allows students to apply the knowledge, skills and concepts learned in order to make informed decisions about their everyday lives. The course will have an overarching theme of human wellness, and will examine topics such as disease and health, the gut microbiome, genetically modified organisms, climate change, and overpopulation, while incorporating biological topics such cell structure and function, anatomy and physiology, genetics, evolution, and ecology. A strong emphasis is placed on the development of critical thinking skills through problem solving, examining current scientific events, and through laboratory analysis. This course does not fulfill the requirements for a science major's course and cannot be substituted for Biology 104 or Biology 106.

**Prerequisites:** English Studies 12, or equivalent, with a grade of "C" or higher. Note: Math 11 or equivalent is recommended.

#### BIOL 104 - BIOLOGY I

A course designed for those students who require first year biology in their program of study or who wish to go on to further study in biology. The course includes cell biology, biochemistry, and an examination of the processes of life in the plant and animal body. A strong emphasis is placed on the development of critical thinking skills through problem solving, research design, and laboratory analysis.

**Prerequisites:** BIOL 12 or equivalent and CHEM 11 or equivalent. This course is available via Distance

*Education, but requires attendance at weekly on-site labs.*

**Course Credit:** 3

#### BIOL 106 - BIOLOGY II

Along with BIOL 104 (Biology I), this course provides an overview of the study of living things. Biology 106 presents topics in population, community and ecosystem ecology, and classical and molecular genetics. Evolution provides a unifying theme for the course. A strong emphasis is placed on the development of critical thinking skills through problem solving, case studies and laboratory investigation.

**Prerequisites:** BIOL 104 with a grade of "C" or higher.

**Course Credit:** 3

#### BIOL 164 - HUMAN ANATOMY AND PHYSIOLOGY I

This course provides an integrative approach to the normal structure and function of the human body. Repair and replication, structural support, nervous integration, movement and metabolism are examined at the cellular, tissue and system levels. Recent scientific discoveries are presented as a means of relating the systems studied to various applied disciplines including health care and Kinesiology.

**Prerequisites:** BIOL 12, CHEM 11, and one of BIOL 11, CHEM 12, or PHYS 12 (BIOL 11 recommended) with a grade of "C" or higher.

**Course Credit:** 4

#### BIOL 165 - HUMAN ANATOMY AND PHYSIOLOGY II

A continuation of Biology 164, this course covers the cardiovascular, respiratory, lymphatic, urinary and digestive systems. Endocrinology is discussed throughout as a means of integrating the various systems to the function of the body as a whole. The focus remains on application of knowledge gained in this course.

**Prerequisites:** BIOL 164 with a grade of "C" or higher.

**Course Credit:** 4

#### BIOL 202 - PRINCIPLES OF GENETICS

This course provides the student with a knowledge of classical and reverse genetics. Topics covered include Mendelian inheritance, chromosome theory of heredity, sex determination, mutation, the structure and function of genes, molecular genetics, and the genetic structure of populations. Experimental techniques used in molecular genetics are also introduced.

**Prerequisites:** BIOL 104 and 106 with a grade of "C" or higher.

**Course Credit:** 3

#### BIOL 204 - CELL BIOLOGY

This course provides the student with a thorough knowledge of cell structure and function. Topics covered include biomolecules, membranes, organelles, cell movement, cell signaling, gene regulation, and transcription and translation. Experimental techniques used in modern cellular and molecular biology are also introduced.

**Prerequisites:** BIOL 104 and 106 with a grade of "C" or higher.

**Course Credit:** 3

#### BIOL 206 - INTRODUCTORY BIOCHEMISTRY

This course provides an introduction to biochemistry including protein structure and function, and representative catabolic and anabolic pathways. Topics covered include water, enzyme kinetics and enzyme structure and function. Experimental techniques used in biochemistry and molecular biology are also introduced.

**Prerequisites:** Biology 104 and 106 with a grade of "C" or higher. NOTE: Students are advised to take CHEM 212 as a prerequisite and CHEM 213 concurrently with BIOL 206.

**Course Credit:** 3

#### BIOL 212 - MICROBIOLOGY

A survey of the microbial world, with discussions of the medical and ecological significance of key organisms. The biology of micro-organisms (including bacteria and viruses) is a key focal point, but there will also be discussions of immunology and pathology. The laboratory component will build basic skills necessary to perform and interpret research in the fields of medical microbiology, industrial microbiology, environmental microbiology, immunology and virology. A basic knowledge of biology will be presumed, including basic cell biology, ecology, physiology, biochemistry and metabolism.

**Prerequisites:** BIOL 104 and BIOL 106 (or another six credits of 100-level Biology) with a grade of "C" or higher.

**Course Credit:** 3





## Chemistry

### CHEM 110 - FUNDAMENTALS OF CHEMISTRY

An introductory general chemistry course leading into science or engineering programs for students who have taken CHEM 11 (or equivalent) or who need improvement to their chemistry background. It provides an extensive review of the fundamentals of chemical nomenclature, reactions and stoichiometry involving solids, gases and solutions. Current theories for atomic and molecular structure are introduced. The course ends with an investigation of intermolecular forces in liquids and solids. The lab portion of this course is the same as CHEM 122.

*Prerequisites:* CHEM 11 or CHEM 50 and Pre-calculus Math 11 (Principles of MATH 11) or MATH 50, each with a "C" or higher. Pre-calculus Math 12 (Principles of MATH 12) or MATH 60 is recommended.

*Course Credit:* 3

### CHEM 122 - GENERAL CHEMISTRY I

An introductory general chemistry course leading into science or engineering programs for students who have a solid chemistry background, including Chemistry 12 or equivalent. After a short review of fundamental chemistry, classical and quantum mechanical concepts are used to discuss atomic and molecular structure. The course ends with an investigation of intermolecular forces in liquids and solids. The lab work stresses scientific observations and measurements using chemical syntheses and quantitative analyses.

*Prerequisites:* CHEM 12 or CHEM 60, and Pre-calculus Math 11 (Principles of MATH 11) or Math 50, each with a "C" or higher. Pre-calculus Math 12 (Principles of Math 12) or MATH 60 is recommended.

*Course Credit:* 3

### CHEM 125 - FOUNDATIONS OF CHEMISTRY II

The continuation for either CHEM 110 or CHEM 122. The course consists of two major units: physical chemistry and organic chemistry. The study of physical chemistry begins with an investigation of reaction rates (kinetics), followed by the principles of equilibria applied to pure substances and aqueous solutions, and an introduction to the laws of thermodynamics. The second major unit is a survey of the field of organic chemistry; topics include the physical and chemical properties of alkanes and alkenes, stereochemistry, and addition, substitution, and elimination reactions. The laboratory work involves the measurement of physical and chemical properties as well as chemical syntheses.

*Prerequisites:* CHEM 110 or CHEM 122 with a grade of "C" or higher.

*Course Credit:* 4

### CHEM 212 - ORGANIC CHEMISTRY I

Explore the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from first-year general chemistry are reviewed briefly: alkanes, stereochemistry, alkenes, and nucleophilic substitution and elimination reactions of alkyl halides. The correlation between structure and acidity is investigated, and the chemistry of alkynes and alcohols is examined. Structure-determination techniques, including IR and NMR, are explored. The laboratory work for this course provides practical experiences with separation/purification techniques, molecular synthesis, and qualitative analytical methods applied to organic compounds.

*Prerequisites:* CHEM 125 with a grade of "C" or higher.

*Course Credit:* 3

### CHEM 213 - ORGANIC CHEMISTRY II

A continuation of CHEM 212. The survey of organic families is continued with a study of aldehydes and ketones, carboxylic acid derivatives, aromatics and amines. The chemistry of a variety of compounds of biological interest is also discussed. The laboratory work involves synthesis and organic structure determination.

*Prerequisites:* CHEM 212 with a grade of "C" or higher.

*Course Credit:* 3

### CHEM 222 - INTRODUCTORY PHYSICAL CHEMISTRY

Presents the basic concepts of chemical thermodynamics and equilibria. The properties of solutions, electrochemical reactions, acidic and basic systems are examined. The principles of reaction kinetics are introduced. In the laboratory, some quantitative properties of physicochemical systems are measured.

*Prerequisites:* CHEM 125 and MATH 101 each with a grade of "C" or higher.

*Course Credit:* 3

### CHEM 225 - PHYSICAL CHEMISTRY FOR BIOSCIENCES

Presents the basic concepts of chemical thermodynamics and kinetics that apply to biological systems. Students will explore why gases would behave differently at different conditions (e.g. deep sea diving, high altitude, other planets), how ideal engines function, why some reactions spontaneous, how do we explain the effect of salting roads in winter, how batteries and our metabolism generate energy, how kinetics is related to thermodynamics (why diamonds do not break down into graphene) and how we use of spectroscopy to explore biological structures. In the laboratory, quantitative properties of systems are measured, to illustrate the theory discussed in lectures.

*Prerequisites:* CHEM 125 and MATH 100 with a grade of "C" or higher.

*Course Credit:* 3

## Computer Science

### CPSC 100 - INTRODUCTION TO PROGRAMMING I

An introductory object-oriented (OO) programming course with emphasis on basic programming constructs, algorithms, program design, and good programming practices. This course will introduce a high-level language to illustrate programming basics. Students will develop and test small OO programs which loop, make decisions, access arrays, define classes, instantiate objects, and invoke methods.

*Prerequisites:* Pre-calculus 12, Foundations 12, MATH 50 with a grade of "C" or higher.

*Course Credit:* 3

### CPSC 101 - INTRODUCTION TO PROGRAMMING II

This course is a continuation of CPSC 100 with emphasis on more advanced programming techniques and design, development and test of large applications. Students will write programs which make use of library functions to display graphical user interfaces, manage collections of data, access files and databases, and interact with other programs.

*Prerequisites:* CPSC 100 with a grade of "C" or higher.

*Course Credit:* 3

**CPSC 132 - COMPUTER APPLICATIONS FOR BUSINESS (SUSPENDED)**

This survey course, intended for Business Administration students, provides a general introduction to computer concepts and terminology, and the current and future use of computers in the business world. Students will learn the fundamentals of Microsoft Office applications in the lab sessions. Course delivery is mixed-mode: lectures will be delivered online, while labs will take place face-to-face in the computer labs. This course does not serve as a prerequisite for further computing science courses.

*Prerequisites: English Studies 12 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

## Geography

**GEOG 130 - INTRODUCTION TO PHYSICAL GEOGRAPHY (LAB SCIENCE)**

A study of the natural processes which occur at/or near Earth's surface in the biosphere, hydrosphere, atmosphere and lithosphere. Emphasis is placed on our local and regional physical geography as we examine: weather, climate, ocean currents, climate change; biogeography, soils, hydrology, and the development of slopes and fluvial landforms. An important component of the course is the integrated aspect of these natural processes and the influence of human activities on our landscapes. Throughout the course students will develop skills reading and interpreting data from maps, remotely sensed images, tables, graphs and text. Students will use this information to recognize patterns and solve problems. Students will practice making field observations and taking field notes.

*Prerequisites: Pre-calculus 11, Foundations 11, Principles of MATH 11 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

**GEOG 136 - GEOGRAPHY OF BRITISH COLUMBIA**

British Columbia is one of the most diverse and richly endowed provinces in Canada, both in terms of its natural resources and its people. This introductory course will cover the physical geography (physiographic regions, geomorphology, climatology, and biogeography), resource issues (natural resources, industry, and conservation) and cultural geography (First Nations, ethnic diversity, rural and urban communities) of British Columbia. The course includes numerous field trips and hands on activities.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

*Course Credit: 3*

**GEOG 140 - INTRODUCTION TO CULTURAL GEOGRAPHY**

Studies the relationships between culture, space, place, and the environment. A wide variety of cultures, their landscapes, and the changes they are undergoing will be examined through a geographic lens. Through Cultural Geography we will begin to understand cultural differences and open up new possibilities for solving our own problems as well as for viewing the rest of the world in less judgmental terms.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

*Course Credit: 3*

**GEOG 232 - GEOMORPHOLOGY (LAB SCIENCE)**

A laboratory and project-oriented course dealing with the development of landforms, with particular emphasis on local features.

*Prerequisites: GEOG 130 or GEOL 132 or RRS 164 with a grade of "C" or higher.*

*Course Credit: 3*

## Geology

**GEOL 132 - INTRODUCTION TO PHYSICAL GEOLOGY**

Earth's origin, composition, structure and natural resources. Global and local examples of plate tectonics as the driving force for volcanism, mountain building and earthquakes. Imaging Earth's interior and exploring its dynamic interaction with the surface. Introduction to rock and mineral identification. Surficial processes such as weathering, erosion and mass wasting and their relationship to the rock cycle.

*Prerequisites: English Studies 12 with a grade of "C" or higher.*

*Course Credit: 3*

**GEOL 142 - INTRODUCTION TO HISTORICAL GEOLOGY**

A study of Earth history and the development of life with particular reference to North America. Measuring geological time by understanding and applying stratigraphic principles, paleontology and radioactive decay. Examining the fossil record of adaptation and extinction with emphasis on the interaction of biological and geological processes. Mechanisms of past global environmental and climate change.

*Prerequisites: GEOL 132 with a grade of "C" or higher.*  
*Course Credit: 3*

## Mathematics

**MATH 097 - CALCULUS REFRESHER**

MATH 097 is a refresher for MATH 100 and is held one week before fall classes start. This course takes a quick look at critical skills/topics needed to be successful in calculus; a review of graphs of basic functions, algebra, solving equations, trigonometry and exponential and logarithmic functions.

**MATH 098 - BUSINESS MATH REFRESHER**

MATH 098 will help prepare you for the math component of the Business Administration program at Selkirk College. Topics include solving and graphing equations and problem solving skills.

**MATH 099 - ENVIRONMENT AND GEOMATICS MATH REFRESHER**

This course will help prepare you for the math skills needed to complete the Environment and Geomatics program. Topics include solving equations, trigonometry, and problem solving skills.

**MATH 100 - CALCULUS I**

A course designed to provide students with the background in calculus needed for further studies. This course includes: a review of functions and graphs; limits; the derivative of algebraic, trigonometric, exponential and logarithmic functions; applications of the derivative including related rates, maxima, minima, velocity and acceleration; the definite integral; an introduction to elementary differential equations; applications of integration including velocity, acceleration, areas, and growth and decay problems.

*Prerequisites: Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or higher.*

*Course Credit: 3*

**MATH 101 - CALCULUS II**

This course is a sequel to MATH 100 for those students who wish to major in mathematics, sciences or applied sciences. The course includes: antidifferentiation and integration, the definite integral, areas and volumes, transcendental functions, techniques of integration, parametric equations, polar coordinates, indeterminate forms, improper integrals and Taylor's formula, and infinite series.

*Prerequisites: MATH 100 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

**MATH 125 - BUSINESS MATHEMATICS**

Intended for first year students enrolled in the Business Administration program. It stresses the mathematics required in financial processes. The course starts with a review of basic arithmetic and algebra. With these skills the student will solve several practical business problems. Topics include (but are not limited to) ratio and proportion, merchandising, break-even analysis, simple interest and promissory notes, compound interest and effective rates, simple and general annuities, annuities due and deferred annuities, amortization of loans and payment schedules, sinking funds and investment decision analysis.

*Prerequisites: Pre-Calculus 11 or equivalent with grade of "C+" or higher.*

*Course Credit: 3*

**MATH 140 - CALCULUS I FOR SOCIAL SCIENCES**

Calculus I for Social Sciences and Business is an introductory course in calculus designed to provide students majoring in business, the life sciences or the social sciences with the necessary mathematical background for further study in these areas. The course includes functions, limits, the derivative and its application, anti-differentiation and the indefinite integral and an introduction to differential equations

*Prerequisites: Principles of Math 12 or MATH 110 or equivalent with grade of "C" or higher.*

*Course Credit: 3*

**MATH 160 - TECHNICAL MATH REVIEW**

This is a mathematical review course for first-year students in the School of Environment and Geomatics (SEG) diploma programs. This course will provide a review of mathematical concepts which you will need for your other SEG courses. Materials to be covered include: unit conversions, trigonometry, exponentials and logarithms, problem solving, slope calculations, distance and direction calculations.

*Prerequisites: Acceptance to School of Environment and Geomatics diploma programs.*

*Course Credit: 3*

**MATH 180 - MATHEMATICS FOR TEACHERS**

Introduces future elementary school teachers and others to the mathematical content and principles of British Columbia elementary school curriculum. In the process of taking a theoretical and historical, in-depth look at the curriculum, students will be encouraged to develop comfort and confidence with mathematics as well as the ability to communicate mathematically and solve mathematical problems.

*Prerequisites: Pre-calculus 11, Foundations 11 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

**MATH 181 - PROBLEM SOLVING**

Designed to follow MATH 180, Math 181. It introduces students to more in depth problem solving on a smaller number of topics including probability, combinatorics and statistics, modular arithmetic, geometry, sequences and series, fractals, coding and other topics of interest. Students will solve problems in class in smaller groups and out of class individually. Students will develop problem solving ability as well as oral and written presentation skills. While intended for all non-science majors, this course is designed to be especially useful for students who want to prepare to teach math at the elementary school level.

*Prerequisites: Pre-calculus 11, Foundations 11 or Math 11 with a grade of "B" or better; Pre-calculus 12, Foundations 12 or MATH 12 with a grade of "C" or higher; MATH 180 with a grade of "C" or higher.*

*Course Credit: 3*

**MATH 190 - RESOURCE STATISTICS I**

Math 190 is an introductory applied statistics course for environment and geomatics students. Topics include: types of data, descriptive statistics, probability and random variables, discrete probability distributions, continuous probability distributions, confidence intervals, sample size, and hypothesis testing.

*Prerequisites: MATH 160.*

*Course Credit: 3*

**MATH 221 - INTRODUCTORY LINEAR ALGEBRA**

Provides an introduction to linear algebra and vector spaces. Topics covered in the course include the solution of systems of linear equations through Gaussian elimination; matrices and matrix algebra; vector spaces and their subspaces; coordinate mappings and other linear transformations; construction of Gram-Schmidt bases and least-square approximations. Although the course devotes a substantial amount of time to computational techniques, it should also lead the student to develop geometrical intuitions, to appreciate and understand mathematical abstraction and to construct some elementary proofs.

*Prerequisites: MATH 100 with a grade of "C" or higher.*

*Course Credit: 3*

**MATH 291 - RESOURCE STATISTICS II**

This course is a continuation of Math 190. Topics include linear regressions and correlation, inferential statistics, confidence intervals, hypothesis testing, goodness of fit, contingency tables, and ANOVA.

*Prerequisites: MATH 190*

*Course Credit: 2*

**MATH 292 - RESOURCE STATISTICS III**

This course is a continuation of Math 291. Topics include sampling techniques, experimental design and computer based application. Additional topics may include analysis of variance, non-parametric statistics or time series forecasting.

*Prerequisites: Math 291*

*Course Credit: 2*

**Physics****PHYS 102 - BASIC PHYSICS I**

An algebra-based survey of mechanics. Course material includes basic concepts of vectors, particle kinematics and dynamics, energy, momentum, circular and rotational motion, thermal properties of matter, vibrations and sound, and fluids.

*Prerequisites: Pre-calculus 12, Principles of MATH 12, MATH 50, or MATH 60 and PHYS 11 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

**PHYS 103 - BASIC PHYSICS II**

A non-calculus survey of optics, electricity, magnetism, and modern physics. This course includes the topics of light, geometrical and physical optics, electrostatics, circuits, electro-magnetism, atomic and nuclear physics.

*Prerequisites: PHYS 102 with a grade of "C" or higher.*

*Course Credit: 3*

**PHYS 104 - FUNDAMENTAL PHYSICS I**

A calculus-based survey of mechanics and thermodynamics. This course is designed for students interested in further study in Physical Science and Engineering.

*Prerequisites: PHYS 12 or equivalent with a grade of "C" or higher.*

*Course Credit: 3*

**PHYS 105 - FUNDAMENTAL PHYSICS II**

A calculus-based survey of waves, sound, optics, electricity and magnetism. This course is designed for students interested in further study in Physical Science and Engineering.

*Prerequisites: PHYS 104 and MATH 100 with a grade of "C" or higher.*

*Course Credit: 3*



## Statistics

### STAT 105 - INTRODUCTION TO STATISTICS

Intended for social, environmental science and business students and others who would benefit from a one-term statistics course. General themes include descriptive statistics, probability and sample distributions, confidence intervals and hypothesis testing.

*Prerequisites: Foundations of Math 12 or Pre-calculus 11 or equivalent, with a grade of "C+" or higher.*

*Course Credit: 3*

### STAT 206 - STATISTICS

This course provides an introduction to statistical methods intended for students of engineering or the sciences. Descriptive statistics, probability and inferential statistics are covered at a level appropriate for students with some calculus background. The students will learn to calculate confidence intervals and perform hypothesis testing for experiments involving one and two samples. Linear regression and correlation may be introduced if time permits.

*Prerequisites: Math 100.*

*Course Credit: 3*

### STAT 306 - STATISTICS FOR HEALTH PROFESSIONALS

Will assist health professionals in understanding reports on issues of public health importance, including but not limited to: diseases and conditions, injuries, drug research, life stages and populations. General themes include descriptive statistics, probability and sample distributions, confidence intervals and hypothesis testing.

*Prerequisites: Math 100 with a grade of "C+" or higher.*

*Course Credit: 3*

## Applied Sciences

### Engineering

#### APSC 100 - ENGINEERING GRAPHIC COMMUNICATIONS

This course is an introduction to the principles of graphic communication used in the engineering field. In this course the following topics are covered: orthographic projections; isometric drawings; section and auxiliary views; dimensioning; descriptive geometry topics including intersections and vector analysis; applications vary from geology/mining to truss analysis. Forms of data presentation are discussed including American and International standards. AutoCAD is a software tool commonly used in the presentation of graphical information. Topics covered in the use of AutoCAD include but are not limited to: template drawings and file management; setting limits, units, layers and line types; scale factors; drawing and editing commands; creating text and styles; dimensioning and styles; plotting; solid modeling and design; block creation; model vs. paper space.

*Prerequisites: Admission to Engineering.*

*Course Credit: 3*

#### APSC 120 - INTRODUCTION TO ENGINEERING

A course designed to introduce students to the Engineering profession. Information on the profession, the branches of Engineering, and the work conducted by practicing Engineers in the different disciplines is provided. The course includes field trips to various industries and guest lectures by practicing Engineers.

*Prerequisites: Admission to Engineering.*

*Course Credit: 1*