



ACADEMIC CALENDAR

2017



18

## THE ARTS

Contemporary Music & Technology  
Digital Arts & New Media  
Kootenay Studio Arts

- Blacksmithing
- Bronze Casting
- Ceramics Studio
- Jewelry Studio
- Open Studio
- Sculptural Metal
- Studio Arts Diploma
- Textiles Studio

## BUSINESS

Business Administration

- Accounting and Finance
- Professional Management

## HEALTH

Gerontology  
Health Care Assistant  
Medical Transcription, Editing and Documentation  
Nursing  
Nursing Unit Clerk  
Pharmacy Technician

## HOSPITALITY, TOURISM & COSMETOLOGY

Culinary Management  
Golf Club Operations Online  
Hairdressing  
Professional Cook Training  
Resort & Hotel Management  
Ski Resort Operations & Management

## HUMAN SERVICES

Classroom & Community Support Worker  
Early Childhood Care & Education  
Human Services Diploma

- Child & Youth Care Specialty
- Early Childhood Care & Education Specialty
- Social Service Worker Specialty

Mental Health & Addictions  
Social Service Worker

## INDUSTRY & TRADES TRAINING

BC Electrical Code  
Carpentry Foundation & Apprenticeship  
Electrical Foundation & Apprenticeship  
Fine Woodworking Foundation  
Heavy Mechanical Foundation  
Metal Fabricator Foundation  
Millwright/Machinist Foundation  
Plant Operator  
Welding

## ENVIRONMENT & GEOMATICS

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

## SELKIRK INTERNATIONAL

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

## UNIVERSITY ARTS & SCIENCES

### ARTS

Anthropology  
Creative Writing  
Economics  
English  
French  
History  
Peace & Justice Studies  
Psychology  
Sociology  
Spanish  
Women's Studies

### SCIENCES

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

### ONE YEAR PROGRAMS

Transformative Justice (*advanced certificate*)  
Writing and Publishing  
Workplace Communications  
Workplace Readiness

### ASSOCIATE OF ARTS DEGREES

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

### ASSOCIATE OF SCIENCES DEGREES

Biochemistry  
Biology  
Chemistry  
Entry to Pharmacy  
General Sciences

### LIBERAL ARTS DIPLOMAS

Peace and Justice Studies  
Creative Writing Studies  
Law and Justice Studies

### Flexible Pre-Major:

- Anthropology
- English
- Psychology
- Sociology

### THREE YEAR PROGRAMS

Rural Pre-Medicine

## BACHELOR DEGREE PROGRAMS

Bachelor of Education – *University of British Columbia, post-baccalaureate program*  
Bachelor of Geographic Information Systems – *Selkirk College, baccalaureate credential*  
Bachelor of Science in Nursing – *University of Victoria, baccalaureate credential*

## POST-GRADUATE DIPLOMA PROGRAMS

Business Administration  
Accounting  
Culinary Management  
Hospitality Management  
Gerontological Nursing

## ACADEMIC UPGRADING & DEVELOPMENT

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

## DISTANCE EDUCATION/ONLINE PROGRAMS\*

Medical Transcription, Editing and Documentation  
BC Electrical Code  
Gerontology  
Golf Club Operations  
Nursing Unit Clerk  
Pharmacy Technician  
Refrigeration Plant Operator

*\*Individual courses are also offered through distance/online learning.*

## 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 10–12 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 more information visit [selkirk.ca/transitions](http://selkirk.ca/transitions)

# APPLY

APPLICATIONS ARE ACCEPTED 12 MONTHS PRECEDING THE START DATE FOR MOST PROGRAMS. STUDENTS ARE ACCEPTED ON A FIRST QUALIFIED FIRST ACCEPTED BASES, UPON COMPLETION OF ALL ADMISSION REQUIREMENTS. APPLY EARLY TO AVOID DISAPPOINTMENT.

## 1. CHOOSE

Before applying to Selkirk College you will need to decide which program you are interested in completing. Whether you are a student starting your College journey, returning for additional training or registering for preparation courses, Selkirk offers you a variety of options. Visit:

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

## 2. REQUIREMENTS

First-time applicants must complete the College Readiness Tool (CRT), a skills assessment of reading and math skills which we use for advising purposes. All applicants must provide evidence they have meet the College general admission requirements and specific program requirements which can be viewed at:

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

## 3. APPLICATION

You can apply in person, by mail or online through APPLYBC. A non-refundable application fee must be paid before your application will be processed. If you have questions contact us at the phone numbers below or visit:

[selkirk.ca/apply/step-3-fill-application](https://selkirk.ca/apply/step-3-fill-application)

## 4. DOCUMENTATION

Along with your application, please include your transcripts from High School and any post-secondary institutions. If you are currently enrolled in High School courses provision of an interim transcript indicating enrollment in required courses will allow conditional acceptance to your program.

## 5. DEPOSIT

When you receive you letter of accepted or conditional acceptance to your program, pay the non-refundable seat deposit amount identified to hold your seat in the program.

*Need help with your application?*

*Have a question for Admissions?*

**Phone:** 1-888-953-1133

**Email:** [info@selkirk.ca](mailto:info@selkirk.ca)

Admission Requirements .....	iii
Fees .....	iii
Important Dates .....	iii
College Services .....	iv

## PROGRAMS (A-Z)

Academic Upgrading .....	3
Adult Special Education (ASE) .....	10
Anthropology .....	13
BC Electrical Code .....	14
BC Low Energy Code .....	15
Biochemistry .....	16
Biology .....	19
Blacksmithing Studio .....	22
Bronze Casting Studio .....	24
Business Administration .....	26
Carpentry Apprenticeship .....	34
Carpentry Foundation .....	36
Ceramic Studio .....	37
Chemistry .....	40
College Preparatory (Upgrading) .....	43
Community Support Worker Associate Certificate .....	44
Computer Science .....	45
Cook Training, Professional .....	46
Creative Writing .....	52
Culinary Management Diploma .....	55
Digital Arts & New Media .....	57
Early Childhood Care & Education .....	63
Economics .....	66
Education Assistant & Community Support Worker .....	67
Electrical Apprenticeship .....	70
Electrical Foundation .....	72
Elementary Education .....	74
Engineering .....	76
English .....	79
English Language Program .....	82
Entry to Pharmacy .....	88
Fine Woodworking .....	91
Forest Technology .....	93
General Associate of Arts Degree .....	98
General Associate of Science Degree .....	99
Geographic Information Systems – Advanced Diploma .....	100
Geographic Information Systems – Bachelor Degree .....	104
Geography .....	109
Geology .....	110
Gerontology .....	111
Golf Club Operations .....	114
Hairstylist .....	117
Health Care Assistant .....	119
Heavy Mechanical Foundation .....	121
History .....	123
Human Services Diploma .....	126
Integrated Environmental Planning .....	132
Integrated Worksite Health & Safety .....	137
Interdisciplinary Studies .....	138
Jewelry Studio .....	139

*continued next page >*



## PROGRAMS (A-Z) *cont.*

Languages – French/Spanish.....	142
Law & Justice Studies.....	143
Liberal Arts & Sciences Diploma .....	146
Math and Statistics .....	147
Medical Transcription, Editing and Documentation .....	148
Mental Health & Addictions .....	151
Metal Fabricator Foundation .....	153
Millwright/Machinist .....	154
Music and Technology, Contemporary .....	155
Nursing.....	166
Nursing Unit Clerk.....	172
Office Management.....	175
Open Studio Advanced Certificate .....	178
Peace Studies.....	179
Pharmacy Technician.....	181
Pharmacy Technician Bridging National Education Program .....	185
Plant Operator .....	188
Post-Graduate Diploma in Accounting .....	190
Post-Graduate Diploma in Business Administration .....	194
Post-Graduate Diploma in Culinary Management.....	198
Post Graduate Diploma in Gerontological Nursing .....	199
Post-Graduate Diploma in Hospitality Management.....	202
Psychology .....	205
Recreation, Fish and Wildlife.....	208
Refrigeration Plant Operator.....	213
Resort and Hotel Management.....	214
Rural Pre-Medicine .....	218
Sculptural Metal.....	224
Ski Resort Operations & Management.....	227
Social Service Worker .....	233
Sociology .....	236
Studio Arts Diploma .....	237
Teaching English to Speakers of Other Languages (TESOL).....	241
Textiles Studio.....	243
Traditional Chinese Medicine.....	246
Transformative Justice .....	249
University Studies – General.....	251
Welding .....	252
Women’s Studies .....	253
Workplace Communications .....	255
Workplace Readiness .....	256

## UNIVERSITY ARTS & SCIENCES

Courses & Subjects.....	260
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## 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)

### PROGRAM ADMISSION REQUIREMENTS

Specific program admissions requirements are listed within each program section of this calendar and on selkirk.ca. If you are unsure about the requirements for your program, please consult one of our enrolment officers, counsellors or program contacts by phone at 1.888.953.1133 ext. 21273.

### PRE-ADMISSION ASSESSMENT

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

### ENGLISH LANGUAGE PROFICIENCY

[selkirk.ca/english-proficiency](http://selkirk.ca/english-proficiency)

### ENGLISH LANGUAGE PROGRAM

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

### APPLICATION (DOMESTIC STUDENT)

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

### INTERNATIONAL STUDENT APPLICATION

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

## Fees

Tuition fees for credit courses are based on course hours. Tuition and other fees for your specific program can be found on the program page at selkirk.ca. For detailed information on tuition fees visit:

### TUITION FEES (DOMESTIC)

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

### TUITION FEES (INTERNATIONAL)

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

### WITHDRAWAL & REFUNDS

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

### MISCELLANEOUS FEES

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

## 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)

### COURSELOAD

[selkirk.ca/course-load](http://selkirk.ca/course-load)

## Important Dates

Below is a summary only of important dates for a complete and up-to-date listing visit:

[selkirk.ca/important-dates](http://selkirk.ca/important-dates)

### APRIL 2017

**Apr 13:** Winter semester instruction ends - most programs

**Apr 14:** Good Friday, college closed

**Apr 17:** Easter Monday, college closed

**Apr 28:** Graduation Ceremony

### MAY 2017

**May 1:** First day of spring/summer semester (most continuing programs)

**May 8:** First day of spring/summer semester (UAS, Business and English Language)

**May 22:** Victoria Day, college closed

### JUNE 2017

**Jun 1:** Fall semester registration begins

### JULY 2017

**Jul 1:** Canada Day, college closed

### AUGUST 2017

**Aug 7:** BC Day, college closed

### SEPTEMBER 2017

**Sep 1:** Orientation for International Students - most programs

**Sep 4:** Labour Day, college closed

**Sep 5:** First day of fall semester.

### OCTOBER 2017

**Oct 9:** Thanksgiving Day, college closed

**Oct 31:** Selkirk College Bursary Application Closes

### NOVEMBER 2017

**Nov 9:** Last Day to withdraw from fall semester courses or change to audit

**Nov 11:** Remembrance Day, college closed

### DECEMBER 2017

**Dec 1:** Winter semester registration begins

**Dec 8:** Fall semester instruction ends - most programs

**Dec 24 - Jan 2:** Winter break, college closed

### JANUARY 2018

**Jan 2:** College campuses re-open. Trades programs restart.

**Jan 8:** First day of winter semester

NOTE: See [selkirk.ca](http://selkirk.ca) for official, up-to-date content. If content in this calendar is in variance to the content displayed on selkirk.ca the website will be deemed correct.

# COLLEGE SERVICES

## 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)

RESIDENCE SERVICES

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

## Student Support Services

ABORIGINAL SERVICES

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

ALUMNI

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

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

[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

*for students with disabilities*

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

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/campus-rec](http://selkirk.ca/campus-rec)

[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)

## get **connected**

Stay up-to-date on the latest:

 [facebook.com/selkirkcollege](https://facebook.com/selkirkcollege)

 [instagram.com/selkirkcollege](https://instagram.com/selkirkcollege)

 [twitter.com/selkirkcollege](https://twitter.com/selkirkcollege)

Are you a school counsellor?

Sign up for our email updates:

[selkirk.ca/school-counsellors](http://selkirk.ca/school-counsellors)

# **PROGRAMS**

## **2017-18**







**ACCREDITATION:**

The BC Adult Graduation Diploma

**CAMPUS:**

All campus locations

## Program Summary

Looking to upgrade your skills? Jump start your life with Academic Upgrading (formerly Adult Basic Education). When opportunity comes your way, it's important to be prepared.

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.

You won't be out of pocket to upgrade at Selkirk College. We have funding in place, and everyone qualifies. Our Academic Upgrading Assistant can help you with the paperwork and get you registered.

**LEARN IN A SUPPORTIVE ATMOSPHERE**

You will likely find that Academic Upgrading is different from your previous school experiences. Academic Upgrading instructors help you to reach your goals in a friendly, supportive, and respectful atmosphere.

- Begin where you are right now and develop your study skills
- 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 & math

**CONTACT US**

To get started, call or email Kate Nott, 250.354.3230 knott@selkirk.ca, Academic Upgrading Assistant to find out how Academic Upgrading can work for you.

**AREAS OF STUDY & SUPPORT**

You can take just one course or design a program to meet your needs. Academic Upgrading can help you complete prerequisite courses for entry into college or university, or to complete the BC Adult Graduation Diploma, the "Adult Dogwood".

## Fundamental Courses (Pre Gr. 10)

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.

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

## Intermediate Courses (Grade 10)

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

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

**ADMISSION REQUIREMENTS**

Admission to Academic Upgrading is open to anyone.

- Fully qualified students must be 19 years of age or over at the time of registration and must be considered by the instructor to be capable of succeeding in college courses.
- Partially qualified students under 19 years of age must have the written recommendation from a secondary school principal and the instructor must be satisfied that students can perform in an adult environment.
- Please check with the instructors at each Academic Upgrading centre to determine availability.
- Most centres provide some evening upgrading classes.

**FUNDAMENTAL UPGRADING**

- These courses are designed to help adults with upgrading to the end of Grade nine.
- Students work on independent programs and may choose the subject area and hours per week of class.
- Instruction is available in reading, writing, spelling, science, computer skills and mathematics.

**INTERMEDIATE UPGRADING**

- The courses at this level help adults upgrade to Grade 10 equivalence.
- Instruction is available in English, mathematics, sciences, computer studies and social studies.
- Students may choose to take some or all of the subjects.

## ACADEMIC UPGRADING

selkirk.ca/upgrading

### Advanced Courses (Grade 11)

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."

Course	Name	
CHEM 52/53	Chemistry - Advanced Level	On Campus
CPST 52/53	Computer Studies - Advanced Level	On Campus
ESL-ABE 50	English as a Second Language in ABE - Advanced Level	On Campus
EDCP 50	College Success - Advanced Level	On Campus
ENGL 52/53	English - Advanced Level	On Campus
MATH 52/53	Introductory Algebra - Advanced level	On Campus
MATH 54	Applied Mathematics - Advanced Level	On Campus
MATH 56/57	Foundations Mathematics - Advanced Level	On Campus
PHYS 52/53	Introduction to Physics - Advanced level	On Campus
SOST 52/53	Social Studies - Advanced Level	On Campus
BIOL 52/53	Biology - Advanced Level	On Campus

#### ADVANCED UPGRADING

- The courses are roughly equivalent to the Grade 11 level.
- 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.

#### PROVINCIAL UPGRADING

- At this level, the BC Ministry of Advanced Education, grants a formal, provincially recognized certificate which is the equivalent, for adults, of high school graduation.
- Courses at this level in mathematics, sciences, social studies, and English are available at most centres.
- Students may elect to take one or more courses, or work toward certification.

#### BC ADULT GRADUATION DIPLOMA

To be eligible to graduate with an "Adult Dogwood," adult students (19 years of age or over) must earn at least 20 credits in the secondary system or complete five courses in the post-secondary system. An 18-year-old who has been out of school for at least a year may be admitted to an adult program with approval from the enrolling institution. Courses and credits can be counted from either or both of the areas in the table below.

#### PROVINCIAL EXAMS

In the secondary system, provincial exams are optional for students in an adult program. If the student chooses not to write a provincial exam, the grade will be reported with a "Q" code. It should be noted that some post-secondary institutions may not accept examinable courses for admission purposes unless the secondary system provincial exam has

#### BC Secondary School Qualifying Course Credits

4 credits	Language Arts 12
4 credits	Mathematics 11 or 12
12 credits	Three Grade 12 Ministry-authorized courses (4 credits each)
12 credits	Social Studies 11 (4 credits) and two Grade 12 Ministry-authorized courses (4 credits each)

#### College Upgrading Qualifying Programs

A Provincial Level English or higher
An Advanced or Provincial Level or higher Mathematics
Three additional courses at the Provincial Level or higher
Advanced Social Sciences and two Provincial Level courses o

**TOTAL 20 credits**

**5 courses**

been written. Any course that is authorized by either the Ministry of Education (4 credits) or the Ministry of Advanced Education as requirements for graduation may be used towards the BC Adult Graduation Diploma.

### Application Information

#### HOW TO APPLY:

- Contact Kate Nott, Academic Upgrading Assistant (details below) or contact an intake coordinator at a campus near you.
- There are no admission requirements, everyone is welcome.
- If you want to get started, fill out a general application form and then get in touch with an Upgrading representative near you.

If you have any questions regarding the application process, contact Kate Nott by email at [knott@selkirk.ca](mailto:knott@selkirk.ca) or call 250.354.3230.

### Program Courses

#### BIOL 52/53 - BIOLOGY - ADVANCED LEVEL

This course introduces students to biology: the study of living organisms and life processes. Topics include the diversity of life, plant and animal cells, ecology, and evolution, exploring concepts in the lab and in the field. Building upon life experiences, students improve their understanding of the natural world and their role in it. The course is designed to build 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.

Available in Castlegar (as Biol 050), Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an Upgrading instructor.

*Equivalent Courses: Biology 52/53 is equivalent to Biology 050, and each is equivalent to Biology 11.*

*Pre-requisites: ENGL 52/53 or equivalent skills. A strong science background is recommended.*

#### BIOL 62/63 - BIOLOGY - PROVINCIAL LEVEL

This course provides an introduction to cell biology and human physiology. Topics covered include cell biology, mitosis and meiosis, bioenergetics, homeostasis, genetics, circulation, respiration, excretion, bones and muscles, nerves and immunity. The course is designed to 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.

Biology 62/ 63 is equivalent to Biology 051, and each is equivalent to Biology 12.

Available in Castlegar (as Biol 051), Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an Upgrading instructor.

*Prerequisites: ENGL 52/53 or equivalent skills. A strong science background is recommended.*

### CHEM 52/53 - CHEMISTRY - ADVANCED LEVEL

Advanced Chemistry is a course for students with little or no previous experience in chemistry. Topics covered include 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. Upon completion of Chemistry 52/53, students are ready to enter either Chemistry 62/63 - Provincial level or further post-secondary studies in chemistry.

Available in Castlegar (as Chem 050), Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Equivalent Courses: Chemistry 52/53 is equivalent to Chemistry 050, and each is equivalent to Grade 11 chemistry.*

*Pre-requisites: MATH 49.*

### CHEM 62/63 - CHEMISTRY - PROVINCIAL LEVEL

Chemistry is a study of practical chemistry intended for students preparing for post-secondary science studies. Topics include reaction kinetics, equilibrium, acid-base reactions, oxidation-reduction, gas laws and organic chemistry. The lab portion of this course develops skills in safety, procedures, techniques, data collection, analysis, and scientific communication.

Upon completion of this course, students are ready to enter further post-secondary studies in chemistry. This course qualifies for the BC Adult Graduation Diploma. May be available in Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an Upgrading instructor.

*Equivalent Courses: Chemistry 62/63 is equivalent to Chemistry 12.*

*Pre-requisites: CHEM 52/53, MATH 52/55.*

## Provincial Courses (Grade 12)

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."

Course	Name	
EDCP 60	Education and Career Planning - Provincial Level	On Campus
EDSS 60	Student Success - Provincial level	On Campus
SOST 60	Social Studies: Introduction to Psychology - Provincial Level	On Campus
BIOL 62/63	Biology - Provincial Level	On Campus
CHEM 62/63	Chemistry - Provincial Level	On Campus
CPST 62/63	Computer Studies - Provincial Level	On Campus
ENGL 62/63	English - Provincial Level	On Campus
HIST 62/63	History - Provincial Level	On Campus
MATH 62/63	Algebra and Trigonometry - Provincial Level	On Campus
PHYS 62/63	Physics - Provincial Level	On Campus
ENGL 65	English: Business and Technical Communication - Provincial Level	On Campus
ENGL 66/67	Essential English - Provincial Level	On Campus

### CPST 02 - FUNDAMENTAL COMPUTER STUDIES

This course introduces students to beginning computer skills, such as using a mouse, keyboarding, working with files in Windows, basic word processing, file sharing, internet use, and digital photography.

By learning about how computers operate and practicing different applications, students gain confidence and familiarity with basic computer use. Courses can be instructor-led or self-paced, depending on the location and time.

New students meet with an instructor at the campus nearest them to discuss their goals and current skills. Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail.

Upon completion of Fundamental Computers, students are ready to enter an Intermediate (grade 10) level computer studies course.

### CPST 10 - COMPUTER STUDIES - INTERMEDIATE LEVEL

This course introduces adult learners to the use of computers in everyday life. Students learn the basics of how computers work, file management in Windows, intermediate word processing with Word, internet research and report writing, basic spreadsheets with Excel, presentations with Powerpoint, online file sharing, using digital images, and keyboarding.

### CPST 52/53 - 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 52/53, students are ready to enter Computer Studies 62/63 - Provincial level or further post-secondary studies in office or business administration or computer applications.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Equivalent Courses: Computer Studies 52/53 is equivalent to Computers 11.*

*Prerequisites: CPST 10 and ENGL 10 or equivalent skill level.*

### CPST 62/63 - 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

## ACADEMIC UPGRADING

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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.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Equivalent Courses:* Computer Studies 62/63 is equivalent to Computer Studies 12.

*Prerequisites:* CPST 52/53 or equivalent skill level.

### EDCP 02 - COLLEGE SUCCESS FUNDAMENTAL

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, study skills, time & stress management, interpersonal/personal skills, living skills, job preparation, educational planning, diversity and critical thinking.

New students meet with an instructor at a campus near them to discuss their goals. Call for an appointment in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail.

### 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 & stress management, interpersonal/personal skills, job preparation, living skills, diversity and critical thinking.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

### 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.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Pre-requisites:* EDCP 50 or equivalent skill level.

### EDSS 60 - STUDENT SUCCESS - PROVINCIAL LEVEL

Student Success is intended to develop the learning skills, study strategies and self-awareness necessary for students to experience success as learners. Topics covered include challenges and advantages of learning as an adult; learning styles and associated study skills; test taking, time management, research, and technology skills; as well as communication and access to support and resources.

This course qualifies for the BC Adult Graduation Diploma.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

### ENGL 10 - ENGLISH - INTERMEDIATE LEVEL

This course helps students build core language skills in thinking, oral communication, reading, and writing. Students develop critical and creative thinking skills by analyzing various media, and they improve reading, research, and reference skills to better understand what they read. Students build speaking and listening skills through discussions and presentations. Students learn to use the steps of the writing process to write paragraphs, reports, letters, and essays, including descriptive, narrative, and expository pieces, with correct grammar, interesting vocabulary, and strong theme.

Upon completion of English 10, students are ready to enter either English 50 - Advanced level or English 66 - Provincial level.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

### ENGL 52/53 - ENGLISH - ADVANCED LEVEL

This course is for adults to improve critical thinking, research, speaking, and writing skills to succeed in academic and technical programs. This course defines and uses the writing process to build effective communications such as essays, summaries, letters, reports, and reviews. Speaking and listening skills are developed through presentations.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Equivalent Courses:* English 52/53 is equivalent to English 11

*Pre-requisites:* English 10 or equivalent skill level.

### ENGL 62/63 - ENGLISH - PROVINCIAL LEVEL

This course uses the study of Canadian literature to develop academic English reading, writing, research, critical thinking and communications skills. 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 62/63 is equivalent to English 051, and each is equivalent to English 12.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Pre-requisites:* ENGL 52/53 or equivalent skills.

### ENGL 65 - ENGLISH: BUSINESS AND TECHNICAL COMMUNICATION - PROVINCIAL LEVEL

This course focusses on students' writing skills to help them succeed in academic or technical programs or to help prepare them for the workplace. Because of the emphasis on workplace communications, research, and report writing, it is often recommended for students entering technical career fields. This course concentrates on reading, evaluating, and writing a variety of business and technical documents and includes a grammar review essential for successful business writing.

This course qualifies for the BC Adult Graduation Diploma; however, students should confirm its acceptability as a pre-requisite for post-secondary studies.

This course may be available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Pre-requisites:* ENGL 52/53 or equivalent skills.

### ENGL 66/67 - 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. It meets the English pre-requisite (Advanced English 50).

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.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Equivalent Courses: Communications 12.*

*Pre-requisites: ENGL 10 or equivalent skills.*

### 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.

*Pre-requisites: ESL ABE 49 or equivalent skill level.*

### HIST 62/63 - 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 62/63 is equivalent to History 12.

*Pre-requisites: ENGL 52/53 or equivalent skills.*

### LSK 01-06 AND RSK 01-06 - FUNDAMENTAL ENGLISH

This course is for students who want to improve their communication and English language skills.

Throughout the six levels of Fundamental English students will improve their reading and writing. They will build reading fluency and comprehension; improve critical thinking and vocabulary; as well as learn to analyze and summarize content. Students will write sentences, paragraphs, letters, and summaries; generate and organize their ideas; and edit their own work, using various sentence types and correct grammar. This course helps learners gain a better understanding of themselves and their communities and can improve confidence, self-reliance and self-awareness. This course is often paired with Skills and Strategies for Fundamental Learning.

Students begin at the level that is right for them. To get started, students meet with an instructor at the campus nearest them to discuss their goals and assess their skills. Call for an appointment in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail.

Upon completion of Fundamental English, students are ready to enter an Intermediate (grade 10) level English course.

### MATH 46 - 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, trigonometry, graphing and polynomials.

This course prepares students for most trades programs or to take Math 56/57 Foundations Mathematics – Advanced Level.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Pre-requisites: Meet with an ABE instructor to find out where to begin in math.*

### MATH 49 - INTRODUCTORY ALGEBRA - INTERMEDIATE LEVEL

Intermediate Algebra provides an introduction to algebra. 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 52/53.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an Upgrading instructor.

*Prerequisites: Meet with an ABE instructor to find out where to begin in math.*

### MATH 52/53 - INTRODUCTORY ALGEBRA – ADVANCED LEVEL

Introductory Algebra is intended for students who want to upgrade their skills in mathematics. This course covers the following topics: algebraic skills review, solving and graphing linear equations and inequalities, relations and functions, systems of linear equations and inequalities, operations with polynomials and polynomial functions, rational expressions and equations, radical expressions and equations, quadratic equations and functions, and an introduction to trigonometric functions.

Upon completion of Math 52/53, students are ready to enter Math 62/63 (Pre-calculus 12 equivalent) or non-science or career post-secondary programs. This course qualifies for the BC Adult Graduation Diploma.

Available in Castlegar (as Math 050), Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an Upgrading Assistant or Instructor.

*Equivalent Courses: Math 52/53 is equivalent to Math 050, and each is equivalent to Pre-calculus 11.*

*Pre-requisites: Math 49 or equivalent skill level.*

### 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.

*Equivalent Courses: Math 54 is similar to Applications and Workplace Math 11*

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Pre-requisites: Math 46 or equivalent skill level.*

### MATH 56/57 - 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.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

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*Equivalent Courses: Math 56/57 is equivalent to Foundations Math 11*

*Pre-requisites: Math 46 or equivalent skill level.*

### MATH 62/63 - ALGEBRA AND TRIGONOMETRY - PROVINCIAL LEVEL

Algebra and Trigonometry is intended to prepare students for academic or technical post-secondary studies in mathematics, engineering or science. This course covers the following topics: review of basic algebra, functions and graphs including transformations, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, identities and equations, and arithmetic and geometric sequences and series.

Upon completion of this course, students are prepared for further studies in math and sciences. This course qualifies for the BC Adult Graduation Diploma.

Math 62/63 is equivalent to Math 051, each of which is equivalent to Pre-calculus 12.

Available in Castlegar (as Math 051), Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an Upgrading Assistant or Instructor.

*Pre-requisites: MATH 52/53 or equivalent.*

### MSK 01-06 - FUNDAMENTAL MATH

This course is for students who want to improve skills in basic mathematics and problem solving.

Throughout the six levels of Fundamental Math students will learn to add, subtract, multiply and divide whole numbers, decimals, and fractions; to use geometry and graphs; to work with ratios and percentages, and to convert metric measurements.

Students begin at the level that is right for them. To get started, students meet with an instructor at the campus nearest them to discuss their goals and assess their skills. Call for an appointment in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail.

Upon completion of Fundamental Math, students are ready to enter an Intermediate (grade 10) level Math course.

### PHYS 52/53 - INTRODUCTION TO PHYSICS – ADVANCED LEVEL

Introduction to Physics is intended to explore the nature, scope, relevance and limitations of physics. This course aims to foster and develop a scientific way of thinking and a basic knowledge of scientific ideas. Topics include a review of measurement and the study of kinematics and motion, dynamics and energy, Newton's laws, electricity and heat. Math and algebra are integrated into physics problems throughout the course.

Upon completion of this course students are prepared for Physics 62/63 or to enter an introductory level college physics course.

Available in Castlegar (as Physics 050), Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Equivalent Courses: Physics 52/ 53 is equivalent to Physics 050, and each is equivalent to Physics 11.*

*Pre-requisites: or Corequisites: MATH 50 or equivalent*

### PHYS 62/63 - PHYSICS - PROVINCIAL LEVEL

Physics is intended for students preparing for post-secondary science studies. This course explores the nature, scope, relevance and limitations of physics. Core topics include two-dimensional kinematics and dynamics, electrostatics, electromagnetism, waves, and optics. Optional topics include fluids, DC and AC circuits, electronics, special relativity, quantum physics, and nuclear physics.

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.

Physics 62/ 63 is equivalent to Physics 12.

Available in Castlegar (as Physics 060), Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Pre-requisites: PHYS 52/53 and MATH 52/53*

### 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

This course is an introduction to scientific methods and knowledge. Biology, chemistry and physics are the foundation of the course, yet other topics, such as astronomy, geology, nutrition, and weather can be included. Hands-on lab exercises in this course help adults appreciate science and scientific methods.

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 52/53 - SOCIAL STUDIES - ADVANCED LEVEL

This Social Studies course is designed to provide an analytic and critical approach to social science topics. The course examines Canadian history, including indigenous peoples' history and European settlement; culture, including the study of indigenous cultures, multiculturalism, ethnicity and Canadian identity; Canadian government, law, citizenship; and the forces of economics. This course provides an opportunity to build awareness of some past and present forces shaping society. This course qualifies toward a BC Adult Graduation Diploma.

SOST 52/53 is equivalent to Social Studies 11.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Pre-requisites: ENGL 10 or equivalent skills.*

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

Introduction to Psychology is intended to provide an exploration of the foundations of modern psychology. Topics include emotion, perception, personality, intelligence, motivation, learning and memory. The importance of heredity, culture, gender, and age on psychological health is investigated. Current psychological research is incorporated throughout the course. This course prepares students for further studies in social sciences. This course qualifies for the BC Adult Graduation Diploma.

SOST 62/63 is equivalent a Psychology 12.

Available in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail. To register, call the centre nearest you to meet with an ABE instructor.

*Pre-requisites: ENGL 50 or equivalent skills.*

### SSK 01-06 - SKILLS AND STRATEGIES FOR FUNDAMENTAL LEARNING

This course is for students who want to improve their learning and study skills.

Throughout the six levels of Skills and Strategies for Fundamental Learning, students will learn to set goals, stay organized, work independently, ask for help, communicate effectively, think critically, manage their time and stress, work with a variety of learning technologies, develop strategies for learning and remembering and recognize their personal strengths. This course is often paired with Fundamental English and Math courses.

Students begin at the level that is right for them. To get started, students meet with an instructor at the campus nearest them to discuss their goals and assess their skills. Call for an appointment in Castlegar, Grand Forks, Kaslo, Nakusp, Nelson, and Trail.

Upon completion of Skills and Strategies for Fundamental Learning, students are ready to enter a Intermediate (grade 10) level Education and Career Planning course.

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## Contacts

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# Adult Special Education (ASE)

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## Course of Studies

Course	Name	
CPRJ 20	Community Project 1	On Campus
CUST 20	Customer Service 1	On Campus
SAFE 20	Safety on the Job Site	On Campus
CASH 20	Cash Flow, Money and Inventory	On Campus
AGRE 20	Exploring Garden Basics	On Campus
AGRC 20	Invasive, Native, Local and Imported Plants	On Campus
AGRS 20	Planting Gardens	On Campus
ARTE 20	Exploring the Arts I	On Campus
ARTC 20	Art Appreciation and Community Connections I	On Campus
CART 20	Creating Art	On Campus
ENTE 20	Exploring the Market 1	On Campus
ENTC 20	Connecting to Community Members I	On Campus
ENTB 20	My Business Development - Skill Building I	On Campus
FSWF 20	Food Handling 1	On Campus
FSWS 20	Space Management I	On Campus
COMU 15	Effective Communication I	On Campus
DISC 15	Discovery of Self, Others and Community I	On Campus
EMPS 15	Employability and Workplace Skills I	On Campus
INTS 15	Interpersonal Skills I	On Campus
TECA 15	Advanced Technology I	On Campus
WELL 15	Health and Wellness 1	On Campus
JOBS 15	Job Search 1	On Campus
LMAT 15	Living Math 1	On Campus

LENGTH OF STUDY:

Ongoing

CAMPUS:

Castlegar Campus

Grand Forks Campus

Silver King Campus, Nelson Campus, Nelson Trail Campus

## PROGRAMMING & LOCATIONS

Adult Special Education (sometimes called Transitional Training) prepares adults with special needs or disabilities to participate more fully in daily life within their communities.

Our Mission is to nurture interdependence and independence through meaningful learning. Build upon unique personal strengths, confidence, awareness, and skills to be a contributing member of our community. Personal and social development underlies all aspects of these programs.

ASE gives adults with disabilities the chance to flourish in a supportive college setting. An individual plan is developed with each student to foster academic, personal and social skills in a cooperative learning environment. All programs incorporate life skills, math, computer and English skills. There is a strong focus on building community within the classroom and engaging in the community outside of the classroom. Students develop support networks. All of these aspects build Employability Skills.

Nelson offers a full or part-time program.

Castlegar offers a part-time program.

Grand Forks offers a part-time program.

Trail offers a Food Service Worker program, running a full service cafeteria and catering functions and banquets in the greater Trail area. Trail offers a full or part-time program.

## Application Information

### HOW TO APPLY:

- Contact Upgrading Advisor intake coordinator at a campus near you.
- There are no admission requirements, everyone is welcome.
- If you want to get started, fill out a general application form and then get in touch with an Upgrading representative near you.

If you have any questions regarding the application process, contact Kate Nott by email or call 250.354.3230.

### Program Summary

Adult Special Education (ASE) offers workplace training programs leading to certification and employment opportunities.

### IN ASE LEARNERS WILL

- Build on strengths and interests
- Identify and achieve goals
- Build self-awareness and learn to work with others
- Develop resources and support networks
- Enhance employment readiness
- Develop useful workplace skills
- Increase math, English and computer skills

### THREE LEVELS OF PROGRAMMING

- Discovery, a foundation phase
- Mastery, a specialization phase
- Mentoring, an enhancement and transition phase

All levels include skills in communication, employability, technology, interpersonal relations, customer service and literacy.

- The Discovery Programs include hands-on, experiential education designed to prepare students for success in a variety of workplace, volunteer, and community settings, as well as foundational academic and life skills to prepare students for life-long learning.
- Mastery programs include Entrepreneurship and Crafting; Applied Arts; Agriculture and Sustainability; Food Service Worker; and Retail Support. Each centre offers the program(s) suitable for their students and community.
- Mentoring is a capstone phase focusing on mentoring new students and transitioning successfully beyond college.

## Program Courses

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

Invasive, Native, Local and Imported Plants in our Community I 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

Exploring Garden Basics I 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.

### AGRS 20 - PLANTING GARDENS

Planting Gardens - Skill Building I 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

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.

### ARTE 20 - EXPLORING THE ARTS I

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.

### CART 20 - CREATING ART

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.

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

Cash flow, Money and Inventory I 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.

### COMU 15 - EFFECTIVE COMMUNICATION I

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.

### CPRJ 20 - COMMUNITY PROJECT 1

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.

### CUST 20 - CUSTOMER SERVICE I

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.

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

Discovery of Self, Others and Community I provides students with the steps and processes required to assess their skills, abilities, habits, areas of excellent performance, 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.

### EMPS 15 - EMPLOYABILITY AND WORKPLACE SKILLS I

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.

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

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.

### ENTC 20 - CONNECTING TO COMMUNITY MEMBERS I

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.

### ENTE 20 - EXPLORING THE MARKET 1

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 1

Food Handling I focuses on the aspects of food handling and preparation skills. The course topics are food knowledge and food preparation techniques.

### FSWS 20 - SPACE MANAGEMENT I

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.

## ADULT SPECIAL EDUCATION (ASE)

selkirk.ca/ase

### INTS 15 - INTERPERSONAL SKILLS I

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.

### JOBS 15 - JOB SEARCH 1

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.

### LMAT 15 - LIVING MATH 1

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.

### SAFE 20 - SAFETY ON THE JOB SITE

Safety on the Job Site I introduces students to what makes for a safe and healthy workplace. Topics include 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

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 15 - HEALTH AND WELLNESS 1

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.

## Contacts

### ALLISON ALDER

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### GEOFF TELLIER

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### ALISON ROY

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### JIM LEITCH

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### SANDY MACKELIR

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### KATE NOTT

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**LENGTH OF STUDY:**

**Up to One Year**

**ACCREDITATION:**

**Associate Degree or Flexible Pre-Major**

**CAMPUS:**

**Castlegar**

## Program Summary

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.

- ANTH 100 - Introduction to Anthropology I
- ANTH 101 - Introduction to Anthropology II
- ANTH 110 - Introduction to Biological Anthropology
- ANTH 201 - Ethnic Relations
- ANTH 205 - Anthropology of Religion
- ANTH 210 - Introduction to Archaeology
- ANTH 211 - Archaeology Field Methods

### 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 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

**For all University Arts & Sciences course descriptions:**

**see page 260**

# BC Electrical Code

selkirk.ca/bc-electrical-code

LENGTH OF STUDY: <b>Eight months</b>
ACCREDITATION: <b>Certificate of Completion</b>
CAMPUS: <b>Silver King Campus, Nelson</b>

## Program Summary

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'll learn about the fundamentals of the rules and regulations governing Canadian electrical work, installation and the calculations you'll need. This course is administered through Community Education. You'll 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 (8) months.

### BC SAFETY AUTHORITY 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 BC Safety Authority exam. This course qualifies as 'recognized' by the 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 for 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).

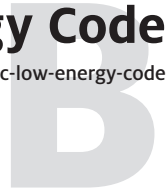
## Contacts

Community Education & Workplace Training  
Program Contact  
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Direct: 250.354.3220  
Fax: 250.352.3180  
Email: NelsonCE@selkirk.ca

**JIM PATERSON**  
Instructor  
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### INDUSTRY AND TRADES CONTACT

Program Contact  
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Direct: 250.354.3221  
Fax: 250.352.3180  
Email: trades@selkirk.ca



LENGTH OF STUDY: <b>Four months</b>
ACCREDITATION: <b>Certificate of Completion</b>
CAMPUS: <b>Silver King Campus, Nelson</b>

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 BC Safety Authority exam. This course qualifies as 'recognized' by the BC Safety Authority.

## Program Summary

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 5 lessons and 5 assignments our BC Low Energy Code course offers you access to tutorial help. You'll learn about the fundamentals of the rules and regulations governing Low Energy electrical work and installation. This course is administered through Community Education. You'll 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.

### BC SAFETY AUTHORITY 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,

## Admission Requirements

This is a continuous intake program.

In order to be recognized for BC Safety Authority for application for a Class LO Energy Field Safety Representative, the student should have one year relevant experience.

## Contacts

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### JIM PATERSON

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# Biochemistry

selkirk.ca/biochemistry

## Course of Studies

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 UCBO 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	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	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:

**Two years**

ACCREDITATION:

**Associate of Science in Biochemistry and Transfer to BSc**

CAMPUS:

**Castlegar**

## Program Summary

Are you fascinated by living organisms and their biological molecules?

### PROGRAM OVERVIEW

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'll make valuable contributions to this vital research and set your path for career success.

Take this program if you're fascinated by living organisms and how their biological molecules contribute to the functioning of their entire beings. Take this program if you're 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'll 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 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

### - 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.

*Pre-requisites:* BIOL 12 or equivalent and CHEM 11 or equivalent. Students lacking the stated *Pre-requisites* 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.

*Pre-requisites:* BIOL 104 with a grade of "C" or better or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* BIOL 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* BIOL 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* Biology 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

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

#### BIOL 212 - MICROBIOLOGY

BIOL 212: Microbiology is 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.

*Pre-requisites:* BIOL 104 and BIOL 106 (or another six credits of 100-level Biology) with a grade of "C" or better, or written permission from the Instructor and the School Chair.

#### CHEM 125 - FOUNDATIONS OF CHEMISTRY II

CHEM 125: Fundamentals of Chemistry II is 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.

*Pre-requisites:* CHEM 110 or CHEM 122 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### CHEM 212 - ORGANIC CHEMISTRY I

CHEM 212: Organic Chemistry I, explores the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from 1st-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.

*Pre-requisites:* CHEM 125 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### CHEM 213 - ORGANIC CHEMISTRY II

CHEM 213: Organic Chemistry II is 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.

*Pre-requisites:* CHEM 212 with a grade of "C" or better, or written permission of the Instructor and School Chair.

### - CHEMISTRY REQUIREMENT: CHEM 110 OR CHEM 122

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: ENGL 110 OR ENGL 112

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

ENGL 110 - College Composition

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

ENGL 112 - Introduction to Poetry and Drama

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



## BIOCHEMISTRY

selkirk.ca/biochemistry

### - ENGLISH REQUIREMENT:

#### ENGL 111 OR ENGL 114

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

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

ENGL 111 - Introduction to Literature

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

ENGL 114 - Introduction to Prose Fiction

#### 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.

*Pre-requisites:* Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or better or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* MATH 100 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

### - PHYSICS REQUIREMENT:

#### PHYS 102 OR PHYS 104

Students requiring first-year Physics have a choice of Physics 102 or Physics 104.

PHYS 102: Basic Physics I

PHYS 104: Fundamental Physics I

### - PHYSICS REQUIREMENT:

#### PHYS 103 OR PHYS 105

Students requiring first-year Physics have a choice of Physics 103 or Physics 105.

PHYS 103: Basic Physics II

PHYS 105: Fundamental Physics II

### 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.

*Pre-requisites:* 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 counsellor.

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
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Email: admissions@selkirk.ca

### PROGRAM CONTACT

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### TRACY PUNCHARD

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For all University Arts & Sciences  
course descriptions:

see page 260

## Course of Studies

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 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	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	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
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
<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:

**Two years**

ACCREDITATION:

**Associate of Science in Biochemistry and Transfer to BSc**

CAMPUS:

**Castlegar Campus**

## Program Summary

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 isn't 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,

## BIOLOGY

selkirk.ca/biology

Researcher, Speech Language Pathologist, Teacher/Professor, Technical Writer, Toxicologist, Veterinarian, Virologist, Wildlife Biologist

### PROGRAM OUTCOMES

At the end of a biology degree, you will acquire or 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 students, 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 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.

Students considering a biology degree, will need to take Biology 104 and 106 (in addition to other courses) which require Biology 12 or equivalent and Chemistry 11 or equivalent.

## 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.

**Pre-requisites:** BIOL 12 or equivalent and CHEM 11 or equivalent. Students lacking the stated **Pre-requisites** 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.

**Pre-requisites:** BIOL 104 with a grade of "C" or better or written permission of the Instructor and School Chair.

#### 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.

**Pre-requisites:** BIOL 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### 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.

**Pre-requisites:** BIOL 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### 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.

**Pre-requisites:** Biology 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

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

#### CHEM 125 - FOUNDATIONS OF CHEMISTRY II

CHEM 125: Fundamentals of Chemistry II is 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.

**Pre-requisites:** CHEM 110 or CHEM 122 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### CHEM 212 - ORGANIC CHEMISTRY I

CHEM 212: Organic Chemistry I, explores the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from 1st-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.

**Pre-requisites:** CHEM 125 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### CHEM 213 - ORGANIC CHEMISTRY II

CHEM 213: Organic Chemistry II is 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.

**Pre-requisites:** CHEM 212 with a grade of "C" or better, or written permission of the Instructor and School Chair.

**- CHEMISTRY REQUIREMENT:  
CHEM 110 OR CHEM 122**

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:  
ENGL 110 OR ENGL 112**

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

ENGL 110 - College Composition

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

ENGL 112 - Introduction to Poetry and Drama

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

**- ENGLISH REQUIREMENT:  
ENGL 111 OR ENGL 114**

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

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

ENGL 111 - Introduction to Literature

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

ENGL 114 - Introduction to Prose Fiction

**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.

*Pre-requisites:* Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or better or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* MATH 100 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**- PHYSICS REQUIREMENT:  
PHYS 102 OR PHYS 104**

Students requiring first-year Physics have a choice of Physics 102 or Physics 104.

PHYS 102: Basic Physics I

PHYS 104: Fundamental Physics I

**- PHYSICS REQUIREMENT:  
PHYS 103 OR PHYS 105**

Students requiring first-year Physics have a choice of Physics 103 or Physics 105.

PHYS 103: Basic Physics II

PHYS 105: Fundamental Physics II

**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.

*Pre-requisites:* 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 counsellor.

Contacts

UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca

PROGRAM CONTACT

Phone: 1.888.953.1133 ext 21205  
Direct: 250.365.1205  
Email: UAS@selkirk.ca

TRACY PUNCHARD

School Chair of UAS; Instructor, English  
Phone: 1.888.953.1133 ext 21318  
Direct: 250.365.1318  
Email: tpunchard@selkirk.ca

**For all University Arts & Sciences  
course descriptions:**

**see page 260**

# Blacksmithing Studio

selkirk.ca/blacksmithing

## Course of Studies

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:

**Four months**

ACCREDITATION:

**Certificate**

CAMPUS:

**Victoria Street Campus, Nelson**

preference. Applicants should give special attention to the following guidelines when preparing their portfolios.

## Program Summary

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'll 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'll 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

## Admission Requirements

Admission to Kootenay Studio Arts (KSA) programs are by interview, online questionnaire and portfolio review.

### QUESTIONNAIRE

All applicants must complete and submit the online 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).

### 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. These applicants must mail their portfolios to the school and ensure that they are received one week before their scheduled interview date. 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

### PORTFOLIO GUIDELINES

- The number of pieces in an applicant's portfolio will vary depending on the manner in which the applicant works. Generally, the admissions committee would like to see a minimum of eight and a maximum of twenty-four pieces.
- Portfolios should be brought to the interview and only mailed if, because of distance, the applicant is unable to attend their interview in person.
- Two-dimensional works may be presented in their original form. Three-dimensional pieces or any works on a large scale should not be brought to the interview but represented by slides or photographs.
- An applicant's portfolio must be the applicant's own original work. It can include variations and modifications of existing work.
- Applicants should organize their work and set it out so that it shows development over a period of time or group it according to type.
- Applicants should bring their workbooks and journals. School assignments and independent explorations will also be helpful to the Admissions Committee.
- Applicants must keep their presentations simple and neat. Work should not be matted or elaborately framed.
- If an applicant includes slides or photographs, each must include a list of the materials used, size of the piece, title and date.

### SUBMIT YOUR PORTFOLIO IN ONE OF THE FOLLOWING FORMATS

- Attach photo's directly at the bottom of questionnaire.
- Hard copy
- Portable storage device
- CD or DVD (jpeg format)
- Online portfolio (Tumblr, Behance, Flickr) emailed to [epotlucky@selkirk.ca](mailto:epotlucky@selkirk.ca).

**HARD COPY PORTFOLIOS FOR  
TELEPHONE INTERVIEWS MAILED TO**

Kootenay Studio Arts at Selkirk College  
606 Victoria Street  
Nelson, BC  
V1L 4K9

Every precaution is taken to ensure that portfolios are handled with care. KSA does not accept responsibility for any loss or damage to submitted materials. All portfolios that the school has not been able to return to applicants by November 15 will be recycled.

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## Program Courses

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

BLCK 121: Shop Culture: 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: Fabrication Techniques: Welded Forms.

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

In 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**

Design for Fabrication & 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.

*Pre-requisites:* BLCK 121: Shop Culture: Safety and Devices.

**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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## Contacts

**CAROL RIDGE**  
Enrolment Officer  
Phone: 250.365.7292 ext 21324  
Direct: 250.365.1324  
Email: cridge@selkirk.ca

**KOOTENAY STUDIO ARTS CONTACT**  
Program Contact  
Phone: 877.552.2821  
Email: arts@selkirk.ca

**DARYL JOLLY**  
School Chair  
Phone: 250.352.6601 ext 11394  
Direct: 250.505.1394  
Email: djolly@selkirk.ca

**LAURA WHITE**  
Jewelry Instructor/Coordinator  
Phone: 250.352.2821 ext 13296  
Email: lwhite@selkirk.ca

# Bronze Casting Studio

selkirk.ca/bronze-casting

## Course of Studies

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:

**Four months**

ACCREDITATION:

**Certificate**

CAMPUS:

**Victoria Street Campus, Nelson**

## PORTFOLIO GUIDELINES

- The number of pieces in an applicant's portfolio will vary depending on the manner in which the applicant works. Generally, the admissions committee would like to see a minimum of eight and a maximum of twenty-four pieces.
- Portfolios should be brought to the interview and only mailed if, because of distance, the applicant is unable to attend their interview in person.
- Two-dimensional works may be presented in their original form. Three-dimensional pieces or any works on a large scale should not be brought to the interview but represented by slides or photographs.
- An applicant's portfolio must be the applicant's own original work. It can include variations and modifications of existing work.
- Applicants should organize their work and set it out so that it shows development over a period of time or group it according to type.
- Applicants should bring their workbooks and journals. School assignments and independent explorations will also be helpful to the Admissions Committee.
- Applicants must keep their presentations simple and neat. Work should not be matted or elaborately framed.
- If an applicant includes slides or photographs, each must include a list of the materials used, size of the piece, title and date.

## SUBMIT YOUR PORTFOLIO IN ONE OF THE FOLLOWING FORMATS

- Attach photo's directly at the bottom of questionnaire.
- Hard copy
- Portable storage device
- CD or DVD (jpeg format)
- Online portfolio (Tumblr, Behance, Flickr) emailed to [epotlucki@selkirk.ca](mailto:epotlucki@selkirk.ca)

## Program Summary

Used for centuries, this 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'll learn how to design, sculpt, mold and cast in bronze and lost wax casting methods. Plus, you'll 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.

## Admission Requirements

Admission to Kootenay Studio Arts (KSA) programs are by interview, online questionnaire and portfolio review.

### QUESTIONNAIRE

All applicants must complete and submit the online 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).

### 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. These applicants must mail their portfolios to the school and ensure that they are received one week before their scheduled interview date. 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. Applicants should give special attention to the following guidelines when preparing their portfolios.

**HARD COPY PORTFOLIOS FOR  
TELEPHONE INTERVIEWS MAILED TO**

Kootenay Studio Arts at Selkirk College  
606 Victoria Street  
Nelson, BC  
V1L 4K9

Every precaution is taken to ensure that portfolios are handled with care. KSA does not accept responsibility for any loss or damage to submitted materials. All portfolios that the school has not been able to return to applicants by November 15 will be recycled.

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## Important Dates

**WINTER 2017**

- February 13 to 17 - Reading Week
- April 8 - Winter semester instruction ends
- April 17 to 21 - Critique week

\*Regular programming starts in Winter

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## 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 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.

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## Contacts

**CAROL RIDGE**

Enrolment Officer  
Phone: 250.365.7292 ext 21324  
Direct: 250.365.1324  
Email: cridge@selkirk.ca

**KOOTENAY STUDIO ARTS CONTACT**

Program Contact  
Phone: 877.552.2821  
Email: arts@selkirk.ca

**DARYL JOLLY**

School Chair  
Phone: 250.352.6601 ext 11394  
Direct: 250.505.1394  
Email: djolly@selkirk.ca

**LAURA WHITE**

Jewelry Instructor/Coordinator  
Phone: 250.352.2821 ext 13296  
Email: lwhite@selkirk.ca



# Business Administration

selkirk.ca/business

## Course of Studies

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

Please note: Our current curriculum is being redesigned to best meet the needs of our students. This may impact your course of studies for September 2017. Please contact our Program Advisor for more details.

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

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	Introduction to Report and Letter Writing	On Campus	3
<b>Total</b>			<b>15</b>

### ELLECTIVES

Course	Name		Credit
ENGL 110	College Composition	On Campus	3

### 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	Oral Presentations and Skills Training	On Campus	3
<b>Total</b>			<b>18</b>

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Diploma**

CAMPUS:

**Castlegar Campus**

## Program Summary

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'LL 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

## Admission Requirements

### GENERAL ADMISSION REQUIREMENTS

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

- English 12 or equivalent with a grade of "C+" or higher required.

- Foundations of Math 12 or Pre-calculus 11 with a grade of "C+" or better.
- Mathematics 12 and at least one Science 11 are recommended.
- Mature applicants without the above qualifications for full-time study are encouraged to arrange an interview with the Program Advisor or designate to discuss admission to the program. An assessment will be made of the applicant's ability to complete the program based on work experience, studies undertaken since leaving school, an assessment tool, and the results of the interview.
- 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 length of the business diploma program to three years.

#### INTERNATIONAL STUDENTS

- Learn more about additional admissions information for International students
- For further information email Selkirk's International Student Advisor.

#### PART-TIME STUDY

The Business Administration program encourages and supports part-time study, and special consideration has been given to the integration of part-time students into the program. Learn more about suggested part-time course of studies for Accounting/Finance and Management.

- Only full-time students are eligible for Co-op work term experiences.
- Where enrollment is limited, priority will be given to full-time students.

#### 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

- Business Administration is an open enrollment program.
- Apply early to ensure a seat. We accept applications 12 months before the start date.

## Program Courses

### ADMN 171 - MANAGEMENT PRINCIPLES

ADMN 171: Management Principles is 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.

*Pre-requisites:* COMM 220 with a grade of "C" or better is recommended.

### ADMN 181 - MARKETING

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.

*Pre-requisites:* Program admission standards.

### ADMN 230 - PROJECT MANAGEMENT

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.

*Pre-requisites:* Math 12 or equivalent.

### ADMN 250 - MANAGERIAL ACCOUNTING

ADMN 250: Managerial Accounting is 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.

*Pre-requisites:* COMM 240/241 or equivalent with a grade of "C" or better.

### ADMN 251 - INTERMEDIATE ACCOUNTING I

ADMN 251: Intermediate Accounting I is 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 are an integral part of this course.

*Pre-requisites:* COMM 240/241 or equivalent with a grade of "C" or better.

### ADMN 252 - FINANCIAL MANAGEMENT

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.

*Pre-requisites:* COMM 240/241 or equivalent with a grade of "C" or better.

### ADMN 253 - PRINCIPLES OF INCOME TAX I

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.

*Pre-requisites:* COMM 240/241 or equivalent with a grade of "C" or better.

### ADMN 254 - INTERMEDIATE ACCOUNTING II

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, the cash flow statement, and full disclosure on financial reports.

*Pre-requisites:* ADMN 251 or equivalent with a grade of "C" or better.

## 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.

Please note: Our current curriculum is being redesigned to best meet the needs of our students. This may impact your course of studies for September 2017. Please contact our Program Advisor for more details.

### 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 259	Auditing	On Campus	3
ADMN 269	Information Systems	On Campus	3
<b>Total</b>			<b>15</b>

### ELECTIVES

Course	Name		Credit
ADMN 272	Commercial Law	On Campus	3

### 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	Business Policy	On Campus	3
<b>Total</b>			<b>15</b>

### ELECTIVES

Course	Name		Credit
STAT 206	Statistics	On Campus	3

### ADMN 255 - CORPORATE FINANCE

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.

*Pre-requisites:* COMM 240/241 or equivalent with a grade of "C" or better.

### ADMN 257 - INCOME TAX II

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.

*Pre-requisites:* ADMN 253 or equivalent with a grade of "C" or better.

### ADMN 259 - AUDITING

ADMN 259: Auditing is 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.

*Pre-requisites:* COMM 240/241 or equivalent with a grade of "C" or better.

**ADMN 265 - OPERATIONS MANAGEMENT**

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.

**ADMN 269 - INFORMATION SYSTEMS**

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.

*Pre-requisites:* COMM 240/241 or equivalent with a grade of "C" or better.

**ADMN 272 - COMMERCIAL LAW**

ADMN 272: Commercial Law 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, impeachment, breach, assignment and discharge. Methods of carrying on business such as employer/employee, proprietorship, partnership, agency and incorporation will be introduced and compared.

*Pre-requisites:* Program admission standards.

**ADMN 286 - HUMAN RESOURCE MANAGEMENT**

ADMN 286: Human Resource Management is 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.

*Pre-requisites:* COMM 220 with a grade of "C" or better or written permission of the instructor and school chair.

**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're 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.

Please note: Our current curriculum is being redesigned to best meet the needs of our students. This may impact your course of studies for September 2017. Please contact our Program Advisor for more details.

**SEMESTER 3**

Course	Name		Credit
ADMN 230	Project Management	On Campus	3
ADMN 252	Financial Management	On Campus	3
ADMN 265	Operations 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 250	Managerial Accounting	On Campus	3
ADMN 255	Corporate Finance	On Campus	3
ADMN 295	Business Policy	On Campus	3
ADMN 296	International Business	On Campus	3
ADMN 297	Developing a Business Plan	On Campus	3
<b>Total</b>			<b>15</b>

## Accounting/Finance (Part-Time)

### PART-TIME STUDIES

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

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.

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	Introduction to Report and Letter Writing	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	Oral Presentations and Skills Training	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	Business Policy	On Campus	3
<b>Total</b>			<b>12</b>

## Management (Part-Time)

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

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.

### SEMESTER 1

Course	Name		Credit
COMM 220	Principles of Organizational Behaviour	On Campus	3
COMM 240	Financial Accounting I	On Campus	3
TWC 164	Introduction to Report and Letter Writing	On Campus	3
<b>Total</b>			<b>9</b>

### ELECTIVE

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	Oral Presentations and Skills Training	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	Business Policy	On Campus	3
ADMN 296	International Business	On Campus	3
ADMN 297	Developing a Business Plan	On Campus	3
<b>Total</b>			<b>12</b>

#### ADMN 293 - ELECTRONIC COMMERCE

ADMN 293: 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 this course is to identify key management considerations required in implementing e-commerce business solutions.

*Pre-requisites:* ADMN 181, ADMN 171

#### ADMN 295 - BUSINESS POLICY

ADMN 295: Business Policy is a capstone course integrating the varied disciplines in business including accounting and finance, marketing, operations, economics, forecasting, and management philosophies into a comprehensive knowledge base which becomes a foundation for strategic planning. Student participation in class and in team projects and analysis of business cases are core components of the course.

*Pre-requisites:* ADMN 181, COMM 240/241 or equivalent with a grade of "C" or better.

#### ADMN 296 - INTERNATIONAL BUSINESS

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.

## BUSINESS ADMINISTRATION

selkirk.ca/business

*Pre-requisites:* None, but an Introductory Marketing course is recommended.

### ADMN 297 - DEVELOPING A BUSINESS PLAN

ADMN 297: Developing a Business Plan 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.

*Pre-requisites:* ADMN 181, COMM 241 or equivalent with a grade of "C" or better.

### COMM 220 - PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR

The Business Administration Principles of Organizational Behaviour course is 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.

*Pre-requisites:* Program admission standards.

### COMM 240 - FINANCIAL ACCOUNTING I

COMM 240: Financial Accounting I is 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:* Grade 10 or equivalent.

### COMM 241 - FINANCIAL ACCOUNTING II

COMM 241: Financial Accounting II is 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.

*Pre-requisites:* COMM 240 with a grade of "C" or better.

### ECON 106 - PRINCIPLES OF MACROECONOMICS

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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better.

### ECON 107 - PRINCIPLES OF MICROECONOMICS

ECON 107: Principles of Microeconomics is usually 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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better.

### 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.

*Pre-requisites:* A "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.

### MATH 125 - BUSINESS MATHEMATICS

MATH 125: Business Mathematics is 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.

*Pre-requisites:* Pre-Calculus 11 or equivalent with grade of "C+" or better, or written permission of the Instructor and School Chair.

### STAT 105 - INTRODUCTION TO STATISTICS

STAT 105: Introduction to Statistics is 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.

*Pre-requisites:* Foundations of Math 12 or Pre-calculus 11 or equivalent, with a grade of "C+" or better, or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* Math 100 or Math 140 or an equivalent calculus course that introduces integral calculus.

### TWC 164 - INTRODUCTION TO REPORT AND LETTER WRITING

TWC 164: Introduction to Report and Letter Writing is 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.

*Pre-requisites:* ENGL 12 with a grade of "C+" or better, or LPI score of Level 4 or higher.

### TWC 165 - ORAL PRESENTATIONS AND SKILLS TRAINING

TWC 165: Oral Presentations and Skills Training focuses on complex oral and written communication. Material covered includes how to conduct technical research; how to use graphics; how to write instructions, formal reports, and proposals; how to write for the Web, and how to give informative and persuasive oral presentations.

*Pre-requisites:* TWC 164 or ENGL 110, with a grade of "C" or better.





# Carpentry Apprenticeship

selkirk.ca/carpentry-apprenticeship

LENGTH OF STUDY:

**7 weeks**

ACCREDITATION:

**Technical Training**

CAMPUS:

**Silver King Campus, Nelson**

## Level 1 - Level 4 Course of Studies

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

## Program Summary

Carpenters are in high demand, giving you high earning and career growth potential. With this trade, you'll 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.

### CONSIDER CARPENTRY IF YOU ARE

- Detail-oriented
- Good with your hands
- Comfortable working with a team
- Hardworking and organized
- Easily 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 & in adverse weather
- Indentured in a Carpentry Apprenticeship

### READY TO APPLY?

- Please make sure you meet all admission requirements, including the general admission requirements for the college.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

Learn more about applying to Selkirk in person, by mail or online.

## Important Dates

### TRAINING SCHEDULE

#### 2017

- Level 2 January 3 - February 17
- Level 1 February 20 - April 7
- Level 2 September 11 - October 27
- Level 3 October 30 - December 14

#### 2018

- Level 4 January 2 - February 16
- Level 1 February 19 - April 6

## 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.

## Program Courses

### CRPLN 190 - CARPENTRY APPRENTICESHIP LEVEL 1

- Safe Work Practices
- Documentation and Organizational Skills
- Tools and Equipment
- Survey Instruments
- Site Layouts
- Build Concrete Framework
- Frame Residential Housing
- Apply Building Science

*Pre-requisites: Indentured in Carpentry Apprenticeship*

### CRPLN 290 - CARPENTRY APPRENTICESHIP LEVEL 2

- Safe Work Practices
- Documentation and Organizational Skills
- Tools and Equipment
- Survey Instruments
- Rigging and Hoisting Equipment
- Site Layout
- Build Concrete Formwork

*Pre-requisites: Indentured in Carpentry Apprenticeship*



**CRPLN 390 - CARPENTRY  
APPRENTICESHIP LEVEL 3**

- Documentation and Organizational Skills
- Tools and Equipment
- Survey Instruments
- Frame Residential Housing
- Apply Finishing Materials
- Apply Building Science

*Pre-requisites: Indentured in Carpentry Apprenticeship*

**CRPLN 490 - CARPENTRY  
APPRENTICESHIP LEVEL 4**

- Documentation and Organizational Skills
- Survey Instruments
- Site Layout
- Build Concrete Formwork
- Frame Residential Housing
- Apply Finishing Materials

*Pre-requisites: Indentured in Carpentry Apprenticeship.*

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**Contacts**

**TRADES ADMISSIONS**

Registration Contact  
Phone: 1.888.953.1133 ext 13204  
Direct: 250.354.3204  
Fax: 250.352.3180  
Email: trades@selkirk.ca

**INDUSTRY AND TRADES CONTACT**

Program Contact  
Phone: 1.888.953.1133 ext 13221  
Direct: 250.354.3221  
Fax: 250.352.3180  
Email: trades@selkirk.ca

**ROB SCHWARZER**

School Chair  
Phone: 250.352.6601 ext 13212  
Direct: 250.354.3212  
Email: rschwarzer@selkirk.ca

# Carpentry Foundation

selkirk.ca/carpentry-foundation

LENGTH OF STUDY:

**24 weeks**

ACCREDITATION:

**Certificate**

CAMPUS:

**Silver King Campus, Nelson**

## Program Summary

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'll 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'll get practical experience and detailed in-class training so you'll know how to create buildings from the ground-up and deliver the results employers want.

### YOUTH TRAIN IN TRADES (ACE IT) HIGH SCHOOL TRANSITION PROGRAM

This program qualifies for high school transitions. A program that is designed to help secondary school students get a head-start on their trades careers, while earning graduation credit, the BC Industry Training Authority (ITA) Youth Train in Trades (formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT)) program is a perfect way to learn more about the industry.

Speak with your high school guidance counsellor to learn more or get in touch with our ITT Admin Assistant by email at [trades@selkirk.ca](mailto:trades@selkirk.ca) or phone: 1.866.301.6601 ext. 13221.

## Admission Requirements

The following admission requirements are specific to the Carpentry Foundation Program.

- Graduation from a British Columbia Senior Secondary School or equivalent.
- Foundations & Pre-Calculus 10, or Apprenticeship Workplace 11, or Principles 10, or Applications 11, or Essentials 12, or Selkirk ABE Math 46, with a grade of "C" or better.
- Physically fit, (mobility/lifting) good manual dexterity, hand-eye coordination, balance, work at heights & in adverse weather.
- A refundable tool deposit of \$100 will be required at the start of the program.

### READY TO APPLY?

- Please make sure you meet all admission requirements, including the general admission requirements for the college.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

## Important Dates

### 2017

- January 30 - Winter Intake Begins
- July 13 - Winter Intake Ends
- August 8 - Summer Intake Begins

### 2018

- February 1 - Summer Intake Ends
- February 5 - Winter Intake Begins
- July 19 - Winter Intake Ends

## 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

Registration Contact  
Phone: 1.888.953.1133 ext 13204  
Direct: 250.354.3204  
Fax: 250.352.3180  
Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)

### INDUSTRY AND TRADES CONTACT

Program Contact  
Phone: 1.888.953.1133 ext 13221  
Direct: 250.354.3221  
Fax: 250.352.3180  
Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)

### ROB SCHWARZER

School Chair  
Phone: 250.352.6601 ext 13212  
Direct: 250.354.3212  
Email: [rschwarzer@selkirk.ca](mailto:rschwarzer@selkirk.ca)

## Course of Studies

### SEMESTER 1

Course	Name		Credit
CERM 101	Wheel 1	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 2	On Campus	5
CERM 104	Hand Forming and Molding	On Campus	5
CERM 106	Ceramic Technology 2 - Surface and Kiln	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 114	Studio 2 - Glaze & Surface Development	On Campus	1.5
CERM 112	Studio 1 - Design for Production	On Campus	1.5
CERM 120	Self-Directed Studio 1	On Campus	2
<b>Total</b>			<b>5</b>

LENGTH OF STUDY:

**Ten months**

ACCREDITATION:

**Certificate**

CAMPUS:

**Victoria Street Campus, Nelson**

## Admission Requirements

Admission to Kootenay Studio Arts (KSA) programs are by interview, online questionnaire and portfolio review.

### QUESTIONNAIRE

All applicants must complete and submit the online 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).

### 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. These applicants must mail their portfolios to the school and ensure that they are received one week before their scheduled interview date. 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. Applicants should give special attention to the following guidelines when preparing their portfolios.

## Program Summary

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.

### COURSES INCLUDE

Individual Product Design and Making

- Wheel thrown forming
- Handbuilding, molding, extruding
- Slip casting
- Personalized Surface Treatment
- Textures
- Ceramic screen prints
- Slips/underglazes
- Glaze technology
- Understanding the Kiln
- Electric kiln technology
- Introductory gas firing

## CERAMICS

selkirk.ca/ceramics

### PORTFOLIO GUIDELINES

- The number of pieces in an applicant's portfolio will vary depending on the manner in which the applicant works. Generally, the admissions committee would like to see a minimum of eight and a maximum of twenty-four pieces.
- Portfolios should be brought to the interview and only mailed if, because of distance, the applicant is unable to attend their interview in person.
- Two-dimensional works may be presented in their original form. Three-dimensional pieces or any works on a large scale should not be brought to the interview but represented by slides or photographs.
- An applicant's portfolio must be the applicant's own original work. It can include variations and modifications of existing work.
- Applicants should organize their work and set it out so that it shows development over a period of time or group it according to type.
- Applicants should bring their workbooks and journals. School assignments and independent explorations will also be helpful to the Admissions Committee.
- Applicants must keep their presentations simple and neat. Work should not be matted or elaborately framed.
- If an applicant includes slides or photographs, each must include a list of the materials used, size of the piece, title and date.

### SUBMIT YOUR PORTFOLIO IN ONE OF THE FOLLOWING FORMATS

- Attach photo's directly at the bottom of questionnaire.
- Hard copy
- Portable storage device
- CD or DVD (jpeg format)
- Online portfolio (Tumblr, Behance, Flickr) emailed to arts@selkirk.ca.

### HARD COPY PORTFOLIOS FOR TELEPHONE INTERVIEWS MAILED TO

Kootenay Studio Arts at Selkirk College  
606 Victoria Street  
Nelson, BC V1L 4K9

Every precaution is taken to ensure that portfolios are handled with care. KSA does not accept responsibility for any loss or damage to submitted materials. All portfolios that the school has not been able to return to applicants by November 15 will be recycled.

## Important Dates

### WINTER 2017

- Jan 9 - Winter term begins
- February 13 to 17 - Reading Week
- April 8 - Winter semester instruction ends
- April 17 to 21 - Critique week

### SPRING 2017

- May 1 - Spring term starts
- June 23 - Spring semester instruction ends

\*Regular programming starts in Fall

## Program Courses

### CERM 105 - INTRODUCTION TO GLAZE TECHNOLOGY AND SURFACE TREATMENT

Introduction to Glaze Technology and Surface Treatment is an introduction to glaze chemistry and formulation. Students will develop their own personal glaze palette using the raw materials that make up commercial glazes. Other surface treatments covered will include slips, under glaze and screen printing.

### CERM 101 - WHEEL 1

Wheel 1 is an introduction to working on the wheel. Contemporary methods of altering forms, surface treatments, and handbuilt additions will be emphasized.

### CERM 102 - WHEEL 2

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 1 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.

### CERM 104 - HAND FORMING AND MOLDING

This is a project based course that will engage students in expanding hand forming techniques. Projects will be designed to explore and establish

directions in both production and one-of-a-kind ceramics. The emphasis will be on experimentation and developing a personal expression.

### CERM 106 - CERAMIC TECHNOLOGY 2 - SURFACE AND KILN

In this course a confident understanding of the kiln will be integrated with students completing their studio ceramic work.

Technology included will be firing cycles, safe practices, maintenance and history. Glaze and surface directions are explored and applied in relation to kiln operation.

### CERM 108 - STUDIO SPECIFIC DESIGN

Students will develop ceramic forms that examine and experiment with concepts, elements and principles of design. Participation in critical reviews will be central to this course.

### CERM 112 - STUDIO 1 - DESIGN FOR PRODUCTION

Students will engage in developing a body of work in preparation for production. With weekly critiques, there will be an emphasis on examining individual design issues and resolving technical problems.

### CERM 114 - STUDIO 2 - GLAZE & SURFACE DEVELOPMENT

Instruction will be weekly seminars and individual focused meetings with the instructor that are based on student's needs and in support of the Design for Studio Production course.

### CERM 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.



# Chemistry

selkirk.ca/chemistry

## 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
PHYSICS	Physics Requirement: PHYS 102 or PHYS 104	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
PHYSICS	Physics Requirement: PHYS 103 or PHYS 105	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
SCI II	Second Year Science 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 4

Course	Name		Credit
BIOL 206	Introductory Biochemistry	On Campus	3
CHEM 213	Organic Chemistry II	On Campus	3
CHEM 222	Introductory Physical Chemistry	On Campus	3
MATH 221	Introductory Linear Algebra	On Campus	3
ARTS I	First or Second Year Arts Requirement	On Campus	3
<b>Total</b>			<b>15</b>

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Associate of Science in Chemistry and Transfer to BSc**

CAMPUS:

**Castlegar Campus**

## Program Summary

Look anywhere; you'll find chemistry there!

### WE'RE A HANDS-ON DISCIPLINE

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'll 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's 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 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 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**

**-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.

*Pre-requisites:* BIOL 12 or equivalent and CHEM 11 or equivalent. Students lacking the stated *Pre-requisites* 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.

*Pre-requisites:* BIOL 104 with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* Biology 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

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

**CHEM 125 - FOUNDATIONS OF CHEMISTRY II**

CHEM 125: Fundamentals of Chemistry II is 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.

*Pre-requisites:* CHEM 110 or CHEM 122 with a grade of "C" or better, or written permission of the Instructor and School Chair.

**CHEM 212 - ORGANIC CHEMISTRY I**

CHEM 212: Organic Chemistry I, explores the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from 1st-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.

*Pre-requisites:* CHEM 125 with a grade of "C" or better, or written permission of the Instructor and School Chair.

**For all University Arts & Sciences course descriptions:**

**see page 260**



## CHEMISTRY

selkirk.ca/chemistry

### CHEM 213 - ORGANIC CHEMISTRY II

CHEM 213: Organic Chemistry II is 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.

*Pre-requisites:* CHEM 212 with a grade of "C" or better, or written permission of the Instructor and School Chair.

### CHEM 222 - INTRODUCTORY PHYSICAL CHEMISTRY

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.

*Pre-requisites:* CHEM 125 and MATH 101 each with a grade of "C" or better, or written permission of the Instructor and School Chair.

### - CHEMISTRY REQUIREMENT: CHEM 110 OR CHEM 122

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: ENGL 110 OR ENGL 112

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

ENGL 110 - College Composition

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

ENGL 112 - Introduction to Poetry and Drama

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

### - ENGLISH REQUIREMENT: ENGL 111 OR ENGL 114

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

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

ENGL 111 - Introduction to Literature

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

ENGL 114 - Introduction to Prose Fiction

### 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.

*Pre-requisites:* Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or better or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* MATH 100 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

### MATH 221 - INTRODUCTORY LINEAR ALGEBRA

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.

*Pre-requisites:* MATH 100 with a grade of "C" or better or written permission of the Instructor and School Chair.

### - PHYSICS REQUIREMENT: PHYS 102 OR PHYS 104

Students requiring first-year Physics have a choice of Physics 102 or Physics 104.

PHYS 102: Basic Physics I

PHYS 104: Fundamental Physics I

### - PHYSICS REQUIREMENT: PHYS 103 OR PHYS 105

Students requiring first-year Physics have a choice of Physics 103 or Physics 105.

PHYS 103: Basic Physics II

PHYS 105: Fundamental Physics II

### - 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.

To learn more about how your courses transfer visit the online BC Transfer Guide or contact a Selkirk 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 counsellor.

## Contacts

UNIVERSITY ARTS & SCIENCES ADMISSIONS  
Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca

UNIVERSITY ARTS & SCIENCES  
Program Contact  
Phone: 1.888.953.1133 ext 21205  
Direct: 250.365.1205  
Email: UAS@selkirk.ca

TRACY PUNCHARD  
School Chair of UAS; Instructor, English  
Phone: 1.888.953.1133 ext 21318  
Direct: 250.365.1318  
Email: tpunchard@selkirk.ca

# College Preparatory (Upgrading)

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

CAMPUS:

**Castlegar Campus**

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## Program Summary

### YOU'RE ALMOST THERE

Looking to upgrade your skills and get into that awesome first-year course or program? This is the place to get courses in biology, chemistry, English, math, and physics to get you started. To help you find these prep courses faster, look for courses that are designated with a course number less than 100 (such as English 051 or Physics 060.) Here is the complete list of college prep courses offered through University Arts & Sciences:

- BIOLOGY 050
- BIOLOGY 051
- CHEMISTRY 050
- ENGLISH 051
- MATH 050
- MATH 051
- MATH 097
- PHYS 050
- PHYS 060

Upgrading (formerly ABE) also offers high-school-level courses to help you prepare for college at a number of centres within our region.

**For all University Arts & Sciences  
course descriptions:**

**see page 260**

# Community Support Worker Associate Certificate

[selkirk.ca/community-support-worker-associate-certificate](http://selkirk.ca/community-support-worker-associate-certificate)

LENGTH OF STUDY:

**Flexible**

ACCREDITATION:

**Associate Certificate**

CAMPUS:

**Castlegar Campus**

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## Program Summary

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 & 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.

## Program Summary

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 UAS School Chair for information on transferability.

## Admission Requirements

Admission to the program requires the completion of Pre-calculus 12, Foundations 12, MATH 051 or MATH 50 with a grade of "C" or better, or written permission of the Instructor and School Chair. 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 upgrading and university courses in their first year. This may extend the length of their program.

## Program Course

### 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 better, or written permission of the Instructor and School Chair.*

### 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 better.*

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca

### PROGRAM CONTACT

Phone: 1.888.953.1133 ext 21205  
Direct: 250.365.1205  
Email: UAS@selkirk.ca

### TRACY PUNCHARD

School Chair of UAS; Instructor, English  
Phone: 1.888.953.1133 ext 21318  
Direct: 250.365.1318  
Email: tpunchard@selkirk.ca

LENGTH OF STUDY:

**Up to One Year**

ACCREDITATION:

**General Associate of Science  
and Transfer to BSc**

CAMPUS:

**Castlegar**

**For all University Arts & Sciences  
course descriptions:**

**see page 260**

# Cook Training, Professional

selkirk.ca/cook

## Cook 1

Three terms Certificate at Tenth Street, Nelson.

### SEMESTER 1

Course	Name	
COOK 100	Occupational Skills Theory/Practical	On Campus
COOK 100	Stocks Soups and Sauces	On Campus
COOK 100	Vegetables and Fruits	On Campus
COOK 100	Starches	On Campus
COOK 100	Meats	On Campus
COOK 100	Poultry	On Campus
COOK 100	Seafood	On Campus
COOK 100	Garde Manger	On Campus
COOK 100	Eggs and Breakfast Cookery and Dairy	On Campus
COOK 100	Baked Goods and Desserts	On Campus
COOK 100	Beverages	On Campus

### SEMESTER 2

Course	Name	
COOK 101	Occupational Skills	On Campus
COOK 101	Stock, Soups and Sauces	On Campus
COOK 101	Vegetables and Fruits	On Campus
COOK 101	Starches	On Campus
COOK 101	Meat	On Campus
COOK 101	Poultry	On Campus
COOK 101	Seafood	On Campus
COOK 101	Garde Manger	On Campus
COOK 101	Eggs, Breakfast Cookery and Dairy	On Campus
COOK 101	Baked Goods, and Desserts	On Campus
COOK 101	Beverages	On Campus

## Program Summary

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

LENGTH OF STUDY:

**Three terms**

ACCREDITATION:

**Certificate**

CAMPUS:

**Tenth Street Campus, Nelson**

### PROVINCIAL STANDARD CERTIFICATION

Selkirk College offers three levels of the ITA provincial apprenticeship exams in both practical and theory are administered at the end of each level of training.

### PROFESSIONAL COOK 1

Cook 1 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 2

Cook 2 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 3 – RED SEAL CERTIFICATION

Cook 3 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.

### YOUTH TRAIN IN TRADES (ACE IT) HIGH SCHOOL TRANSITION PROGRAM

This program qualifies for high school transitions. A program that is designed to help secondary school students get a head-start on their trades careers, while earning graduation credit, the BC Industry Training Authority (ITA) Youth Train in Trades (formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT)) program is a perfect way to learn more about the industry.

Speak with your high school guidance counselor to learn more. Get in touch with our ITT Admin Assistant by email at [trades@selkirk.ca](mailto:trades@selkirk.ca) or phone: 1.866.301.6601 ext. 13221

## Cook 2

### SEMESTER 3

Course	Name	
COOK 200	Occupational Skills	On Campus
COOK 200	Stocks, Soups and Sauces	On Campus
COOK 200	Vegetables and Fruits	On Campus
COOK 200	Starches	On Campus
COOK 200	Meats	On Campus
COOK 200	Poultry	On Campus
COOK 200	Seafood	On Campus
COOK 200	Garde Manger	On Campus
COOK 200	Baked Goods and Desserts	On Campus

## Cook 3

### SEMESTER

Course	Name		Credit
COOK 300	Occupational Skills	On Campus	
COOK 300	Stocks, Soups & Sauces	On Campus	
COOK 300	Meats	On Campus	
COOK 300	Poultry	On Campus	
COOK 300	Seafood	On Campus	
COOK 300	Garde Manger	On Campus	
COOK 300	Baked Goods & Desserts	On Campus	
COOK 300	Beverages	On Campus	
COOK 300	Interprovincial Red Seal Exam Review	On Campus	
COOK 300	Theory Final Grade	On Campus	
COOK 300	Practical Final Grade	On Campus	

## 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 placement.
- 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.

## Important Dates

### PROFESSIONAL COOK 1

#### 2017

- September 5 - Fall term begins
- December 15 - Fall term ends

#### 2018

- January 8 - Winter term begins
- February 13-17 - Reading Break
- April 7 - winter term ends

## 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 300 - PRACTICAL FINAL GRADE

### COOK 300 - THEORY FINAL GRADE

### COOK 100 - 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 - 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.

# COOK TRAINING, PROFESSIONAL

selkirk.ca/cook

## 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.

## SOUPS

A variety of soups are prepared for use in most foodservice 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 - 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 - 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 - 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 - 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 - 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 - 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 - 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 - 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 - BEVERAGES

Beverages are served in most foodservice establishments. Cooks must be able to identify and prepare common types of beverages.

## COOK 101 - OCCUPATIONAL SKILLS

### 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 101 - STOCK, 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.

**SOUPS**

A variety of soups are prepared for use in most foodservice 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 101 - 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 101 - 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.

**RICE, GRAINS AND LEGUMES**

Rice is an essential accompaniment to many ethnic foods and one of the main starch components on many menus. Cooks must be able to correctly identify and prepare rice and a variety of rice dishes.

**COOK 101 - MEAT****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 101 - 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 101 - 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 101 - 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 101 - EGGS, 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 101 - 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 TRAINING, PROFESSIONAL

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### COOK 101 - BEVERAGES

#### BEVERAGES

Beverages are served in most foodservice establishments. Cooks must be able to identify and prepare common types of beverages.

### COOK 200 - 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.

#### INGREDIENTS AND NUTRITIONAL PROPERTIES

Good nutrition is essential to good health. Cooks must understand the principles and procedures for preparing nutritious food.

### COOK 200 - 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 - 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 - 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 - 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 - 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 - 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 - 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'oeuvre. Cooks must be able to identify and correctly prepare a variety of common types of hors d'oeuvre.

#### 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 - 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 - BAKED GOODS & 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 - BEVERAGES**

Upon completion of this course students will be competent to describe, identify and wine, beers and spirits. The principles of wine selection will also be covered.

**COOK 300 - GARDE MANGER**

Garde Manger will cover the principles and preparation of dressings, condiments and accompaniments, presentation platters, pates, terrines and charcuterie.

**COOK 300 - INTERPROVINCIAL  
RED SEAL EXAM REVIEW**

**COOK 300 - MEATS**

Upon completion of this course students will learn various methods to , cut, prepare and cook a different meats, game and offal.

**COOK 300 - 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 - POULTRY**

Upon completion of this course students will be able to, cut, prepare and cook a variety of poultry and game.

**COOK 300 - SEAFOOD**

Upon completion of this course students will learn methods to cut, prepare and cook a variety of seafood.

**COOK 300 - STOCKS, SOUPS & 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.

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**Contacts**

**TRADES ADMISSIONS**

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# Creative Writing

selkirk.ca/creative-writing

## Course of Studies

The following is a suggested mix of courses to satisfy requirements for the liberal arts diploma in writing studies. Courses should be chosen only after consultation with a Selkirk College counsellor.

- Complete a total of 60 credits of University courses.
- At least 12 of these credits must be in English and should include ENGL 200 and ENGL 201.
- Complete four writing studies courses - CWRT 100, CWRT 101, CWRT 200 and CWRT 201.
- When available CWRT 210 - Ecopoetics is recommended.
- Choose your electives from among the university arts and sciences course offerings.

## 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>

## Program Summary

“Imagination is everything. It is a preview of life’s coming attractions.”

—Albert Einstein

### PROGRAM OVERVIEW

Whether you’re interested in taking individual courses or pursuing a creative writing diploma/degree, Selkirk College welcomes you. Join Almeda Glenn Miller and Leesa Dean, 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 Art 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’ll be set for success to complete your third and fourth year of a degree program elsewhere.

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Liberal Arts Diploma**

CAMPUS:

**Castlegar Campus**

### 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

### CAREER PATHWAYS

Many modern workplaces prefer hiring creative individuals who pay attention to detail. Below is a list of common jobs for creative writers:

- 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

## Course of Studies

The following is a suggested mix of courses to satisfy requirements for the liberal arts diploma in writing studies. Courses should be chosen only after consultation with a Selkirk College counsellor.

- Complete a total of 60 credits of University courses.
- At least 12 of these credits must be in English and should include ENGL 200 and ENGL 201.
- Complete four Writing Studies courses - CWRT 100, CWRT 101, CWRT 200 and CWRT 201.
- When available CWRT 210 - Eco-poetics is recommended.
- Choose your electives from among the university arts and sciences course offerings.

If you are interested in our associate degree in creative writing, please find the course selection information on our associate of English page.

Learn more about all of the creative writing courses offered at Selkirk.

## 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>

### 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>

**Pre-requisites:** A "C" or better in ENGL 12 or LPI level 4.

*NOTE: CWRT 100 and 101 do not exempt students from the regular first year English requirements, i.e. English 110/111 or 112/114.*

### 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.

**Pre-requisites:** A "C" or better in ENGL 12 or LPI level 4.

*NOTE: CWRT 100 and 101 do not exempt students from the regular first year English requirements, i.e. English 110/111 or English 112/114.*

### CWRT 200 - STUDIES IN WRITING III

CWRT 200 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<sup>4</sup> 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.

**Pre-requisites:** Two semesters of first-year university English or Writing with a grade of C or better, or written permission of the Instructor and School Chair.

## Admission Requirements

Admission to the program requires the completion of English 12 with a grade of "C" or better 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 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.

## CREATIVE WRITING

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

### 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.

*Pre-requisites:* A "B" or better in CWRT 200, or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* A "C" or better in ENGL 110/111 or ENGL 112/114 or 114 or equivalent, or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* A "C" or better in ENGL 200 or equivalent or written permission of the Instructor and School Chair.

### - TOPICS IN LITERATURE: ENGL 202 OR ENGL 204

Students requiring a second-year Topics in Literature course have a choice of the English 202/203 (Canadian Literature) sequence and the 204/205 (Children's Literature) sequence.

ENGL 202: Canadian Literature I: Indigenous Voices

ENGL 204: Children's Literature I: From Rags to Riches and Worlds of Magic

### - TOPICS IN LITERATURE: ENGL 203 OR ENGL 205

Students requiring a second-year Topics in Literature course have a choice of the English 202/203 (Canadian Literature) sequence and the 204/205 (Children's Literature) sequence.

ENGL 203: Canadian Literature II: Contemporary Voices

ENGL 205: Children's Literature II: From Hell to Heaven and Everything in Between

### - ENGLISH REQUIREMENT: ENGL 110 OR ENGL 112

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

ENGL 110 - College Composition

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

ENGL 112 - Introduction to Poetry and Drama

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

### - ENGLISH REQUIREMENT: ENGL 111 OR ENGL 114

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

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

ENGL 111 - Introduction to Literature

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

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 counsellor.

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: [admissions@selkirk.ca](mailto:admissions@selkirk.ca)

### UNIVERSITY ARTS & SCIENCES

Program Contact  
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### TRACY PUNCHARD

School Chair of UAS; Instructor, English  
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## Course of Studies

### SEMESTER 1

Course	Name		Credit
RHOT 150	Tourism: An Industry Perspective	On Campus	3
RHOT 159	Business Communications	On Campus	3
RHOT 162	Supervisory Food and Beverage Service	On Campus	3
RHOT 250	Hospitality Marketing I	On Campus	3
RHOT 269	Accounting	On Campus	3
<b>Total</b>			<b>15</b>

### WORK TERM

Course	Name		Credit
RHOT 171	Work Term	On Campus	

### SEMESTER 2

Course	Name		Credit
RHOT 153	Organizational Leadership for the Resort Industry	On Campus	3
RHOT 254	Hospitality Human Resources Management	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>

LENGTH OF STUDY:

**One year**

ACCREDITATION:

**Diploma**

CAMPUS:

**Tenth Street Campus, Nelson**

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.

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.

## Program Summary

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 his or her management and/or entrepreneur skills. The diploma is designed as a one-year addition for students who have taken the Professional Cook level 1&2 program or anyone with Red Seal Journeyman Chef accreditation. Gain the skills to manage, own or operate a food and beverage business.

### COURSE TOPICS INCLUDE

- Business communication and marketing
- Food and beverage cost controls and accounting

- Food service management
- Hospitality human resources
- Hospitality law
- Organizational leadership and entrepreneurial training
- Tourism: An Industry Perspective

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/or 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.

## Admission Requirements

- BC Professional Cook II completion or equivalent.
- Grade 12 completion or equivalent.
- English 12 or equivalent with a "C" or better.
- Submission of an official high school transcript.
- Completion of a personal interview. Where circumstances make a personal interview impractical, a telephone interview may be conducted. Note: Interview results are not used as criteria for admissions.

## 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:

- kitchen management and supervisory positions
- food and beverage supervisors in establishments of all sizes and settings

## Program Courses

### RHOT 150 - TOURISM: AN INDUSTRY PERSPECTIVE

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 FOR THE RESORT INDUSTRY

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 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 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.

*Pre-requisites: Successful completion of all courses in the first year of the RHOT program with a "C" or better.*

### RHOT 250 - HOSPITALITY MARKETING I

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 - HOSPITALITY HUMAN RESOURCES MANAGEMENT

Hospitality 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 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 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.

## Contacts

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### BOB FALLE

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## Year 1

### SEMESTER 1

Course	Name		Credit
DA 101	Introduction to Digital Media	On Campus	3
DA 103	Art History	On Campus	1
DA 103	History of Design as Information	On Campus	1
DA 103	From Motion Pictures to Digital Cinema	On Campus	1
DA 104	Introduction to Digital Photography	On Campus	3
DA 110	Introduction to Photoshop	On Campus	3
DA 111	Art Fundamentals	On Campus	2
DA 111	Introduction to Adobe Illustrator	On Campus	1
DA 131	HTML, CSS & the Foundations of Web	On Campus	3
<b>Total</b>			<b>18</b>

### SEMESTER 2

Course	Name		Credit
DA 112	Photoshop Projects	On Campus	3
DA 113	Intermediate Art and Design	On Campus	3
DA 121	Introduction to Animation	On Campus	3
DA 122	Introduction to Digital Video I	On Campus	3
DA 132	Interactive Design	On Campus	3
DA 141	3D Modeling	On Campus	1.5
DA 141	3D Modeling and Rendering	On Campus	1.5
<b>Total</b>			<b>18</b>

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Diploma**

CAMPUS:

**Tenth Street Campus, Nelson**

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.

## Admission Requirements

In addition to the general entrance requirements for admission to Selkirk College, applicants must meet the following criteria set by the Digital Arts & New Media Department.

### EDUCATION

High school graduation (or equivalent) with a "C" or higher in Foundations of Math 11, or Apprenticeship Workplace 11, or equivalent and a "C+" or higher in English 12. Visual Arts 11 (Media Arts or Art Foundations and Studio Arts) and/or Information & Communications Technology 11 are recommended.

### QUESTIONNAIRE

All applicants must complete and submit the online questionnaire at least one week prior to their scheduled interview date.

Please download the online form at [selkirk.ca/danm](http://selkirk.ca/danm) to submit the questionnaire.

Describe your creative and educational experiences that you believe will make you a successful student in the Selkirk College Digital Arts and New Media program.

This industry requires that people work within a group environment. Personal responsibility and respect for others is essential for the success of any project. Explain how you would work towards bringing conflicting ideas together when working towards a shared successful outcome.

Please outline details of your computer literacy (beginner, intermediate, advanced), including software applications and operating systems you are familiar with.

The Digital Arts & New Media program requires an extraordinary commitment of time and energy. Explain why you feel you are prepared to make this commitment at this time in your life.

## Program Summary

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 and New Media 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 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.



## DIGITAL ARTS & NEW MEDIA

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Success in this program involves receiving constructive criticism and feedback from peers and instructors. Explain how you have dealt with constructive criticism in the past. Provide examples.

### PORTFOLIO

Applicants must submit an electronic portfolio as part of the admissions process. An applicant's portfolio chronicles their experience and talent as an artist. The portfolio must demonstrate creativity and passion. Applicants should ensure that their work is presented as strongly as possible.

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.

A diverse portfolio showcases a comprehensive blend of technical and artistic skill. Artwork should be recent and must include a variety of traditional and digital media.

### SUBMISSION GUIDELINES:

The portfolio must include 10 to 15 pieces that represent 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. The Portfolio Evaluation Committee is looking for a demonstration of visual awareness, creativity and technical skill. Copying the work of another artist is not acceptable.

### 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.

## Year 2

### SEMESTER 3

Course	Name		Credit
TWC 266	Introduction to Technical Writing and Communications	On Campus	2
DA 210	Typography and Graphic Design Communications	On Campus	3
DA 251	Digital Audio and Sound Recording	On Campus	2
DA 299	Capstone I	On Campus	4
DA ELEC I	Fall Electives	On Campus	4
<b>Total</b>			<b>15</b>

### ELECTIVES

Course	Name		Credit
DA 221	Editing and Mastering in Adobe Premiere (Elective)	On Campus	1
DA 222	Character Animation in After Effects (Elective)	On Campus	1
DA 222	Compositing and Animation in After Effects (Elective)	On Campus	1
DA 231	Web Scripting with PHP (Elective)	On Campus	1
DA 231	Relational Databases & MySQL (Elective)	On Campus	1
DA 231	Building Database Driven Websites (Elective)	On Campus	1
DA 242	3D Modeling and Character Rigging (Elective)	On Campus	1
DA 242	3D Animation (Elective)	On Campus	1
DA 242	3D Compositing (Elective)	On Campus	1
<b>Total</b>			<b>9</b>

### SEMESTER 4

Course	Name		Credit
DA 233	Content Management Systems	On Campus	2
DA 266	The Art of Making	On Campus	1
DA 289	Problem-Based Learning and Critical Thinking	On Campus	1
DA 291	Professional Practices	On Campus	1
DA 291	Portfolio and Presentation	On Campus	2
DA 299	Capstone II	On Campus	4
DA ELEC II	Winter Electives	On Campus	4
<b>Total</b>			<b>15</b>

### ELECTIVES

Course	Name		Credit
DA 221	Studio and Live Event Streaming (Elective)	On Campus	1
DA 222	Expression Controls in After Effects (Elective)	On Campus	1
DA 223	Typesetting, Printing and Publishing (Elective)	On Campus	1
DA 223	Advanced Project: Design (Elective)	On Campus	1
DA 232	Web Application Development (Elective)	On Campus	1
DA 234	iOS Application Development (Elective)	On Campus	1
<b>Total</b>			<b>6</b>

Images should be at least 1600 x 1200 pixels and video files should not exceed 5 minutes in length.

When uploading, each piece must include a title that specifies the media or materials used, size of the piece, title and date.

The portfolio submission site supports the following:

- .jpg, .png, .pdf and .gif
- links to websites
- audio files
- videos (hosted on YouTube or Vimeo)

Please ensure to read the portfolio guidelines carefully as submissions that do not meet the required guidelines will not be reviewed.

## INTERVIEW

All applicants are required to participate in an interview with a program instructor from the Digital Arts & New Media Program. Applicants are to present their portfolio at the interview. In situations where a face-to-face interview is not possible, a telephone interview will be arranged. The interview is an opportunity for applicants to introduce themselves, present their work and discuss their interests within digital media. The instructor will assess the applicant's preparedness for entry into the program and will ask about commitment, goals and expectations, computer and software skills, 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.

## 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 Digital Arts & New Media 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.

The Digital Arts & New Media program delivers curriculum on both the Apple Mac OS X and Microsoft Windows platforms.

## Important Dates

### FALL 2017

- September 5 – Fall term begins
- December 11-20 Winter term ends consult your program for details

### WINTER 2018

- January 8 - Winter term begins
- April 18-26 - Winter term examinations \* subject to exam schedule

## Program Courses

### DA 101 - INTRODUCTION TO DIGITAL MEDIA

Introduction to Digital Media will introduce students to the technical and creative principles of the Digital Arts. Through lecture and in-class projects, students will work towards a strong understanding of the fundamental technical terms and concepts of digital art, image production and optimization. Students will be introduced to the technical and creative principles of digital images, file formats and colour and tonal information. Additionally, students will explore capturing, editing, analyzing and adjusting images from scanners and digital cameras. A term project will be assigned and students will be guided through the processes and workflow of designing and managing a small Digital Arts project. Emphasis will be placed on writing a project plan and proposal, understanding the design project management cycle, using tools for organizing design, and presenting a term project in front of an audience.

### DA 103 - ART HISTORY

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 AS INFORMATION

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 104 - INTRODUCTION TO DIGITAL PHOTOGRAPHY

Introduction to Digital Photography provides an overview of the digital camera and related equipment, digital workflow and basic image manipulation in Adobe Photoshop. A strong emphasis is placed on how to compose compelling photographs using frame and perspective. It introduces shutter speed, aperture and exposure as a means of manipulating the creative outcome of an image. Topics also include light, depth-of-field, focal length, ISO and white balance. Students must have a digital camera with aperture (Av or A), shutter speed (Tv or S), AND manual (M) modes.

### DA 110 - INTRODUCTION TO PHOTOSHOP

Introduction to Adobe Photoshop focuses on colour correction techniques, image editing, working with layers, filters and effects, and becoming proficient with different selection tools. This course prepares learners for more advanced projects in DA 112 and DA 113.

### 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.

## DIGITAL ARTS & NEW MEDIA

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### 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 121 - INTRODUCTION TO ANIMATION

Video and Stop Motion Animation introduces a wide range of traditional animation styles and techniques including: hand drawn, puppet, pixilation, cut-out and clay animation. Students gain hands-on experience by experimenting with each animation style and incorporating the principles of animation to create a number of short animations. Students apply their knowledge of animation to create a short film using the medium of their choice. Emphasis is placed on the process of creating an animated short, which involves collaboration, brainstorming, script writing, storyboarding, acting, character development, animation, and production techniques.

### DA 122 - INTRODUCTION TO DIGITAL VIDEO I

Introduction to Digital Video, introduces students to the technical experience of capturing, working with and editing digital video. Lectures and labs will provide students with the necessary vocabulary and understanding of digital video production methods including: broadcast standards, resolution, compression, non-linear video editing and digital effects. Students will explore the tools, techniques and language of cinematography, including: preparing a treatment, writing a script, developing a shot list, drawing storyboards and set design. Students

### DA 131 - HTML, CSS & THE FOUNDATIONS OF WEB

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 132 - INTERACTIVE DESIGN

Interactive Design follows a problem-based approach that will introduce programming structures and techniques including data types, variables, conditional statements, functions and events. It will incorporate interactivity and functionality to standards-compliant web pages using relevant tools and technologies including the use of frameworks, libraries and Application Programming Interfaces (APIs) to add extensibility and functionality to web based projects. Emphasis will be on the development of simple and efficient interfaces and all stages of application development from inception through to implementation and testing.

### 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 210 - TYPOGRAPHY AND GRAPHIC DESIGN COMMUNICATIONS

This course introduces students to the practice of effective communication using graphic, information and brand identity design. Exercises in process, research, design and presentation are set to simulate industry practices and expectations.

### DA 221 - EDITING AND MASTERING IN ADOBE PREMIERE (ELECTIVE)

This course explores advanced editing, keying and compositing, mastering and colour correction processes and techniques. Students will work with multi-camera footage, pace, suggestive editing, nesting and audio in order to create professional calibre video.

### DA 221 - STUDIO AND LIVE EVENT STREAMING (ELECTIVE)

This course introduces students to live event directing and switching using the NewTek TriCaster. Participants will be trained on the essential functions of the TriCaster, including: understanding the TriCaster interface and switches, working with different video sources and formats, working with the DDR, working with titles and graphics, and video streaming.

### DA 222 - CHARACTER ANIMATION IN AFTER EFFECTS (ELECTIVE)

This course takes an exhaustive approach to 2D character design, rigs and animation. The course explores the different methods of character animation, all of which are able to produce professional quality animated shorts. Topics include: character design and assembly, rigging, voice and mouth shape synchronization.

### DA 222 - COMPOSITING AND ANIMATION IN AFTER EFFECTS (ELECTIVE)

This project-based course will allow students to explore the more complex and creative field of compositing and animation. Applying skills gained in previous courses, students will be required to produce a complex computer generated / live motion short. Included in this course is an advanced study of compositing and animation techniques.

### DA 222 - EXPRESSION CONTROLS IN AFTER EFFECTS (ELECTIVE)

This is a hands-on course that deconstructs the syntax and mystique of Expressions using JavaScript in After Effects. Students will explore the Expression Language menu, saving expressions, using variables to store information and building slider and checkbox expressions.

### DA 223 - TYPESETTING, PRINTING AND PUBLISHING (ELECTIVE)

This is a hands-on, project based production class. Students will explore both traditional and contemporary typesetting and printing techniques including projects in removable type and desktop publishing.

### DA 223 - ADVANCED PROJECT: DESIGN (ELECTIVE)

This course is a self-directed mixed media design course. Under the supervision the instructor, students will develop and produce two major design pieces. Students are encouraged to explore both traditional and contemporary design practices when developing their work.

**DA 231 - WEB SCRIPTING WITH PHP (ELECTIVE)**

This course continues the use of standards based HTML and CSS presented in the DA 131 courses. It introduces PHP, an open source web-based scripting language which students will use to create interactive and dynamic web sites. This course will focus on problem solving, debugging programs and following best practices related to programming.

**DA 231 - RELATIONAL DATABASES & MYSQL (ELECTIVE)**

This course introduces students to the principles and skills required to create relational databases and their web-based interfaces. Topics include the Structured Query Language (SQL) and MySQL database server, database design and normalization and data types. Emphasis will be on the construction of SQL statements to insert, update, delete and select data from a database.

**DA 231 - BUILDING DATABASE DRIVEN WEBSITES (ELECTIVE)**

This course is a continuation of DA 231a and DA 231b. Students continue to use best practices and problem solving skills to apply their knowledge of PHP and MySQL to create database driven web applications. Topics also include security, encryption, cookies and sessions.

**DA 232 - WEB APPLICATION DEVELOPMENT (ELECTIVE)**

This course will introduce the principles behind and the techniques used in the creation of web based applications for distribution on mobile and tablet devices. An emphasis will be placed on the understanding and use of current technologies, including HTML, CSS, JavaScript, jQuery and others, to add functionality and interactivity. Additional topics will include user interface design, usability and usability studies.

**DA 233 - CONTENT MANAGEMENT SYSTEMS**

Content Management Systems, is a hands-on course that introduces students to a number of open source development platforms used to create dynamic web content. Basic installation and configuration, themes and content creation will be covered. Other topics introduced include customized themes, template editing, installation and configuration using modules and plugins.

**DA 234 - IOS APPLICATION DEVELOPMENT (ELECTIVE)**

This course is an introduction to the design, development and publication of iOS applications. The apple iOS software development kit and Xcode integrated development environment is used to introduce storyboards and very basic Objective-C syntax. The fundamentals of view controllers, table views, tab views and map views will be introduced. An emphasis will be placed on user interface design and usability.

**DA 242 - 3D MODELING AND CHARACTER RIGGING (ELECTIVE)**

This course is a continuation of DA 141b, and focuses on the concepts and practices used in creating character rigs specific to 3D computer animation. Tutorials, demonstrations and student projects highlight the instruction of this area. Modeling techniques specific to character animation and rigging may be covered. Topics for discussion will include DIY motion capture techniques.

**DA 242 - 3D ANIMATION (ELECTIVE)**

This course is a continuation of DA 242a, and focuses on the concepts and practices used in character animation. Students will choose between organic and mechanical character models to create a short animation. Tutorials, demonstrations and student projects highlight the instruction of this area. Advanced techniques specific to character animation will be covered including DIY motion capture techniques.

**DA 242 - 3D COMPOSITING (ELECTIVE)**

This course is a continuation of DA 242b and will work closely with DA 221c. The concepts and practices used in compositing 3d objects into 2d stills and video will be covered. Tutorials, demonstrations and student projects highlight the instruction of this area. Advanced techniques specific to compositing characters will be covered using Lightwave 3d and Adobe After Effects.

**DA 251 - DIGITAL AUDIO AND SOUND RECORDING**

This course examines the theory and application of audio and sound design for digital video and new media technologies. The focus of the course is basic recording techniques, including microphone choice and recording options. Basic sound design and Foley techniques will also be covered. The applications of choice for the course will be Adobe Audition, Premiere Pro and GarageBand.

**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.

**DA 289 - PROBLEM-BASED LEARNING AND CRITICAL THINKING**

This is a hands-on course in which students are challenged with a series of real-world tasks that require individual and group participation, creative thinking and problem-solving skills to complete. Emphasis will be placed on encouraging students to work collaboratively and provide creative and innovative solutions.

**DA 291 - PROFESSIONAL PRACTICES**

This course has been developed in accordance with the professional standards set in place by the AIGA (The Professional Association for Designers) and the GDC (The Society of Graphic Designers in Canada). This course will provide students with the essential tools and insight to prepare them for a career in the digital arts. Topics covered in this course include: client relationships, self-marketing and promotion, proposal and contract writing, copyright law, project management, business registration and tax collection and remittance.

**DA 291 - PORTFOLIO AND PRESENTATION**

This course has been developed so that students may explore their personal and conceptual strengths, develop confidence in their work and its meaning, and provide them a comfortable environment to improve public speaking and presentation skills.

**DA 299 - CAPSTONE I**

DA 299a, Capstone I, provides students with the opportunity to employ their cumulative skills and talents in a chosen area of focused study. Each student must declare an area of interest that will be the basis of a unique product, requiring a series of scheduled tasks to complete. Products created in this course shall be identified as the first of two of the student's graduating pieces.

**DA 299 - CAPSTONE II**

DA 299b, Capstone II, provides students with the opportunity to employ their cumulative skills and talents in a chosen area of focused study. Each student must declare an area of interest that will be the basis of a unique product, requiring a series of scheduled tasks to complete. Products created in this course shall be identified as the second of two of the student's graduating pieces.

## **DIGITAL ARTS & NEW MEDIA**

selkirk.ca/danm

### **- FALL ELECTIVES**

During the fall semester of Year 2 students enrol in a minimum of five electives.

### **- WINTER ELECTIVES**

During the winter semester of Year 2 student enrol in a minimum of three electives.

### **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.

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## **Contacts**

### **CAROL RIDGE**

Enrolment Officer

Phone: 250.365.7292 ext 21324

Direct: 250.365.1324

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

### **DIGITAL ARTS AND NEW MEDIA CONTACT**

Program Contact

ext 11370

Direct: 250.505.1370

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

### **DARYL JOLLY**

School Chair

Phone: 250.352.6601 ext 11394

Direct: 250.505.1394

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

# Early Childhood Care & Education (ECCE)

selkirk.ca/ecce

## Year 1

This certificate program ladders in to the Human Services Diploma option.

### SEMESTER 1

Course	Name		Credit
ENGL 110	College Composition	On Campus	3
ECCE 168	Clinical Practicum I	Online	1.5
ECCE 178	Foundations of Professional Practice I	On Campus	4
ECCE 186	Child Health and Safety	Online	3
ECCE 188	Responsive Child-Centered Environments	On Campus	4
HSER 174	Interpersonal Communications	On Campus	3
PSYC 100	Introductory Psychology I	On Campus	3
<b>Total</b>			<b>21.5</b>

### SEMESTER 2

Course	Name		Credit
ECCE 169	Clinical Practicum II	On Campus	1.5
ECCE 179	Foundations of Professional Practice II	On Campus	4
ECCE 189	Responsive Child-Centered Environments II	On Campus	4
ECCE 193	Child-Centered Partnerships I	Online	4
ECCE 195	Block Practicum I	On Campus	4
FAM 180	Family Dynamics	On Campus	3
PSYC 240	Child Development	On Campus	3
<b>Total</b>			<b>23.5</b>

### SEMESTER 3

Course	Name		Credit
ECCE 293	Child-Centered Partnerships II	On Campus	3
ECCE 294	Block Practicum II	On Campus	5
<b>Total</b>			<b>8</b>

## Program Summary

As an Early Childhood Care and Education Worker, you will contribute to your community by facilitating the growth and development of children.

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 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.

LENGTH OF STUDY:

**9 Month / 2 Year**

ACCREDITATION:

**Certificate / Diploma**

CAMPUS:

**Castlegar Campus**

## 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 at Selkirk and also to related programs at other universities.

## Admission Requirements

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. 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 12 or equivalent with a grade of "C" or better

## NON-ACADEMIC REQUIREMENTS

- Résumé
- A completed health information form
- Documentation of successful completion of 40 hours of supervised paid or volunteer work with groups of young children
- Criminal Record Check with Ministry of Justice
- Two completed personal reference forms
- Driver's license is recommended

## EARLY CHILDHOOD CARE & EDUCATION (ECCE)

selkirk.ca/ecce

### 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

### 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

### COLLEGE READINESS TOOL

- The College Readiness Tool (CRT) must be completed prior to starting the program. If you have completed the assessment previously at Selkirk, it's not necessary to do it again. For more information regarding the CRT, please see <http://selkirk.ca/services/crt>

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 in

- Childcare Centres
- Early Learning and Literacy Programs
- Family Centres
- Nursery Schools
- Preschool Recreation
- School-age Programs
- Infant/Toddler Centres

- Child Resource and Referral Agencies
- Supported Child Development Centres
- Private kindergartens
- Day Care Centres

## Application Information

### APPLICATION INFORMATION

#### STEPS TO APPLY

- Please fill out the general application form
- Please make sure you meet all admission requirements, including the general admission requirements for the college and the specific admission requirements for your chosen program (these are listed in each program area)
- You must also complete the College Readiness Tool (CRT) for reading and writing before registration in the program. For information on how to register, check with Paris Voykin at 250.365.7292, ext. 21313
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International

#### DOCUMENTS REQUIRED

- Official transcripts from high school and all post-secondary institutions attended, mailed directly from the Ministry of Education and educational institutions.
- A resumé which includes a record of all previous employment AND a record of any volunteer work relevant to the proposed field of study.
- A one-page statement explaining your goals and objectives for wanting to enroll in the program.
- Two references from people who have known you well for more than Two years. These references should be submitted by the referees in sealed envelopes marked "confidential" (please find the forms in the Application Package).
- A completed form from an agency where you have done a minimum of 30 paid or volunteer hours. This form should be submitted directly by the agency or employer.
- A health information form (please find the forms in the Application Package).
- A criminal record check from the Ministry of Justice (please find information in Application Package).

## 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.

*Pre-requisites:* 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 - BLOCK 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**

In ECCE 293: Child-Centred 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 "C" grade level of ECCE 193.*

**ECCE 294 - BLOCK PRACTICUM II**

Block 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.

*Pre-requisites: A "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.*

**FAM 180 - FAMILY DYNAMICS**

This course is designed to provide students with a variety of theoretical perspectives to understanding families. It considers the diversity of families including exploration of cultural differences, same-sex parents, single parents and blended families. The role of marriage is examined, as well as childbearing and socialization. Issues such as middle age, empty nest, aging in the family, and special concerns such as chronic illness, disability, alcoholism, violence, and poverty are introduced.

\*The fall semester of FAM 180 is in the classroom, the winter semester offering is via distance learning.

*Pre-requisites: ENGL 12 or equivalent.*

**HSER 174 - INTERPERSONAL COMMUNICATIONS**

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.

*Pre-requisites: ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.*

**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.

*Pre-requisites: PSYC 100/101 or written permission of the Instructor and School Chair.*

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## Contacts

**RACHEL WALKER**

Admissions Officer  
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**TERESA PETRICK**

School Chair, Health and Human Services  
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# Economics

selkirk.ca/economics

LENGTH OF STUDY:

**Up to One Year**

ACCREDITATION:

**General Associate of Arts and  
Transfer to BA**

CAMPUS:

**Castlegar Campus**

## Program Summary

### WHO SHOULD STUDY ECONOMICS?

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 12 with a grade of "C" or better 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.

**For all University Arts & Sciences  
course descriptions:**

**see page 260**

## Program Courses

Selkirk College offers introductory courses in UAS School Chair for information on transferability.

### ECON 106 - PRINCIPLES OF MACROECONOMICS

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: ENGL 12 or equivalent with a grade of "C" or better.*

### ECON 107 - PRINCIPLES OF MICROECONOMICS

ECON 107: Principles of Microeconomics is usually 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: ENGL 12 or equivalent with a grade of "C" or better.*

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca

### UNIVERSITY ARTS & SCIENCES

Program Contact  
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Direct: 250.365.1205  
Email: UAS@selkirk.ca

### TRACY PUNCHARD

School Chair of UAS; Instructor, English  
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Direct: 250.365.1318  
Email: tpunchard@selkirk.ca

# Education Assistant & Community Support Worker

selkirk.ca/eacsw

## Course of Studies

This certificate program ladders in to the Human Services Diploma option.

### SEMESTER 1

Course	Name		Credit
CCSW 155	Foundations of Practice	On Campus	3
CCSW 156	Support Strategies	On Campus	3
CCSW 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
CCSW 160	Classroom Support Strategies	On Campus	3
<b>Total</b>			<b>20</b>

### SEMESTER 2

Course	Name		Credit
CCSW 161	Person-Centered Planning	On Campus	3
CCSW 165	Health and Wellness	On Campus	3
CCSW 179	Application of Theory to Practice	On Campus	1
CCSW 195	Practicum I	Practicum	4.0
FAM 180	Family Dynamics	On Campus	3
PSYC 101	Introductory Psychology II	On Campus	3
SSW 161	Introduction to Social Policy	On Campus	3
<b>Total</b>			<b>20</b>

### SEMESTER 3

Course	Name		Credit
CCSW 196	Practicum II	Practicum	5

LENGTH OF STUDY:

**Nine months / Two years**

ACCREDITATION:

**Certificate / Diploma**

CAMPUS:

**Castlegar Campus**

### ASSIST OTHERS WITH

- Life Skills
- Recreation
- Residential
- Supported Employment

### TRANSFER OPPORTUNITIES

Your EACSW 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 EACSW Certificate graduates - additional bridging courses are required. This program also transfers to related universities.

## Admission Requirements

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.

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 12 or equivalent with a grade of "C" or better, or a minimum Language Proficiency Index (LPI) score of level 4, or English 51 from Selkirk College

## Program Summary

Do you want a rewarding and challenging career and have a strong desire to support others? As a Education Assistant & Community Support Worker (EACSW), you'll 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) and
- Professional skills practice (hands)

# EDUCATION ASSISTANT & COMMUNITY SUPPORT WORKER

selkirk.ca/eacsw

## NON-ACADEMIC REQUIREMENTS

- Criminal Record Check from Ministry of Justice
- Completed résumé which includes a record of previous employment and a record of any volunteer work relevant to the proposed field of study
- A one-page statement explaining your goals and objectives for wanting to enroll in the program
- Two completed personal reference forms
- Completed health information form
- A completed form from an agency where you have done a minimum of 30 paid or volunteer hours. This form should be submitted directly by the agency or employer.
- Driver's License recommended

## 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

## COLLEGE READINESS TOOL

- The College Readiness Tool (CRT) must be completed prior to starting the program. If you have completed the assessment previously at Selkirk, it's not necessary to do it again.

## Important Dates

### WINTER 2017

- April 14 - Winter semester instruction ends
- April 18-26 - Winter semester exams (consult your program for details)

### SPRING PRACTICUM 2017

- TBA

### FALL 2017

- September 5 - Get Connected (Campus Orientation Day)
- September 6 - Fall Semester instruction begins

## Careers

The EACSW Certificate Program prepares students to work with individuals across the lifespan in a variety of multi-disciplinary settings. Students become certified Education Assistants in schools or as support workers in residential, supported employment and recreational settings. Graduates of this program have a very high rate of employment following program

completion. Students are prepared to continue their studies in diploma and degree programs.

This certificate serves as a prerequisite for entry into the Human Services Diploma. Completion of the Human Services Diploma provides students with sufficient credit to enter third year of a Child and Youth Care, or a Bachelor of Community Rehabilitation, depending on the selection of elective courses.

## Application Information

Fill out general application form.

- Please make sure you meet all admission requirements, including the general admission requirements.
- You must also complete the College Readiness Tool (CRT) for reading and writing before registration in the program. For information on how to register, check with Paris Voykin at 250.365.7292, ext. 21313.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

## DOCUMENTS REQUIRED

- Official transcripts from high school and all post-secondary institutions attended, mailed directly from the Ministry of Education and educational institutions.
- A résumé which includes a record of all previous employment AND a record of any volunteer work relevant to the proposed field of study.
- A one-page statement explaining your goals and objectives for wanting to enroll in the program.
- Two references from people who have known you well for more than Two years. These references should be submitted by the referees in sealed envelopes marked "confidential" (please find the forms in the Application Package).
- A completed form from an agency where you have done a minimum of 30 paid or volunteer hours. This form should be submitted directly by the agency or employer.
- A health information form (please find the forms in the Application Package).
- A criminal record check from the Ministry of Justice (please find information in Application Package).

## 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 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 160 - CLASSROOM SUPPORT STRATEGIES

EACSW 160: this course 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.

### 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**

CCWS 165: Health and Wellness is 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.

**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.

**CCSW 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 EACSW 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.

**CCSW 195 - PRACTICUM I**

This course 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 challenging conditions, to develop objective documentation skills and to observe the techniques and procedures used by on-site staff. This is a 17-day practicum beginning with two preparation days. A seminar, EACSW 179, will allow students time for integration of their work experience and peer support.

**CCSW 196 - PRACTICUM II**

Practicum is 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.

*Pre-requisites:* A "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.

**FAM 180 - FAMILY DYNAMICS**

This course is designed to provide students with a variety of theoretical perspectives to understanding families. It considers the diversity of families including exploration of cultural differences, same-sex parents, single parents and blended families. The role of marriage is examined, as well as childbearing and socialization. Issues such as middle age, empty nest, aging in the family, and special concerns such as chronic illness, disability, alcoholism, violence, and poverty are introduced.

\*The fall semester of FAM 180 is in the classroom, the winter semester offering is via distance learning.

*Pre-requisites:* ENGL 12 or equivalent.

**HSER 174 - INTERPERSONAL COMMUNICATIONS**

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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* PSYC 100 with a grade of "C" or better or written permission of the Instructor and School Chair.

**SSW 161 - INTRODUCTION TO SOCIAL POLICY**

SSW 161: Introduction to Social Policy explores social issues and how they are influenced by cultural ideologies and values. The historical development of social security policies and programs in Canada, within the context of larger global trends is examined. The impact of social policy on populations such as those who live in poverty, people with disabilities and minority populations will be explored with a view to the past, present and potential future status of the social safety net in Canada and other countries around the world.

*Pre-requisites:* ENGL 110 or equivalent with a grade of "C" or better.

**Contacts**

**RACHEL WALKER**  
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**TERESA PETRICK**  
School Chair, Health and Human Services  
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# Electrical Apprenticeship

selkirk.ca/electrical-apprenticeship

## Course of Studies

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

LENGTH OF STUDY:

**10 weeks**

ACCREDITATION:

**Technical Training**

CAMPUS:

**Silver King Campus, Nelson**

## Program Summary

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 - 3, 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 Four 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 an Electrical Apprenticeship

### READY TO APPLY?

- Please make sure you meet all admission requirements, including the general admission requirements for the college.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

## Important Dates

### IMPORTANT DATES

#### TRAINING SCHEDULE

#### 2017

- Level 2 January 3 - March 9
- Level 4 January 3 - March 9
- Level 1 March 13 – May 19
- Level 3 March 13 – May 19
- Level 3 October 10 – December 15
- Level 4 October 10 – December 15

#### 2018

- Level 2 January 2 - March 9
- Level 4 January 2 - March 9
- Level 2 March 12 – May 18
- Level 3 March 12 – May 18

## 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

*Pre-requisites: 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

*Pre-requisites: 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

*Pre-requisites: Indentured in Electrical Apprenticeship*



**Contacts**

**TRADES ADMISSIONS**

Registration Contact  
Phone: 1.888.953.1133 ext 13204  
Direct: 250.354.3204  
Fax: 250.352.3180  
Email: trades@selkirk.ca

**INDUSTRY AND TRADES CONTACT**

Program Contact  
Phone: 1.888.953.1133 ext 13221  
Direct: 250.354.3221  
Fax: 250.352.3180  
Email: trades@selkirk.ca

**ROB SCHWARZER**

School Chair  
Phone: 250.352.6601 ext 13212  
Direct: 250.354.3212  
Email: rschwarzer@selkirk.ca

# Electrical Foundation

selkirk.ca/electrical-foundation

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

## Program Summary

This 24-week program will provide students, even those with little or no experience, with 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 (ACE IT) HIGH SCHOOL TRANSITION PROGRAM

This program qualifies for high school transitions. A program that is designed to help secondary school students get a head-start on their trades careers, while earning graduation credit, the BC Industry Training Authority (ITA) Youth Train in Trades (formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT)) program is a perfect way to learn more about the industry.

Speak with your high school guidance counsellor to learn more or get in touch with our ITT Admin Assistant by email at [trades@selkirk.ca](mailto:trades@selkirk.ca) or phone: 1.866.301.6601 ext. 13221.

## Admission Requirements

The following admission requirements are specific to the Electrical Foundation Program.

- Graduation from a British Columbia Senior Secondary School or equivalent.
- Foundations & Pre-Calculus 10, or Apprenticeship Workplace 11, or Principles 11, or Applications 12, or Selkirk ABE Math 46, with a grade of "C" or better.
- 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 better (This course must be completed prior to the program entry date).
- A refundable tool deposit of \$100 will be required at the start of the program.

## READY TO APPLY?

- Please make sure you meet all admission requirements, including the general admission requirements for the college.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

## Important Dates

### 2017

- January 30 -Winter Intake Begins
- July 13 - Winter Intake Ends
- August 8 - Summer Intake Begins

### 2018

- February 1 - Summer Intake Ends
- February 5 - Winter Intake Begins
- July 19 - Winter Intake Ends

## Careers

Employment in electrical trades is forecast to grow at about the average for all occupations through to 2011. About 1261 new jobs and an additional 1472 replacement jobs will become available as workers retire.

This forecast reflects the historic relationship between population growth and construction activity and the generally good level of investment and housing activity.

## 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.

NOTE: 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.

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## **Contacts**

### **TRADES ADMISSIONS**

Registration Contact  
Phone: 1.888.953.1133 ext 13204  
Direct: 250.354.3204  
Fax: 250.352.3180  
Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)

### **INDUSTRY AND TRADES CONTACT**

Program Contact  
Phone: 1.888.953.1133 ext 13221  
Direct: 250.354.3221  
Fax: 250.352.3180  
Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)

### **ROB SCHWARZER**

School Chair  
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# Elementary Education

selkirk.ca/elementary-education

## 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
CAN CON I	Canadian Content Elective	On Campus	3
ENGLISH	English Requirement: ENGL 110 or ENGL 112	On Campus	3
MATH	Math Requirement: MATH 100 or MATH 180	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>

#### SEMESTER 2

Course	Name		Credit
CAN CON II	Canadian Content Elective	On Campus	3
ENGLISH	English Requirement: ENGL 111 or ENGL 114	On Campus	3
MATH	Math Requirement: MATH 101 or MATH 181	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>

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Associate of Arts Degree**

CAMPUS:

**Castlegar Campus**

## Program Courses

### - CANADIAN CONTENT ELECTIVE

A student may take any one of the Canadian content courses listed here. Note: some universities may not accept Canadian literature courses or courses that study one area or province of Canada. Please consult a Selkirk College counsellor.

- ENGL 202 - Canadian Literature I: Indigenous Voices
- GEOG 136 - The Geography of British Columbia
- HIST 104 - Canada Before Confederation
- HIST 203 - A History of British Columbia

### - CANADIAN CONTENT ELECTIVE

A student may take any one of the Canadian content courses listed here. Note: some universities may not accept Canadian literature courses or courses that study one area or province of Canada. Please consult a Selkirk College counsellor.

- ENGL 203 - Canadian Literature II: Contemporary Voices
- HIST 105 - Contemporary Canada
- HIST 210 - A An Indigenous History of Canada

### - ENGLISH REQUIREMENT: ENGL 110 OR ENGL 112

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

- ENGL 110 - College Composition
- The 110/111 sequence is focused on the development of academic writing and research.
- ENGL 112 - Introduction to Poetry and Drama
- The 112/114 sequence is focused on the interpretation of literature.

## Program Summary

Get started on your bachelor of education degree. With two years of courses from your associate degree, you'll 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 Kootenay 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's 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'll do when it's your turn at the blackboard.

## Admission Requirements

Admission to the program requires the completion of English 12 with a grade of "C" or better 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 university courses in your first year. This may extend the length of your program.

## Year 2

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.

### SEMESTER 3

Course	Name		Credit
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT II	UAS 200 level course elective	On Campus	3
UAS ELECT II	UAS 200 level course elective	On Campus	3
UAS ELECT II	UAS 200 level course elective	On Campus	3

Total 15

### SEMESTER 4

Course	Name		Credit
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT II	UAS 200 level course elective	On Campus	3
UAS ELECT II	UAS 200 level course elective	On Campus	3
UAS ELECT II	UAS 200 level course elective	On Campus	3

Total 15

### - UAS 200 LEVEL COURSE ELECTIVE

A 200-level university transfer Arts elective chosen in consultation with a Selkirk College counsellor. More advanced university transfer courses will also satisfy this requirement.

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
 Phone: 1.888.953.1133 ext 21233  
 Direct: 250.365.1233  
 Email: admissions@selkirk.ca

### UNIVERSITY ARTS & SCIENCES

Program Contact  
 Phone: 1.888.953.1133 ext 21205  
 Direct: 250.365.1205  
 Email: UAS@selkirk.ca

### TRACY PUNCHARD

School Chair of UAS; Instructor, English  
 Phone: 1.888.953.1133 ext 21318  
 Direct: 250.365.1318  
 Email: tpunchard@selkirk.ca

### - ENGLISH REQUIREMENT: ENGL 111 OR ENGL 114

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

- The 110/111 sequence is focused on the development of academic writing and research.
- ENGL 111 - Introduction to Literature
- The 112/114 sequence is focused on the interpretation of literature.
- ENGL 114 - Introduction to Prose Fiction

### - 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.

- Astronomy
- Biology
- Chemistry
- Geography 130, 232, 254
- Geology
- Physics

### - MATH REQUIREMENT: MATH 100 OR MATH 180

Students can choose from the math 100/101 calculus sequence or the math 180/181 sequence.

- MATH 100 - Calculus I
- MATH 180 - Mathematics for Teachers

### - MATH REQUIREMENT: MATH 101 OR MATH 181

Students can choose from the math 100/101 calculus sequence or the math 180/181 sequence.

- MATH 101 - Calculus II
- MATH 181 - Problem Solving

### - 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.

# Engineering

selkirk.ca/engineering

## Course of Studies

Programs vary depending on the university you wish to attend. Courses should be chosen only after consultation with a Selkirk College counsellor.

### 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>

LENGTH OF STUDY:

**One Year**

ACCREDITATION:

**Certificate**

CAMPUS:

**Castlegar Campus**

## ENGINEERING CO-OP

Co-op education lets you integrate your first year of academic study with periods of paid, related work experience. Co-op work term credit is transferable to university co-op engineering programs.

## Admission Requirements

Programs vary depending on the university a student wishes to attend. Courses should be chosen only after consultation with a Selkirk College counsellor.

Admission to the first-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 12 with a minimum grade of "C+"

All students are expected to have their academic readiness assessed by the College Readiness Tool (CRT). Applicants will also have an interview with the School Chair.

If you are interested in the program, but do not have the Prerequisites, please contact the School Chair. 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

## Program Summary

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'll 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'll 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 don't 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

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.

*Pre-requisites:* 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.

*Pre-requisites:* Admission to Engineering.

#### CHEM 122 - GENERAL CHEMISTRY I

CHEM 122: General Chemistry I is 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.

*Pre-requisites:* CHEM 12 or CHEM 62/63 or CHEM 110, and Pre-calculus Math 11 (Principles of MATH 11) or Math 050 or MATH 52/53, each with a "C" or better. Pre-calculus Math 12 (Principles of Math 12) or Math 051 or MATH 62/63 is recommended.

#### CHEM 125 - FOUNDATIONS OF CHEMISTRY II

CHEM 125: Fundamentals of Chemistry II is 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.

*Pre-requisites:* CHEM 110 or CHEM 122 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* Pre-calculus 12, Foundations 12, MATH 051 or MATH 50 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* A "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or better or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* MATH 100 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

#### MATH 221 - INTRODUCTORY LINEAR ALGEBRA

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.

*Pre-requisites:* MATH 100 with a grade of "C" or better or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* PHYS 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* PHYS 104 and MATH 100 with a grade of "C" or better or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* PHYS 105, MATH 101 or its equivalent with a grade of "C" or better, or admission to the Bridging Program in Engineering.

**For all University Arts & Sciences course descriptions:**

**see page 260**

## **ENGINEERING**

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

### **- 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.

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## **Contacts**

### **UNIVERSITY ARTS & SCIENCES ADMISSIONS**

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: [admissions@selkirk.ca](mailto:admissions@selkirk.ca)

### **UNIVERSITY ARTS & SCIENCES**

Program Contact  
Phone: 1.888.953.1133 ext 21205  
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### **TRACY PUNCHARD**

School Chair of UAS; Instructor, English  
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## 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 with CWRT 100 and CWRT 101 respectively.

As an alternative, you may be interested in exploring a liberal arts diploma in creative writing.

### SEMESTER 1

Course	Name		Credit
ENGLISH	English Requirement: ENGL 110 or ENGL 112	On Campus	3
MATH SCI	Mathematical Science Elective for Arts	On Campus	3
SOC SCI	Social Science Elective	On Campus	3
HUMANITIES	Humanities Elective	On Campus	3
ARTS I	First or Second Year Arts Requirement	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
ARTS I	First or Second Year Arts Requirement	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>

## Program Summary

Are you interested in other people, their lives and ideas?

### PROGRAM OVERVIEW

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 Dev.
- Lobbying and Advocacy
- Publishing
- Advertising and Marketing
- Broadcasting
- Public Relations
- Technical Writing
- Speech Writing
- Editing
- Project Management
- Research, Library and Info. Services
- Public Service

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Associate of Arts Degree**

CAMPUS:

**Castlegar Campus**

### 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.

- 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 12 with a grade of "C" or better 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 university courses in your first year. This may extend the length of your program.

**For all University Arts & Sciences course descriptions:**

**see page 260**

**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.

**- SECOND YEAR ARTS BREADTH REQUIREMENT (EXCLUDING DISCIPLINE)**

Students may take any 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.

*Pre-requisites:* A "C" or better in ENGL 110/111 or ENGL 112/114 or 114 or equivalent, or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* A "C" or better in ENGL 200 or equivalent or written permission of the Instructor and School Chair.

**- TOPICS IN LITERATURE: ENGL 202 OR ENGL 204**

Students requiring a second-year Topics in Literature course have a choice of the English 202/203 (Canadian Literature) sequence and the 204/205 (Children's Literature) sequence.

ENGL 202: Canadian Literature I: Indigenous Voices

ENGL 204: Children's Literature I: From Rags to Riches and Worlds of Magic

**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 201 respectively.

As an alternative, you may be interested in exploring a liberal arts diploma in creative writing.

**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
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
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
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
<b>Total</b>			<b>15</b>

**- TOPICS IN LITERATURE: ENGL 203 OR ENGL 205**

Students requiring a second-year Topics in Literature course have a choice of the English 202/203 (Canadian Literature) sequence and the 204/205 (Children's Literature) sequence.

- ENGL 203: Canadian Literature II: Contemporary Voices
- ENGL 205: Children's Literature II: From Hell to Heaven and Everything in Between

**- ENGLISH REQUIREMENT: ENGL 110 OR ENGL 112**

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

ENGL 110 - College Composition

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

ENGL 112 - Introduction to Poetry and Drama

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

**- ENGLISH REQUIREMENT: ENGL 111 OR ENGL 114**

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

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

ENGL 111 - Introduction to Literature

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

ENGL 114 - Introduction to Prose Fiction





# English Language Program

selkirk.ca/english-language-program

## Course of Studies

Course	Name		Credit
EASL 015	Fundamental Grammar	On Campus	5
EASL 016	Fundamental Writing	On Campus	3
EASL 017	Fundamental Reading	On Campus	6
EASL 018	Fundamental Communications	On Campus	4
EASL 025	Intermediate Grammar - Verbs	On Campus	5
EASL 026	Intermediate Writing - Sentence Structures	On Campus	3
EASL 027	Intermediate Reading - Vocabulary and Meaning	On Campus	6
EASL 028	Intermediate Communications - Conversation Skills	On Campus	4
EASL 035	Intermediate Grammar - Structures	On Campus	5
EASL 036	Intermediate Writing - Expressing Ideas	On Campus	3
EASL 037	Intermediate Reading - Current Ideas	On Campus	6
EASL 038	Intermediate Communications - Expressing Opinions	On Campus	4
EASL 045	Advanced Grammar - Complex Verbs	On Campus	4
EASL 046	Advanced Writing - Paragraphs / Essays	On Campus	4
EASL 047	Advanced Reading - Contemporary Reading	On Campus	6
EASL 048	Advanced Communications - Developing Discussions	On Campus	4
EASL 055	Advanced Grammar - Complex Structures	On Campus	4
EASL 056	Advanced Writing - College Essays	On Campus	4
EASL 056	Advanced Writing - Technical Writing	On Campus	4
EASL 057A	Advanced Reading - Academic Reading	On Campus	3
EASL 057B	Advanced Reading - World Literature	On Campus	3
EASL 057C	Advanced Reading - Media Reading	On Campus	3
EASL 058	Advanced Communications - Exploring Issues	On Campus	4
EASL 065	College Preparation - Grammar	On Campus	2
EASL 066	College Preparation - Research Writing	On Campus	3
EASL 067	College Preparation - Integrated Studies	On Campus	4
EASL 068	College Preparation - Community Outreach	On Campus	4
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 091E	Theatre	On Campus	2
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

LENGTH OF STUDY:

**Depending on English skill level at entry, this is one to six semesters**

ACCREDITATION:

**Certificate**

CAMPUS:

**Castlegar Campus**

## Program Summary

The Academic English program gives students the opportunity to build their English language skills and earn credits that can be used to transfer into 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 (\$275)
- Kelowna Trip – 1 night (\$180)
- Vancouver Trip – 2 nights (\$300)

## Course of Studies *continued*

EASL 093	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
TOFL 051	Standardized Test Preparation	On Campus	2
<b>Total</b>			<b>156</b>

## Admission Requirements

No minimum TOEFL or IELTS score is needed for entry into the English Language Program.

International applicants seeking admission generally must:

- be at least 18 years of age, or
- must have successfully completed the equivalent of British Columbia Grade 12 or
- be approved by Selkirk International.

Upon arrival, students will be interviewed, tested and placed according to their skill levels and needs.

## Important Dates

Apply for the English Language Program at least two months before the start of classes. Applications that do not require visa permits will be accepted at any time as space allows.

Students interested in other programs should inquire about program specific deadlines.

### FEBRUARY TO APRIL 2017

#### FEBRUARY 2017

- Feb 10 - Early Alert Program ends
- Feb 13 - Family Day, college closed
- Feb 13 to 17 - Reading break week, some program reading breaks will vary in length
- Feb 15 - Selkirk College General Scholarship Application Opens
- Feb 15 - Selkirk College Entrance Award

Application Opens

- Feb 20 - English Language Program - Module 2 starts
- Feb 20 - Feb 24 - Student Engagement Survey

#### MARCH 2017

- Mar 31 - Selkirk College Entrance Award Application Closes

#### APRIL 2017

- Apr 14 - Winter semester instruction ends - most programs
- Apr 18 to Apr 26 - Winter semester exams - consult your program for details
- Apr 15 - Selkirk College General Scholarship Application Closes
- Apr 28 - Graduation Ceremony
- Apr 26 - International Student and English Language Program orientations

### MAY TO AUGUST 2017

#### MAY 2017

- May 1 - International Students Orientation - all programs
- May 1 - English Language Spring Academic Intensive Programs start
- May 1 - First day of spring/summer semester
- May 15 - Victoria Day, college closed

#### JUNE 2017

- Jun 1 - Fall semester registration begins
- Jun 30 - Spring Academic Intensive English Language Program ends

### JULY 2017

- Jul 1 - Canada Day, college closed
- Jul 3 - Summer Applied English Session 1 starts
- Jul 14 - Summer Applied English: Session 1 ends
- Jul 17 - Summer Applied English: Session 2 starts
- Jul 28 - Summer Applied English: Session 2 ends
- Jul 31 - Summer Applied English Session 3 starts

### AUGUST 2017

- Aug 7 - BC Day, college closed
- Aug 11 - Summer Applied English Session 3 ends

## 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

## 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.

## ENGLISH LANGUAGE PROGRAM

selkirk.ca/english-language-program

### EASL 018 - FUNDAMENTAL COMMUNICATIONS

This course develops students' ability 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.

*Pre-requisites:* EASL 015 with a grade of "C" or better, or equivalent.

### 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.

*Pre-requisites:* EASL 016 with a grade of "C" or better, 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 in understanding main ideas. Students are encouraged to do supplementary reading and begin to use an English dictionary.

*Pre-requisites:* EASL 017 with a grade of "C" or better, or equivalent.

### EASL 028 - INTERMEDIATE COMMUNICATIONS - CONVERSATION SKILLS

This course develops students' ability 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.

*Pre-requisites:* EASL 018 with a "C" or better, 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.

*Pre-requisites:* EASL 025 with a grade of "C" or better, 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.

*Pre-requisites:* EASL 026 with a grade of "C" or better, 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.

*Pre-requisites:* EASL 027 with a grade of "C" or better, 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.

*Pre-requisites:* EASL 028 with a "C" or better, 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.

*Pre-requisites:* EASL 035 with a grade of "C" or better, or equivalent.

### EASL 046 - ADVANCED WRITING - PARAGRAPHS / 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.

*Pre-requisites:* EASL 036 with a grade of "C" or better, 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.

*Pre-requisites:* EASL 037 with a grade of "C" or better, 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.

*Pre-requisites:* EASL 038 with a "C" or better, 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.

*Pre-requisites:* EASL 045 with a grade of "C" or better, or equivalent.

#### EASL 056 - **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 / 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.

*Pre-requisites:* EASL 046 with a grade of "C" or better, or equivalent.

#### EASL 056 - **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.

*Pre-requisites:* EASL 046 with a grade of "C" or better, or equivalent.

#### EASL 057 - **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.

*Pre-requisites:* EASL 047 with a grade of "C" or better, or equivalent.

#### EASL 057 - **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.

*Pre-requisites:* EASL 047 with a grade of "C" or better, or equivalent.

#### EASL 057 - **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.

*Pre-requisites:* EASL 047 with a grade of "C" or better, 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.

*Pre-requisites:* EASL 048 with a "C" or better, 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.

*Pre-requisites:* EASL 055 Grammar with a grade of "C" or higher or equivalent skills.

#### EASL 066 - **COLLEGE PREPARATION - RESEARCH WRITING**

EASL 066: College Preparation: 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 better, 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.

*Pre-requisites:* Completion of at least 50% of advanced English language program with a grade of "C" or equivalent skills.

## ENGLISH LANGUAGE PROGRAM

selkirk.ca/english-language-program

### 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.

*Pre-requisites:* EASL 058 or TREC 159 with a grade of "C" or higher, or equivalent skills.

### EASL 091 - 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 091 - 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 091 - 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 091 - 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 092 - 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 092 - 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 092 - 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 092 - 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 092 - 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 093 - 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 093 - 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 093 - 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 the 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 093 - 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 094 - 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 094 - 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 094 - 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 094 - 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 095 - 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 095 - 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 095 - 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 095 - 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 095 - 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.

**TOFL 051 - STANDARDIZED TEST PREPARATION**

This seminar helps students develop testing skills necessary to be successful when taking standardized English language placement tests. They will practice the listening, writing, grammar and vocabulary skills and explore exam taking strategies needed for success.

*Pre-requisites: Current enrolment in the intermediate or advanced English Language Program.*

**TOIC 051 - TOEIC TEST PREPARATION**

This course provides opportunities for students to become familiar with and practice TOEIC testing methods, questions, and techniques.

*Pre-requisites: Current enrolment in the English Language Program.*

**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.

*Pre-requisites: Completion of one semester of advanced communications with a 'C', or better, or equivalent.*

|||||  
**Contacts**

**SELKIRK INTERNATIONAL CONTACT**

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# Entry to Pharmacy

selkirk.ca/entry-pharmacy

## Course of Studies

Courses should always be chosen in consultation with a Selkirk College counsellor.

Notes:

This program contains all prerequisite courses required for entry into a B.Sc. in pharmacy at UBC and U of A.

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(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
OPEN SCI	Science Elective	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
ARTS I	First or Second Year Arts Requirement	On Campus	3
<b>Total</b>			<b>16</b>

## Program Summary

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 first year of studies towards your two-year associate of science degree 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'll learn a broad range of science and humanities subjects, including:

- Biology
- Calculus
- Chemistry
- College writing composition
- Literature
- Statistics

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Associate of Science in Entry to Pharmacy and Transfer to BSc**

CAMPUS:

**Castlegar Campus**

Once you successfully complete your 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 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.

## 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.

*Pre-requisites: BIOL 12 or equivalent and CHEM 11 or equivalent. Students lacking the stated Pre-requisites 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

## Course of Studies

Courses should always be chosen in consultation with a Selkirk College counsellor.

### Notes:

This program contains all prerequisite courses required for entry into a B.Sc. in pharmacy at UBC and U of A.

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(s) they plan to attend.

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

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.

**Pre-requisites:** BIOL 104 with a grade of "C" or better or written permission of the Instructor and School Chair.

#### 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.

**Pre-requisites:** BIOL 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### 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.

**Pre-requisites:** Biology 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

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

#### BIOL 212 - MICROBIOLOGY

BIOL 212: Microbiology is 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.

**Pre-requisites:** BIOL 104 and BIOL 106 (or another six credits of 100-level Biology) with a grade of "C" or better, or written permission from the Instructor and the School Chair.

#### CHEM 125 - FOUNDATIONS OF CHEMISTRY II

CHEM 125: Fundamentals of Chemistry II is 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.

**Pre-requisites:** CHEM 110 or CHEM 122 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### CHEM 212 - ORGANIC CHEMISTRY I

CHEM 212: Organic Chemistry I, explores the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from 1st-year general chemistry are reviewed briefly: alkanes, stereochemistry, alkenes, and nucleophilic substitution and elimination reactions of alkyl halides. The correlation between structure and



## ENTRY TO PHARMACY

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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.

*Pre-requisites:* CHEM 125 with a grade of "C" or better, or written permission of the Instructor and School Chair.

### CHEM 213 - ORGANIC CHEMISTRY II

CHEM 213: Organic Chemistry II is 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.

*Pre-requisites:* CHEM 212 with a grade of "C" or better, or written permission of the Instructor and School Chair.

#### - CHEMISTRY REQUIREMENT:

##### CHEM 110 OR CHEM 122

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:

##### ENGL 110 OR ENGL 112

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

ENGL 110 - College Composition

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

ENGL 112 - Introduction to Poetry and Drama

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

#### - ENGLISH REQUIREMENT:

##### ENGL 111 OR ENGL 114

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

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

ENGL 111 - Introduction to Literature

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

ENGL 114 - Introduction to Prose Fiction

### 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.

*Pre-requisites:* Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or better or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* MATH 100 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

#### - 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.

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
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### UNIVERSITY ARTS & SCIENCES

Program Contact  
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### TRACY PUNCHARD

School Chair of UAS; Instructor, English  
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## Course of Studies

Course	Name		Credit
CRWW 160	Woodshop Tools and Techniques	On Campus	6
CRWW 161	Joinery Principles and Practices	On Campus	15.4
CRWW 162	Specialized Techniques	On Campus	2
CRWW 164	Materials Technology	On Campus	2
CRWW 165	Wood Finishing	On Campus	2
CRWW 175	Furniture Design	On Campus	2
CRWW 176	Drafting for Furniture	On Campus	4
CRWW 179	Kitchen Design and Construction	On Campus	2
Total			35.4

## Program Summary

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.

## Admission Requirements

The following admission requirements are specific to the Fine Woodworking Program.

- Graduation from a British Columbia Senior Secondary School or equivalent.
- Foundations & Pre-Calculus 10, or Apprenticeship Workplace 11, or Principles 11, or Applications 11, or Essentials 12, or Selkirk ABE Math 46, with a grade of "C" or better.
- 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 better (This course must be completed prior to the program entry date).
- Basic computer are skills highly recommended.

### READY TO APPLY?

- Please make sure you meet all admission requirements, including the general admission requirements for the college.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

### LENGTH OF STUDY:

**Nine months**

### ACCREDITATION:

**Certificate**

### CAMPUS:

**Silver King Campus, Nelson**

## Important Dates

### 2017

- May 25 - Program ends.
- May 26-28 - Year End Show.
- September 5 - Program begins.
- December 14 - Winter break.

### 2018

- January 2 - Program continues.
- May 24 - Program ends.
- May 25-27 - Year End Show.

Note: Applicants are advised that this is a popular program. Apply well in advance.

## 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'll need to get there. Plus, you'll 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.

## FINE WOODWORKING

selkirk.ca/fine-woodworking

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### Program Courses

#### CRWW 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.

#### CRWW 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.

#### CRWW 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.

#### CRWW 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.

#### CRWW 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.

#### CRWW 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.

#### CRWW 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 CAD drafting early in the year so they will be able to draft their remaining projects on the computer.

#### CRWW 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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### Contacts

#### TRADES ADMISSIONS

Registration Contact  
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#### INDUSTRY AND TRADES CONTACT

Program Contact  
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#### ROB SCHWARZER

School Chair  
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Direct: 250.354.3212  
Email: rschwarzer@selkirk.ca

## 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
Total			20

### 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
Total			19

## 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
Total			18

### SEMESTER 4

Course	Name		Credit
FOR 280	Applied Research	On Campus	1
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	4
ENVR 290	Computer Applications in Resource Management	On Campus	2
Total			17

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Diploma**

CAMPUS:

**Castlegar Campus**

## Program Summary

Our distinguished nationally accredited Forest Technology diploma program bridges the environment with people to ensure the balanced use of forested landscapes. We train forestry professionals to use an ecologically-responsible approach in maintaining the integrity of the whole forest in the short and long-term.

This field is anticipating increased job opportunities to augment a rapidly retiring workforce. The public needs to be reassured that our forests are being managed by skilled, responsible forest practitioners.

### BECOME PROFICIENT IN

- Ecology
- Engineering
- Habitat Identification
- Harvesting
- Hydrology
- Inventory
- Regeneration
- Planning
- Protection

### YOU'LL BENEFIT FROM

- Instruction by practicing resource professionals
- Field labs in natural forested landscapes
- An ecological approach to finding solutions to environmental issues
- Familiarity with advanced technology
- A chance to experience the beautiful West Kootenays

Students enrolling in the Forest Technology Program will spend their first year studying alongside students in Integrated Environmental Planning.

This program can provide you with a 4-month Co-Op Education experience and transfers to several Canadian universities offering transfer into a variety of degree programs.

### ADDITIONAL RESOURCES

We offer College Success, a one-week overview of learning and study skills, during the same week.

**Additional Information**

Selkirk College’s Forestry Program is known throughout the country for excellence in forest technology education. Subject areas include applied ecology, planning, regeneration, inventory, hydrology, engineering, harvesting, habitat and forest protection in a Nationally Accredited Program. Selkirk College students spend more than 50 percent of their class time in the field learning in real world projects. The program also emphasizes advanced technology, including Geographic Information Systems and Global Positioning Systems applications. The College’s graduates are benefiting from our training and the recognition by government, industry and communities of the importance of better forest management. Students successfully completing our diploma automatically qualify to become a trainee forest technologist (TFT) leading to registered forest technologist (RFT) in the Association of BC Forest Professionals.

**CURRICULUM ADVISORY**

The curriculum for this program is developed in consultation with the Program Advisory Committee (PAC). The PAC membership includes people who hire our students and many are past graduates. Organizations currently having representatives on the committee include Ministry of Forests, small and large forest companies, and forest consultants. The PAC meets regularly and their feedback result in changes to the program.

**DEGREE PROGRAMS**

The Forest Technology Program now ladders into the Selkirk College Bachelor In Geographic Information Systems and counts as the first two years of this program. Alternately, there is a long-standing tradition of our graduates transferring and successfully completing university degrees. Selkirk’s Forest Technology graduates have successfully transferred credit towards degrees in universities throughout Canada and the United States. Selkirk College also has formal transfer arrangements with University of Northern BC, Thompson Rivers University, and Royal Roads University.

**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 IEP by completing the relevant third year.

**Admission Requirements**

School of Environment and Geomatics (SEG) staff are committed to helping students prepare for admission into their chosen program. Applicants that meet the prerequisites listed below are eligible for direct entry into the Forest Technology Program.

Applicants who lack one, or more of these requirements are still eligible to gain admission to the program through a multi-level entry system which allows students to take a combination of preparatory and upgrading courses in the first year. This mode of entry extends the length of the program, but greatly enhances success.

**PREREQUISITES**

Math: (one of the following)

- Principles of Mathematics 11 (60%) or
- Applications of Mathematics 11 (70%) or
- Pre-Calculus 11 (60%) or
- Foundations of Mathematics 11 (65%)

English:

- English 12 (65%) or
- Three credits of post-secondary English, Humanities or Social Sciences (67%) from a recognized institution.

Biology:

- Biology 11, or equivalent science course (65%)

**IMPORTANT** for the upgrading pathway: Please apply to SEG to suggest the best options for you. In individual cases, related work experience may be considered in the application process at the discretion of the School Chair.

For any questions related to prerequisites and support, please contact the SEG Admissions Officer.

**NON ACADEMIC REQUIREMENTS**

All applicants must be in good health and reasonably good physical condition. A demonstrated interest in, and aptitude for, outdoor work is essential as much of the work is done in the field, often under adverse and arduous weather and topographic conditions.

All students are expected to take the College Readiness Tool (CRT) assessment.

Note that all applicants should meet the general entrance requirements for admission to Selkirk College.

Computer competency is an important element of success in the program. Prior to starting the program, it is strongly recommended that students have entry level experience with word processor, spreadsheet, and web browsing software.

**INTERNATIONAL STUDENTS**

International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

**Careers**

Graduates are immediately employable and have developed careers throughout BC, Canada and internationally with government, small and large industry, non-government organizations, First Nations and the consulting sector. Over 80% of our graduates find both seasonal and full time forestry employment within two months of graduation. This nationally accredited program enables a direct track for registration with the Association of BC Forest Professionals. Finally, program staff are committed to helping students find relevant experience and employment.

**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 Education is a process of education that formally integrates students’ 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	

For more information please contact:

**BRENDA SMITH**

Manager, Co-op Education and Employment Services  
301 Frank Beinder Way  
Castlegar, BC, V1N 4L3  
email: Brenda.Smith  
Tel: 250.365.1280  
Fax: 250.365.1218

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**Program Courses**

**ENVR 150 - HYDROLOGY I**

Hydrology I is 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**

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**

Introduction to Geomatics is 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**

Surveying & Field Measurements is 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**

For Recreation, Fish and Wildlife - Fall delivery 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

## FOREST TECHNOLOGY

selkirk.ca/forestry

ArcGIS software is one main focus, while the other main focus is on mobile data gathering using GIS applications. For Forestry - Winter delivery 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 for advanced analysis and preparing high quality cartographic maps using ArcGIS software will be our focus.

*Pre-requisites:* For Recreation, Fish and Wildlife - Successful completion of: ENVR 158, and ENVR 190

For Forestry - Successful completion of: ENVR 160, ENVR 154, 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.

*Pre-requisites:* 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.

*Pre-requisites:* Satisfactory Completion (minimum C grade) of FOR 250 Silviculture I.

### 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.

*Pre-requisites:* Satisfactory completion of first year ENVR classes.

### 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.

*Pre-requisites:* Successful completion of first year courses as per school policy or under School Chair approval in unique circumstances.

### 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.

*Pre-requisites:* 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.

*Pre-requisites:* 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.

*Pre-requisites:* 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.

*Pre-requisites:* Successful completion of all first year courses.

### FOR 280 - APPLIED RESEARCH

Applied Research Project is 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 SEG student conference.

### **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.

*Pre-requisites:* Acceptance to SEG Diploma programs.

### **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.

*Pre-requisites:* MATH 160.

### **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.

*Pre-requisites:* 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.

*Pre-requisites:* TWC 150 and program continuation.



## **Contacts**

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### **BRENDAN WILSON**

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# General Associate of Arts Degree

selkirk.ca/general-associate-arts-degree

## Course of Studies

Associate of Arts degree requirements are listed and summarized in the table below:

- Completion of 60 semester credits of courses that have assigned or unassigned university transfer credit at the 100-level or higher at accredited provincial universities;
- Completion of at least 15 of these 60 semester credits at Selkirk College;
- Completion of at least six semester credits in courses that have assigned or unassigned university transfer credit at the 100-level in English;
- Completion of at least 18 credits in humanities and social science courses (other than English) that have assigned or unassigned university transfer credit at the 100- or 200-level; at least six of these credits must be in the humanities, and at least six of these credits must be in the social sciences;
- Completion of at least 18 semester credits in arts courses that have assigned or unassigned university transfer credit at the 200-level or higher; these credits must be in at least two different subject areas;
- Completion of at least nine credits in science courses, including at least three credits in mathematics or computing science or statistics and at least three credits in a laboratory science course (i.e. any course in the sciences list worth three credits or more and with a lab of at least two hours, but excluding any course in applied science, computing science, math or statistics);
- Completion of an additional nine semester credits or more in courses that have assigned or unassigned university transfer credit at the 100-level or higher.

In addition, the student must have achieved an overall grade of “C” or better in each course.

Only those courses with university transfer credit at accredited provincial universities will count towards the associate degree.

**Note:** Always consult with a Selkirk College Counsellor before selecting courses towards an associate degree

### 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 Transfer Courses	9	100- or 200-level; arts, sciences or university transferable courses in other program areas
<b>Total</b>	<b>60</b>	

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Associate of Arts Degree and Transfer to BA**

CAMPUS:

**Castlegar Campus**

## Admission Requirements

Admission to an Associate of Arts degree program requires the completion of English 12 with a grade of "C" or better or written permission of the Instructor and School Chair. Other pre-requisites 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 university courses in your first year. This may extend the length of your program.

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca

### UNIVERSITY ARTS & SCIENCES

Program Contact  
Phone: 1.888.953.1133 ext 21205  
Direct: 250.365.1205  
Email: UAS@selkirk.ca

### TRACY PUNCHARD

School Chair of UAS; Instructor, English  
Phone: 1.888.953.1133 ext 21318  
Direct: 250.365.1318  
Email: tpunchard@selkirk.ca

## Program Summary

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.

**For all University Arts & Sciences course descriptions:**

**see page 260**

# General Associate of Science Degree

selkirk.ca/general-associate-science-degree



## Course of Studies

Associate of Science degree requirements (also, please see the summary table below):

- Completion of 60 semester credits of courses that have assigned or unassigned university transfer credit at the 100-level or higher at accredited provincial universities;
- Completion of at least 15 of these 60 semester credits at Selkirk College;
- Completion of at least six semester credits in courses that have assigned or unassigned university transfer credit at the 100-level in English;
- Completion of at least six semester credits in mathematics; at least three credits must be in calculus;
- Completion of at least 18 credits in science courses that have assigned or unassigned university transfer credit at the 100-level or higher; at least three credits must be in a laboratory-based science course;
- Completion of at least 18 credits in science courses that have assigned or unassigned university transfer credit at the 200-level or higher; these credits must be in at least two subject areas;
- Completion of at least six semester credits in arts courses at the 100-level or higher, excluding English;
- Completion of an additional six semester credits in courses that have assigned or unassigned university transfer credit at the 100-level or higher; may be arts, sciences, or university transferable courses in other program areas.

In addition, the student must have achieved an overall grade of “C” or better in each course.

Only those courses with university transfer credit at accredited provincial universities will count towards the associate degree.

**Note:** Always consult with a Selkirk College Counsellor before selecting courses towards an associate degree

### GENERAL COURSE REQUIREMENTS FOR AN ASSOCIATE OF ARTS 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
University Transfer Courses	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>	

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Associate of Science Degree and Transfer to BSc**

CAMPUS:

**Castlegar Campus**

### 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 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 pre-requisites 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 university and upgrading courses during the first year. This mode of entry may extend the length of their program.

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca

### UNIVERSITY ARTS & SCIENCES

Program Contact  
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Direct: 250.365.1205  
Email: UAS@selkirk.ca

### TRACY PUNCHARD

School Chair of UAS; Instructor, English  
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Email: tpunchard@selkirk.ca

## Program Summary

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’ll 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 won’t have to decide on which specialty you’d 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’s right for you.

Designed to give you a balanced variety of courses, you’ll have your pick of biology and chemistry classes, including lab sessions. In addition, your associate degree lets you explore other subject areas like English, mathematics and general arts.

**For all University Arts & Sciences course descriptions:**

**see page 260**

# Geographic Information Systems – Advanced Diploma

selkirk.ca/adgis

## Course of Studies

### SEMESTER 1

Course	Name		Credit
GIS 302	Introduction to GIS	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
Total			25

### SEMESTER 2

Course	Name		Credit
GIS 321	New Media for GIS	On Campus	3
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 325	Internet Mapping	On Campus	3
GIS 331	Advanced Topics in GIS	On Campus	3
Total			19

### SEMESTER 3

Course	Name		Credit
GIS 491	Technical Project	On Campus	3

LENGTH OF STUDY:

**One year**

ACCREDITATION:

**Advanced Diploma**

CAMPUS:

**Castlegar Campus**

## Additional Information

We believe in providing top quality GIS Training and GIS Education that will prepare you with essential GIS skills required to succeed in today's continually changing geo-industry.

We offer powerful, state of the art Geospatial training, encompassing remote sensing, internet mapping, database development and management, customized application programming, global positioning systems (GPS), 3D visualizations and a variety of related software applications and data management techniques including exploration of open source software and open data.

Our GIS courses are also complimented by our Geospatial Research Centre (SGRC), providing students with opportunities to use and understand GIS in current real-world situations.

We offer two credentials in GIS

- Bachelor Degree
- Advanced Diploma

Our Bachelor Degree in Geographic Information Systems (BGIS) program is one of two Bachelor Degrees attainable from Selkirk College. With unmatched flexibility, students can enter and exit our BGIS at a variety of points.

## Program Summary

Geographic Information Systems (GIS) is a highly valued workplace asset with industries increasingly needing GIS experts. With our Advanced Diploma and Bachelor's Degree programs, we prepare you to be GIS Analysts, Applications Specialists, Spatial Data Managers, Project and Land Managers, where you'll analyze geospatial data, build comprehensive databases and find solutions to challenging questions.

### BECOME FAMILIAR WITH

- 3D visualization
- Database systems
- GIS multimedia, data management and programming software
- data management
- programming software
- Global Positioning System (GPS) surveying
- Internet mapping technologies
- Remote sensing

You'll get essential training and individual attention and access to our cutting edge Selkirk Geospatial Research Centre (SGRC), so you'll excel in the classroom, labs and wherever you go after school.

## Admission Requirements

### ACADEMIC

- The minimum requirement for entry is completion of a recognized college diploma/associate degree or applied/academic degree from an accredited post secondary institution in a related discipline. Such related disciplines include environmental studies, geology, surveying, geography, forestry, business, law enforcement, municipal planning, wildlife biology, emergency services, health care, surveying, recreation, or another field deemed acceptable by the School Chair. Minimum entry is also possible with equivalent education or work experience such as a background doing research or using the software programs described in 2 below.

- Demonstrated competency in computer hardware and software technology, including database management, spreadsheet use, word processing, computer graphics and presentations is required. In addition, some proficiency with GIS software applications is recommended. Demonstrated competency includes evidence of successful completion of course work at the 100 or 200 level. Applicants without GIS software experience may be required to complete a basic introductory course prior to program admission.
- Students may be required to complete the Computer Placement Test for assessment of their English and Math skills prior to entry into the program if they have not previously done so at Selkirk College. This will be the case unless they meet the stated exemptions outlined in Selkirk College Policy B3003.0: Pre-Admission Basic Skills Assessment. International students will be expected to provide a TOEFL exam score of 550 or above unless they have equivalent documentation of English proficiency. (A "B" or above in English 12 or an LPI score of 4 or above would be examples of such equivalency.)
- Applicants may be required to complete modules in mathematics, writing and computer technology skills if knowledge gaps in one or more of these areas are identified by the School Chair.

**GENERAL**

- Academic or Professional Reference. All applicants must submit two references on the form provided.
- GIS Reference Form
- All applicants must complete a brief letter of intent of 500 words or less that states their background and personal interest in the Advanced Diploma in GIS. Applicants should highlight experience in GIS and computer skills in their letter.

**SPECIFIC REQUIREMENTS FOR STUDENTS WITHOUT A FORMAL CREDENTIAL FROM AN ACCREDITED POST-SECONDARY INSTITUTION**

- 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. They are urged to apply for the program at least one year in advance.

Application Information

- Please make sure you meet all admission requirements, including the general admission requirements for the college and the specific admission requirements for your chosen program (these are listed in each program area).
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

Careers

Graduates possess a highly desirable skill set that makes them immediately employable in a diverse range of employment sectors. Graduates may decide to apply their skill set to a previous occupation or field of study or to complement a new career direction. GIS graduates will find work in private sectors, consulting and government agencies. Graduates will use their training to analyze geospatial data and build comprehensive databases to find solutions to challenging questions. Graduates can expect to work as GIS Analysts, GIS Applications Specialists, GIS project managers and Land Managers.

**CAREERS INCLUDE**

- Business
- Engineering
- Environmental planning
- climate research
- Government
- Health care
- Law enforcement
- Mining and natural resources
- Resource development and land management
- Transportation

Co-op Education

Advanced Diploma In GIS 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 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	

For more information please contact:

**BRENDA SMITH**  
 Manager, Co-op Education and Employment Services  
 301 Frank Beinder Way  
 Castlegar, BC, V1N 4L3  
 email: Brenda Smith  
 Tel: 250.365.1280  
 Fax: 250.365.1218

Program Courses

**GIS 302 - INTRODUCTION TO GIS**

GIS 302: Introduction to GIS is 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. This course or equivalent credit is required to continue in the ADGIS program.

*Pre-requisites: Admission to ADGIS program.*

**GIS 303 - GIS ANALYSIS AND AUTOMATION**

GIS Analysis and Automation will build upon the fundamentals of GIS theory by examining geodatamodels, 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.

*Pre-requisites: Successful completion of GIS 302 or equivalent.*

**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.

*Pre-requisites:* Admission to ADGIS 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 PCI Geomatica and Definiens.

This course consists, in part, of an independent project designed and conducted by groups of students to foster a team approach in executing a remote sensing project. Each group will identify a project to be approved by the instructor during the first week of the class. Students are expected to work as a team to complete their chosen project. The teams will periodically discuss project progress and demonstrate provisional results to the instructor.

**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.

*Pre-requisites:* Admission to ADGIS 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.

*Pre-requisites:* 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.

*Pre-requisites:* Admission to ADGIS 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.

*Pre-requisites:* Admission to ADGIS Program.

**GIS 320 - GIS PROFESSIONAL DEVELOPMENT**

Knowledge of current and relevant developments and trends in the GIS profession are essential for new practitioners to achieve success in the marketplace and their world. During this course, several local GIS guest speakers are invited to the classroom for learner access and networking. We will explore old, new, and emerging topics related to professionalism including professional ethics, certification, life-long learning, and entrepreneurialism.

**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 NAVIGATION SATELLITE SYSTEMS**

This course will 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.

*Pre-requisites:* Admission to ADGIS Program.

**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.

*Pre-requisites:* 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.

*Pre-requisites:* GIS 302 or permission of ADGIS School Chair.

#### **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.

*Pre-requisites:* Successful completion of all Fall semester GIS 300 level courses.

#### **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.

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### **Contacts**

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#### **BRENDAN WILSON**

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# Geographic Information Systems – Bachelor Degree

selkirk.ca/gis

## Year 1

### SEMESTER 1

Course	Name		Credit
GIS 302	Introduction to GIS	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 321	New Media for GIS	On Campus	3
GIS 323	Introduction to Global Navigation Satellite Systems	On Campus	3
GIS 329	Principles of Programming	On Campus	3
Total			24

### SEMESTER 2

Course	Name		Credit
GIS 306	Introduction to Remote Sensing	On Campus	3
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 325	Internet Mapping	On Campus	3
GIS 331	Advanced Topics in GIS	On Campus	3
GIS 390	Applied Research Methods	On Campus	1
Total			20

### SEMESTER 3

Course	Name		Credit
GIS 491	Technical Project	On Campus	3
Total			3

LENGTH OF STUDY:

**Four years**

ACCREDITATION:

**Bachelor Degree**

CAMPUS:

**Castlegar Campus**

a story. You can choose to apply your knowledge to any profession or become a highly-skilled GIS professional. It can be used as a tool within almost every industry, including: Business, Economics, Marketing, Government, Education, Planning, Engineering, Natural Resources, Environment, Health, Medicine, Utilities, Media

## Additional Information

The Bachelor in Geographic Information Systems (BGIS) is a program that provides unrivaled flexibility in gaining a high sought after skill set that can be applied in a larger variety of disciplines.

The BGIS gives you a unique opportunity to add extensive knowledge of cutting-edge technology to an existing career specialty. If you're getting ready to launch your career in health care, land management, resource development, environmental planning, climate research or a related field, consider the value of a BGIS.

### PATHWAYS TO BACHELOR'S DEGREE

Typical applicants for the BGIS degree enter with a minimum 60 credit Prerequisites diploma, associate degree, or degree in a related discipline such as geography, environmental sciences, computer science, or business. This allows direct entry into the Advanced Diploma in GIS (ADGIS) 12 month program. The ADGIS diploma forms the basis of 300 and 400 level courses required as part of the degree

To complete the Bachelor's degree in GIS applicants need to fulfill the following

- Prerequisites 60 credit diploma, associate degree, or degree in a related discipline such as geography, environmental sciences, computer science, or business,
- Minimum of 56 credits residency are required at Selkirk College in semesters 6-8. This generally includes the ADGIS 300 and 400 level courses,
- An additional 15 credits in University Arts and Science are required from subject areas in Geography (9 credits) and Business studies (6 credits) are required to complete the degree.

## Program Summary

We believe in providing top quality GIS Training and GIS Education to prepare you with essential skills to succeed in today's ever-changing Geomatics industry.

Our GIS courses are also complemented by our 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 BGIS at a variety of points in your academic career.

### GET PROFESSIONAL TRAINING

Within our state-of-the-art facilities, you'll get powerful, progressive hands-on experience and classroom instruction in subjects like:

- 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

### 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

- Completion the thesis completion course GIS 492. This course outlines the pathways to completing the thesis requirements, reporting requirements, and faculty review schedules. Enrollment in GIS 492 is accepted in an ongoing basis.

*Applicants that have pre-requisite credentials with greater than 60 credits may apply for advanced credit to satisfy the elective stream course requirements.*

## Admission Requirements

### ACADEMIC

- The minimum requirement for entry is completion of a recognized college diploma/associate degree or applied/academic degree from an accredited post secondary institution in a related discipline. Such related disciplines include environmental studies, geology, surveying, geography, forestry, business, law enforcement, municipal planning, wildlife biology, emergency services, health care, surveying, recreation, or another field deemed acceptable by the School Chair. Minimum entry is also possible with equivalent education or work experience such as a background doing research or using the software programs described in 2 below.
- Demonstrated competency in computer hardware and software technology, including database management, spreadsheet use, word processing, computer graphics and presentations is required. In addition, some proficiency with GIS software applications is recommended. Demonstrated competency includes evidence of successful completion of course work at the 100 or 200 level. Applicants without GIS software experience may be required to complete a basic introductory course prior to program admission.
- Students may be required to complete the Computer Placement Test for assessment of their English and Math skills prior to entry into the program if they have not previously done so at Selkirk College. This will be the case unless they meet the stated exemptions outlined in Selkirk College Policy B3003.0: Pre-Admission Basic Skills Assessment. International students will be expected to provide a TOEFL exam score of 550 or above unless they have equivalent documentation of English proficiency. (A "B" or above in English 12 or an LPI score of 4 or above would be examples of such equivalency.)
- Applicants may be required to complete modules in mathematics, writing and computer technology skills if knowledge gaps in one or more of these areas are identified by the School Chair.

### Year 2

#### SEMESTER 4

Course	Name		Credit
ELECTIVE 018	GIS-UAS Elective	On Campus	3
ELECTIVE 018	GIS-UAS Elective	On Campus	3
ELECTIVE 018	GIS-UAS Elective	On Campus	3
GIS 427	Project Management	On Campus	3
GIS 492	BGIS Thesis	On Campus	6
Total			18

#### SEMESTER 5

Course	Name		Credit
ELECTIVE 018	GIS-UAS Elective	On Campus	3
ELECTIVE 018	GIS-UAS Elective	On Campus	3
GIS 435	Statistics and Spatial Data Management	On Campus	3
GIS 437	Emerging Trends in GIS	On Campus	3
GIS 492	BGIS Thesis	On Campus	6
Total			18

### GENERAL

- Academic or Professional Reference. All applicants must submit two references on the form provided.
- GIS Reference Form
- Letter of Intent.
- All applicants must complete a brief essay of 500 words or less that states their background and personal interest in the Advanced Diploma in GIS. Applicants should highlight experience in GIS and computer skills in their essay.
- Specific Requirements for Students Without A Formal Credential from an Accredited Post-Secondary Institution
- 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. They are urged to apply for the program at least one year in advance.

### Application Information

- Please make sure you meet all admission requirements, including the general admission requirements for the college and the specific admission requirements for your chosen program (these are listed in each program area).
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

### Co-op Education

GIS 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.

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	

For more information please contact:

**BRENDA SMITH**  
 Manager, Co-op Education and Employment Services  
 301 Frank Beinder Way  
 Castlegar, BC, V1N 4L3  
 email: Brenda.Smith  
 Tel: 250.365.1280  
 Fax: 250.365.1218

**Program Courses**

**ELECTIVE 018 - GIS-UAS ELECTIVE**

The student must pick an elective from Geography and/or business courses approved by the school chair.

**GIS 302 - INTRODUCTION TO GIS**

GIS 302: Introduction to GIS is 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. This course or equivalent credit is required to continue in the ADGIS program.

*Pre-requisites:* Admission to ADGIS program.

**GIS 303 - GIS ANALYSIS AND AUTOMATION**

GIS Analysis and Automation will 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.

*Pre-requisites:* Successful completion of GIS 302 or equivalent.

**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.

*Pre-requisites:* Admission to ADGIS 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 PCI Geomatica and Definiens. This course consists, in part, of an independent project designed and conducted by groups of students to foster a team approach in executing a remote sensing project. Each group will identify a project to be approved by the instructor during the first week of the class. Students are expected to work as a team to complete their chosen project. The teams will periodically discuss project progress and demonstrate provisional results to the instructor.

**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.

*Pre-requisites:* Admission to ADGIS 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.

*Pre-requisites:* 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.

*Pre-requisites:* Admission to ADGIS 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.

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**GIS 320 - GIS PROFESSIONAL DEVELOPMENT**

Knowledge of current and relevant developments and trends in the GIS profession are essential for new practitioners to achieve success in the marketplace and their world. During this course, several local GIS guest speakers are invited to the classroom for learner access and networking. We will explore old, new, and emerging topics related to professionalism including professional ethics, certification, life-long learning, and entrepreneurialism.

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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 NAVIGATION SATELLITE SYSTEMS**

This course will 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.

*Pre-requisites:* Admission to ADGIS Program.

**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.

*Pre-requisites:* 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.

*Pre-requisites:* GIS 302 or permission of ADGIS School Chair.

**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.

*Pre-requisites:* Successful completion of all Fall semester GIS 300 level courses.

**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.

**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.

**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.

*Pre-requisites: Successful completion of GIS 390 and Co-op 301 (or 491 as an alternate to Co-op 301).*

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**Contacts**

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## Program Summary

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 understanding 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.

## Program Courses

### GEOG 130: INTRODUCTION TO PHYSICAL GEOGRAPHY

GEOG 130: Introduction to Physical Geography is 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 better or written permission of the Instructor and School Chair.*

### 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: ENGL 12 with a grade of “C” or better or written permission of the Instructor and School Chair.*

### GEOG 140: INTRODUCTION TO CULTURAL GEOGRAPHY

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: ENGL 12 with a grade of “C” or better or written permission of the Instructor and School Chair.*

### 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 better, or written permission of the Instructor and School Chair.*

LENGTH OF STUDY:

**Up to One Year**

ACCREDITATION:

**General Associate of Arts and Transfer to BA**

CAMPUS:

**Castlegar Campus**

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

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Direct: 250.365.1233  
Email: admissions@selkirk.ca

### UNIVERSITY ARTS & SCIENCES

Program Contact  
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### TRACY PUNCHARD

School Chair of UAS; Instructor, English  
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Direct: 250.365.1318  
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**For all University Arts & Sciences course descriptions:**

**see page 260**

# Geology

selkirk.ca/geology

LENGTH OF STUDY:

**Up to One Year**

ACCREDITATION:

**General Associate of Science and Transfer to BSc**

CAMPUS:

**Castlegar Campus**

## Program Summary

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, 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.

## Program Courses

### 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 12 with a grade of "C" or better or written permission of the Instructor and School Chair.*

### 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 better or written permission of the Instructor and School Chair.*

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca

### UNIVERSITY ARTS & SCIENCES

Program Contact  
Phone: 1.888.953.1133 ext 21205  
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Email: UAS@selkirk.ca

### TRACY PUNCHARD

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**For all University Arts & Sciences course descriptions:**

**see page 260**

## Course of Studies

Course	Name		Credit
GERO 200	Contemporary Issues in Gerontology	Online	3
IPHE 400	Interprofessional Care of the Older Adult	Online	3
IPHE 402	Physiologic Functioning in the Aged	Online	3
IPHE 501	Psychosocial Issues in Aging	Online	3
IPHE 503	Delirium, Dementia and Depression	Online	3
IPHE 504	Social and Environmental Contexts Influencing Aging	Online	3
IPHE 505	Maximizing Physical Function in Aging	Online	3
Total			18

### ELECTIVES

Course	Name		Credit
IPHE 401	Spirituality and Aging	Online	2
IPHE 410	Medication Use and Abuse	Online	2
IPHE 512	Mental Health, Addictions and Wellness in Later Years	Online	2
IPHE 513	End-of-Life Care and Palliaton	Online	2
Total			8

LENGTH OF STUDY:

**Two years part-time**

ACCREDITATION:

**Advanced Diploma**

CAMPUS:

**Online**

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.

## Admission Requirements

Completion of a health care provider credential (e.g. LPN, BSN, BSW, etc.)

## Important Dates

### YEAR ONE

- September - November GERO 200
- January - March IPHE 400
- April - June IPHE 402
- Electives IPHE 401 or 410

### YEAR TWO

- September - November IPHE 501 or 504
- January - March IPHE 501 or 504
- April - June IPHE 503 or 505
- Electives IPHE 512, 513

## 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 Summary

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

Visit [selkirk.ca/gerontology](http://selkirk.ca/gerontology) for detailed information.

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.

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

Graduates will have the ability to analyse trends and challenges in the field of Geriatrics, and the tools and skills to meet the complex physical, social, environmental, cognitive and spiritual needs of the elderly. Facility care (all levels), acute care, community nursing (home care and case management), mental health, health promotion agencies, clinics and primary health care settings are all potential areas of employment for nurses with specialized skills and knowledge in gerontology.

## Application Information

- Fill out the application form.
- You will receive a conditional acceptance letter from the Registrar's Office at Selkirk College with an assigned student number.
- Submit a copy of transcripts or certificate from the post-secondary institution where your health care provider credential was obtained. Mail, email or fax to:
 

Selkirk College Admissions  
301 Frank Beinder Way  
Castlegar BC V1N 4L3  
Email: DistanceHealth@selkirk.ca  
FAX: 250-365-3929
- When required documents are received and reviewed, you will receive a final acceptance letter for the next available program intake and instructions for registration and associated course payment.

## Program Courses

### 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

*Pre-requisites:* GERO 200 is preferable. Registered Nurses, Physiotherapists, Occupational Therapists, Social Workers, Human Services Diploma graduates.

### 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. This course examines the importance of Spirituality

in aging, and its effects on health, wellness and achievement of meaning in life. Current research and tools to assess spiritual needs will be examined. Roles and opportunities for caregivers to promote the spirituality of aging persons will be explored.

*Pre-requisites:* Recommended for all interested professionals

### 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.

*Pre-requisites:* GERO 200 is preferable. Registered Nurses, Physiotherapists, Occupational Therapists, Social Workers, Human Services Diploma graduates.

### 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 the professionals' 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.

*Pre-requisites:*

*Recommended for Nurses or other interested professionals*

### 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.

*Pre-requisites:* GERO 200 is preferable. Registered Nurses, Physiotherapists, Occupational Therapists, Social Workers, Human Services Diploma graduates.

### 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.

*Pre-requisites:* GERO 200 is preferable. Registered Nurses, Physiotherapists, Occupational Therapists, Social Workers, Human Services Diploma graduates.

### 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.

*Pre-requisites:* GERO 200 is preferable. Registered Nurses, Physiotherapists, Occupational Therapists, Social Workers, Human Services Diploma graduates.

### 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.

*Pre-requisites:* GERO 200, and GNUR 400 are preferred. Registered Nurses, Physiotherapists, Occupational Therapists.

### IPHE 512 - MENTAL HEALTH, ADDICTIONS AND WELLNESS IN LATER YEARS

Mental decline is not synonymous with old age. Mental health may be negatively affected by particular mental illnesses, by depression, by stress and poor adaptability, or by medical factors. Mental wellness and brain health can be boosted by timely assessment and diagnosis with appropriate treatment, education or social support. This course will explore vulnerabilities that predispose older adults to mental distress or illness with a focus on stabilizing and improving ability to problem-solve, improving ability to sound personal decisions, and maintaining personal integrity and dignity.

*Pre-requisites:* Recommended for all interested professionals

**IPHE 513 - END-OF-LIFE CARE  
AND PALLIATION**

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. The course begins by helping each professional understand their own perceptions of death and palliation by reflecting on their experiences with dying people. Each participant 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, i.e., family care, communication, grief, and self-care will be explored.

*Pre-requisites: Recommended for Nurses or other interested professionals*

**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.

*Pre-requisites: Health or Social Science Students and Professionals*

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**Contacts**

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# Golf Club Operations

selkirk.ca/golf

## Course of Studies

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
		Total	30

LENGTH OF STUDY:

**10 courses**

ACCREDITATION:

**Certificate**

CAMPUS:

**Online**

## Admission Requirements

Admission to the GCOOL certificate program requires the completion of BC grade 12 or equivalent and English 12 with a grade of "C" (60%) or better. A completed application form for admission in addition to the other required documents must be submitted one week before the start date of the course(s). Late applications and required documents may be considered.

*Students are required to have computer access (PC recommended) and high-speed internet as well as a basic knowledge of the use of email, MS Word and MS Excel.*

## Program Summary

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're 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

Visit [selkirk.ca/golf](http://selkirk.ca/golf) for Frequently Asked Questions

## 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. (see important dates)

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.

## Important Dates

### 2017/2018

- Fall semester runs from the beginning of November until the end of January.
- Winter semester runs from the beginning of February until the end of April.

### FEES ARE DUE THE FIRST DAY OF COURSE(S)

- A completed application form for admission in addition to the other required documents must be submitted one week before the start date of the course(s).
- Late applications and required documents may be considered.

## 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.

## Application Information

### APPLICATION PROCESS

Visit ApplyBC via the link at selkirk.ca/golf. Please remember to pay your application fee online so we can complete the process.

### GCOOL APPLICATION/ENROLLMENT PROCESS

1. Apply and pay application fee (returning GCOOL students are not required to pay the application fee)
2. Students will receive an Acknowledgment Letter requesting documentation to be submitted up to one week prior to course(s) start date. (Late applications and documentation may be considered).
3. Once file is reviewed and student meets program eligibility, student will be sent an Acceptance Letter, requesting students to reply with their selected course(s).
4. Enrolment Officer will enroll student into selected course(s). Shortly before course(s) begin, students will be emailed a Computer Access instruction form.
5. Students to pay prior to or on the first day of course(s).

## Program Courses

### GCOOL 102 - OVERVIEW OF GOLF CLUB OPERATIONS

GCOOL 102 is 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

GCOOL 106 Marketing Golf is 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

In GCOOL 107: Turf grass 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

GCOOL 109: Leadership in the Golf Industry is 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 his or her 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

In GCOOL 110: Tournaments and Special Events Planning, you will 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.

## GOLF CLUB OPERATIONS

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

### 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:

- Chapter 1: Introduction to Club Accounting
- Chapter 2: The Statement of Financial Position
- Chapter 3: The Statement of Activities
- Chapter 4: The Statement of Cash Flows
- Chapter 5: Ratio Analysis
- Chapter 6: Understanding and Applying Cost Concepts
- Chapter 7: Operations Budgeting

### 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:

- Chapter 8: Current Asset Management
- Chapter 9: Internal Controls
- Chapter 10: Capital Budgeting
- Chapter 11: Property, Equipment, and Other Fixed Assets
- Chapter 12: Accounting for Payroll-Related Liabilities
- Chapter 13: Club Technology Applications
- Chapter 14: Lease Accounting

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## Contacts

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## Course of Studies

Course	Name	
HAIR 110	Introduction to Hairdressing	On Campus
HAIR 152	Infection Control	On Campus
HAIR 154	Shampoo and Massage I, II	On Campus
HAIR 156	Trichology and Chemistry	On Campus
HAIR 158	Hairstyling and Blow Drying I & II	On Campus
HAIR 160	Communications I & II	On Campus
HAIR 162	Hair Shaping and Hair Cutting I & II	On Campus
HAIR 164	Chemical Texturizing I & II	On Campus
HAIR 166	Hair Colouring I & II	On Campus
HAIR 168	Salon Business and Management II	On Campus
HAIR 170	Wigs and Hair Additions	On Campus
HAIR 172	practicum	On Campus

LENGTH OF STUDY:

**Nine months**

ACCREDITATION:

**Certificate**

CAMPUS:

**Silver King Campus, Nelson**

## Admission Requirements

- Graduation from a British Columbia Senior Secondary School or equivalent.\*
- All applicants are required to complete a computerized placement test in reading, writing and mathematics once they have submitted their application.
- An interview with an instructor may be required before commencement of the program.
- Applicants must be non-allergic to the solutions used in this occupation. This occupation is physically demanding and reasonable physical conditioning is necessary and people skills required.
- Professional clothes must be worn to all classes and practicums (no jeans).
- Learn more about the math requirements.

*\*Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates provided they have successfully completed Grade 10 or equivalent.*

## Important Dates

**2017**

- September 5 - Program begins.
- December 15 - Winter break.

**2018**

- January 2- Program continues.
- May 24 - Program ends.

## Careers

Employment success rates have been favourable with the vast majority of graduates finding relevant employment within six months of graduation.

Prospects for employment success are greatly enhanced if graduates are free to relocate to other areas.

## Program Summary

Our professional Hairstylist program will teach you how to become a professional hair stylist, armed with the skills you need to keep your clients' tresses looking sleek all year.

Our professional hairstylist program gives you detailed training on everything you'll need to know about getting hair healthy from root to tip and keeping your clients coming back for more.

### GET PROFESSIONAL RESULTS

From hair structure and chemical composition to colouring and styling, we'll give you a broad overview, plus train you in workplace and client communications that you'll be able to put into practice in weekly commercial salon practicum. Upon successful completion of the program, students receive work base hours of training credit towards their Red Seal apprenticeship and are eligible to write the ITA standardized written exam for Foundation (Level 1) Hairstylist.

- An understanding of sanitation
- Infection control
- Hair and scalp care
- Precision haircutting
- Hairstyling
- Hair colouring
- Chemical texturising
- Client services
- Business management

### PROGRAM OBJECTIVES

You will develop skills in hairstylist techniques and gain knowledge of related areas which will enable you to perform the work of an operator. You will receive theoretical and practical skills training throughout the program including a weekly practicum at a commercial salon. Learning is accomplished through practical instruction and your participation with equipment, tools, and materials used in the hairdressing trade.

Once you successfully complete the program you will be awarded a Selkirk College Certificate of Completion. Students receive work base hours of training credit towards their Red Seal apprenticeship and are eligible to write the ITA standardized written exam for Foundation Level I Hairstylist.

### YOUTH TRAIN IN TRADES (ACE IT) HIGH SCHOOL TRANSITION PROGRAM

This program qualifies for high school transitions. A program that is designed to help secondary school students get a head-start on their trades careers, while earning graduation credit, the BC Industry Training Authority (ITA) Youth Train in Trades (formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT)) program is a perfect way to learn more about the industry.

Speak with your high school guidance counsellor to learn more or get in touch with our ITT Admin Assistant by email at [trades@selkirk.ca](mailto:trades@selkirk.ca) or phone 1.866.301.6601 ext. 13221.

## HAIRDRESSING

selkirk.ca/hairstylist

### CAREER OPPORTUNITIES

- Hairstylist
- Technician
- Platform artist
- Salon management
- Cruise ship salon operator
- Film stylist
- Instructor
- Salesperson

### Program Courses

#### HAIR 110 - INTRODUCTION TO HAIRDRESSING

This course covers the history of hairdressing, trade terminology, required skills and equipment, the role of the Cosmetology Industry Association of British Columbia, and Hairdressing Code of Ethics. Students will practice personality development, motivation and goal setting; professional image projection; safety procedures and first-aid.

#### HAIR 152 - INFECTION CONTROL

This course focuses on personal grooming and public hygiene, bacteriology and related diseases/disorders, sanitation and sterilization.

#### HAIR 154 - SHAMPOO AND MASSAGE I, II

Following theoretical study and analysis, students will practice the provision of client services including preparation, analysis of hair and scalp condition, appropriate product selection, shampooing, and appropriate follow-up treatments in a salon setting. Two days are dedicated to learning and practicing massage techniques.

#### HAIR 156 - TRICHOLOGY AND CHEMISTRY

Histology (the study of skin), the physiology of hair, hair structure, hair chemistry, and the structure of skin are covered in a classroom setting.

#### HAIR 158 - HAIRSTYLING AND BLOW DRYING I & II

Students are introduced to the concepts of client lifestyle analysis, head form analysis, and hair growth analysis. Students will develop terminology associated with styling and the tools used for various techniques. Techniques include finger waving, pin curling, skip waving, moulding, roller placement, thermal styling, braiding, combing out and finishing techniques. Techniques and applications for both short and long hair styling are examined.

#### HAIR 160 - COMMUNICATIONS I & II

Principles of professional communication, client consultation, and maintaining client satisfaction are introduced with an emphasis on verbal and non-verbal communication skills, critical thinking, conflict management and team building.

#### HAIR 162 - HAIR SHAPING AND HAIR CUTTING I & II

An extensive hands-on component of the program where the analysis of client lifestyle, physical characteristics, head form, and hair growth patterns are applied to the practice of shaping and cutting in a salon setting. Students will learn and practice the following hair-cutting techniques on live subjects and mannequins: sectioning and parting, body and hand positioning, tension control, cutting angles, scissor cuts, razor cuts, use of tapering shears, low and high elevation haircuts, wet to dry haircuts, form and balance.

#### HAIR 164 - CHEMICAL TEXTURIZING I & II

Systems of permanent waving; client preparation; safety precautions and procedures; liability release forms; hair and scalp analysis; hair relaxing; strand tests; product knowledge; physical preparation methods; chemical application and removal; and follow-up treatments are learned and practiced in this unit.

#### HAIR 166 - HAIR COLOURING I & II

Classifications of hair colours and lighteners, client preparation, liability release, safety precautions and procedures, hair and scalp analysis, strand tests, foiling, tint application, de-colourizing, low-lighting & highlighting, product knowledge, application and removal of chemicals, and follow-up treatments are learned and practiced.

#### HAIR 168 - SALON BUSINESS AND MANAGEMENT II

An introduction to the practicalities of small business management is undertaken. The principles of needs analysis, product knowledge, sales techniques, client identity, record keeping, book keeping, appointment & work scheduling, time management, reception services, salon layout & design, marketing, costs, revenues, and profits are undertaken.

#### HAIR 170 - WIGS AND HAIR ADDITIONS

An introduction to the typology, measurement, fitting, cleaning, conditioning, cutting, colouring and styling of wigs, hair pieces and extensions.

#### HAIR 172 - PRACTICUM

Students are assisted in securing weekly practicum positions in salons in communities of their choice. Under the supervision and discretion of the salon owner/operator, students will engage in activities in accordance with their demonstrated skill, knowledge and ability. Practicum placement provides valuable opportunities to integrate study with work.

### Contacts

#### TRADES ADMISSIONS

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#### BOB FALLE

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## Course of Studies

### SEMESTER 1

Course	Name		Credit
HCA 101	Health & Healing: Concepts for Practice	On Campus	5
HCA 102	Health Care Assistant: Introduction to Practice	On Campus	2
HCA 103	Health 1: Interpersonal Communications	On Campus	3
HCA 104	Health 2: Lifestyle and Choices	On Campus	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	On Campus	4
HCA 107	Healing 3: Personal Care and Assistance	On Campus	5
Total			29

### SEMESTER 2

Course	Name		Credit
HCA 108	Practice Experience in Home Support and Assisted Living		2
HCA 109	Practice Experience in Multi-Level/Complex Care		6
Total			8

LENGTH OF STUDY:

**26 weeks**

ACCREDITATION:

**Certificate**

CAMPUS:

**Trail Campus**

## Admission 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:

- English 11 (or equivalent) C+ or better
- Science 10 (or equivalent) C+ or better
- Mathematics 10 (or equivalent) C+ or better
- Applicants for whom English is a second language are required to demonstrate proficiency in English as outlined by the BC Care Aide & Community Health Worker Registry.
- Current immunizations as outlined for health care workers by the Ministry of Health
- Criminal Record Check with BC Ministry of Justice

Note: Criminal Record Check and Immunization forms (within HCA Application Package) to be submitted prior to Fall program start date. TB Test results should be completed between April and August.

### NON ACADEMIC REQUIREMENTS

Applicants are encouraged to complete the following requirements prior to start date of program

- Standard First Aid with CPR C Certificate
- WHMIS Certificate
- Food Safe Certificate

### COLLEGE READINESS TOOL

- The College Readiness Tool (CRT) must be completed prior to starting the program. If you have completed the assessment previously at Selkirk, it's not necessary to do it again.

### COMPUTER SKILLS

- 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

## Program Summary

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 revised Health Care Assistant (HCA) Provincial Curriculum (2015) will be delivered on the Trail campus beginning September 2016.

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.

This certificate meets curriculum requirements of the Ministry of Advanced Education, Training and Technology and is recognized within British Columbia.

### 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 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.

## HEALTH CARE ASSISTANT

selkirk.ca/hca

### Important Dates

#### FALL 2017

- September 5-8 - Orientation to Program, CPR-C/SFA, Food Safe, WHMIS courses on the Trail Campus
- September 11 - Fall Semester instruction begins
- December 21 - Fall Semester instruction ends

#### WINTER 2018

- January 3-12 - Winter Semester instruction begins
- January 15 - Practicum begins
- March 16 - Last day to complete practicum requirements

### Application Information

- Please make sure you meet all admission requirements, including the general admission requirements for the college and the specific admission requirements for your chosen program (these are listed in each program area).
- Fill out the general application form.

### Program Courses

#### HCA 101 - HEALTH & HEALING: CONCEPTS FOR PRACTICE

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

HCA 102: Health Care Assistant: Introduction to Practice provides 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

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.

### Contacts

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# Heavy Mechanical Foundation

selkirk.ca/heavy-mechanical-foundation

LENGTH OF STUDY:

**Nine months**

ACCREDITATION:

**Certificate**

CAMPUS:

**Silver King Campus, Nelson**

## Course of Studies

- Safe Work Practices
- Work Practices and Procedures
- Welding Principles
- Safe Hoisting Procedures
- Hydraulic Brake Systems
- Air Brake Systems
- Alternate Brake Systems
- Electrical and Electronic Systems
- Power Train Components
- Gasoline Engines
- Diesel Engines
- Hydraulic Systems
- Heavy Duty Wheeled Equip & Attachments
- Track Machines & Attachments
- Winches & Attachments
- Prepare for Employment

## Program Summary

In our on-site, real-world shop, you'll apply your knowledge and learn the mechanics of trucks, commercial transport vehicles and heavy equipment.

This nine-month program prepares students for entry level positions as apprentices in four trades: Truck and Transport Mechanic, Diesel Engine Mechanic, Transport Trailer Technician and 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 (ACE IT) HIGH SCHOOL TRANSITION PROGRAM

This program qualifies for high school transitions. A program that is designed to help secondary school students get a head-start on their trades careers, while earning graduation credit, the BC Industry Training Authority (ITA) Youth Train in Trades (formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT)) program is a perfect way to learn more about the industry.

Speak with your high school guidance counsellor to learn more or get in touch with our ITT Admin Assistant by email at [trades@selkirk.ca](mailto:trades@selkirk.ca) or phone: 1.866.301.6601 ext. 13221.

## Admission Requirements

The following admission requirements are specific to the Heavy Mechanical Program.

- Graduation from a British Columbia Senior Secondary School or equivalent
- Foundations & Pre-Calculus 10, or Apprenticeship Workplace 11, or Principles 10, or Applications 11, or Essentials 12, or Selkirk Math ABE 46, with a grade of "C" or better
- 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 better (This course must be completed prior to the program entry date).
- Recommend possession of a valid driver's license class 5, 7 Learner or higher
- Must be capable of doing physical work
- Basic keyboarding and computer skills are an asset
- Employers may require higher level of Math as part of their hiring policies

### 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.
- The 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.

### READY TO APPLY?

- Please make sure you meet all admission requirements, including the general admission requirements for the college.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.



## HEAVY MECHANICAL FOUNDATION

[selkirk.ca/heavy-mechanical-foundation](http://selkirk.ca/heavy-mechanical-foundation)

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### Important Dates

#### 2017

- September 5 - Program begins.
- December 15 - Winter break.

#### 2018

- January 2- Program continues.
- May 24 - Program ends.

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### 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.

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### Contacts

#### TRADES ADMISSIONS

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

#### INDUSTRY AND TRADES CONTACT

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## Year 1

The following is a suggested mix of courses to satisfy requirements for the associate of arts degree in History. Courses should be chosen only after consultation with a Selkirk College counsellor.

### SEMESTER 1

Course	Name		Credit
ENGLISH	English Requirement: ENGL 110 or ENGL 112	On Campus	3
HISTORY	History Requirement: HIST 104 or HIST 106	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
Total			15

### SEMESTER 2

Course	Name		Credit
ENGLISH	English Requirement: ENGL 111 or ENGL 114	On Campus	3
HISTORY	History Requirement: HIST 105 or HIST 107	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
Total			15

## Year 2

The following is a suggested mix of courses to satisfy requirements for the associate of arts degree in History. Courses should be chosen only after consultation with a Selkirk College counsellor.

### SEMESTER 3

Course	Name		Credit
HIST 203	A History of British Columbia	On Campus	3
HIST 220	Latin America: Pre-1821	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
Total			15

### SEMESTER 4

Course	Name		Credit
HISTORY	History Requirement: HIST 210 or HIST 215	On Campus	3
HIST 221	Latin America: Post-1821	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
Total			15

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Associate of Arts Degree**

CAMPUS:

**Castlegar Campus**

## Program Summary

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've come 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. History is more relevant than you may think—let us show you why.

### 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

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'll 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 counselors for full program requirements.

## HISTORY

selkirk.ca/history

### Admission Requirements

- Admission to the program requires the completion of English 12 with a grade of "C" or better 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 university courses in your first year. This may extend the length of your program.

### Program Courses

#### - 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.

#### - ENGLISH REQUIREMENT: ENGL 110 OR ENGL 112

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

- ENGL 110 - College Composition  
The 110/111 sequence is focused on the development of academic writing and research.
- ENGL 112 - Introduction to Poetry and Drama  
The 112/114 sequence is focused on the interpretation of literature.

#### - ENGLISH REQUIREMENT: ENGL 111 OR ENGL 114

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

- The 110/111 sequence is focused on the development of academic writing and research.  
ENGL 111 - Introduction to Literature
- The 112/114 sequence is focused on the interpretation of literature.  
ENGL 114 - Introduction to Prose Fiction

#### 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.

*Pre-requisites:* ENGL 12 with a grade of "C" or better or written permission of the Instructor and School Chair.

*NOTE:* Students in West Kootenay and British Columbia history courses have access to the "MINTO ROOM" archives. This collection of books, records, private papers, photos and maps aid in research, particularly of the Kootenay region.

#### 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.

*Pre-requisites:* ENGL 12 with a grade of "C" or better or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* ENGL 12 with a grade of "C" or better or written permission of the Instructor and School Chair.

#### - HISTORY REQUIREMENT: HIST 104 OR HIST 106

Students can choose from either the History 104/105 (Canada) sequence or the 106/107 (Western Civilization) sequence.

- HIST 104: Canada before Confederation
- HIST 106: Western Civilization I

#### - HISTORY REQUIREMENT: HIST 105 OR HIST 107

Students can choose from either the History 104/105 (Canada) sequence or the 106/107 (Western Civilization) sequence.

HIST 105: Contemporary Canada

HIST 107: Western Civilization II

#### - HISTORY REQUIREMENT: HIST 210 OR HIST 215

Students can choose from either History 210 or History 215.

HIST 210: A An Indigenous History of Canada

HIST 215: A History of the West Kootenay

#### - HUMANITIES ELECTIVE

Students have the choice of any course from the list of 100 or 200 level Humanities courses offered by Selkirk College.

- English
- French
- History
- Peace Studies
- Spanish
- Creative Writing

A foreign language is recommended.

#### - 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.

- Astronomy
- 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
- 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 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 counsellor.

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**Contacts**

**UNIVERSITY ARTS & SCIENCES ADMISSIONS**

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca

**UNIVERSITY ARTS & SCIENCES**

Program Contact  
Phone: 1.888.953.1133 ext 21205  
Direct: 250.365.1205  
Email: UAS@selkirk.ca

**TRACY PUNCHARD**

School Chair of UAS; Instructor, English  
Phone: 1.888.953.1133 ext 21318  
Direct: 250.365.1318  
Email: tpunchard@selkirk.ca

**For all University Arts & Sciences  
course descriptions:  
see page 260**

# Human Services Diploma

selkirk.ca/human-services-diploma

<b>LENGTH OF STUDY:</b> <b>One year</b>
<b>ACCREDITATION:</b> <b>Diploma</b>
<b>CAMPUS:</b> <b>Castlegar Campus</b>

## Program Summary

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 (Inclusive Practice) (ECCE)
- Early Childhood Care & Education (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

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, an applicant must meet the following Human Service Diploma entrance requirements

- A Human Services certificate such as Social Service Worker with an overall GPA of "B", or School Chair approval.
- Applicants whose credential was earned more than five years ago are required to meet School

## Child & Youth Care Speciality

A range of electives are available to diploma students including the ones listed below. Consult your faculty advisor to develop your course schedule.

### SEMESTER 4

Course	Name		Credit
HSER 254	Core Concepts in Human Services	On Campus	3
HSER 258	Fundamentals of Change I	On Campus	3
HSER 276	Issues in Youth	Online	3
PSYC 101	Introductory Psychology II	On Campus	3
PSYC 240	Child Development	On Campus	3
ELECTIVE 005	HSER Elective or other UAS Elective	On Campus	3
<b>Total</b>			<b>18</b>

### SEMESTER 5

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
ENGL 111	Introduction to Literature	On Campus	3
PSYC 241	Adult Development	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	Supervision in Human Service Agencies	On Campus	3
FNST 287	Introduction to Indigenous Teachings and Practices	On Campus	3
<b>Total</b>			<b>9</b>

### SEMESTER 6

Course	Name		Credit
HSER 270	Practicum in a Child and Youth Care Setting	On Campus	5

Infant Toddler and Inclusive Practice offered in alternate years. For further information please contact program coordinator.

Chair approval based on evidence of related work in Human Services or Continuing Education

- A résumé and two letters of reference from people who can attest to your suitability to the human services field. Students who have graduated from a Selkirk Human Services Certificate program in the past two years are exempted from this requirement
- An interview with a Human Services Diploma Instructor

**Program Pathways**

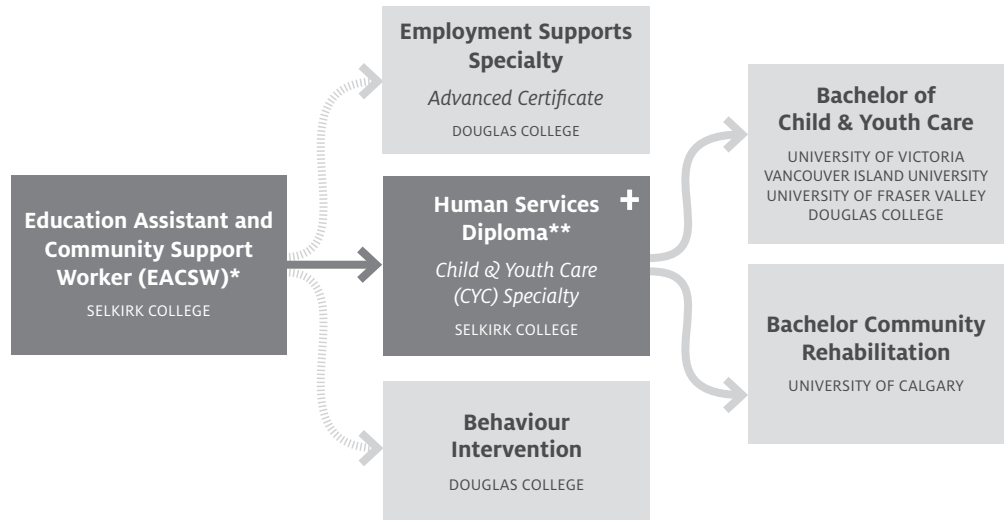
Selkirk College Human Services program graduates can ladder into programs offered by other post-secondary institutions. See the diagram on the right for academic pathways for each diploma stream.

\* NOTE: Students can also transfer from an ECCE or CCSW certificate into the Human Services Diploma (Social Service Worker Specialty) though they may need additional courses and should contact a program instructor.

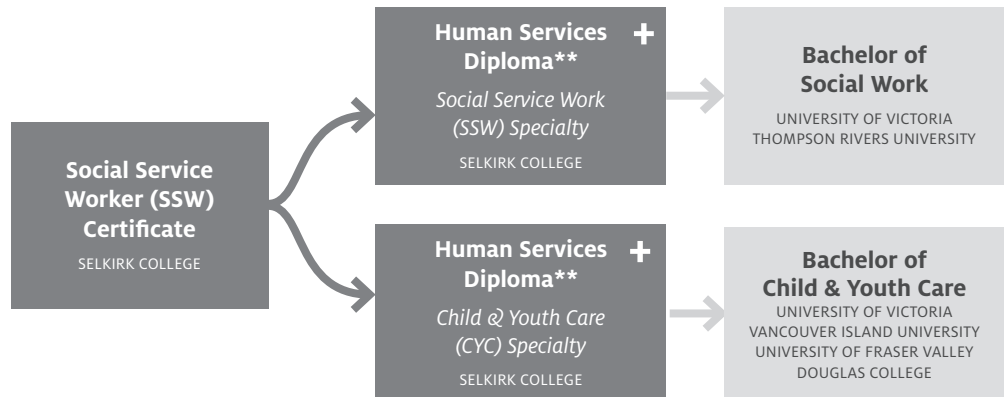
\*\* NOTE: Students planning to transfer into a degree program MUST check the transfer requirements of the receiving institution.

+ An optional Mental Health Addictions Associate Certificate is available with all Human Services Diploma specialities.

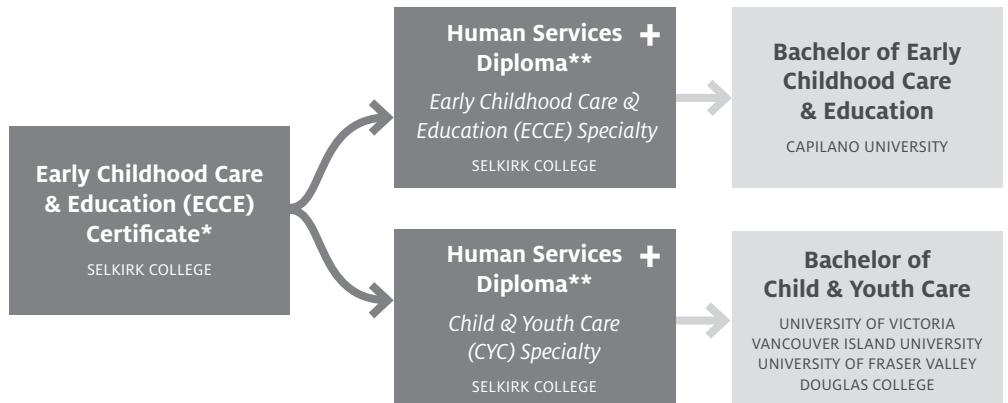
**EDUCATION ASSISTANT AND COMMUNITY SUPPORT WORKER PROGRAM PATHWAYS**



**SOCIAL SERVICE WORKER PROGRAM PATHWAYS**



**EARLY CHILDHOOD CARE & EDUCATION PROGRAM PATHWAYS**



## Early Childhood Care & Education Speciality (Inclusive Practice)

### 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	Supervision in Human Service Agencies	On Campus	3
PSYC 101	Introductory Psychology II	On Campus	3
Total			16

### SEMESTER 5

Course	Name		Credit
ECCE 289	Responsive Inclusive Environments	On Campus	8
ENGL 111	Introduction to Literature	On Campus	3
HSER 255	Professional Foundations for Human Services	On Campus	3
HSER 259	Fundamentals of Change II	On Campus	3
PSYC 241	Adult Development	On Campus	3
Total			20

### SEMESTER 6

Course	Name		Credit
ECCE 292	Supported Child Development Block Practicum	Practicum	5
Total			5

Infant Toddler and Inclusive Practice offered in alternate years. For further information please contact program coordinator.

### 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.

### 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.

### 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

## Application Information

- Fill out general application form
- Please make sure you meet all admission requirements, including the general admission requirements for the college and the specific admission requirements for your chosen program (these are listed in each program area)
- If you are transferring into the college from another institution to complete the second year diploma you are required to contact a program instructor to set up an interview for advising/ reviewing your transcripts and application documents.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International

## 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.

*Pre-requisites: Early Childhood Education Certificate*

*Available only to students accepted into the program. Criminal records checks must be presented to instructor and centre directors.*

presented with an emphasis on individual planning, facilitating inclusionary practise and working collaboratively with families, professionals and community services.

**ECCE 292 - SUPPORTED CHILD DEVELOPMENT BLOCK 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**

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.

*Pre-requisites:* ENGL 110 with a grade of "C" or better or equivalent, or written permission of the Instructor and School Chair.

*Note:* English 112/114 is intended for students interested in a literary focus.

**FNST 287 - INTRODUCTION TO INDIGENOUS TEACHINGS AND PRACTICES**

FNST 287: Introduction to Indigenous Teachings and Practices will provide 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.

**Early Childhood Care & Education Speciality**

**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	Supervision in Human Service Agencies	On Campus	3
PSYC 101	Introductory Psychology II	On Campus	3
Total			16

**SEMESTER 5**

Course	Name		Credit
ECCE 285	Practices with Infants and Toddlers	On Campus	6
ENGL 111	Introduction to Literature	On Campus	3
HSER 255	Professional Foundations for Human Services	On Campus	3
HSER 259	Fundamentals of Change II	On Campus	3
PSYC 241	Adult Development	On Campus	3
Total			18

**SEMESTER 6**

Course	Name		Credit
ECCE 282	Infant Toddler Observation	On Campus	3
ECCE 286	Infant/Toddler Practicum	Practicum	5
Total			8

**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.

*Pre-requisites:* 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, demographic trends and

current research will lead to an exploration of the implications of aging in our culture.

*Pre-requisites:* Health or Social Science Students and Professionals

**HSER 254 - CORE CONCEPTS IN HUMAN SERVICES**

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.

*Pre-requisites:* HS Certificate or Instructor's permission.



# HUMAN SERVICES DIPLOMA

selkirk.ca/human-services-diploma

## Social Services Work Speciality

A range of electives are available to diploma students including the ones listed below. Consult your faculty advisor to develop your course schedule.

Unless entering with SSW Certificate, Engl 111 is a requirement.

### 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	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
Total			15

### ELECTIVES

Course	Name		Credit
HSER 276	Issues in Youth	Online	3
GERO 200	Contemporary Issues in Gerontology	Online	3
Total			6

### SEMESTER 5

Course	Name		Credit
HSER 255	Professional Foundations for Human Services	On Campus	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
Total			18

### ELECTIVES

Course	Name		Credit
HSER 257	Mental Health Issues: Practical Responses	Online	3
HSER 267	Supervision in Human Service Agencies	On Campus	3
FNST 287	Introduction to Indigenous Teachings and Practices	On Campus	3
Total			9

### SEMESTER 6

Course	Name		Credit
HSER 280	Advanced Human Service Practicum	Practicum	5

### HSER 255 - PROFESSIONAL FOUNDATIONS FOR HUMAN SERVICES

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.

*Pre-requisites:* HS Certificate or Instructor's permission.

### 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: ENGL 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.

*Pre-requisites:* HS Certificate or Instructor's permission.

### HSER 259 - FUNDAMENTALS OF CHANGE II

HSER 259: Fundamentals of Change II is 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.

*Pre-requisites:* HS Certificate or Instructor's permission.

**HSER 264 - INTRODUCTION TO PROFESSIONAL CHILD AND YOUTH CARE**

HSER 264: Introduction to Professional Child and Youth Care is 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.

*Pre-requisites:* ENGL 110.

**HSER 267 - SUPERVISION IN HUMAN SERVICE AGENCIES**

Human Service agencies are labour-intensive organizations which invest most of their financial resources in personnel who are engaged in delivering front-end or "hands-on" services. This course will explore the issues around the selection and supervision of staff and assist the participants to develop skills in managing staff in a way that will promote productivity while meeting the needs of these employees.

*Pre-requisites:* Certificate in ECCE, SSW, CCSW or 30 credits of University Transfer credit including ENGL 110/111 and PSYC 100/101 OR PLA indicating equivalent knowledge and skill to an ECCE, SSW or CCSW certificate.

**HSER 270 - PRACTICUM IN A CHILD AND YOUTH CARE SETTING**

A 200 to 250 hour practicum located 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.

**HSER 276 - ISSUES IN YOUTH**

HSER 276: Issues in Youth will 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.

*Pre-requisites:* ENGL 110.

**HSER 280 - ADVANCED HUMAN SERVICE PRACTICUM**

Practicum A second level or advanced practicum for individuals who have completed a previous block practicum or have demonstrated those skills through a PLA. After an orientation to the agency, students are expected to provide direct services, assuming full responsibility with appropriate supervision, to specified clients, or client groups. Students will develop competence in providing a specific service and in participating as a team member in the agency. The practicum is normally 250 hours.

**HSER 281 - DIRECTED STUDIES - METHODS**

HSER 281: Directed Studies: Methods is 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.

*Pre-requisites:* PSYC 100 with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* PSYC 100/101 or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* PSYC 100/101 and PSYC 240 or written permission of the Instructor and School Chair.



**Contacts**

**RACHEL WALKER**  
Admissions Officer  
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# Integrated Environmental Planning

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## 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
Total			20

### 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
IEP 276	Ecological Restoration and Remediation	On Campus	1
IEP 277	Environmental Planning Applications	On Campus	1
Total			19

## 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
Total			18

### SEMESTER 4

Course	Name		Credit
IEP 251	Integrated 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
Total			19

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Diploma**

CAMPUS:

**Castlegar Campus**

## Program Summary

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'll 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

Students enrolling in the Integrated Environmental Planning will spend their first year studying alongside students in Forest Technology programs.

This program can provide you with a 4-month Co-Op Education experience and transfers to several Canadian universities offering transfer into a variety of degree programs.

## Additional Information

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**

School of Environment and Geomatics (SEG) staff are committed to helping students prepare for admission into their chosen program. Applicants that meet the prerequisites listed below are eligible for direct entry into the Integrated Environmental Planning Program.

Applicants who lack one, or more of these requirements are still eligible to gain admission to the program through a multi-level entry system which allows students to take a combination of preparatory and upgrading courses in the first year. This mode of entry extends the length of the program, but greatly enhances success.

**PREREQUISITES**

Math: (one of the following)

- Principles of Mathematics 11 (60%) or
- Applications of Mathematics 11 (70%) or
- Pre-Calculus 11 (60%) or
- Foundations of Mathematics 11 (65%)

English:

- English 12 (65%) or
- Three credits of post-secondary English, Humanities or Social Sciences (67%) from a recognized institution.

Biology:

- Biology 11, or equivalent science course (65%)

**IMPORTANT** for the upgrading pathway: Please apply to the School to allow us to suggest the best options for you. In individual cases, related work experience may be considered in the application process at the discretion of the School Chair.

For any questions related to prerequisites and support, please contact the School of Environment & Geomatics Admissions Officer.

**NON ACADEMIC REQUIREMENTS**

All applicants must be in good health and reasonably good physical condition. A demonstrated interest in, and aptitude for, outdoor work is essential as much of the work is done in the field, often under adverse and arduous weather and topographic conditions.

All students are expected to take the College Readiness Tool (CRT) assessment.

Note that all applicants should meet the general entrance requirements for admission to Selkirk College.

Computer competency is an important element of success in the program. Prior to starting the program, it is strongly recommended that students have entry level experience with word processor, spreadsheet, and web browsing software.

**INTERNATIONAL STUDENTS**

International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

**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 & 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.

If you wish to visit the campus and tour the facilities or if you have any other questions, please do not hesitate to contact the Chair of the School of Environment and Geomatics.

**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.

**Important Dates**

First year Students - Field School for this program is last two weeks of April

School of Environment and Geomatics Student Conference last Wednesday of Winter term (April)

**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

# INTEGRATED ENVIRONMENTAL PLANNING

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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	

For more information please contact:

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## Program Courses

### ENVR 150 - HYDROLOGY I

Hydrology 1 is 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

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

Introduction to Geomatics is 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

Surveying & Field Measurements is 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

Field Trip Study is 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.

**Pre-requisites:** *IEP 200 Field Trip Study is 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 or with permission from the Chair of the School of Environment @ Geomatics.*

**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 - INTEGRATED 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.

**Pre-requisites:** *IEP 277, IEP 250.*

**IEP 255 - HYDROLOGY II**

IEP 255: Hydrology II is 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.

**Pre-requisites:** *ENVR 150 (Hydrology I)*

**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.

**Pre-requisites:** *Successful completion of First year ENVR courses (See dept. policy 1.demonstrate knowledge and understanding of the science of ecology including community ecology, biodiversity, diversity indices, succession, trophic structure, ecological integrity, energy and nutrient flow.*

**IEP 266 - APPLIED MICROBIOLOGY**

Applied Microbiology is 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.

**Pre-requisites:** *Admission to the Integrated Environmental Planning Technology (IEPT) program or permission of the Chair of the School of Environment @ Geomatics.*

**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.

**Pre-requisites:** *Successful completion of IEP 1 courses including RRS 158 or equivalent. Basic desktop computer skills, such as using MS Explorer (file manager), 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.

**Pre-requisites:** *ENVR 158 and 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.

**Pre-requisites:** *Successful completion of Year I courses with a grade of "C" or better.*

**IEP 277 - ENVIRONMENTAL PLANNING 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.

**Pre-requisites:** *Successful completion of Year I courses with a grade of "C" or better.*

**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,

# INTEGRATED ENVIRONMENTAL PLANNING

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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.

### Pre-requisites:

Successful completion of the common first year SEG courses or permission of the Chair of the School of Environment & Geomatics.

### 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

IEP 281: Water and Air Pollution Chemistry is 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.

**Pre-requisites:** TWC 151 *Introduction to Technical Communications II*, MATH 291 *Resource Statistics II*, IEP 266 *Applied Microbiology* and IEP 280 *Environmental Chemistry* or permission from the Chair of the School of Environment and Geomatics.

### IEP 290 - ENVIRONMENTAL SUSTAINABILITY

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

This course is a guided independent study of an environmental management topic suitable to the field of study. Learners are required to prepare a project proposal and data collection schedule in consultation with a faculty advisor. Research techniques using library and online resources are required as well as accurate data collection and synthesis. This course culminates with the submission of a technical report to current industry standards and presentation of the research results at the annual spring conference held late in the spring semester.

**Pre-requisites:** 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

**Pre-requisites:** Principles of Math 12 or MATH 110 or equivalent with grade of "C" or better, or permission of instructor.

### 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.

**Pre-requisites:** Acceptance to SEG Diploma programs.

### 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.

**Pre-requisites:** 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.

**Pre-requisites:** 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.

**Pre-requisites:** 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.

**Pre-requisites:** TWC 150 and program continuation.

## Contacts

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# Integrated Worksite Health & Safety

selkirk.ca/integrated-worksite-health-safety

## Course of Studies

Course	Name	
IWHS 500	An Introduction to Integrated Worksite Health and Safety	Online
IWHS 501	Introduction to Nutrition Science for the Workplace	Online
IWHS 502	An Introduction to Movement Science for Worksite Health and Safety	Online

LENGTH OF STUDY:

**Nine months (Three modules)**

ACCREDITATION:

**Citation**

CAMPUS:

**Online**

## Program Summary

Healthy employees are more productive, miss fewer days and stay with an organization for longer. Implementing a health and wellness program can also translate directly into cost savings with lower injury and accident rates. But how can an organization effectively choose and support a wellness program?

Designed to be completed by currently employed Human Resource and Health and Safety personnel, the program consists of three online modules. Participants will gain the knowledge to evaluate the specific needs of their worker population, and identify and deliver a suitable health and wellness program. Each module is 12-weeks in duration and requires a six to eight hour per week commitment by the learner.

### MODULE 1 - IWHS 500: AN INTRODUCTION TO INTEGRATED WORKSITE HEALTH AND SAFETY

Workplace health and safety related costs place a substantial drain on many businesses. This course covers the basics of a novel yet proven solution to the problem. Learn strategies to determine what issues need to be addressed in your workplace, how to select an appropriate program and the best practices required to ensure success of your program.

### MODULE 2 - IWHS 501: INTRODUCTION TO NUTRITION SCIENCE FOR THE WORKPLACE

This course will introduce students to the role of evidence-based nutrition in health and disease as it pertains to health and safety in the workplace. The timing and nature of food intake as the fuel supply for optimal performance of physical and mental tasks will be examined.

### MODULE 3 - IWHS 502: AN INTRODUCTION TO MOVEMENT SCIENCE FOR WORKSITE HEALTH AND SAFETY

This course is an introduction to physical activity and movement science as they pertain to health and safety in the workplace. Students will gain an understanding of how the different components

of physical activity can reduce fatigue and the risk of disease, as well as the relationship between workload and functional physical capacity in injury prevention.

## Program Courses

### IWHS 500 - AN INTRODUCTION TO INTEGRATED WORKSITE HEALTH AND SAFETY

Workplace health and safety related costs place a substantial drain on many businesses. Government regulation of occupational health and safety has helped to reduce the number of serious injuries, but insurance costs are still high and there are many workers who suffer from movement and stress related issues that decrease productivity and create costly medical claims. This course covers the basics of a novel yet proven solution to the problem, Integrated Worksite Health and Safety. The newly evolving field of Worksite Health Promotion will be discussed along with strategies to determine what issues need to be addressed in your workplace, how to select an appropriate program and the best practices required to ensure success of the chosen program.

*Pre-requisites: Currently employed in HR or OHS, fitness or rehabilitation professional.*

### IWHS 501 - INTRODUCTION TO NUTRITION SCIENCE FOR THE WORKPLACE

This course covers the basics of nutrition for optimal health. Participants will learn the fundamentals of nutrition science and evidence-based diet therapies. The importance of nutrition in a healthy lifestyle and the impact of nutritional strategies on safety in the workplace will be emphasized.

*Pre-requisites: Currently employed in HR or OHS, fitness or rehabilitation professional.*

### IWHS 502 - AN INTRODUCTION TO MOVEMENT SCIENCE FOR WORKSITE HEALTH AND SAFETY

The American Kinesiology Association defines Kinesiology as "the academic discipline which involves the study of physical activity and its impact

on health, society, and quality of life". This course is an introduction to physical activity and movement science as they pertain to health and safety in the workplace. Students will become familiar with the components of physical activity including endurance, strength, agility, flexibility, and speed; the tools used to evaluate these components of physical fitness; and methods used to train for increased fitness. The effects of physical activity on various body systems will be discussed with an emphasis on the maintenance of health and prevention of injuries in the workplace.

*Pre-requisites: Currently employed in HR or OHS, fitness or rehabilitation professional.*

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# Interdisciplinary Studies

selkirk.ca/interdisciplinary-studies

ACCREDITATION:

**Diploma**

CAMPUS:

**Castlegar Campus**

## Contacts

COUNSELLING SERVICES

1.888.953.1133, ext 21273

## Program Summary

If you're 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 at Selkirk College. This diploma can have up to four concentrations listed on it.

Take a look through all of our program offerings here at Selkirk 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 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.

### MORE INFORMATION

For more information, please read through the counsellor or the School Chair who oversees the particular courses that you are interested in using towards your custom-made Interdisciplinary Studies Diploma.

**For all University Arts & Sciences  
course descriptions:**

**see page 260**

## Course of Studies

### 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
Total			21

### 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
Total			17.5

### 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
Total			6.5

LENGTH OF STUDY:

**10 month**

ACCREDITATION:

**Certificate**

CAMPUS:

**Victoria Street Campus, Nelson**

Courses Include

- Casting and Findings
- Drawing and Design Process
- Gem Setting
- Jewelry Design Process and Construction
- Production Line
- Professional Development and Practices
- Raising and Forming

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

Admission to Kootenay Studio Arts (KSA) programs are by interview, online questionnaire and portfolio review.

### QUESTIONNAIRE

All applicants must complete and submit the online 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/jewelry](http://selkirk.ca/jewelry).

### 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. These applicants must mail their portfolios to the school and ensure that they are received one week before their scheduled interview date. 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.

## Program Summary

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'll 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'll learn the fundamental skills and metalsmithing techniques necessary to make jewelry.

You'll 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.

## JEWELRY STUDIO

selkirk.ca/jewelry

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. Applicants should give special attention to the following guidelines when preparing their portfolios.

### PORTFOLIO GUIDELINES

- The number of pieces in an applicant's portfolio will vary depending on the manner in which the applicant works. Generally, the admissions committee would like to see a minimum of eight and a maximum of twenty-four pieces.
- Portfolios should be brought to the interview and only mailed if, because of distance, the applicant is unable to attend their interview in person.
- Two-dimensional works may be presented in their original form. Three-dimensional pieces or any works on a large scale should not be brought to the interview but represented by slides or photographs.
- An applicant's portfolio must be the applicant's own original work. It can include variations and modifications of existing work.
- Applicants should organize their work and set it out so that it shows development over a period of time or group it according to type.
- Applicants should bring their workbooks and journals. School assignments and independent explorations will also be helpful to the Admissions Committee.
- Applicants must keep their presentations simple and neat. Work should not be matted or elaborately framed.
- If an applicant includes slides or photographs, each must include a list of the materials used, size of the piece, title and date.

### SUBMIT YOUR PORTFOLIO IN ONE OF THE FOLLOWING FORMATS

- Attach photo's directly at the bottom of questionnaire.
- Hard copy
- Portable storage device
- CD or DVD (jpeg format)
- Online portfolio (Tumblr, Behance, Flickr) emailed to arts@selkirk.ca

### HARD COPY PORTFOLIOS FOR TELEPHONE INTERVIEWS MAILED TO

Kootenay Studio Arts at Selkirk College  
606 Victoria Street  
Nelson, BC V1L 4K9

Every precaution is taken to ensure that portfolios are handled with care. KSA does not accept responsibility for any loss or damage to submitted materials. All portfolios that the school has not been able to return to applicants by November 15 will be recycled.

## Important Dates

### WINTER 2017

- April 8 - Winter semester instruction ends
- April 17 to 21 - Critique week

### SPRING 2017

- May 1 - Spring term starts
- June 23 - Spring semester instruction ends

\*Regular programming starts in Fall

## Program Courses

### JEWEL 101 - APPROACHES IN METAL: INTRODUCTORY FABRICATION

In JEWEL 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.

### JEWEL 102 - MOLTEN METAL: INTRODUCTION TO CASTING

In Molten Metal: Introduction to Jewelry Casting, you will 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.

### JEWEL 103 - COLOUR AND TEXTURE

Colour and Texture is 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.

### JEWEL 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.

### JEWEL 105 - HAMMER AND CONNECT: INTERMEDIATE FABRICATION LEVEL I

In Hammer and Connect: Intermediate Fabrication Level I, learners will build on the hand and construction skills introduced in JEWEL 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.

### JEWEL 106 - EXPLORATIONS IN METAL: INTERMEDIATE FABRICATION LEVEL II

Explorations in Metal: Intermediate Fabrication Level II is 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.

### JEWEL 107 - SPARKLE AND SHINE: INTRODUCTION TO GEMSETTING

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.

### JEWEL 108 - JEWELRY DESIGN PROCESS

In the Jewelry Design Process course, 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**

In 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 craftsman, 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.

//  
**Contacts**

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# Languages – French/Spanish

selkirk.ca/languages-french-spanish

LENGTH OF STUDY:

**Up to one year**

ACCREDITATION:

**General Associate of Arts and Transfer to BA**

CAMPUS:

**Castlegar Campus**

## 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

## Program Summary

Broaden your horizons with a second language.

### PROGRAM OVERVIEW

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

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:

- FREN 102 - Beginner's French I
- SPAN 102 - Beginner's Spanish I
- FREN 103 - Beginner's French II
- SPAN 103 - Beginner's Spanish II
- FREN 112 - First-Year French I
- SPAN 112 - First-Year Spanish I
- FREN 113 - First-Year French II
- SPAN 113 - First-Year Spanish II
- FREN 122 - Contemporary French Language and Literature I
- SPAN 122 - Contemporary Spanish Language and Literature I
- FREN 123 - Contemporary French Language and Literature II
- SPAN 123 - Contemporary Spanish Language and Literature II

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

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**For all University Arts & Sciences  
course descriptions:**

**see page 260**

## Year 1

The following is a suggested mix of courses to satisfy the graduation requirements for the Law and Justice Studies liberal arts diploma. Courses should be chosen only after consultation with School Chair.

### SEMESTER 1

Course	Name		Credit
ENGL 110	College Composition	On Campus	3
PEAC 100	Peace Studies I	On Campus	3
PHIL 120	Introduction to Logic and Critical Thinking	On Campus	3
SOC 120	Introductory Sociology I	On Campus	3
LAW ELECT	Law & Justice Studies Elective	On Campus	3
LAW 120	Rural Legal Issues I	On Campus	1
Total			16

### 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
LAW ELECT	Law & Justice Studies Elective	On Campus	3
LAW ELECT	Law & Justice Studies Elective	On Campus	3
LAW 121	Rural Legal Issues II	On Campus	1
Total			16

## Year 2

### SEMESTER 3

Course	Name		Credit
ADMN 272	Commercial Law	On Campus	3
PEAC 201	From Water to Chocolate: Environment, Conflict and Justice	On Campus	3
SOC 200	Deviance and Social Control	On Campus	3
LAW ELECT	Law & Justice Studies Elective	On Campus	3
LAW ELECT	Law & Justice Studies Elective	On Campus	3
LAW 122	Rural Legal Issues III	On Campus	1
Total			16

### SEMESTER 4

Course	Name		Credit
ANTH 201	Ethnic Relations	On Campus	3
PEAC 203	Introduction to Transformative Justice: Theory and Practice	On Campus	3
SOC 205	Introduction to Social Research	Online	3
LAW ELECT	Law & Justice Studies Elective	On Campus	3
LAW ELECT	Law & Justice Studies Elective	On Campus	3
Total			15

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Liberal Arts Diploma**

CAMPUS:

**Castlegar Campus**

## Program Overview

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, transformative 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 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

Applicants must have graduated from secondary school (or equivalent) and completed the following BC Provincial Curriculum courses (or their equivalents) with minimum marks as indicated:

- English 12 (minimum 80%)
- Foundations of Math 12 or Pre-calculus 11 (minimum 60%)
- Biology 12 or Chemistry 11 (minimum 60%)

## Program Courses

### ADMN 272 - COMMERCIAL LAW

ADMN 272: Commercial Law 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, 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; ENGL 12 or equivalent with a grade of "C" or better.*

### 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 "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.*

### 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 better or equivalent, or written permission of the Instructor and School Chair. Note: English 112/114 is intended for students interested in a literary focus.*

### LAW 120 - RURAL LEGAL ISSUES I

LAW 120 - Rural Legal Issues I is designed to introduce students to the legal and justice professions. Information on the branches of law and justice, and the work conducted by practicing professionals is provided. The course includes field trips and guest lectures by practicing lawyers and other professionals.

### LAW 121 - RURAL LEGAL ISSUES II

LAW 121 - Rural Legal Issues II is a continuation of LAW 120. Students broaden their understanding of issues related to the legal and justice professions.

### LAW 122 - RURAL LEGAL ISSUES III

LAW 122 - Rural Legal Issues III builds on LAW 120 and 121 with an emphasis on professionalism.

### LAW ELECT - LAW & JUSTICE STUDIES ELECTIVE

This is the recommended list of elective options for a student studying in the Law and Justice Studies program.

- HIST 104 - Canada Before Confederation
- HIST 105 - Contemporary Canada
- HIST 203 - A History of British Columbia
- ANTH 100 - Introduction to Anthropology I
- ANTH 101 - Introduction to Anthropology II: Cultural Anthropology
- WS 100 - Women's Studies I
- WS 101 - Women's Studies II
- ENGL 203 - Canadian Literature II: Contemporary Voices
- GEOG 140 - Introduction to Cultural Geography

- COMM 220 - Principles of Organizational Behaviour
- RFW 251 - Environmental Legislation and Policy
- STAT 105 - Introduction to Statistics
- ECON 106 - Principles of Macroeconomics
- ECON 107 - Principles of Microeconomics
- PSYC 100 - Introductory Psychology I

### PEAC 100 - PEACE STUDIES I

PEAC 100: Peace Studies I is 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 12 with a grade of "C" or better, or written permission of the Instructor and School Chair.*

### PEAC 101 - PEACE STUDIES II

PEAC 101: Peace Studies II is 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 12 with a grade of "C" or better, or written permission of the Instructor and School Chair. PEAC 100 recommended.*

### PEAC 201 - FROM WATER TO CHOCOLATE: ENVIRONMENT, CONFLICT AND JUSTICE

PEAC 201: From Water to Chocolate: Environment, Conflict and Justice is 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 or written permission of the Instructor and School Chair.*





# Liberal Arts & Sciences Diploma

selkirk.ca/liberal-arts-sciences-diploma

## Program Summary

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. By successfully completing 60 credits (about two full years of study, or 20 courses) you'll be eligible for the liberal arts and sciences diploma providing you have a GPA of 2.00 or higher. Check the admission requirements for full details.

If the 60 credits you earn meet the flexible pre-major agreement in either 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.

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:

- Anthropology
- Astronomy
- Computer science
- Creative writing
- Economics
- French
- Geology
- History
- Mathematics
- Sociology
- Statistics
- Women's studies

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

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LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Diploma**

CAMPUS:

**Castlegar Campus**

**For all University Arts & Sciences  
course descriptions:**

**see page 260**

## Course of Studies

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

30

LENGTH OF STUDY:

**Up to one year**

ACCREDITATION:

**General Associate of Science and Transfer to BSc**

CAMPUS:

**Castlegar Campus**

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

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## Program Summary

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 doesn't necessarily need to be following an example, you may want to consider a degree or even a career in mathematics.

**For all University Arts & Sciences course descriptions:**

**see page 260**

### 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.

# Medical Transcription, Editing and Documentation

selkirk.ca/amt



## Course of Studies

Medical Transcription, Editing and Documentation Program offers two intakes per year (September and January) and offers full-time and part-time schedules.

### SEMESTER 1

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
Total			16.5

### SEMESTER 2

Course	Name		Credit
MTED 114	Transcription Speed and Accuracy I (Basic)	Online	3
MTED 116B	Keyboarding	Online	0.5
MTED 124	Transcription Speed and Accuracy II (Intermediate)	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	Practicum	3
Total			18.5

LENGTH OF STUDY:

**Nine months plus a three week practicum**

ACCREDITATION:

**Certificate**

CAMPUS:

**Online**

### CONSIDER MEDICAL TRANSCRIPTION IF YOU

- Are detail-oriented
- Communicate well
- Enjoy working independently
- Like computer technology
- Easily use email and internet browsers

If you enjoy daily challenges and working with new technology, this 9-month (plus 3-week practicum) 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

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 as medical transcriptionists, editors and have even moved on to provide medical transcription technical support.

## Program Summary

The Medical Transcription, Editing and Documentation Program provides unique transcription training for the real-life challenges of the Medical Transcriptionist.

### 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

- Detailed medical terminology training
- Proper skills for dictation processing, proofreading and formatting
- Hands-on instructor and peer guidance through online discussion forums
- Authentic transcription files
- Three-weeks of intensive practicum experience in hospitals and medical clinics

It encourages you to develop critical thinking and decision-making skills while applying appropriate medical terminology to each transcribed document. 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 practicum at the end of the program.

## Admission Requirements

### GRADE 12 GRADUATION OR EQUIVALENT

- Official transcripts from high school or post-secondary institutions (mailed directly from the Ministry of Education and educational institutions). For applicants who completed high school in BC you can order transcripts online from the Ministry of Education. For other provinces, please check with your local Ministry of Education or past high school. Please note that you must submit official transcripts and educational documents to support your application; unfortunately, we cannot accept photocopies or fax versions.
- English 10 or equivalent with C+ or better

### KEYBOARDING SPEED OF 40 WPM

- a Selkirk College supervised 5 minute typing test or a transcript from a typing/keyboarding course showing 40 wpm obtained. To set up an appointment or for more information contact Paris Voykin at pvoynin@selkirk.ca.

**COMPUTER SKILLS**

- Computer skills will be 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

**COLLEGE READINESS TOOL (CRT)**

The College Readiness Tool (CRT) must be completed prior to starting the program. If you have completed this assessment previously at Selkirk, it's not necessary to do it again.

**Important Dates**

**THIS PROGRAM HAS INTAKES IN SEPTEMBER AND JANUARY OF EACH YEAR.**

**WINTER 2017**

- April 26 - Winter/Spring semester instruction ends (check with program regarding exam dates)
- May practicum dates - TBA

**FALL 2017**

- September 5 - Fall Semester instruction begins

**Application Information**

Please make sure you meet all admission requirements, including the general admission requirements for the college and the specific admission requirements for your chosen program (these are listed in each program area)

- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.
- Fill out an application form.

The application form must be submitted by mail, email, or fax to:

Selkirk College Distance Admissions  
301 Frank Beinder Way  
Castlegar BC, V1N 4L3  
Email: DistanceAdmissions@selkirk.ca  
FAX: 250.365.3929

When all required documents are received and Prerequisites have been met, your application file will be reviewed. You will receive an acceptance letter for the next available program intake and instructions to pay a seat deposit to secure a seat.

**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.

*Pre-requisites: Admission to the Medical Transcription, Editing, and Documentation Program*

**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.

*Pre-requisites: MTED 100 - Medical Terminology I*

**MTED 102 - MEDICAL TERMINOLOGY III**

In this 30-hour, 1 week course, MTED 102 Medical Terminology III, 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.

*Pre-requisites: MTED 100 - Medical Terminology I  
MTED 101 - Medical Terminology II*

**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.

*Pre-requisites: Acceptance to Medical Transcription, Editing and Documentation Program*

**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

*Pre-requisites: MTED 100, MTED 110*

**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.

*Pre-requisites: MTED 100, MTED 110, MTED 111*

**MTED 114 - TRANSCRIPTION SPEED AND ACCURACY I (BASIC)**

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.

*Pre-requisites: MTED 112 - Fundamentals of Medical Specialties*

**MTED 116A - KEYBOARDING**

MTED 116A: 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.

*Pre-requisites: Admission to the MTED Program*

# MEDICAL TRANSCRIPTION, EDITING AND DOCUMENTATION

selkirk.ca/amt

## MTED 116B - KEYBOARDING

MTED 116B: is a 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.

*Pre-requisites:* MTED 116A - Keyboarding

## MTED 124 - TRANSCRIPTION SPEED AND ACCURACY II (INTERMEDIATE)

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.

*Pre-requisites:* MTED 114 - Transcription Speed and Accuracy I

## MTED 130 - SPEECH RECOGNITION AND EDITING

MTED 130: This course 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.

*Pre-requisites:* MTED 134 - Transcription Speed & Accuracy III

## MTED 134 - TRANSCRIPTION SPEED AND ACCURACY III (ADVANCED)

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.

*Pre-requisites:* MTED 124 - Transcription Speed and Accuracy II (Intermediate)

## MTED 140 - TRANSITION TO PROFESSIONAL PRACTICE

### MTED 142 - PRECEPTORSHIP

MTED 142: This course 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.

*Pre-requisites:* MTED 130 - Speech Recognition and Editing

## Contacts

### DISTANCE ADMISSIONS

Program Contact  
ext 21425  
Direct: 250.365.1425  
Email: distanceadmissions@selkirk.ca

### ESTHER STORVOLD

Instructor, Medical Transcription, Editing and Documentation  
Phone: 250.364.5034  
Direct: 250.364.5034  
Email: estorvold@selkirk.ca

### TERESA PETRICK

School Chair, Health and Human Services  
Phone: 250.365.7292 ext 21442  
Direct: 250.365.1442  
Email: tpetrick@selkirk.ca

## Course of Studies

### SEMESTER 1

Course	Name		Credit
ADD 184	Introduction to Addiction	On Campus	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	

LENGTH OF STUDY:

**Three terms**

ACCREDITATION:

**Associate Certificate**

CAMPUS:

**Castlegar Campus**

## Admission Requirements

### DEGREE OR DIPLOMA IN HUMAN SERVICES OR A RELATED FIELD

- Evidence of graduation (diploma or transcripts)
- Name of Program and Institution
- Copy of resume that summarizes training and work experience

OR

### A CERTIFICATE IN HUMAN SERVICES OR A RELATED FIELD

- 2 years of subsequent work in the Human Service field
- 2 letters of reference
- Computer literacy
- Copy of resume that summarizes training and work experience

OR

### NO POST-SECONDARY OR RELATED FIELD EDUCATION

- Five years of work in the field
- 2 letters of reference (one or more must present proof of five years work in the field)
- A two page, double spaced letter of application, outlining your interest in this certificate and demonstrating your writing skills
- Completion of an LPI (Language Proficiency Index score of 4 or better)
- Computer literacy
- Copy of resume that summarizes training and work experience

## Program Summary

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

Selkirk College Human Services Department is offering an Associate Certificate that is designed for those either preparing for or already in the field who wish to focus their practice in the area of Mental Health and Addictions.

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.

## MENTAL HEALTH & ADDICTIONS

[selkirk.ca/mental-health-addictions](http://selkirk.ca/mental-health-addictions)

### Important Dates

#### WINTER 2017

- April 13 - course ends

#### SPRING 2017

- June 2 & 3 - HSER 600: Motivational Interviewing - Brief Interventions and Support Strategies Workshop

### Application Information

- Fill out general application form
- Please make sure you meet all admission requirements, including the general admission requirements for the college and the specific admission requirements for your chosen program (these are listed in each program area)
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International
- You may be required to submit two letters of reference based on admission qualifications (these can be found in the Application Package link below)

Download the Mental Health and Addictions Associate Certificate Application at [selkirk.ca/mental-health-addictions](http://selkirk.ca/mental-health-addictions)

### Program Courses

#### ADD 184 - INTRODUCTION TO ADDICTION

This course is designed as an introduction to the study of addiction, both substance and behavioural. Current research in the pharmacological, physiological, social and spiritual causes of addiction are considered as well as current models for understanding dependence, recovery and relapse. Students learn how the addictive process is assessed and treated based on the physical, emotional, social and spiritual needs of the client. Family support, self-help programs, harm reduction and current trends in addictive substances and behaviours are also explored.

On-Line in the Fall & On Campus in the Winter

Introduction to Addiction can be taken on-line in the fall or on campus in the winter. The fall online option is open to part-time students.

*Pre-requisites:* ENGL 12 or equivalent.

#### 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: ENGL 12 or equivalent

#### HSER 600 - MOTIVATIONAL INTERVIEWING - BRIEF INTERVENTIONS AND SUPPORT STRATEGIES WORKSHOP

This 12-hour lecture format experiential workshop is designed to provide practitioners and students with basic Motivational Interviewing Skills in order to enhance the effectiveness of their work with mental health, addiction and concurrent problems in a variety of settings. Motivational Interviewing is a collaborative, person-centered form of guiding to elicit and strengthen motivation for change. Miller, W. R., & Rollnick, S. (2013). Guilford Press: The focus is on helping people to explore and resolve ambivalence. It is both supportive and goal-directed, and complements most theoretical approaches and styles in the helping professions.

This has 2 six hour modules face-to-face.

*Pre-requisites:* ENGL 12 or equivalent.

### Contacts

#### RACHEL WALKER

Admissions Officer  
Phone: 1.888.953.1133 ext 21233  
Email: [rwalker@selkirk.ca](mailto:rwalker@selkirk.ca)

#### TERESA PETRICK

School Chair, Health and Human Services  
Phone: 250.365.7292 ext 21442  
Direct: 250.365.1442  
Email: [tpetrick@selkirk.ca](mailto:tpetrick@selkirk.ca)

**LENGTH OF STUDY:**

**23 weeks**

**ACCREDITATION:**

**Technical Training**

**CAMPUS:**

**Silver King Campus, Nelson**

## Program Summary

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.

### PRACTICAL TRAINING

- Reading drawings and blueprints
- Materials burning and welding
- Metallurgy
- Plate and structural pattern development, section fabrication and layout techniques
- Safe work practices
- Surface prep and finishing methods
- Trade math solutions
- Trade tool and shop equipment usage

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 (ACE IT) HIGH SCHOOL TRANSITION PROGRAM

This program qualifies for high school transitions. A program that is designed to help secondary school students get a head-start on their trades careers, while earning graduation credit, the BC Industry Training Authority (ITA) Youth Train in Trades (formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT)) program is a perfect way to learn more about the industry.

Speak with your high school guidance counsellor to learn more or get in touch with our ITT Admin Assistant by email at [trades@selkirk.ca](mailto:trades@selkirk.ca) or phone: 1.866.301.6601 ext. 13221.

## Admission Requirements

The following admission requirements are specific to the Metal Fabricator Foundation Program.

- Graduation from a British Columbia Senior Secondary School or equivalent
- Foundations & Pre-Calculus 10, or Apprenticeship Workplace 11, or Principles 10, or Applications 11, or Essentials 12, or Selkirk ABE Math 46, with a grade of “C” or better
- English 10 with a “C” or better
- Consideration will be given to mature individuals (19 years or older) who are not Senior Secondary School graduates, provided - See more at: <http://selkirk.ca/program/metal-fabricator-foundation/admission-requirem...>
- Consideration will be given to mature individuals (19 years or older) who are not senior secondary school graduates, provided they are working to complete the recommended education:
- -Grade 10 or equivalent including English 10, Mathematics 10 and Science 10
- -Grade 12 preferred

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.

### READY TO APPLY?

- Please make sure you meet all admission requirements, including the general admission requirements for the college.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

## Important Dates

### 2017

- January 30 - Winter Intake Begins.
- July 6 - Winter Intake Ends.

### 2018

- February 5 - Winter Intake Begins.
- July 12 - Winter Intake Ends.

## Contacts

### TRADES ADMISSIONS

Registration Contact  
Phone: 1.888.953.1133 ext 13204  
Direct: 250.354.3204  
Fax: 250.352.3180  
Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)

### INDUSTRY AND TRADES CONTACT

Program Contact  
Phone: 1.888.953.1133 ext 13221  
Direct: 250.354.3221  
Fax: 250.352.3180  
Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)

### ROB SCHWARZER

School Chair  
Phone: 250.352.6601 ext 13212  
Direct: 250.354.3212  
Email: [rschwarzer@selkirk.ca](mailto:rschwarzer@selkirk.ca)



# Millwright/Machinist

selkirk.ca/millwright-machinist

## Course of Studies

Course	Name	
MILMAC 150	Introductory Millwright/Machinist	On Campus
MILMAC 160	Intermediate Millwright/Machinist	On Campus
MILMAC 170	Advanced Millwright/Machinist	On Campus

## Program Summary

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.

## YOUTH TRAIN IN TRADES (ACE IT) HIGH SCHOOL TRANSITION PROGRAM

This program qualifies for high school transitions. A program that is designed to help secondary school students get a head-start on their trades careers, while earning graduation credit, the BC Industry Training Authority (ITA) Youth Train in Trades (formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT)) program is a perfect way to learn more about the industry.

Speak with your high school guidance counsellor to learn more. Get in touch with our ITT Admin Assistant by email at [trades@selkirk.ca](mailto:trades@selkirk.ca) or phone: 1.866.301.6601 ext 13221.

## Admission Requirements

The following admission requirements are specific to the Millwright/Machinist Program.

- Graduation from a British Columbia Senior Secondary School or equivalent
- Foundations & Pre-Calculus 10, or Apprenticeship Workplace 11, or Principles 10, or Applications 11, or Essentials 12, or Selkirk ABE Math 46, with a grade of “C” or better
- 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 better (This course must be completed prior to the program entry date).
- Employers may require higher level of Math as part of their hiring policies.
- A refundable tool deposit of \$100 will be required at the start of the program.

### READY TO APPLY?

- Please make sure you meet all admission requirements, including the general admission requirements for the college.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

### LENGTH OF STUDY:

**Nine months**

### ACCREDITATION:

**Certificate**

### CAMPUS:

**Silver King Campus, Nelson**

## Important Dates

### 2017

- September 5 - Fall Program begins.
- December 15 - Winter break.

### 2018

- January 2- Fall Program continues.
- May 24 - Fall Program ends.
- February 5 - Winter Program begins.
- August 30 - Winter Program ends.
- September 4 - Fall Program begins.
- December 14 - Winter break.

## Careers

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

## Contacts

### TRADES ADMISSIONS

Phone: 1.888.953.1133 ext 13204  
Direct: 250.354.3204  
Fax: 250.352.3180  
Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)

### INDUSTRY AND TRADES CONTACT

Phone: 1.888.953.1133 ext 13221  
Direct: 250.354.3221  
Fax: 250.352.3180  
Email: [trades@selkirk.ca](mailto:trades@selkirk.ca)

### ROB SCHWARZER

School Chair  
Phone: 250.352.6601 ext 13212  
Direct: 250.354.3212  
Email: [rschwarzer@selkirk.ca](mailto:rschwarzer@selkirk.ca)

## Core Year (Year 1)

The Music and Technology program at Selkirk College is a two-year diploma program developed to train musician performers for the commercial music and entertainment industry. The curriculum is based on the most relevant and up to date music industry standards.

Selkirk College's music program is Canada's first and only school that offers performance, engineering, and composition in a two-year program. It's also the only program where students can play more than just classical or jazz. It is truly a contemporary music program.

### 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 100	MUSIC FORUM	On Campus	1
Total	17.5		

### 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 100	MUSIC FORUM	On Campus	1
Total	17.5		

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Diploma**

CAMPUS:

**Tenth Street Campus, Nelson**

## Program Summary

The Selkirk College Music Program has been preparing students for the commercial entertainment industry for over 25 years.

Using a diverse cross section of musical styles, Selkirk College allows students to explore the best that each genre has to offer from jazz to rock, classical and world music. Our teaching methods are based on those of the prestigious Berklee School of Music.

### DEVELOP YOUR SKILLS

- Performance
- Audio Recording
- Songwriting
- Film Scoring
- Improvisation
- Composition

Bring your passion for creating and performing music and our world-class faculty of working professionals will take you to the next level.

The Contemporary Music and Technology program at Selkirk College is a two-year diploma program developed to train musician performers for the commercial music and entertainment industry. The course of study is comprised of an initial core year after which students may select one of five program majors: Performance, Production, Composition, Songwriting and Directed Studies.

The curriculum includes individual instruction on guitar, bass, drums, saxophone, violin, vocals 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 and blues, jazz, folk and world music are the primary instructional styles.

### PROGRAMS OF STUDY

- Core (Year 1)
- Composition (Year 2)
- Directed Studies (Year 2)
- General Music (Year 2)
- Music Performance (Year 2)
- Music Production (Year 2)
- Song Writing Major (Year 2)

## MUSIC & TECHNOLOGY

selkirk.ca/music

### Admission Requirements

All students must meet Selkirk College entrance requirements as outlined in the College calendar.

#### REGULAR ADMISSION REQUIREMENTS

- Completion of Grade 12 or equivalent with a "C" or better in ENGL 12.
- Prior music and band training is a definite asset.
- Mature students without the above qualifications may be considered for admission following an interview.
- International students may apply for admission under the College's international education admissions policy.

#### AUDITION AND INTERVIEW

- An audition to assess instrumental ability, music theory and ear training knowledge, as well as pitch matching, is required before admission.
- Applicants who meet the entry requirements will be advised of the time and place for the audition. Applicants are expected to attend scheduled auditions in person.
- If you live a long distance from the College, other arrangements can be made.
- The audition process must be completed before May 30th. A music teacher must invigilate the exam(s), if completing the tests by mail.

#### 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.
- This class will provide basic level entrance requirements for the applicant.
- 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.

### Important Dates

#### 2017

- Graduation Showcases: \*March 10 - April 1 (\*dates subject to change)
- In Person Auditions, March 24, April 7, May 5, 12, 26.
- Sept 5 - Fall term begins
- Dec 8 - Fall term ends
- Dec 15 - Fall term examinations end

#### 2018

- Jan 8 - Winter term begins
- February 12 to 18 - Reading Week
- April 13 - Winter term ends
- April 20 - Winter examinations end

### 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
- Samplitude 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, Samplitude 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.

Learn more about the Shambhala Music & Performance Hall.

### Program Courses

#### ELECTIVE 006 - MUSIC ELECTIVE

#### ELECTIVE 007 - MUSIC ELECTIVE

#### 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.

*Pre-requisites: None. Attendance is mandatory for all music students.*

## 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 better 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 100	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
Total			17.5

### 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

### 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.

*Pre-requisites:* 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.

*Pre-requisites:* 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.

### 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.

*Pre-requisites:* 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 his or her own multi-track recordings with Pro Tools 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.

*Pre-requisites:* MUSC 160.

## MUSIC & TECHNOLOGY

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### 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.

*Pre-requisites:* MUSC 162.

### 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.

*Pre-requisites:* MUSC 170.

## Composition (Year 2) cont

### SEMESTER 4

Course	Name		Credit
MUSC 100	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
Total			17.5

### 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

## 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 250	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
Total			15

## Directed Studies (Year 2) cont

### 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
Total			15

### 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 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 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.

*Pre-requisites:* 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.

#### 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.

*Pre-requisites:* MUSC 180.

#### 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.

*Pre-requisites:* MUSC 150 for 151; MUSC 151 for 250.

#### MUSC 250 - DIRECTED STUDIES/MENTORSHIP

A weekly bi-weekly (every other week) 1/2 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.

*Pre-requisites:* 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.

*Pre-requisites:* MUSC 250

## MUSIC & TECHNOLOGY

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### MUSC 251 - DIRECTED STUDIES/MENTORSHIP

A bi-monthly (every other week) 1/2 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.

**Pre-requisites:** MUSC 250b, and must be enrolled in the Directed Studies Major.

### 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.

**Pre-requisites:** 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.

**Pre-requisites:** 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.

**Pre-requisites:** 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.

**Pre-requisites:** MUSC 256; and must be a full-time Performance or Songwriting Major.

## 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 100	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	On Campus	2
ELECTIVE 006	Music Elective	On Campus	2
ELECTIVE 006	Music Elective	On Campus	2
ELECTIVE 006	Music Elective	On Campus	2
Total	16.5		

### 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 100	MUSIC FORUM	On Campus	1
ELECTIVE 006	Music Elective	On Campus	2
ELECTIVE 006	Music Elective	On Campus	2
ELECTIVE 006	Music Elective	On Campus	2
ELECTIVE 006	Music Elective	On Campus	2
Total	16.5		

## General Music (Year 2) cont

### 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 262	Survey of Recording Techniques	On Campus	2

## 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 100	MUSIC FORUM	On Campus	1
MUSC 250	Private Lesson III	On Campus	1
MUSC 256	Contemporary Music Analysis I	On Campus	2
MUSC 258	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
Total	16		

### 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

### 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..

*Pre-requisites:* MUSC 159.

### MUSC 258 - 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.

*Pre-requisites:* 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.

*Pre-requisites:* MUSC 258.

### MUSC 259 - 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.

*Pre-requisites:* MUSC 258Q.



## MUSIC & TECHNOLOGY

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### 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.

*Pre-requisites:* MUSC 161 with a "B" or better, 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.

*Pre-requisites:* MUSC 260 for MUSC 261. Must be taken concurrently with MUSC 271/289.

### 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 techniques and styles. A requirement in all majors, there are weekly assignments.

*Pre-requisites:* 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.

*Pre-requisites:* MUSC 264.

## Performance (Year 2) cont

### SEMESTER 4

Course	Name		Credit
MUSC 251	Private Lesson IV	On Campus	1
MUSC 257	Contemporary Music Analysis II	On Campus	2
MUSC 259	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
Total			16

### 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

## 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. Enrollment 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 100	MUSIC FORUM	On Campus	1
MUSC 258	Ensemble III	On Campus	2
MUSC 260	Mixdown and Editing	On Campus	3.5
MUSC 264	Instrumental Lab III	On Campus	1
MUSC 270	Recording Techniques I	On Campus	3.5
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
ELECTIVE 007	Music Elective	On Campus	1
Total			18.5

## Production (Year 2) cont

### 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	3.5
MUSC 265	Instrumental Lab IV	On Campus	1
MUSC 271	Recording Techniques II	On Campus	3.5
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 100	MUSIC FORUM	On Campus	1
ELECTIVE 007	Music Elective	On Campus	1

Total 18.5

### 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

#### 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).

**Pre-requisites:** A "B" or better in MUSC 171 and MUSC 175, and/or permission of the instructor.

#### 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.

**Pre-requisites:** 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.

**Pre-requisites:** MUSC 161 with a "B" or better; MUSC 181. Must be taken concurrently with 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.

**Pre-requisites:** MUSC 270 for MUSC 271. Must be taken concurrently with 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."

**Pre-requisites:** MUSC 151 (with a "B" or better), 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.

**Pre-requisites:** MUSC 272. Students must be full-time Performance Majors.

## MUSIC & TECHNOLOGY

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### 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.

*Pre-requisites:* 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.

*Pre-requisites:* 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.

*Pre-requisites:* 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.

*Pre-requisites:* 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.

*Pre-requisites:* MUSC 161 Computer Applications to Music II.

## 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 100	MUSIC FORUM	On Campus	1
MUSC 250	Private Lesson III	On Campus	1
MUSC 256	Contemporary Music Analysis I	On Campus	2
MUSC 258	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
Total			16

### 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

### SEMESTER 4

Course	Name		Credit
MUSC 100	MUSIC FORUM	On Campus	1
MUSC 251	Private Lesson IV	On Campus	1
MUSC 257	Contemporary Music Analysis II	On Campus	2
MUSC 259	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
Total			16

### 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 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.

*Pre-requisites:* MUSC 175 *Contemporary Harmony II.*

**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.

*Pre-requisites:* MUSC 171 and 175, and/or permission of the Instructor.

**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.

*Pre-requisites:* MUSC 284 and/or permission of the instructor.

**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.

*Pre-requisites:* MUSC 161 with a "B" or better.

**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.

*Pre-requisites:* 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.

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## 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
Total			22

### 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
Total			25

## Year 2

### SEMESTER 3

Course	Name		Credit
AHSC 218	Health Sciences III	On Campus	3
NURS 216	Health & 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
Total			19

### SEMESTER 4

Course	Name		Credit
AHSC 228	Health Sciences IV	On Campus	3
NURS 222	Professional Practice III: Nursing Ethics	On Campus	3
NURS 226	Health & 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
Total			25

LENGTH OF STUDY:

**Four years**

ACCREDITATION:

**Baccalaureate Degree**

CAMPUS:

**Castlegar Campus**

## Program Summary

With all four years of classes held at Selkirk College, you'll 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 College of Registered Nurses in BC (CRNBC).

### 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'll 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'RE

- 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 3

Semesters 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
Total			19

### 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 & Healing VII: Promoting Community and Societal Health	On Campus	1.5
NURS 351	Nursing Practice VI: Promoting Health of Communities & Society	Practicum	4.5
ELECTIVE 003	3 Credit Course	On Campus	3
NURS 370	Consolidated Practice Experience III (Spring, 6 weeks)	Practicum	4.5
NURS 470	Consolidated Practice Experience IV (Summer 6 weeks)	Practicum	4.5
Total			21

## 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.

### 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	1.5
ELECTIVE 004	Nursing Elective	On Campus	1.5
Total			6

### 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
Total			9

## 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 (total) 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 HCP 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.

## Admission Requirements

### ACADEMIC:

BC Secondary school graduation or equivalent with the following courses and minimum grade of:

- B in English 12
- B in Biology 12
- C+ in Chemistry 11
- C+ in Pre-Calculus 11 or Foundations of Math 12

### SUPPORTING DOCUMENTATION:

- 2 personal reference forms
- BSN Questionnaire Form

Please download from selkirk.ca/nursing the above FILLABLE Letter or Reference Form and Questionnaire Form and submit to the admissions department as part of your application package.

### NON-ACADEMIC (NOT REQUIRED UNTIL OFFICIALLY ACCEPTED):

- Criminal Record Check (BC Ministry of Justice)
- Completion of immunizations as required by Health Care Workers in BC
- CPR - HCP

Fully qualified applicants are accepted in the order in which their application files are completed. Selkirk College accepts applicants on a first come first applied basis. We do not have competitive admission. Therefore, it is important that the application package and supporting documentation are submitted as early as possible. Application files must be completed by March 31st of each year.

\*Note: Immunization forms (within BSN Application Package) to be submitted prior to starting the program in Fall semester Year 1. TB Test results should be completed between April and August prior to starting.

## Important Dates

### WINTER 2017

- April 14 - Winter semester instruction ends
- April 18-26 - Winter semester exams

### SPRING 2017

- May 1, 2017

### FALL 2017

- September 5 - Campus Orientation Day)
- September 6 - Fall Semester instruction begins

If there is a discrepancy in calendar dates between the University of Victoria and Selkirk College, the Selkirk College calendar will be considered correct.

## 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.

## Application Information

Please make sure you meet all admission requirements, including the general admission requirements for the college and the specific admission requirements for your chosen program (these are listed in each program area).

- Fill out the general application form.
- Send official transcripts or interim grades, for all prerequisite courses and official transcripts of all other post-secondary education grades (mailed directly by educational institution).
- Complete immunization form and criminal record (instructions found in Application Package).
- Please complete the letter of reference form and questionnaire form (found online) and submit to the admissions department as part of your application package.

Download the Bachelor of Nursing application package at selkirk.ca/nursing

## Program Courses

### AHSC 218 - HEALTH SCIENCES III

The major emphasis of this introductory course is to gain a foundational knowledge of concepts related to human pathophysiology. This course will examine the presentation and pathogenesis of health challenges across the life span including pharmacology, microbiology, diagnostics, epidemiology, genetics, and nutrition. Topics will be closely coordinated with practice, nursing learning centre and the health courses.

*Pre-requisites:* Admission to Year 2 of the Nursing Program.

### AHSC 228 - HEALTH SCIENCES IV

AHSC 228: Applied Health Sciences II, Pathophysiologic, Microbiologic, and Pharmacologic Concept Application to Disease is 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.

*Pre-requisites:* AHSC 218-3.

### 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.

*Pre-requisites:* BIOL 12, CHEM 11, and one of BIOL 11, CHEM 12, or PHYS 12 (BIOL 11 recommended) with a grade of "C" or better.

### 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.

*Pre-requisites:* BIOL 164 with a "C" or better or written permission of the Instructor and School Chair.

#### **ELECTIVE 001 - 3 CREDIT ELECTIVE**

3 Credit elective course. Please view the UAS Course List for available options.

#### **ELECTIVE 003 - 3 CREDIT COURSE**

3 Credit elective course. Please view the UAS Course List for available options.

#### **ELECTIVE 004 - NURSING ELECTIVE**

Must be a 300 or 400 Nursing course.

#### **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.

*Pre-requisites:* A "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.

#### **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.

*Pre-requisites:* 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.

*Pre-requisites:* 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.

*Pre-requisites:* 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.

*Pre-requisites:* 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.

*Pre-requisites:* Admission to the 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.

*Pre-requisites:* Admission to the 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.

*Pre-requisites:* Admission to the nursing program.

#### **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.

*Pre-requisites:* Admission to the nursing program.

#### **NURS 216 - HEALTH & 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.

*Pre-requisites:* 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.

*Pre-requisites:* Promotion to Study Semester 3: Relational Practice I



## NURSING

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### 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.

*Pre-requisites:* Promotion to Study Semester 3. Travel requirement.

### 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.

*Pre-requisites:* Promotion to Study Semester 4.

### NURS 226 - HEALTH & 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.

*Pre-requisites:* Promotion to Study Semester 4.

### 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.

*Pre-requisites:* Promotion to Study Semester 4. Travel requirement.

### 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.

*Pre-requisites:* Promotion to Study CPE. Travel requirement.

### 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.

*Pre-requisites:* Promotion to Study Semester 5.

### 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.

*Pre-requisites:* Promotion to Study Semester 5.

### NURS 319 - NURSING PRACTICE V: PROMOTING HEALTH & 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.

*Pre-requisites:* Promotion to Study Semester 5. Travel requirement.

### NURS 341 - PROFESSIONAL PRACTICE IV: NURSING INQUIRY

(University of Victoria at Selkirk College). In this course, various modes of nursing inquiry are addressed. Relationships between practice, theory, and research are explored. Past and present contributions to nursing knowledge are discussed.

### 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.

### NURS 350 - HEALTH & 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.

*Pre-requisites:* Promotion to Study Semester 5. Travel requirement.

**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.

*Pre-requisites:* Nursing Practice IV. Travel requirement.

**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.

*Pre-requisites:* Successful completion of Study Term 6.

**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.

*Pre-requisites:* Successful completion of Study Term 6. Travel requirement. 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.

*Pre-requisites:* Nursing 350 and 351.

**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.

**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.

*Pre-requisites:* Nursing 370. Successful completion of Study Term 6. 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.

*Pre-requisites:* Nursing 370 and 470. Successful completion of Study Term 7. Travel requirement. Relocation may be necessary.

**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.

*Pre-requisites:* Nursing 370, 470, and 475. Travel Requirement. Relocation may be necessary.

.....  
**Contacts**

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# Nursing Unit Clerk

selkirk.ca/nucl

## Course of Studies

Course	Name		Credit
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
		Total	24

LENGTH OF STUDY:

**Eight months**

ACCREDITATION:

**Certificate**

CAMPUS:

**Online**

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. Students currently employed as Unit Clerks may apply for prior learning assessment for the work practicum. Students seeking placements within IHA and FHA are advised to attend an on-campus computer training session prior to practicum.

## COMPLETION OPTIONS

This 720-hour program may be taken full-time or part-time. Full-time students complete the program in eight months, part-time students have up to two years to complete the program. The program courses have designated start and end dates. Students must follow the schedules and complete courses within the maximum time allotment.

## Admission Requirements

Fully qualified applicants are accepted in the order in which their applications are received and completed, therefore, it is important that the application form and supporting documentation are submitted as early as possible.

For an Application to be considered complete, Admissions must be provided with a completed application form and documentation of the following:

## ACADEMIC REQUIREMENTS

- High school graduation transcript – acceptable equivalent or mature student status is also accepted.
- Medical Terminology levels I & II – MTAT 140 & MTAT 141 or equivalent. These courses are available through Selkirk by distance education. If you have completed other medical terminology courses previously, send a course outline in with your application. Contact the school where you completed the courses to request a detailed course outline for course comparison in another program. For any other questions about the medical terminology admission requirements, contact Instructor, emccall@selkirk.ca

## Program Summary

If you are interested in pursuing a career in the medical field and enjoy working as part of a team in a fast-paced environment, our online Nursing Unit Clerk certificate program will help you reach your goals. In this career, you will serve as the communication link between the members of the health care team, other departments (laboratory, diagnostic imaging, pharmacy) clients, visitors, and outside hospitals and agencies.

The Nursing Unit Clerk program prepares you with the knowledge, skills and practical experience required to work as a certified, entry level clerk in a variety of health care settings.

## JOB DUTIES INCLUDE

- Processing physicians' orders for client care
- Coordinating client admissions, transfers and discharge
- Scheduling diagnostic tests and treatments
- Receiving diagnostic results and notifying appropriate team members
- Use a variety of software applications for data entry and maintaining files
- Communicating with clients' families and visitors

## TAKE THIS PROGRAM IF YOU

- Are detail-oriented and well organized
- Communicate well
- Enjoy working in a fast-paced team environment
- Enjoy computer technology

We aim to secure practicum experiences in a hospital of your choice in your home community. Unfortunately, Alberta Health Services can no longer accept out-of-province practicum requests. For more information, please contact emccall@selkirk.ca.

## Additional Information

### ADDITIONAL INFORMATION

The program reflects real work situations and provides a curriculum designed to give learners the opportunity to gain the skills necessary to compete for employment and fulfill the role of a Nursing Unit Clerk, while encouraging a desire for life-long learning.

The program is delivered in an online format. Students must have computer skills to complete this program, i.e. be familiar with internet, e-mail, word processing and file management. If you don't have these skills, courses are available by distance education through Selkirk College.

### PRACTICUM PLACEMENT

This is a placement in an acute care hospital where students work under the supervision of experienced Unit Clerks. 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.

- MTAT 140: Medical Terminology I: 30 hours (information on start dates and costs)
- MTAT 141: Medical Terminology II: 90 hours (information on start dates and costs)
- Criminal Record Check with BC Ministry of Justice
- Completed Selkirk College Immunization Forms (within application package)

**KEYBOARDING SPEED OF 50 NWPM**

- Evidence of keyboarding speed of 50 nwpm on a five (5) minute typing test. Learn more about arranging to take a typing test via distance with Selkirk College

**COMPUTER SKILLS**

Applied Business Technology Word Processing Courses or resume showing equivalent work experience demonstrating proficiency in the use of Microsoft Word. Provide course transcripts/certificates, or a letter from an employer outlining compute skills, and resume. Necessary skills include knowledge of internet, email, word processing and file management. You are encouraged to complete the Computer Skills Self Assessment.

**COLLEGE READINESS TOOL (CRT)**

The College Readiness Tool (CRT) must be completed prior to starting the program. If you have completed this assessment previously at Selkirk, it's not necessary to do it again.

**Important Dates**

**THIS PROGRAM HAS INTAKES IN SEPTEMBER AND JANUARY OF EACH YEAR.**

**WINTER 2017**

- May 26 - Winter/Spring semester instruction ends
- No courses offered during summer months - June, July and August

**FALL 2017**

- September 5 - Fall semester instruction begins
- December 15 - Fall semester instruction ends

**WINTER 2018**

- January 2 - Winter semester instruction begins
  - May 25 - Winter/Spring semester instruction ends
- No courses offered during summer months - June, July and August

**Careers**

Graduates of this program obtain employment in hospitals. This program is designed to provide off-campus training with instructional support for students seeking future employment as a Nursing Unit Clerk within a hospital setting, and to provide certification opportunities for students currently working as unit clerks.

**Application Information**

Applications can be submitted, via online or mail, to Distance Admissions at the Castlegar campus. You will receive a letter advising receipt of your application. This letter will contain your student number and instructions on how to complete your application file for acceptance into the program. Students are encouraged to submit applications early because general admission is required for registration in prerequisite courses.

Please ensure you have submitted your criminal record check and filled out the immunization record found in the Application Package at selkirk.ca/nucl.

**PREREQUISITES MEDICAL TERMINOLOGY COURSES**

If you have completed medical terminology courses, send your transcripts and a course outline to Admissions with your application. The college must have those to determine course comparability.

If you need to complete the Prerequisites medical terminology courses, please email Distance Admissions to register for these courses. Admissions must have a completed application and payment of application fee before they can register you for any courses. Admissions can provide you with information about the medical terminology courses such as the next available start dates, fees, course time frames, etc. We recommend you register for these courses as soon as possible after submission of your application, as they are popular and there is limited enrollment.

**COMPLETING YOUR APPLICATION FILE**

Once Distance Admissions has received proof of completion of the medical terminology courses and all other supporting documentation for the program Prerequisites, your file will be considered complete. Admissions will send you an acceptance letter one your application file is complete. This letter will contain the next available NUC program start date and instructions on how to get started in the program.

**Program Courses**

**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.

*Pre-requisites:* Acceptance to the NUC Certificate Program

**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.

*Pre-requisites:* NUCL 146 - Hospital Orientation

**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.

*Pre-requisites:* NUCL 152 - Patient Chart Records

**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.

*Pre-requisites:* NUCL 146 - Hospital Orientation

**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

## NURSING UNIT CLERK

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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.

*Pre-requisites:* NUCL 156 - Drug Nomenclature

### 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.

*Pre-requisites:* NUCL 146 - Hospital Orientation

### 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.

*Pre-requisites:* NUCL 164 - Laboratory Orders I

### 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.

*Pre-requisites:* NUCL 146 - Hospital Orientation

### 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.

*Pre-requisites:* 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.

*Pre-requisites:* 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.

## Contacts

### DISTANCE ADMISSIONS

Program Contact  
ext 21425  
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### ERNA MCCALL

Instructor/Program Contact, Nursing Unit Clerk  
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### TERESA PETRICK

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## Year 2

The Office Management Diploma combines with the Business Administration program to provide a strong foundation in the principles of Office Management.

- Students are to select ten courses from the following list to fulfill the latter half of the program's requirements.
- Students may complete parts of the second year requirements prior to enrolling for the CotR program.
- GPA of 3.0 or higher in the CotR programs is a graduation requirement for the Office Management Diploma at Selkirk College.

*\*The course of studies outlined below 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.*

### SEMESTER 3

Course	Name		Credit
ADMN 252	Financial Management	On Campus	3
ADMN 269	Information Systems	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
COMM 220	Principles of Organizational Behaviour	On Campus	3
ECON 106	Principles of Macroeconomics	On Campus	3
Total			21

### SEMESTER 4

Course	Name		Credit
ADMN 171	Management Principles	On Campus	3
ADMN 181	Marketing	On Campus	3
ADMN 250	Managerial Accounting	On Campus	3
ADMN 295	Business Policy	On Campus	3
ADMN 296	International Business	On Campus	3
ADMN 297	Developing a Business Plan	On Campus	3
COMM 241	Financial Accounting II	On Campus	3
Total			21

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Diploma**

CAMPUS:

**Castlegar Campus**

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, applicants must meet the following Office Management program requirements:

- Grade 12 graduation or equivalent.
- Grade of "C+" or better in English 12 or equivalent.
- Foundations of Math 12 or Pre-calculus 11 with a grade of "C+" or better.
- GPA of 3.0 or higher in the College of the Rockies (CotR) programs is a graduation requirement for the Office Management Diploma at Selkirk College.
- Students may complete parts of the second year requirements prior to enrolling for the CotR program.
- Students must meet the CotR admission requirements to gain entry into their certificate programs.

## Careers

The objective of the program is to graduate individuals who have practical office skills together with administrative and management training.

The program is the direct result of the need for skilled administrative office management personnel.

## Co-op Education

### CO-OP EDUCATION OBJECTIVES

Co-op Education is a process of education that formally integrates students' 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.

## Program Summary

Office administrators and executive assistants are vital assets to all organizations, big and small. Expertise in administrative software and applications, operations processes, effective communication and management theory means you'll have a competitive edge and expand your career potential. Our program gives you both theoretical knowledge and practical training to set you up for success.

Delivered in a combination of online and in class sessions, you'll get a balanced understanding of how

an office functions on a day-to-day basis, as well as learn how to apply higher-level managerial concepts.

### TAKE THIS PROGRAM IF YOU'RE

- A good communicator
- Good with computers
- Highly organized
- Interested in accounting software
- Management oriented

You'll get Business Administration program to prepare you for real-world administrative and management positions.

## OFFICE MANAGEMENT

selkirk.ca/office-management

### 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	

For more information please contact:

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Castlegar, BC, V1N 4L3  
email: Brenda.Smith  
Tel: 250.365.1280  
Fax: 250.365.1218

## Application Information

- Office Management is an open enrollment program.
- Apply early to ensure a seat. We accept applications 12 months before the start date.

## Program Courses

### ADMN 171 - MANAGEMENT PRINCIPLES

ADMN 171: Management Principles is 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.

*Pre-requisites:* COMM 220 with a grade of "C" or better is recommended.

### ADMN 181 - MARKETING

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.

*Pre-requisites:* Program admission standards.

### ADMN 250 - MANAGERIAL ACCOUNTING

ADMN 250: Managerial Accounting is 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.

*Pre-requisites:* COMM 240/241 or equivalent with a grade of "C" or better.

### ADMN 252 - FINANCIAL MANAGEMENT

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.

*Pre-requisites:* COMM 240/241 or equivalent with a grade of "C" or better.

### ADMN 269 - INFORMATION SYSTEMS

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.

*Pre-requisites:* COMM 240/241 or equivalent with a grade of "C" or better.

### ADMN 272 - COMMERCIAL LAW

ADMN 272: Commercial Law 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, impeachment, breach, assignment and discharge. Methods of carrying on business such as employer/employee, proprietorship, partnership, agency and incorporation will be introduced and compared.

*Pre-requisites:* Program admission standards.

### ADMN 286 - HUMAN RESOURCE MANAGEMENT

ADMN 286: Human Resource Management is 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.

*Pre-requisites:* COMM 220 with a grade of "C" or better or written permission of the instructor and school chair.

### ADMN 293 - ELECTRONIC COMMERCE

ADMN 293: 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 this course is to identify key management considerations required in implementing e-commerce business solutions.

*Pre-requisites:* ADMN 181, ADMN 171

### ADMN 295 - BUSINESS POLICY

ADMN 295: Business Policy is a capstone course integrating the varied disciplines in business including accounting and finance, marketing, operations, economics, forecasting, and management philosophies into a comprehensive knowledge base which becomes a foundation for strategic planning. Student participation in class and in team projects and analysis of business cases are core components of the course.

*Pre-requisites:* ADMN 181, COMM 240/241 or equivalent with a grade of "C" or better.

### ADMN 296 - INTERNATIONAL BUSINESS

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.

*Pre-requisites:* None, but an Introductory Marketing course is recommended.

**ADMN 297 - DEVELOPING A BUSINESS PLAN**

ADMN 297: Developing a Business Plan 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.

*Pre-requisites:* ADMN 181, COMM 241 or equivalent with a grade of "C" or better.

**COMM 220 - PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR**

The Business Administration Principles of Organizational Behaviour course is 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.

*Pre-requisites:* Program admission standards.

**COMM 241 - FINANCIAL ACCOUNTING II**

COMM 241: Financial Accounting II is 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.

*Pre-requisites:* COMM 240 with a grade of "C" or better.

**ECON 106 - PRINCIPLES OF MACROECONOMICS**

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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better.

|||||

**Contacts**

**BUSINESS ADMISSIONS**

Admissions Contact  
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**BUSINESS CONTACT**

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# Open Studio Advanced Certificate

[selkirk.ca/open-studio](http://selkirk.ca/open-studio)

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## Program Summary

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.

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## Contacts

### CAROL RIDGE

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### KOOTENAY STUDIO ARTS CONTACT

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Jewelry Instructor/Coordinator  
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### DARYL JOLLY

School Chair  
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ACCREDITATION:

**Advanced Certificate**

CAMPUS:

**Victoria Street Campus, Nelson**

# Peace and Justice Studies

selkirk.ca/peace-and-justice-studies



## 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 Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
Total			15

### SEMESTER 2

Course	Name		Credit
PEAC 101	Peace Studies II	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
UAS ELECT	General UAS Elective	On Campus	3
Total			15

## 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 Elective	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
PEAC 202	Leadership for Peace: The Individual and Social Transformation	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
UAS ELECT	General UAS Elective	On Campus	3
Total			15

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Liberal Arts Diploma**

CAMPUS:

**Castlegar Campus**

## Program Summary

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

Admission Requirements

Admission to the program requires the completion of English 12 with a grade of "C" or better 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 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.

Pre-requisites: A "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.

PEAC 100 - PEACE STUDIES I

PEAC 100: Peace Studies I is 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.

Pre-requisites: English 12 with a grade of "C" or better, or written permission of the Instructor and School Chair.

PEAC 101 - PEACE STUDIES II

PEAC 101: Peace Studies II is 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.

Pre-requisites: English 12 with a grade of "C" or better, or written permission of the Instructor and School Chair. PEAC 100 recommended.

PEAC 201 - FROM WATER TO CHOCOLATE: ENVIRONMENT, CONFLICT AND JUSTICE

PEAC 201: From Water to Chocolate: Environment, Conflict and Justice is 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.

Pre-requisites: Second year standing or written permission of the Instructor and School Chair.

PEAC 202 - LEADERSHIP FOR PEACE: THE INDIVIDUAL AND SOCIAL TRANSFORMATION

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.

Pre-requisites: English 12 or equivalent with a grade of "C" or better, or written permission of the Instructor and School Chair. Successful completion of or concurrent study in Peace Studies 100/101 strongly recommended.

PEAC 203 - INTRODUCTION TO TRANSFORMATIVE JUSTICE: THEORY AND PRACTICE

PEAC 203: Introduction to Transformative Justice: Theory and Practice explores the theory and practice of transformative justice. 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.

Pre-requisites: English 12 or equivalent with a grade of "C" or better, or 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 counsellor.

Contacts

UNIVERSITY ARTS & SCIENCES ADMISSIONS

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UNIVERSITY ARTS & SCIENCES

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TRACY PUNCHARD

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For all University Arts & Sciences course descriptions:

see page 260

## Course of Studies

### SEMESTER 1

Course	Name		Credit
PTEC 100	Pharmacy Seminar	Online	2
PTEC 104	Pharmacy Billing, Regulations and Protocols	Online	3
PTEC 105	Pharmacy Calculations	Online	5
PTEC 107	Pharmacology I	Online	4
PTEC 109	Pharmacy Practice I	Online	4
Total			18

### SEMESTER 2

Course	Name		Credit
PTEC 106	Merchandising Concepts	Online	3
PTEC 108	Pharmacology II	Online	5
PTEC 110	Pharmacy Practice II	Online	3
PTEC 113	Introduction to Aseptic Technique	Online	1
Total			12

### SEMESTER 3

Course	Name		Credit
PTEC 114	Sterile Products Lab	On Campus	2
PTEC 115	Prescription Dispensing Lab	On Campus	2
PTEC 116	Compounding Lab	On Campus	2
PTEC 119	Computer Skills for Prescription Processing	On Campus	2
PTEC 129	practicum	Practicum	9
Total			17

LENGTH OF STUDY:

**11 months**

ACCREDITATION:

**Certificate**

CAMPUS:

**Castlegar Campus**

## Additional Information

The Pharmacy Technician program at Selkirk College provides students the education to work as pharmacy technicians in community and hospital pharmacies.

The program is a blend of online pharmacy technician courses, face-to-face lab classes and hands on skills in both a community and hospital pharmacy environment.

Term 2 lab classes are completed on the Selkirk College Campus in Castlegar, British Columbia. The program will commence in August each year with an intake of 20 full-time students. Program courses are supported by texts and web links to additional reading and resources. Lab component skills consist of pharmacy computer software systems, sterile product preparation, prescription dispensing and compounding skills. Practicums are 140-160 hours each in a hospital and community setting.

Note: For information on bridging programs and the PEBC Qualifying exam for past graduates of Pharmacy Technician programs or people who have been working as Pharmacy Technicians, please see the website.

### PROGRAM OBJECTIVES

The CCAPP, (National Association of Pharmacy Regulatory Authorities (NAPRA) Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice.

## Admission Requirements

This program is open to Canadian and landed immigrant students living in Canada.

### ACADEMIC REQUIREMENTS

BC high school graduation or its equivalent plus the following courses with a C grade or better: Biology 12, Chemistry 11, English 12, Pre-Calculus 11 or Foundations of Math 12 or their equivalents.

Language Proficiency Requirement – As part of language proficiency requirements for pharmacy technicians and is limited to candidates who provide

## Program Summary

Pharmacy Technician jobs are expanding and there is currently a shortage of qualified technicians. Fast track your career in this certificate program. Designed for your success and awarded the status of Full accreditation by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP), our classes are technologically advanced, student-centered and convenient.

Our program has an excellent reputation for upholding the high standards required in the pharmaceutical field and is recognized by many pharmacists, pharmacy organizations and health authorities in British Columbia and Alberta.

### WE OFFER YOU

- Small class sizes
- Individual attention
- Interactive online format
- Experienced and committed instructors

### TAKE THIS PROGRAM IF YOU

- Are detail-oriented and well organized
- Communicate well
- Enjoy working in a fast-paced team environment
- Enjoy computer technology

## PHARMACY TECHNICIAN

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documentation of one of the following as evidence of language proficiency:

- Language proficiency test results that meet the NARPRO Language Proficiency Requirements for Licensure as a Pharmacy Technician in Canada; or
- Graduation from a high school in Canada with three consecutive, first language English courses/credits; or
- An undergraduate degree from a university in Canada, whose instruction was provided in English

Current basic computer skills: Windows, word processing and Internet abilities' College Readiness Tool (CRT) must be completed prior to starting the program. For more information regarding the CRT, please see <http://selkirk.ca/services.crt>

### GENERAL REQUIREMENTS

Criminal Record Check by BC Ministry of Justice. The criminal record search will be available, on request, to any hospital, clinic, or community pharmacy receiving students for Preceptorship. Certain criminal records may be unacceptable to some placement agencies and facilities. The School of Health and Human Services will not be responsible for seeking alternative placements for students who are denied access to a Preceptorship because of a criminal record. Students are advised that certain criminal records may prevent completion of a Preceptorship and thus completion of the program graduation requirements

Immunization: Students entering the Pharmacy Technician Program must meet requirements for immunization established for health care workers by the Ministry of Health prior to entry into any practicum setting

Personal Reference: All applicants must submit two personal references as indicated in the application package as part of the formal admission process

Personal Health Record: A personal health history document must be submitted prior to acceptance into the program

Personal Information: All applicants must complete a brief personal history and short essay as to why they wish to become a Pharmacy Technician as part of the admission process

### MATURE STUDENT STATUS

A "mature student" is at least 19 years of age and has been out of the school system for at least one year on or before the first day of classes of the program

A mature student, with reasonable potential for success on the basis of work experience or other criteria may be admitted, notwithstanding some deficiency in prior formal education

A mature student shall normally meet the specific program or course prerequisites

Mature students should apply at least one year in advance of the anticipated start date, as academic upgrading may be necessary

### ADDITIONAL NOTE

Program requires WHMIS; Basic level CPR (C) and Basic First Aid to be completed before entering Practicums. Registration for these can be obtained by contacting your local college campus.

### APPLICANTS SEEKING SPECIFIC UPGRADING

- Individuals seeking a specific skill set through courses that are a part of the Pharmacy Technician Program will be considered on a case by case basis
- In such cases the admissions protocols may be waived by the instructor in consultation with the School Chair

### ADVANCED CREDIT

To transfer credit from another institution, application must be made to and approval obtained from the Registrar

- Course equivalency will be determined by the Registrar in accordance with Selkirk College Policy B3002.1 (Admissions & Standards), part 1, section 4.0. Course equivalency will be based upon assessment by the department concerned

A student who applies for advanced standing from another Pharmacy Technician Program will be considered on an individual basis

- Application for advanced credit is to be made prior to entry into the Pharmacy Technician Program

### ADDITIONAL COMMENTS

- English 12 Literature is not accepted for English 12 prerequisite
- Pre-entry into program upgrading requirements for Math, Chemistry, Biology, Typing, Computer skills can be obtained online or in face to face classes. Contact admissions for the campus or online offering that is convenient for you. Allow six months to one year to complete upgrade courses depending on your circumstances and course available

### EXCEPTIONS

- Working pharmacy technicians or other health profession diploma holders, may enter the program on a reduced PTEC program course load while completing prerequisites
- Students applying to enter the pharmacy technician program with diplomas or degrees in other health professions will need to consult with the Program coordinator for an evaluation of similar courses taken in science or other college or university programs
- Students that have taken pharmacy technician

programs or medical terminology from other schools or institutions will need to provide transcripts and course outlines for the registrar & program coordinator to evaluate placement on entry to the Selkirk College Pharmacy Technician program

## Important Dates

### WINTER 2017

- April 14 - Semester 2 ends

### SPRING 2017

- April 17 - On Campus lab classes start
- June 2 - On Campus labs end
- June 5 - Practicum starts
- July 31 - Practicum ends

## 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.

Application Information

Fill out general application form

- Please make sure you meet all admission requirements, including the general admission requirements for the college and the specific admission requirements for your chosen program (these are listed in each program area)
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International

DOCUMENTS NEEDED TO SUPPORT APPLICATION

- 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
- Criminal Record Check (CRC) from the Ministry of Justice (instructions in Application Package online)
- Immunization Record in Application Package (can be completed upon acceptance to the program)
- Two Personal Reference Forms completed and submitted directly to the Admission Office (found in Application Package)
- Applicant Information Questionnaire (found in Application Package online)
- Evidence of Computer Skills

Contact DistanceHealth@selkirk.ca for further information.

Program Courses

PTEC 100 - PHARMACY SEMINAR

PTEC 100: Pharmacy Seminar, provides a discovery course for students to become familiar with the profession of pharmacy technician; the roles and responsibilities of all members of the pharmacy team and the importance of intra and inter professional collaboration in the pharmacy environment. Patient care and product distribution are explored to give students a foundation in these areas that will be further discovered in other courses in the program. During the first week students are introduced to a program orientation site that prepares them to work in our online environment.

*Pre-requisites:* Acceptance into the Pharmacy Technician Program.

PTEC 104 - PHARMACY BILLING, REGULATIONS AND PROTOCOLS

PTEC 104: Pharmacy Billing, Regulations and Protocols provides a general understanding of provincial and federal legislation as it applies to pharmacy, pharmacists and the dispensing of pharmaceuticals. The roles and responsibilities of the pharmacist and pharmacy technician are clearly defined including discussions on scopes of practice and pharmacy ethics. Provincial and other third party plans are discussed to determine claim processes used by each agency. Included is identification of drug diversion practices and guidelines for prevention.

*Pre-requisites:* Acceptance into the Pharmacy Technician Program.

PTEC 105 - PHARMACY CALCULATIONS

PTEC 105: Pharmacy Calculations, beginning with the fundamentals of pharmaceutical calculations students explore measurement systems, decimals, fractions, and ratio and proportion concepts for submission of practice, assignment and exam calculations. Emphasis is on the metric system, in keeping with health care standards in Canada. 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.

*Pre-requisites:* Acceptance into the Pharmacy Technician Program.

PTEC 106 - MERCHANDISING CONCEPTS

PTEC 106: Merchandising Concepts is an introduction to retailing and human relations in a community pharmacy environment. A pharmacy is an important part of the health care system as well as a place of business.

Basic principles of retailing include: location, image, store design, consumer profiles and customer support services. Procedures for inventory management include: purchasing, receiving, inventory control and business math.

Written and verbal communication skills required for the work setting will be covered in this course. Time management, conflict resolution, patient confidentiality, customer service and resume writing are included.

*Pre-requisites:* Acceptance into the Pharmacy Technician Program.

PTEC 107 - PHARMACOLOGY I

PTEC 107: Pharmacology I, is part one of a two-part course that introduces the study of drugs and their properties, effects, and therapeutic value

in the major drug categories. This course offers direct contact with a pharmacist and opportunity to collaborate and illustrate scope of practice. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. Students will learn the essentials of pharmacology and how it relates to dispensing and patient safety.

Medical terminology is presented in an independent study format that allows the learner to acquire medical language skills to prepare for working with other health care professionals.

*Pre-requisites:* Acceptance into the Pharmacy Technician Program.

PTEC 108 - PHARMACOLOGY II

PTEC 108: Pharmacology II is part two of a two-part course that continues with the study of drugs and their properties, effects, and therapeutic value in the major drug categories. The course offers direct contact with a pharmacist and the opportunity to collaborate and illustrate scope of practice. Upon completion, students will be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. Students will learn the essentials of pharmacology and how it relates to dispensing and patient safety.

Medical terminology is presented in an independent-study format that allows the learner to acquire medical language skills to prepare for working with other health-care professionals.

*Pre-requisites:* Acceptance into the Pharmacy Technician Program.

PTEC 109 - PHARMACY PRACTICE I

PTEC 109: Pharmacy Practice I, is an introduction to pharmacy language, techniques and procedures needed to assist the pharmacist in the delivery of pharmaceutical products and services. The intent of this course is to provide a working knowledge of most aspects of pharmacy in community, hospital and other practice settings.

*Pre-requisites:* Acceptance into the Pharmacy Technician Program.

PTEC 110 - PHARMACY PRACTICE II

PTEC 110: Pharmacy Practice II is an online introductory course that guides the learner to develop collaborative relationships with the patient, pharmacist and other health care providers to promote patient health. The course uses a body systems approach to study over-the-counter-drugs, common herb and natural products for common ailments. Included in this course are home health

## PHARMACY TECHNICIAN

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care products where knowledge of specialty products and medical devices is an asset to working in a community pharmacy. This course is not intended to be all-inclusive but to gain a working knowledge of the more common products consumers use for a variety of health care concerns and to further discover of the NAPRA Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice and how these relate in the promotion of patient health.

During this course discussion forums are used to post group presentations. These discussion forum sessions provide a communications platform to discuss OTC, herb and medical devices topics related to the work of the pharmacy technician and pharmacist in a pharmacy setting to promote patient health. Also integrated into the weekly discussions the Professional competencies are highlighted and explored as they relate to the topics covered.

Individual assignments, group work as well as discussion forum participation and attendance are assigned marks. Details and instructions are given in the course website in Assignment Procedures & General Group Procedures.

*Pre-requisites:* Acceptance into the Pharmacy Technician Program.

### PTEC 113 - INTRODUCTION TO ASEPTIC TECHNIQUE

This introductory course presents the theory portion of sterile product preparation. Topics include aseptic principles, the aseptic environment, parenteral solutions, cytotoxic agents, documentation and quality assurance as recommended by the Canadian Society of Hospital Pharmacists.

*Pre-requisites:* Successful completion of PTEC 104; PTEC 105; PTEC 109

### PTEC 114 - STERILE PRODUCTS LAB

The focus of this lab course is the application of theory and practical hands-on skills performed by pharmacy technicians in sterile product preparation. Performance skills are evaluated in product preparation in vertical and horizontal air flow hoods, equipment maintenance, handling hazardous products and quality assurance documentation.

*Pre-requisites:* Successful completion of PTEC 104; PTEC 105; PTEC 109; PTEC 113.

### PTEC 115 - PRESCRIPTION DISPENSING LAB

This is a laboratory based course. In a simulated community pharmacy setting, computer and dispensing technical skills are practiced. Learners maintain patient profiles, prescription and narcotic files.

*Pre-requisites:* PTEC 105 with a B+ or better, and successful completion of PTEC 100, 104, 106, 107, 108, 109, and 110.

### PTEC 116 - COMPOUNDING LAB

This course reviews all aspects of the compounding process from equipment use and maintenance to the correct formulae preparation of mixtures such as creams, ointments, solutions and suspensions. Lab sessions include preparing compounds, labelling and presentation of products. Emphasis is placed on accuracy and the preparation of a safe pharmaceutically elegant product.

*Pre-requisites:* PTEC 105 with a B or better, and successful completion of PTEC 100, 104, 106, 107, 108, 109, and 110.

### PTEC 119 - COMPUTER SKILLS FOR PRESCRIPTION PROCESSING

This course is a hands on introduction to a patient management pharmacy software system. Software functions include: updating and creating patient, drug, doctor, mixture profiles; new prescriptions, refills, part fills; prescription transfers to other pharmacies and third party billing procedures.

*Pre-requisites:* PTEC 105 with a B or better, and successful completion of PTEC 100, 104, 106, 107, 108, 109, and 110.

### PTEC 129 - PRACTICUM

The Practicum is 140 - 160 hours in each a community and hospital pharmacy, comprising of work experience under the supervision of a preceptor pharmacist. The Practicum experience is aimed at facilitating the transition from student to the role of a pharmacy technician. Students will receive orientation to relevant policies and procedures with each pharmacy. Practicum experience will vary depending upon the pharmacy. Community experience may include front store merchandise maintenance, customer service and other related duties. Dispensary duties may include: data entry of patient, drug, doctor profiles, third party billing, filling prescriptions and preparing compounds. Hospital experience may include admixture preparation, compounding, inventory control, drug distribution, packaging and computer entry tasks.

*Pre-requisites:* Successful completion of all Pharmacy Technician theory and lab courses.

## Contacts

### DISTANCE HEALTH

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For all University Arts & Sciences  
course descriptions:

see page 260

# Pharmacy Technician National Bridging Education Program / Programme Passerelle National de Formation de Technicien(ne) en Pharmacie selkirk.ca/ptec-bridging

## COURSE OF STUDIES

### Pharmacology

Course	Name	Online	Credit
PTECB 130	Pharmacology	Online	2
Total			2

### Product Preparation

Course	Name	Online	Credit
PTECB 131	Product Preparation	Online	2
Total			2

### Management of Drug Distribution Systems

Course	Name	Online	Credit
PTECB 132	Management of Drug Distribution Systems	Online	3
Total			3

### Professional Practice

Course	Name	Online	Credit
PTECB 133	Professional Practice	Online	3
Total			3

LENGTH OF STUDY:

Each course is 11-13 weeks online

CAMPUS:

Online

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.

## Program Summary

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.

### 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



# PHARMACY TECHNICIAN - NATIONAL BRIDGING EDUCATION PROGRAM / PROGRAMME PASSERELLE NATIONAL DE FORMATION DE TECHNICIEN(NE) EN PHARMACIE

selkirk.ca/ptec-bridging

To see more information about understanding the requirements in your jurisdiction, see the NAPRA website for Information for Students.

## Important Dates

Application and registration closes three to four weeks before class start dates each semester. For the 2016-17 academic year these dates are:

**EXAMS:** Applications for PLAR exams must be received by the first day of each month. PLAR exams will be set up according to the number of students in need of a particular PLAR exam. Each student request will be considered and organized monthly by the Coordinator.

**PLAR EXAMS:** Applications for PLAR exams must be received by the first day of each month. PLAR exams will be set up according to the number of students in need of a particular PLAR exam. Each student request will be considered and organized monthly by the Coordinator.

No PLAR exams will be scheduled in August and December.

### WINTER 2017

- March 24, 2017 - Pharmacology and Product Preparation courses end
- April 7, 2017 - Management of Drug Distribution and Professional Practice courses end

### SPRING 2017

- Application Deadline April 6, 2017 at 4:00 PM (PST)
- April 24, 2017 - All Bridging Courses start
- July 7, 2017 - Pharmacology and Product Preparation Courses end
- July 21, 2017 - Management of Drug Distribution and Professional Practice courses end

### FALL 2017

- Application Deadline August 24, 2017 at 4:00 PM (PST)
- September 11, 2017 – All Bridging Courses start
- November 24, 2017 - Pharmacology and Product Preparation Courses end
- December 8, 2017 - Management of Drug Distribution and Professional Practice courses end

### WINTER 2018

- Application Deadline December 14, 2017 at 4:00 PM (PST)
- January 8, 2018 - All Bridging Course start
- March 23, 2018 - Pharmacology and Product Preparation Courses end

- April 6, 2018 - Management of Drug Distribution and Professional Practice Courses end

### SPRING 2018

- Application Deadline April 5, 2018 at 4:00 PM (PST)
- April 23, 2018 - All Bridging Courses start
- July 6, 2018 - Pharmacology and Product Preparation Courses end
- July 20, 2018 - Management of Drug Distribution and Professional Practice Courses end

### FALL 2018

- Application Deadline August 23, 2018 at 4:00 PM (PST)
- September 10, 2018 - All Bridging Courses start
- November 23, 2018 - Pharmacology and Product Preparation Courses end
- December 7, 2018 - Management of Drug Distribution and Professional Practice Courses end

## 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.

PLAR is available for this course. All PLAR exams will be set up according to the number of students in need of a particular PLAR exam. No set dates have been organized; each student request will be considered and organized monthly for each PLAR exam. Contact with the coordinator will determine the date and time of exams.

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.

Textbook Required: Text book required: Moscou K, Snipe K. Pharmacology for Pharmacy Technicians 2013 (2d edition). ISBN: 978-0-323-084970.

### 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.

PLAR is available for this course. All PLAR exams will be set up according to the number of students in need of a particular PLAR exam. No set dates have been organized; each student request will be considered and organized monthly for each PLAR exam. Contact with the coordinator will determine the date and time of exams.

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.

### MATERIALS KIT (MUST BE PURCHASED PRIOR TO THE START OF THIS COURSE)

Barb O'Brien, Sales Consultant – Education  
Associated Health Systems,  
11779 186 Street, Edmonton AB T5S 2Y2  
Tel: 780-732-1962  
Toll Free: 877-451-6720  
Fax: 780-451-5501

### TEXT BOOK

McCartney, Lisa Sterile Compounding and Aseptic Technique Concepts, Training and Assessment for Pharmacy Technicians. Paradigm Publishing. ISBN 978-0-76384-083-9 (Text and DVD).

### 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.

PLAR is available for this course. All PLAR exams will be set up according to the number of students in need of a particular PLAR exam. No set dates have been organized; each student request will be considered and organized monthly for each PLAR exam. Contact with the coordinator will determine the date and time of exams.

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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## **Program Contacts**

**PENNY CALDWELL**

PTEC Enrolment Officer  
Toll Free: 1.888.953.1133  
Direct:: 250.354.3220  
[pcaldwell@selkirk.ca](mailto:pcaldwell@selkirk.ca)

**CHERYL MORASSUT**

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/ National Online Bridging Program Coordinator  
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**TERESA PETRICK**

School Chair  
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# Plant Operator

selkirk.ca/plant-operator

## Course of Studies

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	Practicum	6
Total			23

LENGTH OF STUDY:

**24 weeks**

ACCREDITATION:

**Certificate**

CAMPUS:

**Silver King Campus, Nelson**

## Admission Requirements

The following admission requirements are specific to the Plant Operator Program.

- 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 better
- Recommended courses: Chemistry 11, Physics 11, Principles of Math 11 & 12 and English 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 better (This course must be completed prior to the program entry date).

### READY TO APPLY?

- Please make sure you meet all admission requirements, including the general admission requirements for the college.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

## Important Dates

### 2017

- March 21 - Spring Intake Begins.
- July 24 - Spring Practicum Begins.
- September 1 - Spring Intake Ends.
- October 17 - Fall Intake Begins.

### 2018

- March 6 - Fall Practicum Begins.
- April 13 - Fall Program Ends.
- March 20 - Spring Intake Begins.
- July 23 - Spring Practicum Begins.
- August 31 - Spring Intake Ends.

## Program Summary

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'll 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'll 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'll 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'll embark on a practicum hosted by regional employers where you'll master operations in real industrial environments.

### 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 & Metal Processing Operator
- Cell Operator
- Lime Kiln Operator
- Pulp & Paper Mill Machine Operator
- Assistant Digester Operator
- Sawmill Machine Operator
- Planer Operator
- Resaw Operator
- Process Control & Machine Operator
- Food, Beverage & Associated Products Processing
- Brewhouse Operator
- Control Room Operator
- Winery-Press Operator
- Water & Waste Treatment Plant Operator
- Sewage Plant Operator
- Power Engineers & 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.

## 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

Includes Math, Basic Physics, Technical Writing, Basic Hand Tools, Computer Skills, and Drafting.

- 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.

SOPs include:

- 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

## Contacts

### TRADES ADMISSIONS

Registration Contact  
Phone: 1.888.953.1133 ext 13204  
Direct: 250.354.3204  
Fax: 250.352.3180  
Email: trades@selkirk.ca

### INDUSTRY AND TRADES CONTACT

Program Contact  
Phone: 1.888.953.1133 ext 13221  
Direct: 250.354.3221  
Fax: 250.352.3180  
Email: trades@selkirk.ca

### ROB SCHWARZER

School Chair  
Phone: 250.352.6601 ext 13212  
Direct: 250.354.3212  
Email: rschwarzer@selkirk.ca

# Post-Graduate Diploma in Accounting

selkirk.ca/post-graduate-diploma-accounting

## Course of Studies - Fall Intake

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 - Fall Intake

#### SEMESTER 1

Course	Name		Credit
ADMN 272	Commercial Law	On Campus	3
ADMN 308	Multicultural Management	On Campus	3
COMM 240	Financial Accounting I	On Campus	3
ECON 106	Principles of Macroeconomics	On Campus	3
TWC 164	Introduction to Report and Letter Writing	On Campus	3
Total			15

#### SEMESTER 2

Course	Name		Credit
ADMN 315	Leadership	On Campus	3
ADMN 399	Directed Studies Business	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
Total			15

### Year 2 - Fall Intake

#### 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
Total			15

#### 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	Business Policy	On Campus	3
Total			15

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Post-Graduate Diploma**

CAMPUS:

**Castlegar Campus**

## Program Summary

Earning a Selkirk College Post Graduate Diploma in Accounting 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

This Post Graduate Diploma in Accounting (PGDA) 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 Canada.

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 PGDA 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 PGDA program can help satisfy the entrance requirements of the CPA program, please contact the Program Advisor or consult the CPABC website.

*Graduates of this program are eligible to apply for the three year Post-graduate work permit in Canada.*

## Course of Studies - Spring Intake

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 - Spring Intake

#### SEMESTER 1

Course	Name		Credit
ECON 107	Principles of Microeconomics	On Campus	3
TWC 164	Introduction to Report and Letter Writing	On Campus	3
Total			6

#### SEMESTER 2

Course	Name		Credit
ADMN 272	Commercial Law	On Campus	3
ADMN 308	Multicultural Management	On Campus	3
COMM 240	Financial Accounting I	On Campus	3
ECON 106	Principles of Macroeconomics	On Campus	3
Total			12

#### SEMESTER 3

Course	Name		Credit
ADMN 315	Leadership	On Campus	3
ADMN 399	Directed Studies Business	On Campus	3
COMM 241	Financial Accounting II	On Campus	3
STAT 105	Introduction to Statistics	On Campus	3
Total			12

### Year 2 - Spring Intake

#### SEMESTER 4

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
Total			15

#### SEMESTER 3

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	Business Policy	On Campus	3
Total			15

## Admission Requirements

In addition to meeting the general entrance requirements for admission to Selkirk College, applicants must meet the following Post-Graduate Diploma in Accounting requirements:

#### ACADEMIC

- Completion of a two-year college 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.
- IELTS 6.5 (no band score lower than 5.5) or English 12 with grade of C+ or higher required. Learn more about the full list of international language test scores accepted at <http://selkirk.ca/international/how-apply-selkirk-college/english-language-proficiency>
- Applicants with 6.0 IELTS overall with no band score less than 5.5 may be admitted to the program, but will be required to take an English upgrading course, EASL 066, in the first semester.
- Applicants must have an undergraduate degree (Bachelor's degree) from a recognized post-secondary institution.
- Foundations of Math 12 with a grade of "C+" or better required. International applicants may also demonstrate math pre-requisites by showing evidence of successful completion of post-secondary level business math or statistics courses.
- Successful completion of a Business Math or Statistics course in an Undergraduate (Bachelor's) Degree with 60% or higher will meet the Math entry requirement. Students who do not have the Math entry requirement may be admitted to the program, but will be required to take a Math upgrading course in the first semester.

All applicants, upon arrival at Selkirk College, will be required to take the College Readiness Tool, which will be used to assess an applicant's math and English skills and determine what remediation may be required.

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## Important Dates

**FOR INTERNATIONAL STUDENTS, IN GENERAL, OUR APPLICATION DEADLINES ARE AS FOLLOWS:**

- April 15 for September start dates
- September 15 for January start dates
- February 15 for May start dates

*Please consult with the Citizen and Immigration Canada (CIC) website for approximate study permit processing time for your country to ensure that your application is received with adequate time for processing by Selkirk College and CIC*

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## Program Courses

**ADMN 251 - INTERMEDIATE ACCOUNTING I**

Intermediate Accounting I is 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 are an integral part of this course.

*Pre-requisites: COMM 240/241 or equivalent.*

**ADMN 252 - FINANCIAL MANAGEMENT**

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.

*Pre-requisites: COMM 240/241 or equivalent.*

**ADMN 253 - PRINCIPLES OF INCOME TAX I**

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.

*Pre-requisites: COMM 240/241 or equivalent.*

**ADMN 259 - AUDITING**

Auditing is 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.

*Pre-requisites: COMM 240/241 or equivalent.*

**ADMN 269 - INFORMATION SYSTEMS**

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 system development will be studied with emphasis on systems analysis and design, internal controls, and proper documentation.

*Pre-requisites: COMM 240/241 or equivalent.*

**ADMN 250 - MANAGERIAL ACCOUNTING**

Managerial Accounting is 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.

*Pre-requisites: COMM 240/241 or equivalent.*

**ADMN 254 - INTERMEDIATE ACCOUNTING II**

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, the cash flow statement, and full disclosure on financial reports.

*Pre-requisites: ADMN 251 or equivalent.*

**ADMN 255 - CORPORATE FINANCE**

ADMN 255: Corporate Finance examines the raising and allocation of funds. Topics include: conceptual aspects of capital structure, dividend policy, capital markets, financial securities, derivatives, international finance, and corporate reorganizations and liquidations.

*Pre-requisites: COMM 240/241 or equivalent.*

**ADMN 257 - INCOME TAX II**

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.

*Pre-requisites: ADMN 253 or equivalent.*

**ADMN 272 - COMMERCIAL LAW**

Commercial Law 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 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.

*Pre-requisites: Program admission standards.*

**ADMN 295 - BUSINESS POLICY**

Business Policy is a capstone course integrating the varied disciplines in business including accounting and finance, marketing, operations, economics, forecasting, and management philosophies into a comprehensive knowledge base which becomes a foundation for strategic planning. The course emphasized the development of critical thinking skills. Student participation is class and in team projects and analysis of business cases is a core component of the course.

*Pre-requisites: ADMN 181, COMM 240/241 or equivalent.*

**ADMN 308 - MULTICULTURAL MANAGEMENT**

Multicultural Management will provide a framework for students to develop and practice the skills required to successfully manage or work in a multicultural workplace either in Canada or in an international setting. Culture and the ability to recognize cultural differences will influence an employee's 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.

*Pre-requisites: Successful completion of first year of the program or successful completion of two years in a different post-secondary program subject to approval by School Chair/Instructor.*

**ADMN 315 - LEADERSHIP**

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.

*Pre-requisites:* Successful completion of first year of the program or successful completion of two years in a different post-secondary program subject to approval by School Chair/Instructor.

**ADMN 399 - DIRECTED STUDIES BUSINESS**

Directed Studies Business involves students engaging in independent study, research, and practice related to a topic in business administration under faculty supervision. The faculty supervisor will determine the appropriate curriculum, evaluation methods, and assignments in consultation with the student subject to approval of the department chair and consistent with the course outline. Once the course is approved, students will work independently but confer with their supervisor on a regular basis for assistance and to have their progress assessed.

*Pre-requisites:* Successful completion of first year of the program or instructor approval.

**COMM 240 - FINANCIAL ACCOUNTING I**

Financial Accounting I course is 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.

*Pre-requisites:* Grade 10 or equivalent.

**COMM 241 - FINANCIAL ACCOUNTING II**

Financial Accounting II is the next 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.

*Pre-requisites:* COMM 240 with a grade of "C" or better.

**ECON 106 - PRINCIPLES OF MACROECONOMICS**

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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better.

**ECON 107 - PRINCIPLES OF MICROECONOMICS**

Principles of Microeconomics is usually 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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better.

**STAT 105 - INTRODUCTION TO STATISTICS**

Introduction to Statistics is 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.

*Pre-requisites:* Foundations of Math 12 or Pre-calculus 11 or equivalent, with a grade of "C+" or better, or written permission of the Instructor and School Chair.

**TWC 164 - INTRODUCTION TO REPORT AND LETTER WRITING**

Introduction to Report and Letter Writing is 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.

*Pre-requisites:* ENGL 12 with a grade of "C+" or better, or LPI score of Level 4 or higher.

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# Post-Graduate Diploma in Business Administration

selkirk.ca/post-graduate-diploma-business-administration

## Year 1 - Fall Intake

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.

### 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	Introduction to Report and Letter Writing	On Campus	3
Total			15

### 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	Oral Presentations and Skills Training	On Campus	3
Total			15

## Year 2 - Fall Intake

### 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 308	Multicultural Management	On Campus	3
Total			15

### SEMESTER 4

Course	Name		Credit
ADMN 296	International Business	On Campus	3
ADMN 297	Developing a Business Plan	On Campus	3
ADMN 399	Directed Studies Business	On Campus	3
ADMN 315	Leadership	On Campus	3
ELECTIVE 001	3 Credit Elective	On Campus	3
Total			15

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Post-Graduate Diploma**

CAMPUS:

**Castlegar Campus**

## Program Summary

Build on your education and life experience with the Post-Graduate Diploma in Business Administration.

Business specialists such as human resource managers, marketing professionals, accountants, and entrepreneurs are among Canada's top 10 highest paid personnel. The Post-Graduate Diploma in Business Administration offers international students the opportunity to complement and build on their previous education and work experience.

### YOU'LL BENEFIT FROM

The two-year Post-Graduate Diploma in Business Administration will provide you with the knowledge and skills necessary to launch your business career in Canada. This Post-Graduate Diploma 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 Diploma in Business Administration requirements:

### ACADEMIC

- IELTS 6.5 (no band score lower than 5.5) or English 12 with grade of C+ or higher required. Learn more about the full list of international language test scores accepted
- Applicants with 6.0 IELTS overall with no band score less than 5.5 may be admitted to the program, but will be required to take an English upgrading course, EASL 066, in the first semester.
- Applicants must have an undergraduate degree (Bachelor's degree) from a recognized post-secondary institution.
- Foundations of Math 12 with a grade of "C+" or better required. International applicants may also demonstrate math Prerequisites by showing evidence of successful completion of post-secondary level business math or statistics courses.

## Year 1 - Winter Intake

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.

### SEMESTER 1

Course	Name		Credit
ADMN 171	Management Principles	On Campus	3
ADMN 181	Marketing	On Campus	3
COMM 240	Financial Accounting I	On Campus	3
ECON 107	Principles of Microeconomics	On Campus	3
MATH 125	Business Mathematics	On Campus	3
Total			15

### SEMESTER 2

Course	Name		Credit
ADMN 272	Commercial Law	On Campus	3
COMM 220	Principles of Organizational Behaviour	On Campus	3
COMM 241	Financial Accounting II	On Campus	3
ECON 106	Principles of Macroeconomics	On Campus	3
TWC 164	Introduction to Report and Letter Writing	On Campus	3
Total			15

## Year 2 - Winter Intake

### SEMESTER 3

Course	Name		Credit
ADMN 296	International Business	On Campus	3
ADMN 297	Developing a Business Plan	On Campus	3
ADMN 315	Leadership	On Campus	3
ADMN 399	Directed Studies Business	On Campus	3
TWC 165	Oral Presentations and Skills Training	On Campus	3
Total			15

### SEMESTER 4

Course	Name		Credit
ADMN 308	Multicultural Management	On Campus	3
ADMN 230	Project Management	On Campus	3
ADMN 286	Human Resource Management	On Campus	3
ADMN 293	Electronic Commerce	On Campus	3
ELECTIVE 001	3 Credit Elective	On Campus	3
Total			15

All applicants, upon arrival at Selkirk College, will be required to take the College Readiness Tool, which will be used to assess an applicant's math and English skills and determine what remediation may be required.

## Important Dates

**FOR INTERNATIONAL STUDENTS, IN GENERAL, OUR APPLICATION DEADLINES ARE AS FOLLOWS:**

- April 15 for September start dates
- September 15 for January start dates
- February 15 for May start dates

*Please consult with the Citizen and Immigration Canada (CIC) website for approximate study permit processing time for your country to ensure that your application is received with adequate time for processing by Selkirk College and CIC*

## Program Courses

### COMM 220 – PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR

The Business Administration Principles of Organizational Behaviour course is 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.

*Pre-requisites:* Program admission standards.

### COMM 240 – FINANCIAL ACCOUNTING I

The Business Administration Financial Accounting I course is 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.

*Pre-requisites:* Grade 10 or equivalent.

## POST-GRADUATE DIPLOMA IN **BUSINESS ADMINISTRATION**

[selkirk.ca/post-graduate-diploma-business-administration](http://selkirk.ca/post-graduate-diploma-business-administration)

### TWC 164 – **INTRODUCTORY REPORT AND LETTER WRITING**

This course is an introduction to the fundamentals of effective oral and written communication. Components included are communication theory and its application to business situations. The emphasis is on basic skills/techniques and covers a review of English writing skills and simple technical formats such as memos, business letters, and basic report writing, as well as short oral assignments. The course concludes with theory and practice in Job Search Skills and Strategies.

*Pre-requisites:* ENGL 12 with a grade of "C+" or better, or LPI score of Level 4 or higher.

### ECON 106 – **PRINCIPLES OF MACROECONOMICS**

Topics covered include: 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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better.

### MATH 125 – **BUSINESS MATHEMATICS**

Business Mathematics is 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.

*Pre-requisites:* Foundations of Math 11 or equivalent with grade of "C+" or better, or written permission of the Instructor and School Chair.

### COMM 241 – **FINANCIAL ACCOUNTING II**

The Business Administration Financial Accounting II course is the next 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.

*Pre-requisites:* COMM 240 with a grade of "C" or better.

## Year 1 - Spring Intake

This intake requires five semesters of studies, as opposed to four semesters with our winter intakes. 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.

### SEMESTER 1

Course	Name		Credit
TWC 164	Introduction to Report and Letter Writing	On Campus	3
ECON 107	Principles of Microeconomics	On Campus	3
Total			6

### SEMESTER 2

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
Total			12

### SEMESTER 3

Course	Name		Credit
ADMN 171	Management Principles	On Campus	3
ADMN 181	Marketing	On Campus	3
COMM 241	Financial Accounting II	On Campus	3
TWC 165	Oral Presentations and Skills Training	On Campus	3
Total			12

## Year 2 - Spring Intake

### SEMESTER 4

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 308	Multicultural Management	On Campus	3
Total			15

### SEMESTER 5

Course	Name		Credit
ADMN 296	International Business	On Campus	3
ADMN 297	Developing a Business Plan	On Campus	3
ADMN 399	Directed Studies Business	On Campus	3
ADMN 315	Leadership	On Campus	3
ELECTIVE 001	3 Credit Elective	On Campus	3
Total			15

**ECON 107 – PRINCIPLES OF MICROECONOMICS**

Usually taken following Economics 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 B labour unions, productivity.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better.

**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.

*Pre-requisites:* COMM 220 is recommended.

**ADMN 181 – MARKETING**

This course 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.

*Pre-requisites:* Program admission standards.

**TWC 165 – ORAL PRESENTATIONS AND SKILLS TRAINING**

This course focuses on complex oral and written communication. Material covered includes newsletters, formal reports, brochures, persuasive messages, public presentations, and decision making in small groups.

*Pre-requisites:* TWC 164 or ENGL 110.

**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. The essential premise of Human Resources Management is that an organization's employees are its most vital asset in the accomplishment of its goals.

*Pre-requisites:* COMM 220 or permission of the instructor.

**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 contracts including their formation, impeachment, breach, assignment and discharge. Agency will also be discussed as well as various federal and provincial statutes.

*Pre-requisites:* Program admission standards.

**ADMN 230 – PROJECT MANAGEMENT**

Students acquire a solid understanding of project management methods and gain practical experience in proven project management techniques and discover a wealth of valuable, flexible tools that can be implemented to ensure the success of any project in any type of organization. Managing Projects gives you the foundation, experience, techniques and tools to: Manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, get the most from your project management team, and utilize state-of-the-art project management tools to get the work done on time and within budget.

*Pre-requisites:* Math 12 or equivalent.

**ADMN 293 – ELECTRONIC COMMERCE**

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 this course is to identify key management considerations required in implementing e-commerce business solutions.

*Pre-requisites:* ADMN 181, COMM 241.

**ADMN 296 – INTERNATIONAL BUSINESS**

ADMN 296 offers an in-depth review of basic concepts, institutional practices and developments in the global business environment. This course also offers an introduction to international business management. Core management topics will be examined within an international framework.

*Pre-requisites:* None, but an Introductory Marketing course is recommended.

**ADMN 297 – DEVELOPING A BUSINESS PLAN**

This course examines the details and components of a comprehensive business plan. Business plans are a written analysis of what a business hopes to accomplish and how it intends to organize its resources to achieve those goals. Students will produce a business plan with the objective of using the plan as a vehicle for operating a business and measuring progress toward goals.

*Pre-requisites:* ADMN 181, COMM 241 or equivalent.

**ADMN 399 – DIRECTED STUDIES BUSINESS**

Directed studies involve students engaging in independent study, research, and practice related to a topic in business administration under faculty supervision. The faculty supervisor will determine the appropriate curriculum, evaluation methods, and assignments in consultation with the student subject to approval of the department chair and consistent with the course outline. Once the course is approved, students will work independently but confer with their supervisor on a regular basis for assistance and to have their progress assessed.

*Pre-requisites:* Successful completion of first year of the program or instructor approval.

**ELECTIVE 001 – 3 CREDIT ELECTIVE**

3 Credit elective course. Please view the UAS Course List for available options.

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Skype: africa.selkirk

# Post-Graduate Diploma in Culinary Management

selkirk.ca/post-graduate-diploma-culinary-management

## Year 1

- Culinary Arts Level 1
- Computer Applications & College Orientation
- Tourism and Industry Perspective
- Business Communications
- Mixology and Oenology
- Hospitality Marketing I
- Food and Beverage Cost Controls

## Year 2

- Culinary Arts Level 2
- Work Term
- Organizational Leadership for the Resort Industry
- Hospitality Human Resources Management
- Food Service Management
- Accounting
- Hospitality Law

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Post-Graduate Diploma**

CAMPUS:

**Tenth Street Campus, Nelson**

## Contact Information:

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## Program Summary

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.

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 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.

- Completion of a 2-year 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.
- IELTS 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.

# Post Graduate Diploma in Gerontological Nursing

selkirk.ca/post-graduate-diploma-gerontology

## 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 â Physical Assessment and Basic Skills	On Campus	3
Total			17

### 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
Total			14

## 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
Total			15

### SEMESTER 4

Course	Name		Credit
GNUR 501	Psychosocial Issues Impacting Aging	On Campus	3
GNUR 508	Nursing Lab - Advanced Clinical Skills & Wound Care	On Campus	3
GNUR 525	Clinical Practice in Community & Acute Care	Practicum	5
MHAD 501	Mental Health and Addictions II	On Campus	3
Total			14

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Post Graduate Diploma**

CAMPUS:

**Castlegar Campus**

## Program Summary

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 entrance requirements for admission to Selkirk College, applicants from countries outside of Canada must meet the following requirements.

- B.Sc. Nursing degree / GNM Diploma from a recognized nursing school with English as a primary language of instruction with overall GPA of 60% or higher
- Registration with a national/provincial/state nursing association
- IELTS 6.5 overall with no band score lower than 6.0 and reading band score 6.5
- One letter of reference from current or previous employer
- Resume / CV with evidence of nursing experience
- Completed Immunization Forms

**Important Dates**

**FIRST YEAR STUDENTS**

**WINTER 2017**

- Semester 2
- January 9 - April 14
- April 18-26 Final Exams (check with program for specific dates)

**Program Courses**

**EASL 066 - COLLEGE PREPARATION - RESEARCH WRITING**

EASL 066: College Preparation: 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.

*Pre-requisites:* EASL 056A or EASL 056C with a grade of "C" or better, 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 - ADVANCED CLINICAL SKILLS & WOUND CARE**

This class will provide the learner with opportunities to integrate existing and emerging knowledge and application of program concepts as they relate to the older adult. The learner will further develop a process for analyzing and understanding a variety of complex health challenges through performing advanced assessment skills and demonstrating more complex practice skills. The simulation suite will be utilized to expand the learning experience.

**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 - CLINICAL PRACTICE IN COMMUNITY & ACUTE CARE**

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all courses in the program to-date when providing care to older adults in an acute care setting. This learning experience provides an opportunity for students to explore the transition to professional nursing in Canada and prepare for the assessment and registration processes required by national and provincial regulatory bodies.

**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.

*Pre-requisites:* 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.

*Pre-requisites:* MHAD 500

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# Post-Graduate Diploma in Hospitality Management

selkirk.ca/post-graduate-diploma-hospitality-management

## Year 1

### SEMESTER 1

Course	Name		Credit
PGHM 150	Tourism: An Industry Perspective	On Campus	3
PGHM 155	Computer Applications	On Campus	3
PGHM 159	Business Communications	On Campus	3
PGHM 161	Accommodation Management	On Campus	3
PGHM 164	Food and Beverage Cost Controls	On Campus	3
Total			15

### SEMESTER 2

Course	Name		Credit
PGHM 151	Hospitality Marketing	On Campus	3
PGHM 153	Organizational Leadership	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
Total			16

### SEMESTER 3

Course	Name		Credit
PGHM 171	Work Term	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	Tourism and the Canadian Economy	On Campus	3
PGHM 275	Hospitality Computer Applications	On Campus	3
Total			15

### SEMESTER 2

Course	Name		Credit
PGHM 254	Hospitality Human Resources Management	On Campus	3
PGHM 259	Management Communications	On Campus	3
PGHM 268	Budgeting and Entrepreneurial Training	On Campus	3
PGHM 265	Food Service Management	On Campus	3
PGHM 315	Leadership	On Campus	3
Total			15

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Post-Graduate Diploma**

CAMPUS:

**Tenth Street Campus, Nelson**

## Program Summary

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'LL 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 entrance requirements for admission to Selkirk College, applicants must meet the following Post-Graduate Diploma in Hospitality Management requirements.

### ACADEMIC

- International applicants must have completed a minimum of a 2-year diploma or Bachelor's degree from a recognized English speaking post-secondary institution.
- English 12 with a grade of C+ or higher, or IELTS 6.5 overall band score, or equivalent on other internationally recognized English Language

Proficiency Tests. Learn more about the accepted international language test scores.

- Applicants with 6.0 IELTS overall, with no band score less than 5.5, may be admitted to the program but will be required to take an English upgrading course, EASL 066, in the first semester.

#### **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.

## **Program Courses**

### **PGHM 150 - TOURISM: AN INDUSTRY PERSPECTIVE**

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 - HOSPITALITY 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 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.

### **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

## POST-GRADUATE DIPLOMA IN **HOSPITALITY MANAGEMENT**

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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 - HOSPITALITY HUMAN RESOURCES MANAGEMENT**

Hospitality 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.

### **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.

### **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.

### **PGHM 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.

### **PGHM 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.

### **PGHM 275 - 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.

## **Contact Information:**

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## Year 1

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 counsellor.

### 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
Total			15

### SEMESTER 2

Course	Name		Credit
ENGLISH	English Requirement: ENGL 111 or ENGL 114	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
Total			15

## 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
Total			15

### 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
Total			15

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Associate of Arts Degree**

CAMPUS:

**Castlegar Campus**

## Program Summary

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'll 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.

### COURSES INCLUDE

- Introductory Psychology
- Biological Psychology
- Emotional and social disorders
- Child development
- Research methods
- Psychotic and organic disorders
- Adult development

**For all University Arts & Sciences course descriptions:**

**see page 260**

## PSYCHOLOGY

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

### 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 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 12 with a grade of "C" or better 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 university courses in your first year. This may extend the length of your program.

## Program Courses

### - 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.

### 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.

*Pre-requisites: A "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.*

### - ENGLISH REQUIREMENT: ENGL 111 OR ENGL 114

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

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

ENGL 111 - Introduction to Literature

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

ENGL 114 - Introduction to Prose Fiction

### - HUMANITIES ELECTIVE

Students have the choice of any course from the list of 100 or 200 level Humanities courses offered by Selkirk.

- English
- French
- History
- Peace Studies
- Spanish
- Creative Writing
- A foreign language is recommended.

### - 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.

- Astronomy
- 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.

**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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* PSYC 100 with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* PSYC 100/101 or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* PSYC 100/101 or written permission of the Instructor and School Chair.

**- PSYCHOLOGY REQUIREMENT:  
PSYC 230 OR PSYC 240**

Students requiring a second-year Psychology course have a choice of PSYC 230/231 or the PSYC 240/241 sequence.

**PSYC 230: EMOTIONAL AND SOCIAL DISORDERS**

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.

*Pre-requisites:* PSYC 100/101 with a grade of "C" or better or written permission of the Instructor and School Chair.

**PSYC 240: CHILD DEVELOPMENT**

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.

*Pre-requisites:* PSYC 100/101 or equivalent or written permission of the Instructor and School Chair.

**- PSYCHOLOGY REQUIREMENT:  
PSYC 231 OR PSYC 241**

Students requiring second-year Psychology have a choice of PSYC 230/231 or the PSYC 240/241 sequence.

**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.

*Pre-requisites:* PSYC 230 or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* PSYC 100/101 or equivalent or written permission of the Instructor and School Chair.

**- 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 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 counsellor.

**Contacts**

**UNIVERSITY ARTS & SCIENCES ADMISSIONS**

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca

**UNIVERSITY ARTS & SCIENCES**

Program Contact  
Phone: 1.888.953.1133 ext 21205  
Direct: 250.365.1205  
Email: UAS@selkirk.ca

**TRACY PUNCHARD**

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# Recreation, Fish & Wildlife

selkirk.ca/rfw

## 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
Total			20

### 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
RFW 255	Spring Field School	On Campus	2
Total			19

## Year 2

### SEMESTER 3

Course	Name		Credit
RFW 200	Field Trip Study	Practicum	1
RFW 256	Backcountry Risk Analysis and Mitigation I	On Campus	3
RFW 262	Ecosystem-Based Management	On Campus	3
RFW 263	Outdoor Recreation Operations and Management	On Campus	4
RFW 272	Techniques in Wildlife Management I	On Campus	3
RFW 280	Techniques in Aquatics and Fisheries I	On Campus	4
ENVR 290	Computer Applications in Resource Management	On Campus	2
Total			20

### 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
Total			18

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Diploma**

CAMPUS:

**Castlegar Campus**

## Program Summary

There is an ever growing need for skilled RFW technicians 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 Technicians, and Recreation Technicians. 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.

This program can provide you with a 4-month Co-Op Education experience and transfers to several Canadian universities offering transfer into a variety of degree programs.

### ADDITIONAL RESOURCES

We offer College Success, a one-week overview of learning and study skills, during the same week.



## Additional Information

### 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

School of Environment and Geomatics (SEG) staff are committed to helping students prepare for admission into their chosen program. Applicants that meet the prerequisites listed below are eligible for direct entry into the Recreation, Fish and Wildlife Program.

Applicants who lack one, or more of these requirements are still eligible to gain admission to the program through a multi-level entry system which allows students to take a combination of preparatory and upgrading courses in the first year. This mode of entry extends the length of the program, but greatly enhances success.

### PREREQUISITES

Math: (one of the following)

- Principles of Mathematics 11 (60%) or
- Applications of Mathematics 11 (70%) or
- Pre-Calculus 11 (60%) or
- Foundations of Mathematics 11 (65%)

English:

- English 12 (65%) or
- Three credits of post-secondary English, Humanities or Social Sciences (67%) from a recognized institution.

Biology:

- Biology 11, or equivalent science course (65%)

IMPORTANT for the upgrading pathway: Please apply to the School of Environment & Geomatics to allow us to suggest the best options for you. In individual cases, related work experience may be considered in the application process at the discretion of the School Chair.

For any questions related to prerequisites and support, please contact the School of Environment & Geomatics Admissions Officer.

### NON ACADEMIC REQUIREMENTS

All applicants must be in good health and reasonably good physical condition. A demonstrated interest in, and aptitude for, outdoor work is essential as much of the work is done in the field, often under adverse and arduous weather and topographic conditions.

All students are expected to take the College Readiness Tool (CRT) assessment.

Note that all applicants should meet the general entrance requirements for admission to Selkirk College.

Computer competency is an important element of success in the program. Prior to starting the program, it is strongly recommended that students have entry level experience with word processor, spreadsheet, and web browsing software.

### INTERNATIONAL STUDENTS

International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

## Important Dates

First year students Field School for this program is last two weeks of April

School of Environment and Geomatics Student Conference last Wednesday of term (April)

## Careers

Graduates are immediately employable and have developed careers such as: Park Wardens, Park Rangers, parks planning technicians, environmental interpreters, outdoor recreation technicians, fish and wildlife technicians, Recreation Resource Officers, Fisheries Officers, and resource management technicians with private sector firms. Many graduates find work with consulting firms who serve the diverse resource management field. Employment rates in the past few years have been over 75% for graduates working in the field of Recreation, Fish and Wildlife within two months of graduation.

### DEGREE AND DIPLOMA 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.

There is a long standing tradition of our graduates transferring and successfully completing university degrees. Selkirk's Recreation Fish & Wildlife 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: 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.



## RECREATION, FISH & WILDLIFE

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### 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	

For more information please contact:

#### BRENDA SMITH

Manager, Co-op Education and Employment Services  
301 Frank Beinder Way  
Castlegar, BC, V1N 4L3  
email: Brenda Smith  
Tel: 250.365.1280

Fax: 250.365.1218

## Program Courses

### ENVR 150 - HYDROLOGY I

Hydrology I is 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

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

Introduction to Geomatics is 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

Surveying & Field Measurements is 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

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:** For Recreation, Fish and Wildlife - Successful completion of: 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.

**Pre-requisites:** Acceptance to SEG Diploma programs.

### 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.

**Pre-requisites:** MATH 160.

### RFW 200 - FIELD TRIP STUDY

RFW 200: Field Trip Study is a course where second year Recreation, Fish and Wildlife 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).

**Pre-requisites:** Successful completion of first year courses and spring field-school or approval from School Chair. 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.

**Pre-requisites:** Successful completion of Year 1 SEG courses.

### 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.

**Pre-requisites:** Admission to RFW program.

### RFW 256 - BACKCOUNTRY RISK ANALYSIS AND MITIGATION I

In this course, 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.

This course is mainly taught in wilderness terrain. Students must be in good health and physical condition, as some instructional activities require participation for up to eight hours per day. Students must be able to hike, bicycle or snowshoe for four to eight hours at a time over rough, sometimes hazardous terrain in all weather conditions. In addition participants in this course must be able to swim at least one length of the pool.

**Pre-requisites:** RFW 255 Spring Field School and RFW 200 Field Trip Study.

### RFW 257 - BACKCOUNTRY RISK ANALYSIS AND MITIGATION II

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.

**Pre-requisites:** RFW 256: Backcountry Risk Analysis and Mitigation I.

### 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.

**Pre-requisites:** Successful completion of all first year courses.

### RFW 263 - OUTDOOR RECREATION OPERATIONS AND MANAGEMENT

Outdoor Recreation Operations and Management is 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

## RECREATION, FISH & WILDLIFE

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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.

**Pre-requisites:** 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

In 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.

**Pre-requisites:** RFW 255 Spring Field School and RFW 200 Field Trip Study.

### RFW 271 - APPLIED RESEARCH PROJECT

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.

**Pre-requisites:** Successful completion of ENVR 170 (See School Policy)

### 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.

**Pre-requisites:** Successful completion of RFW 272 (See School Policy)

### 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.

**Pre-requisites:** Successful completion of ENVR 162, 164, 170 (See School Policy).

### 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.

**Pre-requisites:** Successful completion of ENVR 150 162, 164, 170, 190, RFW 280 (See school policy).

### 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.

**Pre-requisites:** 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.

**Pre-requisites:** TWC 150 and program continuation.

## Contacts

### KRISTA MANNLE

Admissions Officer  
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### BRENDAN WILSON

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# Refrigeration Plant Operator

selkirk.ca/refrigeration-plant-operator

LENGTH OF STUDY:

**Seven months**

ACCREDITATION:

**Certificate**

CAMPUS:

**Silver King Campus, Nelson**

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.

## Contacts

### COMMUNITY EDUCATION & WORKPLACE TRAINING CONTACT

Program Contact  
Phone: 866.301.6601 x13220 ext 13266  
Direct: 250.354.3220  
Fax: 250.352.3180  
Email: NelsonCE@selkirk.ca

### BRUCE MCMMASTER

Instructor  
Phone: 250.352.6601 ext 13235  
Direct: 250.354.3235  
Fax: 250.352.3180  
Email: bmcmaster@selkirk.ca

### INDUSTRY AND TRADES CONTACT

Program Contact  
Phone: 1.888.953.1133 ext 13221  
Direct: 250.354.3221  
Fax: 250.352.3180  
Email: trades@selkirk.ca

## Program Summary

You'll 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.

## 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

# Resort & Hotel Management

selkirk.ca/rhm

## Year 1

### SEMESTER 1

Course	Name		Credit
RHOT 150	Tourism: An Industry Perspective	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
Total			18

### SEMESTER 2

Course	Name		Credit
RHOT 153	Organizational Leadership for the Resort Industry	On Campus	3
RHOT 161	Accommodation Management	On Campus	4
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
Total			17

### SEMESTER 3

Course	Name		Credit
RHOT 171	Work Term	On Campus	

## Year 2

### SEMESTER 4

Course	Name		Credit
RHOT 250	Hospitality Marketing I	On Campus	3
RHOT 259	Management Communications	On Campus	3
RHOT 269	Accounting	On Campus	3
RHOT 270	Convention, Sales and Catering Services	On Campus	3
RHOT 282	Dining Room and Event Management	On Campus	3
RHOT 280	Field Trip	On Campus	1
Total			16

### SEMESTER 5

Course	Name		Credit
RHOT 254	Hospitality Human Resources Management	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
RHOT 273	Tourism and the Canadian Economy	On Campus	3
Total			15

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Diploma**

CAMPUS:

**Tenth Street Campus, Nelson**

## Program Summary

The Canadian tourism industry has generated over \$78 billion in revenue last year 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 to 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'll 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 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**

- Grade 12 completion with a "C" or better in English 12 or equivalent.
- Submission of a résumé and an official high school transcript.
- Completion of a personal interview. Where circumstances make a personal interview impractical, a telephone interview may be conducted. Note: Interview results are not used as criteria for admissions.
- All applicants must complete pre-admission assessment of language and mathematics skills unless specifically exempted. This assessment does not affect admissibility to a program, but is only for purposes of providing advisory information to applicants about their levels of academic skills in relation to the demands of the program to which they are applying. The results are intended to help applicants in their course planning; to allow them to make informed decisions regarding their readiness for enrolment; to improve student success in our courses and/or programs, and to reduce attrition due to lack of adequate skills. Registration will not be deemed to be complete until such assessment has been done. Exemptions will be granted to students who have already completed relevant post-secondary courses in mathematics and/or English. To obtain an exemption, please provide an appropriate transcript to the Admissions Office.
- 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.

**Important Dates**

- 2017  
September 5th - Year 1 Fall start date
- October 2nd - Year 2 Fall start date
- 2018  
January 8 - Winter term start date

**Careers**

Selkirk graduates are equipped to move into supervisory 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 - TOURISM: AN INDUSTRY PERSPECTIVE**

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 FOR THE RESORT INDUSTRY**

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**

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 2010 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 2010, 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 2010 and Excel 2010.

### 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.

*Pre-requisites: Successful completion of all courses in the first year of the RHOT program with a "C" or better.*

### 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 - HOSPITALITY MARKETING I

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 - HOSPITALITY HUMAN RESOURCES MANAGEMENT

Hospitality 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 280 - FIELD TRIP

This course is a five day (30 hour) credit bearing field trip to visit wineries, restaurants, resorts and hotels in the Okanagan Valley of British Columbia. This course will enable students to experience some of the theory of oenology studied during the first year of studies in addition to seeing the economic impact of wine tourism first hand. This trip also provides an excellent opportunity for students to examine other hospitality sectors impacted by the growth of the wine industry such as, lodging, food and beverage facilities. Students will meet with hospitality industry personnel from general managers to front line staff.

#### 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.

## Contacts

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# Rural Pre-Medicine

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## Year 1

### SEMESTER 1

Course	Name	On Campus	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	On Campus	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	On Campus	Credit
BIOL 204	Cell Biology	On Campus	3
BIOL 212	Microbiology	On Campus	3
CHEM 212	Organic Chemistry I	On Campus	3
PHYS 102	Basic Physics I	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	On Campus	Credit
ANTH 201	Ethnic Relations	On Campus	3
BIOL 206	Introductory Biochemistry	On Campus	3
CHEM 213	Organic Chemistry II	On Campus	3
CHEM 222	Introductory Physical Chemistry	On Campus	3
PHYS 103	Basic Physics II	On Campus	3
RPM 221	Rural Health Issues IV	On Campus	1
Total			16

LENGTH OF STUDY:

**Three Years**

ACCREDITATION:

**Associate of Science Degree in Rural Pre-Health and Advanced Diploma in Rural Pre-Medicine**

CAMPUS:

**Castlegar Campus**

## Program Summary

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 Admissions Test (MCAT). Making our program unique are extra training in skills such as conflict resolution, small business training and MCAT preparation that will support your futures as medical professionals and medical school applications. By enriching learning with additional courses, you also gain knowledge and personal resilience that contributes 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

Students in the Rural Pre-Medicine Program are subject to the overall admissions policies affecting all students at Selkirk.

### PREREQUISITES

Applicants may apply while they are completing prerequisite courses. Applicants must have graduated from secondary school (or equivalent) and completed the following courses from the BC Provincial Curriculum (or their equivalents):

Unless otherwise stated below, a minimum of 67% is required in all prerequisite courses.

- English 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

**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	Online	3
RPM 321	Rural Health Research Project	On Campus	3
UAS ELECT	General UAS Elective	On Campus	3
Total			16

- Biology 12 and Chemistry 12 are strongly recommended
- Chemistry 11
- Physics 11 (minimum 60%)

Candidates who do not have all of the program prerequisites, 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.

**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!

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.

Once the program has been filled, a waitlist will be created for the current intake. The waitlist will also be populated according to qualified students' rankings.

Any applicant who is not admitted or does not take a seat in a given year must reapply if he or she wants 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.

**Application Information**

The Rural Pre-Medicine program will be using a continuous intake model for this cycle. 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! Admission to the Rural Pre-Medicine program is competitive. A student meeting all the admission 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.

**STEP ONE: APPLY TO SELKIRK COLLEGE**

- Review the program admissions requirements.
- Apply to Rural Pre-Medicine at Apply BC. Hint: You will find us under "Unique at Selkirk" on the Apply BC site. This is the beginning of your formal application to Selkirk College and must be completed. You will receive a confirmation email from Selkirk College Admissions once this step has been completed.

**STEP TWO: COMPLETE THE DOCUMENTATION**

- Within a few days of applying to the program you will receive an email from Selkirk Admissions containing all of our application documents. Complete them and submit them to RPM Admissions. If you have any questions, contact RPM Admissions.
- If you want to start with the documentation right away, you can download the first form online; the Rural Pre-Medicine Application Package.

**STEP THREE: YOU WILL HEAR FROM US**

- Remain in contact with Selkirk to communicate any changes in your contact information.
- Your completed application documents will be reviewed by the Admissions Committee. Outstanding applicants may be accepted into the program before the final deadline. All other applicants will be considered during the competitive entry process that occurs after the final deadline.
- If you are offered a seat in the Rural Pre-Medicine program you will be required to confirm acceptance of this offer by paying your seat deposit.
- There will be a 48 hour turnaround time for you to complete this step.

**Program Courses**

**ADD 384 - ADDICTIONS THEORY AND PRACTICE**

ADD 384: Addictions Theory and Practice is 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

## RURAL PRE-MEDICINE

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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.

**Pre-requisites:** 3rd year standing in Advanced Diploma in Rural Pre-Medicine (ADRPM) OR 3rd year standing in Bachelor of Science in Nursing (BSN) OR enrollment in Mental Health and Addictions Associate Certificate OR ADD 184 OR Permission of the Instructor.

### ADMN 300 - SMALL BUSINESS MGMT FOR HEALTHCARE PROFESSIONALS

ADMN 300: Small Business Management 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.

**Pre-requisites:** Third year standing in Advanced Diploma in Rural Pre-Medicine (ADRPM).

### 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.

**Pre-requisites:** ANTH 100 or ANTH 101 recommended; ENGL 12 or equivalent with a grade of "C" or better.

### BIOC 302 - GENERAL BIOCHEMISTRY

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.

**Pre-requisites:** BIOL 204, BIOL 206 with a grade of at least "C". CHEM 212 and CHEM 213 with a grade of at least "C".

### 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.

**Pre-requisites:** BIOL 12 or equivalent and CHEM 11 or equivalent. Students lacking the stated **Pre-requisites** 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.

**Pre-requisites:** BIOL 104 with a grade of "C" or better or written permission of the Instructor and School Chair.

### 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.

**Pre-requisites:** BIOL 12, CHEM 11, and one of BIOL 11, CHEM 12, or PHYS 12 (BIOL 11 recommended) with a grade of "C" or better.

### 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.

**Pre-requisites:** BIOL 164 with a "C" or better or written permission of the Instructor and School Chair.

### 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.

**Pre-requisites:** BIOL 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

### 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.

**Pre-requisites:** Biology 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

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

### BIOL 212 - MICROBIOLOGY

BIOL 212: Microbiology is 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.

**Pre-requisites:** BIOL 104 and BIOL 106 (or another six credits of 100-level Biology) with a grade of "C" or better, or written permission from the Instructor and the School Chair.

### CHEM 122 - GENERAL CHEMISTRY I

CHEM 122: General Chemistry I is 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.

**Pre-requisites:** CHEM 12 or CHEM 62/63 or CHEM 110, and Pre-calculus Math 11 (Principles of MATH 11) or Math 050 or MATH 52/53, each with a "C" or better. Pre-calculus Math 12 (Principles of Math 12) or Math 051 or MATH 62/63 is recommended.

### CHEM 125 - FOUNDATIONS OF CHEMISTRY II

CHEM 125: Fundamentals of Chemistry II is 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.

**Pre-requisites:** CHEM 110 or CHEM 122 with a grade of "C" or better, or written permission of the Instructor and School Chair.

### CHEM 212 - ORGANIC CHEMISTRY I

CHEM 212: Organic Chemistry I, explores the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from 1st-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.

**Pre-requisites:** CHEM 125 with a grade of "C" or better, or written permission of the Instructor and School Chair.

### CHEM 213 - ORGANIC CHEMISTRY II

CHEM 213: Organic Chemistry II is 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.

**Pre-requisites:** CHEM 212 with a grade of "C" or better, or written permission of the Instructor and School Chair.

### CHEM 222 - INTRODUCTORY PHYSICAL CHEMISTRY

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.

**Pre-requisites:** CHEM 125 and MATH 101 each with a grade of "C" or better, or written permission of the Instructor and School Chair.

### 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.

**Pre-requisites:** A "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.

### 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.

**Pre-requisites:** ENGL 110 with a grade of "C" or better or equivalent, or written permission of the Instructor and School Chair.

*Note: English 112/114 is intended for students interested in a literary focus.*

### INDG 302 - INDIGENOUS HEALTH AND HEALING

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 4th year RR BSc Degree.

**Pre-requisites:** ENGL 110, Third year standing in Advanced Diploma in Rural Pre-Medicine (ADRP), or Third year standing in Bachelor of Science in Nursing (BSN), or Permission of the Instructor.

### 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.

**Pre-requisites:** Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or better or written permission of the Instructor and School Chair.

### 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.

**Pre-requisites:** MATH 100 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

## RURAL PRE-MEDICINE

selkirk.ca/rural-pre-medicine

### PHIL 210 - BIOMEDICAL ETHICS

(Course outline - pending Education Counsel approval)

The provision of healthcare can give rise to serious ethical questions. In PHIL 210: Biomedical Ethics, we are going to identify some of these questions and explore the challenges they present. We will develop the resources we need to see the ethical issues, and we will work at how to weigh moral considerations and how to make and justify recommendations concerning what to do in the medical context. The course will touch on the following issues: ethical theory, autonomy, paternalism, surrogate decision making, informed consent, competence, research and review boards, sanctity of life, abortion, power of attorney, advanced directives, requests to die, traumatic brain injury, physician-assisted dying, public health, vaccines, organ donation, prenatal screening, transgender health, genetic screening and therapy, 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.

*Pre-requisites:* Successful completion of English 12 with a grade of "C" or better. English 110 is recommended.

### PHYS 102 - BASIC PHYSICS I

Physics 102 - Basic Physics I is 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.

*Pre-requisites:* Pre-calculus 12, Principles of MATH 12, MATH 051, or MATH 060 and PHYS 11 or equivalent with a grade of "C" or better, or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* PHYS 102 with a grade of "C" or better or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* PSYC 100 with a grade of "C" or better or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* PSYC 100/101 or written permission of the Instructor and School Chair.

### RPM 120 - RURAL HEALTH ISSUES I

RPM 120 - Rural Health Issues I will introduce 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

RPM 121 - Rural Health Issues II is a continuation of RPM 120 and provides an introduction to the professions of a variety of healthcare providers with an emphasis on the unique characteristics associated with rural healthcare. Students will be introduced to the concept of interprofessional practice and begin to develop skills involved with respectful communication, teamwork, and group process.

### RPM 220 - RURAL HEALTH ISSUES III

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.

*Pre-requisites:* Promotion or admission into Year 2 of the Rural Pre-Medicine Program.

### RPM 221 - RURAL HEALTH ISSUES IV

RPM 221: Rural Health Issues IV is a continuation of RPM 220. Students continue to practice communication skills by engaging with community health service partners and with their colleagues. Social and economic determinants of health continue to be emphasized in all aspects of the course. Communication skills are further developed through interaction with community groups and individuals with the goal of improving empathy, perspective taking and self-care. Lectures, discussions, guest speakers, and community visits with individuals and organizations provide rich and varied learning environments. Preparation for medical entrance interviews is emphasized. Students engage in recording interviews with community members to support self-reflection and improve their communication skills.

*Pre-requisites:* Successful completion of Year 1 RPM program.

### RPM 320 - RURAL HEALTH ISSUES V

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.

### TRANSFER DETAILS

This course is included in the block transfer agreement with Royal Roads into the 4th year of their BSc program.



# Sculptural Metal Studio

selkirk.ca/sculptural-metal

## Course of Studies

### 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

## Program Summary

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'll learn how to design, sculpt, mold and cast in bronze using sand and lost wax casting methods. Plus, you'll 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

### YOUR COURSES INCLUDE

- Drawing and design for Blacksmithing and Metal Casting
- How to Cast Bronze
- Exploration of Bronze
- Advanced Conceptualization and Creation Techniques
- Metal Shop Culture
- Primary Hammer Skills
- Production Processes

### LENGTH OF STUDY:

**10 months**

### ACCREDITATION:

**Certificate**

### CAMPUS:

**Victoria Street Campus, Nelson**

## Admission Requirements

Admission to Kootenay Studio Arts (KSA) programs are by interview, online questionnaire and portfolio review.

### QUESTIONNAIRE

All applicants must complete and submit the online 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/sculptural-metal](http://selkirk.ca/sculptural-metal).

### 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. These applicants must mail their portfolios to the school and ensure that they are received one week before their scheduled interview date. 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. Applicants should give special attention to the following guidelines when preparing their portfolios.



## PORTFOLIO GUIDELINES

- The number of pieces in an applicant's portfolio will vary depending on the manner in which the applicant works. Generally, the admissions committee would like to see a minimum of eight and a maximum of twenty-four pieces.
- Portfolios should be brought to the interview and only mailed if, because of distance, the applicant is unable to attend their interview in person.
- Two-dimensional works may be presented in their original form. Three-dimensional pieces or any works on a large scale should not be brought to the interview but represented by slides or photographs.
- An applicant's portfolio must be the applicant's own original work. It can include variations and modifications of existing work.
- Applicants should organize their work and set it out so that it shows development over a period of time or group it according to type.
- Applicants should bring their workbooks and journals. School assignments and independent explorations will also be helpful to the Admissions Committee.
- Applicants must keep their presentations simple and neat. Work should not be matted or elaborately framed.
- If an applicant includes slides or photographs, each must include a list of the materials used, size of the piece, title and date.

## SUBMIT YOUR PORTFOLIO IN ONE OF THE FOLLOWING FORMATS

- Attach photo's directly at the bottom of questionnaire.
- Hard copy
- Portable storage device
- CD or DVD (jpeg format)
- Online portfolio (Tumblr, Behance, Flickr) emailed to epotlucki@selkirk.ca.

## HARD COPY PORTFOLIOS FOR TELEPHONE INTERVIEWS MAILED TO

Kootenay Studio Arts at Selkirk College  
606 Victoria Street  
Nelson, BC  
V1L 4K9

Every precaution is taken to ensure that portfolios are handled with care. KSA does not accept responsibility for any loss or damage to submitted materials. All portfolios that the school has not been able to return to applicants by November 15 will be recycled.

## Important Dates

### WINTER 2017

- April 8 - Winter semester instruction ends
- April 17 to 21 - Critique week

### SPRING 2017

- May 1 - Spring term starts
- June 23 - Spring semester instruction ends

\*Regular programming starts in Fall

## Program Courses

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

BLCK 121: Shop Culture: 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: Fabrication

Techniques: Welded Forms.

### BLCK 123 - FABRICATION TECHNIQUES: WELDED FORMS

In 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

Design for Fabrication & 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.

*Pre-requisites: BLCK 121: Shop Culture: Safety and Devices.*

### 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.

### 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.



## SCULPTURAL METAL STUDIO

[selkirk.ca/sculptural-metal](http://selkirk.ca/sculptural-metal)

### 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

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. Self Directed Studio proposal form attached.

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.

*Pre-requisites:* Completion of KSA Certificate or Diploma at Kootenay School of the Arts, or equivalent or by permission of the School Chair.

## Contacts

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### KOOTENAY STUDIO ARTS CONTACT

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# Ski Resort Operations & Management

selkirk.ca/ski

## Year 1

### SEMESTER 1

Course	Name		Credit
SROM 150	Tourism: A Ski Industry Perspective	On Campus	3
SROM 151	Tourism Marketing and Customer Service	On Campus	3
SROM 155	Computer Applications	On Campus	3
SROM 158	Ski Area Risk Prevention and Management	On Campus	3
SROM 159	Business Communication I	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
Total	23		

### SEMESTER 2

Course	Name		Credit
SROM 152	Ski Area Marketing and Special Events	On Campus	3
SROM 153	Organizational Leadership for the Resort Industry	On Campus	3
SROM 156	Data Base Management and Web Design	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	Financial 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
Total	22		

## 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 Resources Management for the Resort Industry	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
Total	18		

### SEMESTER 4

Course	Name		Credit
SROM 288	Ski Resort Winter Work Term	Practicum	

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Diploma**

CAMPUS:

**Tenth Street Campus, Nelson**

## Program Summary

You already love the slopes and can't get enough of the action, now you can take your passion to new career heights and we can help you get there.

Based in Nelson, BC, you'll 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. Program graduates share their stories of building successful ski industry careers.

### 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

## SKI RESORT OPERATIONS & MANAGEMENT

selkirk.ca/ski

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 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

- Lift, Grooming and Snowmaking Functions, Maintenance and Regulations
- 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

### GRADUATE CAREERS INCLUDE

- Ski Patrol and Avalanche Control
- Snowmaking, Grooming and Terrain Park Operations
- Lift Operations, Maintenance, Construction
- Ski and Snowboard Schools
- Administration, Human Resource Management
- Guest Services, Rental and Retail Operations
- Sales, Marketing and Special Events
- Cat and Heliskiing Operations
- General Management

## Admission Requirements

### ACADEMIC

- Completion of BC grade 12 or equivalent (e.g.: G.E.D., A.B.E. Provincial)
- English 12 with a grade of "C" or better

### GENERAL

- Applicants must complete an online questionnaire prior to their admission interview.
- A personal or telephone interview will be

completed with a ski program instructor. Where circumstances make a personal interview impractical, a telephone interview may be conducted. Areas discussed during the interview include knowledge of the sport and the ski industry and commitment to a career in the ski industry and to the program.

- Ski Industry Experience. At least one season of full-time work at a ski resort is strongly recommended. Part-time work or related experience in retail, adventure tourism or hospitality are considered in lieu of full-time ski industry experience.
- Applicants are to provide a standard resume outlining their work experience in the ski industry or related tourism sectors such as retail, accommodations or food and beverage.

### 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 his/her 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 enrollment 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 range from \$300 to \$400 per semester and 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. Through PLA a student may receive credit for one or more courses in a given program.

## Important Dates

### 2017

- August 8 - Year 2 Fall term begins
- September 5 - Year 1 Fall term begins
- October 27 - Year 2 Fall term ends
- October 30 - Work term begins
- December 15 - Year 1 Fall term ends

### 2018

- January 8 - Year 1 Winter term begins
- April 21 - Year 1 Winter term ends

## 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 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 several universities, but others also accept transfer credit from the SROAM Program.

## Program Courses

### SROM 150 - TOURISM: A SKI INDUSTRY PERSPECTIVE

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 - TOURISM MARKETING AND CUSTOMER SERVICE

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 FOR THE RESORT INDUSTRY

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

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 2010 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 2010, 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 2010 and Excel 2010.

### SROM 156 - DATA BASE MANAGEMENT AND WEB DESIGN

The initial portion of this course will encompass the basic concepts in the understanding, querying and maintenance of a database system using Microsoft Access 2010. 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 review social media marketing concepts then create a business blog that will assimilate marketing of that business. In this process students will use an image manipulation program to create/rework and upload photos/videos.

### 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 please see our flyer for more information Ski Resort Risk Management - Online.

## SKI RESORT OPERATIONS & MANAGEMENT

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### SROM 159 - BUSINESS COMMUNICATION I

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 Ski Resort Facilities Maintenance 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 - FINANCIAL ACCOUNTING

SROM 169 is 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

SROM 171 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**

This course provides an overview of food and beverage operations with major emphasis on ski area operations. Students learn how to utilize effective cost controls for the operations. Menu development and analysis as well as basic layouts for food and beverage areas are studied including an emphasis on cafeteria (mass feeding) operations.

#### **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 on EXCEL spreadsheets for "wages and salaries", and "departmental contribution margin" will round out the course content.

#### **SROM 257 - SKI RETAIL/RENTAL SHOP MANAGEMENT**

Part I: SROM 157 Ski Resort Rental Operations: 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.

Part II: SROM 157 Ski Resort Retail Shops: 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 RESOURCES MANAGEMENT FOR THE RESORT INDUSTRY**

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**

SROM 272 is 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**

S280, Ski Area Construction and Project Management builds on topics previously introduced in three related courses: S171 Ski Area Planning, S172 Lift Functions, Maintenance and Regulations, and S166 Ski Resort Facilities Maintenance. S 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. S280 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 Year II students directly at Selkirk College.

## SKI RESORT OPERATIONS & MANAGEMENT

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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.

Start Dates: Continuous intake beginning Nov 15. Last registration date: March 1.

Course Duration: Three weeks from date of registration to complete all aspects of the course.

### SKI RESORT PASSENGER ROPEWAY MECHANICS

This year's program for the CWSAA Operations and Maintenance Seminar in Whistler April 25th-27th, 2016 will again feature the three Ski Resort Passenger Ropeway Mechanic courses. These courses are open to all CWSAA member resorts; in British Columbia these courses are a requirement for lift mechanic licensing as specified by the BC Safety

Authority. Each of the three courses will include a tutorial on ski lift components and the applicable code requirements, followed by a one-hour, two-part exam involving ski lift components and the applicable Z98 Code requirements.

Note: These courses assume that participants have a level of understanding relative to experienced ski lift mechanics, therefore knowledge of the Z98-07 Code and knowledge of lift mechanics and maintenance equivalent to the contents of the Selkirk College text *Ski Lift Functions, Maintenance and Regulations* and the companion Learning Guide will be required. You can purchase the textbook through the Selkirk College Bookstore.

In order to register for this year's courses please visit the CWSAA website.

### SKI RESORT RISK MANAGEMENT - ONLINE

This course is designed for people currently working in any capacity, in any type or size of ski area operation. You will learn to assess and manage the risks ski areas face on a day-to-day basis using actual case studies and online discussions about current industry issues and solutions with students in other resorts across the country. Topics of study include risk identification and evaluation, risk control, skier and snowboarder safety, legal liability and waivers, workplace safety, administration and documentation, emergency planning, risk financing and insurance. A series of assignments will lead you through the development of a risk management plan for one department of your ski area.

## Contacts

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## Year 1

This certificate program ladders in to the Human Services Diploma option.

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.

### 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
Total			18

### SEMESTER 2

Course	Name		Credit
ADD 184	Introduction to Addiction	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	3
SSW 166	Application of Theory to Practice	On Campus	1
Total			19

### SEMESTER 3

Course	Name		Credit
SSW 168	Field Work II (Block Placement)	Practicum	5

LENGTH OF STUDY:

**Nine months / Two years**

ACCREDITATION:

**Certificate / Diploma**

CAMPUS:

**Castlegar Campus**

### 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.

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

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.

### 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 equivalent (consideration will be given to mature students)
- English 12 or equivalent with a grade of "C" or better (or a minimum Language Proficiency Score (LPI) of level 4).

## Program Summary

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.



## SOCIAL SERVICE WORKER

selkirk.ca/ssw

### NON-ACADEMIC REQUIREMENTS

- Criminal Record Check with BC Ministry of Justice
- Résumé
- Two completed personal reference forms
- Completed health information form
- A work reference based on 30 hours of paid or volunteer social services related work experience
- Driver's license and transportation is recommended

### 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

### COLLEGE READINESS TOOL

- The College Readiness Tool (CRT) must be completed prior to starting the program. If you have completed the assessment previously at Selkirk, it's not necessary to do it again.

Download the SSW Application Package at [selkirk.ca/ssw](http://selkirk.ca/ssw)

## Important Dates

### WINTER 2017

- April 14 - Winter semester instruction ends
- April 18-26 - Winter semester exams (consult your program for details)

### FALL 2017

- September 5 - Get Connected (Campus Orientation Day)
- September 6 - Fall Semester instruction begins

## 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

## Application Information

### STEPS TO APPLY

- Fill out general application form.
- Please make sure you meet all admission requirements, including the general admission requirements for the college and the specific admission requirements for your chosen program (these are listed in each program area).
- You must also complete the College Readiness Tool (CRT) for reading and writing before registration in the program. For information on how to register, check with Paris Voykin at 250.365.7292, ext. 21313.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

### DOCUMENTS REQUIRED

- Official transcripts from high school and all post-secondary institutions attended, mailed directly from the Ministry of Education and educational institutions.
- A resumé which includes a record of all previous employment AND a record of any volunteer work relevant to the proposed field of study.
- A one-page statement explaining your goals and objectives for wanting to enroll in the program.
- Two references from people who have known you well for more than two years. These references should be submitted by the referees in sealed envelopes marked "confidential" (please find the forms in the Application Package).
- A completed form from an agency where you have done a minimum of 30 paid or volunteer hours. This form should be submitted directly by the agency or employer.
- A health information form (please find the forms in the Application Package).
- A criminal record check from the Ministry of Justice (please find information in Application Package).

## Program Courses

### ADD 184 - INTRODUCTION TO ADDICTION

This course is designed as an introduction to the study of addiction, both substance and behavioural. Current research in the pharmacological, physiological, social and spiritual causes of addiction are considered as well as current models for understanding dependence, recovery and relapse.

Students learn how the addictive process is assessed and treated based on the physical, emotional, social and spiritual needs of the client. Family support, self-help programs, harm reduction and current trends in addictive substances and behaviours are also explored.

On-Line in the Fall & On Campus in the Winter

Introduction to Addiction can be taken on-line in the fall or on campus in the winter. The fall online option is open to part-time students.

*Pre-requisites:* ENGL 12 or equivalent.

### 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.

*Pre-requisites:* A "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* ENGL 110 with a grade of "C" or better or equivalent, or written permission of the Instructor and School Chair.

*Note:* English 112/114 is intended for students interested in a literary focus.

### FAM 180 - FAMILY DYNAMICS

This course is designed to provide students with a variety of theoretical perspectives to understanding families. It considers the diversity of families including exploration of cultural differences, same-sex parents, single parents and blended families. The role of marriage is examined, as well as childbearing and socialization. Issues such as middle age, empty nest, aging in the family, and special concerns such as chronic illness, disability, alcoholism, violence, and poverty are introduced.

\*The fall semester of FAM 180 is in the classroom, the winter semester offering is via distance learning.

*Pre-requisites:* ENGL 12 or equivalent.

### HSER 174 - INTERPERSONAL COMMUNICATIONS

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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* PSYC 100 with a grade of "C" or better or written permission of the Instructor and School Chair.

**SSW 157 - GROUP SKILLS**

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.

**SSW 160 - INTRODUCTION TO SOCIAL WORK I**

SSW 160: Introduction to Social Work I, is designed to introduce students to the practice of social work, emphasizing a generalist approach and considering the ideological and historical influences which have shaped social work in Canada. The values, knowledge, and skill foundations to this challenging profession are investigated. Further, it explores the roles of social workers and their methods of intervention based on several practice frameworks, including systems, strengths perspective, structural, anti-oppressive, feminist and Aboriginal approaches. This exploration includes a review of the relevant codes of ethics and practice standards that guide

practitioners. Social structures that influence people's lives are also examined along with how various sources and forms of oppression and marginalization impact the lives of people in Canadian society.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better.

**SSW 161 - INTRODUCTION TO SOCIAL POLICY**

SSW 161: Introduction to Social Policy explores social issues and how they are influenced by cultural ideologies and values. The historical development of social security policies and programs in Canada, within the context of larger global trends is examined. The impact of social policy on populations such as those who live in poverty, people with disabilities and minority populations will be explored with a view to the past, present and potential future status of the social safety net in Canada and other countries around the world.

*Pre-requisites:* ENGL 110 or equivalent with a grade of "C" or better.

**SSW 162 - COMMUNITY RESOURCES**

SSW 162: Community Resources is designed to assist students to prepare for practicum placement. Students will explore domains of practice and roles Social Service Workers carry in the Human Services.

**SSW 163 - FIELD WORK I**

SSW 163: Field Work I is a competency based field placement in an agency providing social services. The placement begins in January and runs through the winter term, and must be taken concurrently with SSW 157 and SSW 166. The student will gain familiarity with the services of the agency, the mandate and policies of the agency and the other resources in the community. The student will have a high level of supervision from agency staff in any activities they carry out with the agency's clients.

*Pre-requisites:* Successful completion of SSW 160, SSW 162, HSER 174, PSYCH 100, ENGL 110, FAM 180.

**SSW 166 - APPLICATION OF THEORY TO PRACTICE**

This weekly on-line seminar in the Winter semester is for students enrolled in SSW 163. Discussions will focus on field placement activities. The emphasis of the course is on applying the theory of social services to its practice.

**SSW 168 - FIELD WORK II (BLOCK PLACEMENT)**

SSW 168: Field Work II is a full-time field placement for five weeks following the winter semester that affords the student the opportunity to practice the skills learned in the previous two semesters. Field placement provides an opportunity for students to

demonstrate competency required for permanent employment in Social Service Agencies. On-line weekly seminars will support this practicum.

*Pre-requisites:* SSW 163 and completion of all program courses.

**Contacts**

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# Sociology

selkirk.ca/sociology

## 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
Total			18

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Associate of Arts Degree and Transfer to BA**

CAMPUS:

**Castlegar Campus**

## Program Summary

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

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

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### UNIVERSITY ARTS & SCIENCES

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### TRACY PUNCHARD

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**For all University Arts & Sciences  
course descriptions:**

**see page 260**

## Course of Studies

Upon successful completion of a 10-month Studio Arts Certificate program in either Textiles 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	Art History	On Campus	1
DA 103	History of Design as Information	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	Introduction to Digital Art and Design Fundamentals	On Campus	3
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
Total			31

### SEMESTER

Course	Name		Credit
KSA 290	Self Directed Studio I	On Campus	9
Total			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
Total			25

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Diploma**

CAMPUS:

**Victoria Street Campus, Nelson**

## Program Summary

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.

On completion of the Studio Arts Diploma program transfer opportunities are available for those who wish to pursue further post-secondary studies.

Course offerings designed to complement hands-on studio time include:

- 3d Modeling and Rendering
- Art History
- HTML, CSS and the Foundations of Web
- Introduction to Digital Photography
- Marketing
- Peace Studies
- Portfolio and Presentation
- Studies in Writing
- Women's Studies

## Admission Requirements

Admission to Kootenay Studio Arts (KSA) programs are by interview, online questionnaire and portfolio review.

### QUESTIONNAIRE

All applicants must complete and submit the online 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/ksa](http://selkirk.ca/ksa).

## STUDIO ARTS DIPLOMA

selkirk.ca/ksa

### 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. These applicants must mail their portfolios to the school and ensure that they are received one week before their scheduled interview date. 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. Applicants should give special attention to the following guidelines when preparing their portfolios.

### PORTFOLIO GUIDELINES

- The number of pieces in an applicant's portfolio will vary depending on the manner in which the applicant works. Generally, the admissions committee would like to see a minimum of eight and a maximum of twenty-four pieces.
- Portfolios should be brought to the interview and only mailed if, because of distance, the applicant is unable to attend their interview in person.
- Two-dimensional works may be presented in their original form. Three-dimensional pieces or any works on a large scale should not be brought to the interview but represented by slides or photographs.
- An applicant's portfolio must be the applicant's own original work. It can include variations and modifications of existing work.
- Applicants should organize their work and set it out so that it shows development over a period of time or group it according to type.
- Applicants should bring their workbooks and journals. School assignments and independent explorations will also be helpful to the Admissions Committee.

- Applicants must keep their presentations simple and neat. Work should not be matted or elaborately framed.
- If an applicant includes slides or photographs, each must include a list of the materials used, size of the piece, title and date.

### SUBMIT YOUR PORTFOLIO IN ONE OF THE FOLLOWING FORMATS

- Attach photo's directly at the bottom of questionnaire.
- Hard copy
- Portable storage device
- CD or DVD (jpeg format)
- Online portfolio (Tumblr, Behance, Flickr) emailed to [epotlucki@selkirk.ca](mailto:epotlucki@selkirk.ca).

### HARD COPY PORTFOLIOS FOR TELEPHONE INTERVIEWS MAILED TO

Kootenay Studio Arts at Selkirk College  
606 Victoria Street  
Nelson, BC  
V1L 4K9

Every precaution is taken to ensure that portfolios are handled with care. KSA does not accept responsibility for any loss or damage to submitted materials. All portfolios that the school has not been able to return to applicants by November 15 will be recycled.

## Program Courses

### ADMN 181 - MARKETING

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.

*Pre-requisites:* 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.

*Pre-requisites:* A "C" or better in ENGL 12 or LPI level 4.

*NOTE:* CWRT 100 and 101 do not exempt students from the regular first year English requirements, i.e. English 110/111 or 112/114.

### DA 103 - ART HISTORY

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 AS INFORMATION

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 - INTRODUCTION TO DIGITAL ART AND DESIGN FUNDAMENTALS

The creative process, from concept, to rough sketch, to well-resolved drawing, and finally to completed artwork is the basis for this exploration of the fundamental concepts of design. Students use

traditional methods and mediums to develop their ideas, and complete their artwork/illustrations using Adobe Illustrator software. Students learn introductory through to advanced techniques with Adobe Illustrator, and utilize this powerful software application to create a portfolio of drawings. Images from art history, advertising, and contemporary media are analyzed to challenge students to see and create critically.

#### 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

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

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.

*Pre-requisites:* A "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* ENGL 110 with a grade of "C" or better or equivalent, or written permission of the Instructor and School Chair.

*Note:* English 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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

#### 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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

#### KSA 290 - SELF DIRECTED STUDIO I

KSA 290 Self Directed 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

## STUDIO ARTS DIPLOMA

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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.

*Pre-requisites:* Completion of KSA Certificate or Diploma at Kootenay School of the Arts, or equivalent or by permission of the School Chair.

### PEAC 100 - PEACE STUDIES I

PEAC 100: Peace Studies I is 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.

*Pre-requisites:* English 12 with a grade of "C" or better, or written permission of the Instructor and School Chair.

### WS 100 - WOMEN'S STUDIES I

Women's Studies 100 is 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.

*Pre-requisites:* English 12 with a grade of "C" or better or written permission of the Instructor and School Chair.

## Contacts

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### KOOTENAY STUDIO ARTS CONTACT

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# Teaching English to Speakers of Other Languages (TESOL)

selkirk.ca/tesol

## Course of Studies

### SEMESTER 1

Course	Name		Credit
TSOL 102	Second Language Acquisition and Theory	On Campus	3
TSOL 104	Classroom Practice and Organization	On Campus	3
TSOL 106	English Language Curriculum and Materials Development	On Campus	3
TSOL 108	Language and Culture	On Campus	3
TSOL 110	Practicum Experience and Seminar	On Campus	4
TSOL 112	Grammar and Phonology	On Campus	3
TSOL 114	Testing and Evaluation	On Campus	1
TSOL 116	Multimedia in the Language Classroom	On Campus	1
TSOL 120	International Practicum	Practicum	3
Total			24

### SEMESTER

Course	Name		Credit
TEYL 100	Teaching English to Young Learners	On Campus	2

LENGTH OF STUDY:

**Four months**

ACCREDITATION:

**Advanced Diploma**

CAMPUS:

**Castlegar Campus**

## Admission Requirements

### ALL TESOL APPLICANTS MUST SUBMIT

1. Proof of successful graduation from a degree or diploma program from a recognized institution

or

Proof of completion of at least two years of post-secondary education with an average of C+.

2. Evidence of prior work or volunteer educational experience, preferably with second language learners, and/or course work in education is desirable

3. An interview in person or via Skype

4. A resume

5. Completed application form and application fee. To apply download application form.

6. Proof of English Language Proficiency.

Applicants who have completed most of their education in a language other than English, must provide evidence of a minimal TOEFL score of 213 (CBT), or an IELTS score of 6.5 (with no band score lower than 6.0), or have completed the Selkirk Advanced English Language program and English 051 with a C+ or higher average.

NOTE: To be eligible for an Advanced Diploma recognized by TESL Canada and to obtain a TESL Canada Professional 2 status, applicants must have completed a degree. Students, who have a degree in progress, may apply for certification with TESL Canada on completion of their degree. Additionally, applicants who are speakers of other languages must have a TOEFL score of 550 (PBT) or 213 (CBT) AND a TSE minimum score of 6 and a TWE minimum score of 5.

## Program Summary

The Selkirk College TESOL program offers both Canadian and International students an opportunity to gain TESL Canada Professional Standard Two certification to teach English as a second or additional language. With the growing global demand for qualified English language teachers in both domestic and international schools, both the TESOL Advanced Diploma and TESL Canada certification are highly desired qualifications.

Canadian and International student teachers work side-by-side to explore the fundamental theory and practice of language acquisition. Because students also learn and participate within a dynamic English Language Program at the college, they are exposed to a wide variety of language learners and learning styles.

Selkirk College offers two options for TESOL training: an Advanced Diploma and Advanced Certificate option.

### TESOL ADVANCED DIPLOMA

This four month program is recognized by TESL Canada. Students who meet the degree qualifications can obtain Professional Standard Two status with TESL Canada. International students must meet the language proficiency requirements of TESL Canada to obtain TESL Canada certification. Students are required to complete all 252 hours of class and course work and also the 42 hours (minimum) of practicum teaching, observations and seminar work.

The program includes course work in the areas of second language acquisition theory and linguistics, curriculum design, materials development, intercultural communication, classroom management, multi-media resources and assessment. The program consists of 21 hours a week of classes and practicum. Practice teaching within the Selkirk College English Language Program provides students with concrete experience.

### TESL ADVANCED CERTIFICATE

The TESOL Advanced Certificate program requires a minimum of two years of post-secondary education and a proven advanced level of English. The Advanced Certificate program is a four month program that includes all the course work required in the TESOL Advanced Diploma program, except for the Practicum experience. Instead of the practice teaching component, students complete observations of language teaching classes and participate in the Practicum Seminar. The TESOL Advanced Certificate program does not meet all the requirements needed to apply for TESL Canada recognition.

If students who have completed the Certificate program wish to complete the practicum component and convert their Certificate to an Advanced Diploma, they can do so within one year and with the approval of the TESOL Program Supervisor. There is a small additional charge for this additional teaching experience.

## Important Dates

Advanced Diploma is only offered once a year in the fall semester; however, it is possible to request a 'delayed practicum' for the winter or spring semesters.



## Program Courses

### TEYL 100 - TEACHING ENGLISH TO YOUNG LEARNERS

This course is designed for English as Second Language teachers who are interested in learning about teaching young learners of English and who seek professional development in the field.

Both theoretically and practically, students explore the needs and challenges of young learners 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.

This course is currently only offered in the winter semester.

*Pre-requisites:* Completion of the Selkirk College's TESOL Advanced Diploma or Advanced Certificate Program or Documented English Language Teaching experience or current enrolment in an accredited TESOL program.

### TSOL 102 - SECOND LANGUAGE ACQUISITION AND THEORY

This course examines first and second language acquisition (SLA) from a theoretical and applied point of view. Consideration is given to sociolinguistic influences as well as historical and current methods for second language acquisition. The theoretical understandings developed in this course are designed to contribute to a teacher's own philosophy, style, approach and classroom techniques.

### TSOL 104 - CLASSROOM PRACTICE AND ORGANIZATION

This course prepares students to make the successful transition to teaching in the English Language classroom. Both theoretically and practically, students explore the needs and challenges of effective classroom organization and management. Current approaches, learner variables, task development and a learner-centred classroom that focus on student success are considered.

### TSOL 106 - ENGLISH LANGUAGE CURRICULUM AND MATERIALS DEVELOPMENT

Students are provided with an introduction to English language curriculum studies in the context of current approaches to teaching English as an additional language. Students have opportunities to work with and develop materials related to the specific language skills of listening, speaking, reading, and

writing. Student work in this course can be applied to lesson preparation for the TESOL program practicum.

### TSOL 108 - LANGUAGE AND CULTURE

This course examines differing world views of language and culture, cultural patterns and the role of English in a intercultural context. The course is designed to encourage students to discover and challenge their own cultural assumptions and values, and to apply their research and further understanding to their teaching principles and strategies in the second language classroom.

### TSOL 110 - PRACTICUM EXPERIENCE AND SEMINAR

A teaching practicum is an integral part of the TESOL program. Students participate in formal classroom observations and then proceed to solo practice teaching. Students have the opportunity to choose a specific skill area class to focus on within the extensive Selkirk College English Language program. Through observation, practice teaching, evaluation and review, students are able to gain firsthand experience. Experienced instructors in the program provide guidance, supervision and ongoing support. A one-hour weekly group seminar provides the opportunity for students to share and reflect on their experience.

### TSOL 112 - GRAMMAR AND PHONOLOGY

This course provides students with an overview of common grammar structures and opportunities to teach, discuss and develop different ways of incorporating grammar in an English Language program curriculum.

### TSOL 114 - TESTING AND EVALUATION

This course focuses on basic concepts and constructs of language assessment. There is an examination of measurement criteria, standardized testing and types of tests. Both formal and informal methods of testing, as well as the issues related to assessment of student proficiency are considered.

### TSOL 116 - MULTIMEDIA IN THE LANGUAGE CLASSROOM

This course, TSOL 116: Multimedia in the Language Classroom, focuses on the teaching strategies and practical applications of multimedia materials when used in the English as a Second/Other Language classroom. Students learn how to use and incorporate multimedia tools such as Learning Management Systems (ex .Moodle, Blackboard and Desire2Learn). PowerPoint presentations, website resources (ex. audio, resources, Puzzlemaker), vodcasting, SMART Board, document reader and video into Communicative Language Teaching. Hands-on, task-based and project-based assignments

provide a practical basis for developing interactive, effective and meaning activities and assignments for teaching and learning language.

### TSOL 120 - INTERNATIONAL PRACTICUM

A supervised international teaching practicum provides students with an opportunity to live and teach in an international setting with the supervision of a Selkirk College instructor or Selkirk College approved partnership instructor. Students may lead small group activities, teach complete lessons to classes, assist in the international classroom, provide testing and assessment and engage in conversational English with students. First-hand experience and the opportunity to put theories and methods studied in the Selkirk College TESOL program into practice are supported by observation, practice, review and evaluation. Students should expect to accumulate a minimum of 100-125 practicum hours. Regular meetings with the Supervising Instructor provide opportunities for planning, evaluation, and self-evaluation of the Student Teacher's experiences. Students are expected to study the language and culture of the country they are visiting prior to departure.

Please Note: TSOL 120 is an additional practicum for graduates of the Selkirk College TESOL Advanced Diploma Program only. It is not a requirement for graduation. This course may not be offered every year. Enrolment is limited and interested students need to apply. Additionally, only placements with approved Selkirk College institutional partners will be considered for the TSOL 120 international practicum.

*Pre-requisites:* Successful completion of the Selkirk College TESOL Advanced Diploma Program including TSOL 110 Practicum Experience and selection through the international practicum application process.

## Contact Information:

### SELKIRK INTERNATIONAL CONTACT

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Fax: 250.365.5410  
international@selkirk.ca

## Course of Studies

### 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
Total			21

### 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	3
TEXT 108	Studio Specific Design	On Campus	2
PPD 111	Professional Practice and Design	On Campus	3.5
Total			16.5

### 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
Total			6.5

LENGTH OF STUDY:

**10 months**

ACCREDITATION:

**Certificate**

CAMPUS:

**Victoria Street Campus, Nelson**

## Admission Requirements

Admission to Kootenay Studio Arts (KSA) programs are by interview, online questionnaire and portfolio review.

### QUESTIONNAIRE

All applicants must complete and submit the online 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/textiles](http://selkirk.ca/textiles).

### 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. These applicants must mail their portfolios to the school and ensure that they are received one week before their scheduled interview date. 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. Applicants should give special attention to the following guidelines when preparing their portfolios.

## Program Summary

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.

### COURSES INCLUDE

- Design for Production
- Dye Technology
- Fabric Construction and Design
- Loom Weaving
- Pattern Drafting and Clothing Design
- Professional Practices

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.

**PORTFOLIO GUIDELINES**

- The number of pieces in an applicant’s portfolio will vary depending on the manner in which the applicant works. Generally, the admissions committee would like to see a minimum of eight and a maximum of twenty-four pieces.
- Portfolios should be brought to the interview and only mailed if, because of distance, the applicant is unable to attend their interview in person.
- Two-dimensional works may be presented in their original form. Three-dimensional pieces or any works on a large scale should not be brought to the interview but represented by slides or photographs.
- An applicant’s portfolio must be the applicant’s own original work. It can include variations and modifications of existing work.
- Applicants should organize their work and set it out so that it shows development over a period of time or group it according to type.
- Applicants should bring their workbooks and journals. School assignments and independent explorations will also be helpful to the Admissions Committee.
- Applicants must keep their presentations simple and neat. Work should not be matted or elaborately framed.
- If an applicant includes slides or photographs, each must include a list of the materials used, size of the piece, title and date.

**SUBMIT YOUR PORTFOLIO IN ONE OF THE FOLLOWING FORMATS**

- Attach photo’s directly at the bottom of questionnaire.
- Hard copy
- Portable storage device
- CD or DVD (jpeg format)
- Online portfolio (Tumblr, Behance, Flickr) emailed to epotlucki@selkirk.ca.

**HARD COPY PORTFOLIOS FOR TELEPHONE INTERVIEWS MAILED TO**

Kootenay Studio Arts at Selkirk College  
606 Victoria Street  
Nelson, BC  
V1L 4K9

Every precaution is taken to ensure that portfolios are handled with care. KSA does not accept responsibility for any loss or damage to submitted materials. All portfolios that the school has not been able to return to applicants by November 15 will be recycled.

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**Important Dates**

**WINTER 2017**

- April 8 - Winter semester instruction ends
- April 17 to 21 - Critique week

**SPRING 2017**

- May 1 - Spring term starts
- June 23 - Spring semester instruction ends

\*Regular programming starts in Fall.

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**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**

Dye Technology is 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 3 D 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.

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## Contacts

**CAROL RIDGE**

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**KOOTENAY STUDIO ARTS CONTACT**

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# Traditional Chinese Medicine

selkirk.ca/traditional-chinese-medicine

## Year 1

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.

### 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
Total			15

### SEMESTER 2

Course	Name		Credit
ADD 184	Introduction to Addiction	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
Total			15

LENGTH OF STUDY:

**Two years**

ACCREDITATION:

**Associate of Arts Degree**

CAMPUS:

**Castlegar Campus**

## Program Courses

### ADD 184 - INTRODUCTION TO ADDICTION

This course is designed as an introduction to the study of addiction, both substance and behavioural. Current research in the pharmacological, physiological, social and spiritual causes of addiction are considered as well as current models for understanding dependence, recovery and relapse. Students learn how the addictive process is assessed and treated based on the physical, emotional, social and spiritual needs of the client. Family support, self-help programs, harm reduction and current trends in addictive substances and behaviours are also explored.

On-Line in the Fall & On Campus in the Winter

Introduction to Addiction can be taken on-line in the fall or on campus in the winter. The fall online option is open to part-time students.

*Pre-requisites:* ENGL 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.

*Pre-requisites:* English 12 or equivalent with a grade of "C" or better.

### - 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.

## Program Summary

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're fascinated by Chinese healing practices like acupuncture and want to develop a balanced approach to your clients' health and well being. You're 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 the 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'll 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 12 and Principles of Math 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 Principles of Math 12.*

## 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
Total			15

### 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
Total			16

### - SECOND YEAR ARTS REQUIREMENT (INCLUDING DISCIPLINE)

Students may take any second-year UAS Arts elective (Humanities or Social Sciences) including 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.

**Pre-requisites:** BIOL 12 or equivalent and CHEM 11 or equivalent. Students lacking the stated **Pre-requisites** 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.

**Pre-requisites:** BIOL 104 with a grade of "C" or better or written permission of the Instructor and School Chair.

#### CHEM 125 - FOUNDATIONS OF CHEMISTRY II

CHEM 125: Fundamentals of Chemistry II is 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.

**Pre-requisites:** CHEM 110 or CHEM 122 with a grade of "C" or better, or written permission of the Instructor and School Chair.

### - CHEMISTRY REQUIREMENT: CHEM 110 OR CHEM 122

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

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

### 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.

**Pre-requisites:** A "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.

### 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.

**Pre-requisites:** ENGL 110 with a grade of "C" or better or equivalent, or written permission of the Instructor and School Chair.

*Note: English 112/114 is intended for students interested in a literary focus.*

### - 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

## TRADITIONAL CHINESE MEDICINE

selkirk.ca/traditional-chinese-medicine

### 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.

*Pre-requisites:* ENGL 12 or equivalent with a "C" or better, Level 4 LPI or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* PSYC 100 with a grade of "C" or better or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* PSYC 100/101 or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* PSYC 100/101 and PSYC 240 or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

### 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.

*Pre-requisites:* SOC 120 or written permission of the Instructor and School Chair.

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
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Email: admissions@selkirk.ca

### UNIVERSITY ARTS & SCIENCES

Program Contact  
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### TRACY PUNCHARD

School Chair of UAS; Instructor, English  
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For all University Arts & Sciences course descriptions:

see page 260

## Course of Studies

Course	Name	Credit	
PEAC 203	Introduction to Transformative Justice: Theory and Practice	On Campus	3
PEAC 301	Directed Studies in Transformative Justice	On Campus	3
PEAC 303	Transformative Justice Practice	On Campus	3
PEAC 305	Mediation Skills	On Campus	2
Total			11

### ACCREDITATION:

**Advanced Certificate**

### CAMPUS:

**Castlegar Campus**

## Program Courses

### PEAC 203 - INTRODUCTION TO TRANSFORMATIVE JUSTICE: THEORY AND PRACTICE

PEAC 203: Introduction to Transformative Justice: Theory and Practice explores the theory and practice of transformative justice. 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.

*Pre-requisites:* English 12 or equivalent with a grade of "C" or better, or recommended PEAC 100 and 101.

### PEAC 301 - DIRECTED STUDIES IN TRANSFORMATIVE JUSTICE

PEAC 301: Directed Studies in Transformative Justice allows the student to focus on his or her 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.

*Pre-requisites:* PEAC 203 or written permission of the Instructor and School Chair.

### PEAC 303 - TRANSFORMATIVE JUSTICE PRACTICE

PEAC 303: Transformative Justice Practice is a sequel course to PEAC 301: Directed Studies in Transformative Justice. In this course, the student carries out the proposal developed in PEAC 301 by completing a 90-hour transformative justice practicum or project in the workplace, school or community. (Spring offering only)

*Pre-requisites:* PEAC 203 and PEAC 301.

## Program Summary

Are you interested in addressing conflict and achieving peace through viable, sustainable methods?

### PROGRAM OVERVIEW

The advanced certificate in transformative justice provides the learner with an alternative perspective to conflict resolution on an interpersonal, community and global level.

Transformative justice expands the conventional conflict resolution approaches in two ways. Firstly, transformative justice takes the theory and practice of approaches to conflict, including healing, reconciliation and restoring relationships beyond the realm of the criminal justice system. Secondly, transformative justice seeks to understand and address the root causes of systemic conflict, such as political, economic and social inequality and injustice.

The advanced certificate begins with a theoretical study of transformative justice, which leads to a more directed study that is related to the learner's area of expertise. The certificate culminates with a practicum, where the learner is expected to demonstrate an enactment of the tenets of transformative justice in a meaningful and relevant setting. Geared towards working professionals and continuing students, our part-time transformative justice program lets you enhance your existing expertise with a focus on peace and justice. You'll learn practical peace and justice skills you can apply to any work, relationship or community setting.

Take this program if you are interested in addressing conflict and achieving peace through viable, sustainable methods. 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.

### FLEXIBLE AND DIVERSE

You'll get a mixture of classroom learning, independent study and community practice in our program. Expanding on conventional approaches, you'll learn about alternative perspectives to conflict resolution on interpersonal, community and global levels. Transformative justice teaches two distinct methods:

How to take the theory and practice of approaches to conflict, including healing, reconciliation and restoring relationships beyond the realm of the criminal justice system.

Understanding and addressing the root causes of systemic conflict, such as political, economic and social inequality and injustice.

Beginning with a theoretical study of transformative justice, the program leads to a more directed study relating to your individual area of expertise. Your studies will culminate with a practicum experience where you will demonstrate an enactment of transformative justice trends in a meaningful, relevant setting.

Download the Transformative justice brochure.

## Admission Requirements

Students who have successfully completed the equivalent of 60 credits (two years full time) of post-secondary education 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.



## **TRANSFORMATIVE JUSTICE**

[selkirk.ca/transformative-justice](http://selkirk.ca/transformative-justice)

### **PEAC 305 - MEDIATION SKILLS**

This intensive week long course provides the student of transformative 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.

*Pre-requisites:* PEAC 203, 301 and 303.

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## **Contacts**

### **UNIVERSITY ARTS & SCIENCES ADMISSIONS**

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
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### **UNIVERSITY ARTS & SCIENCES**

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**For all University Arts & Sciences  
course descriptions:**

**see page 260**



CAMPUS:

Castlegar Campus

## Program Summary

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.

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

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### UNIVERSITY ARTS & SCIENCES

Program Contact  
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For all University Arts & Sciences  
course descriptions:

see page 260

# Welding

selkirk.ca/welding

## LENGTH OF STUDY:

**Seven months**

## ACCREDITATION:

**Certificate**

## CAMPUS:

**Silver King Campus, Nelson**

## Program Summary

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 an 10-week program 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. 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 (ACE IT) HIGH SCHOOL TRANSITION PROGRAM

This program qualifies for high school transitions. A program that is designed to help secondary school students get a head-start on their trades careers, while earning graduation credit, the BC Industry Training Authority (ITA) Youth Train in Trades (formerly known as Accelerated Credit Enrolment in Industry Training (ACE IT)) program is a perfect way to learn more about the industry. Speak with your high school guidance counsellor to learn more. Get in touch with our ITT admin assistant by email at [trades@selkirk.ca](mailto:trades@selkirk.ca) or phone: 1.866.301.6601 x13221

## Admission Requirements

The following admission requirements are specific to the Welding Program.

- Graduation from a British Columbia Senior Secondary School or equivalent
- Foundations & Pre-Calculus 10, or Apprenticeship Workplace 11, or Principles 10, or Applications 11, or Essentials 12, or Selkirk ABE Math 46, with a grade of "C" or better

- English 10 with a “C” or better
- 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 better (This course must be completed prior to the program entry date)
- 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.

**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 at a cost of approximately \$100.
- 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.

**READY TO APPLY?**

- Please make sure you meet all admission requirements, including the general admission requirements for the college.
- International Students (students who are applying to Selkirk College from locations outside of Canada) should follow the application steps required by Selkirk International.

**Important Dates**

**2017**

- September 5 - Welder Foundation begins.
- December 15 - Winter break.

**2018**

- March 29 - Welder Foundation ends.

Modular Welder B or Welder A, Level 1, 2 and 3 Welder, Multi-Process Alloy and Welder Upgrader are continuous intake between the months of September to December and April to May. Please contact Admissions at 250.354.3204 or 1.888.953.1133 x13204 for availability.

**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.

**Contacts**

**TRADES ADMISSIONS**

Registration Contact  
 Phone: 1.888.953.1133 ext 13204  
 Direct: 250.354.3204  
 Fax: 250.352.3180  
 Email: trades@selkirk.ca

**INDUSTRY AND TRADES CONTACT**

Program Contact  
 Phone: 1.888.953.1133 ext 13221  
 Direct: 250.354.3221  
 Fax: 250.352.3180  
 Email: trades@selkirk.ca

**ROB SCHWARZER**

School Chair  
 Phone: 250.352.6601 ext 13212  
 Direct: 250.354.3212  
 Email: rschwarzer@selkirk.ca

# Women's Studies

selkirk.ca/womens-studies

LENGTH OF STUDY:

**Up to one year**

ACCREDITATION:

**General Associate of Arts and Transfer to BA**

CAMPUS:

**Castlegar Campus**

## 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 12 with a grade of "C" or better or written permission of the Instructor and School Chair.*

## 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

## 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 UAS School Chair for information on transferability.

### WS 100 - WOMEN'S STUDIES I

Women's Studies 100 is 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 12 with a grade of "C" or better or written permission of the Instructor and School Chair.*

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca

### UNIVERSITY ARTS & SCIENCES

Program Contact  
Phone: 1.888.953.1133 ext 21205  
Direct: 250.365.1205  
Email: UAS@selkirk.ca

### TRACY PUNCHARD

School Chair of UAS; Instructor, English  
Phone: 1.888.953.1133 ext 21318  
Direct: 250.365.1318  
Email: tpunchard@selkirk.ca

**For all University Arts & Sciences  
course descriptions:**

**see page 260**

## Course of Studies

Course	Name		Credit
TWC 164	Introduction to Report and Letter Writing	On Campus	3
TWC 165	Oral Presentations and Skills Training	On Campus	3
PEAC 101	Peace Studies II	On Campus	3
HSER 174	Interpersonal Communications	On Campus	3
Total			12

ACCREDITATION:

**Advance Certificate**

CAMPUS:

**Castlegar Campus**

### TWC 165 - ORAL PRESENTATIONS AND SKILLS TRAINING

TWC 165: Oral Presentations and Skills Training focuses on complex oral and written communication. Material covered includes how to conduct technical research; how to use graphics; how to write instructions, formal reports, and proposals; how to write for the Web, and how to give informative and persuasive oral presentations.

*Pre-requisites:* TWC 164 or ENGL 110, with a grade of "C" or better.

## Program Summary

Are you interested in advancing your career?

### PROGRAM OVERVIEW

Advance your career and build upon the strengths and credentials you already have with our advanced 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'll get fundamental communications training with an emphasis on interpersonal and professional workplace communications skills specifically, written, oral and behavioural.

## Admission Requirements

Admission to the program requires the completion of English 12 with a grade of "C" or better 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 university courses in your first year. This may extend the length of your program.

## Program Courses

### HSER 174 - INTERPERSONAL COMMUNICATIONS

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

PEAC 101: Peace Studies II is 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.

*Pre-requisites:* English 12 with a grade of "C" or better, or written permission of the Instructor and School Chair. PEAC 100 recommended.

### TWC 164 - INTRODUCTION TO REPORT AND LETTER WRITING

TWC 164: Introduction to Report and Letter Writing is 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.

*Pre-requisites:* ENGL 12 with a grade of "C+" or better, or LPI score of Level 4 or higher.

## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
Phone: 1.888.953.1133 ext 21233  
Direct: 250.365.1233  
Email: admissions@selkirk.ca

### UNIVERSITY ARTS & SCIENCES

Program Contact  
Phone: 1.888.953.1133 ext 21205  
Direct: 250.365.1205  
Email: UAS@selkirk.ca

### TRACY PUNCHARD

School Chair of UAS; Instructor, English  
Phone: 1.888.953.1133 ext 21318  
Direct: 250.365.1318  
Email: tpunchard@selkirk.ca

# Workplace Readiness

selkirk.ca/workplace-readiness

## Course of Studies

The Workplace Readiness certificate is awarded to those who complete these four mandatory courses:

- TWC 164 - Introduction to Report and Letter Writing
- TWC 165 - Oral Presentations and Skills Training
- 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
CHEMISTRY	Chemistry Requirement: CHEM 110 or CHEM 122	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
Total			27

ACCREDITATION:

**Certificate**

CAMPUS:

**Castlegar Campus**

## Program Courses

### ADMN 171 - MANAGEMENT PRINCIPLES

ADMN 171: Management Principles is 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.

*Pre-requisites:* COMM 220 with a grade of "C" or better is recommended.

### - CHEMISTRY REQUIREMENT: CHEM 110 OR CHEM 122

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

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

### COMM 220 - PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR

The Business Administration Principles of Organizational Behaviour course is 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.

*Pre-requisites:* Program admission standards.

### HSER 174 - INTERPERSONAL COMMUNICATIONS

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.

### MATH 125 - BUSINESS MATHEMATICS

MATH 125: Business Mathematics is 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

## Program Summary

Get the skills employers are looking for!

### PROGRAM OVERVIEW

Through the completion of four mandatory and six recommended courses, you'll 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 following recommended courses:

- Management Principles
- Fundamentals of Chemistry or
- General Chemistry
- Organizational Behaviour
- Business Mathematics
- Peace Studies 1
- Introductory Psychology 1
- Introductory Sociology and
- Introductory Sociology 2
- Women's Studies 1

## Admission Requirements

Admission to the program requires the completion of English 12 with a grade of "C" or better 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 university courses in your first year. This may extend the length of your program.

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.

**Pre-requisites:** Pre-Calculus 11 or equivalent with grade of "C+" or better, or written permission of the Instructor and School Chair.

### PEAC 100 - PEACE STUDIES I

PEAC 100: Peace Studies I is 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.

**Pre-requisites:** English 12 with a grade of "C" or better, or written permission of the Instructor and School Chair.

### PEAC 101 - PEACE STUDIES II

PEAC 101: Peace Studies II is 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 12 with a grade of "C" or better, or written permission of the Instructor and School Chair. PEAC 100 recommended.

### 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.

**Pre-requisites:** ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

### 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.

**Pre-requisites:** ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

### 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.

**Pre-requisites:** SOC 120 or written permission of the Instructor and School Chair.

### TWC 164 - INTRODUCTION TO REPORT AND LETTER WRITING

TWC 164: Introduction to Report and Letter Writing is 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:** ENGL 12 with a grade of "C+" or better, or LPI score of Level 4 or higher.

### TWC 165 - ORAL PRESENTATIONS AND SKILLS TRAINING

TWC 165: Oral Presentations and Skills Training focuses on complex oral and written communication. Material covered includes how to conduct technical research; how to use graphics; how to write instructions, formal reports, and proposals; how to write for the Web, and how to give informative and persuasive oral presentations.

**Prerequisites:** TWC 164 or ENGL 110, with a grade of "C" or better.

### WS 100 - WOMEN'S STUDIES I

Women's Studies 100 is 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.

**Pre-requisites:** English 12 with a grade of "C" or better or written permission of the Instructor and School Chair.

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## Contacts

### UNIVERSITY ARTS & SCIENCES ADMISSIONS

Admissions Officer (Castlegar)  
 Phone: 1.888.953.1133 ext 21233  
 Direct: 250.365.1233  
 Email: admissions@selkirk.ca

### UNIVERSITY ARTS & SCIENCES

Program Contact  
 Phone: 1.888.953.1133 ext 21205  
 Direct: 250.365.1205  
 Email: UAS@selkirk.ca

### TRACY PUNCHARD

School Chair of UAS; Instructor, English  
 Phone: 1.888.953.1133 ext 21318  
 Direct: 250.365.1318  
 Email: tpunchard@selkirk.ca





**UNIVERSITY**  
**ARTS & SCIENCES**  
COURSES

## Humanities

### ENGLISH

ENGL 051 – Introductory Composition  
 ENGL 110 – College Composition  
 ENGL 111 – Introduction to Literature  
 ENGL 112 – Introduction to Poetry and Drama\*  
 ENGL 114 – Introduction to Prose Fiction\*  
 ENGL 200 – Survey of English Literature I  
 ENGL 201 – Survey of English Literature II  
 ENGL 202 – Canadian Literature I  
 ENGL 203 – Canadian Literature II  
 ENGL 204 – Children’s Literature I  
 ENGL 205 – Children’s Literature II

### FRENCH

FREN 102 – Beginner’s French I  
 FREN 103 – Beginner’s French II  
 FREN 112 – First-Year French I  
 FREN 113 – First-Year French II  
 FREN 122 – Contemporary French Language and Literature I  
 FREN 123 – Contemporary French Language and Literature II

### HISTORY

HIST 104 – Canada Before Confederation  
 HIST 105 – Contemporary Canada  
 HIST 106 – Western Civilization I  
 HIST 107 – Western Civilization II  
 HIST 203 – History of British Columbia  
 HIST 210 – An Indigenous History of Canada  
 HIST 215 – History of the West Kootenay  
 HIST 220 – Latin America: Pre-1821  
 HIST 221 – Latin America: Post-1821

### PEACE STUDIES

PEAC 100 – Peace Studies I  
 PEAC 101 – Peace Studies II  
 PEAC 201 – From Water to Chocolate: Resources, Conflict and Justice  
 PEAC 202 – Leadership for Peace: the Individual and Social Transformation  
 PEAC 203 – Introduction to Transformative Justice: Theory and Practice  
 PEAC 205 – Global Perspectives in Peace: An Independent Studies Course  
 PEAC 301 – Directed Studies in Transformative Justice  
 PEAC 303 – Transformative Justice Practice  
 PEAC 305 – Mediation Skills

### PHILOSOPHY

PHIL 100 - Introductory Philosophy I  
 PHIL 101 - Introductory Philosophy II  
 PHIL 120 - Introduction to Logic and Critical Thinking  
 PHIL 210 - Biomedical Ethics

### SPANISH

SPAN 102 – Beginner’s Spanish I  
 SPAN 103 – Beginner’s Spanish II  
 SPAN 112 – First Year Spanish I  
 SPAN 113 – First Year Spanish II  
 SPAN 122 – Contemporary Spanish Language and Literature I  
 SPAN 123 – Contemporary Spanish Language and Literature II

### CREATIVE WRITING

CWRT 100 – Studies in Writing I  
 CWRT 101 – Studies in Writing II  
 CWRT 200 – Studies in Writing III  
 CWRT 201 – Studies in Writing IV  
 CWRT 210 – Eco-poetics\*

## Social Sciences

### ANTHROPOLOGY

ANTH 100 – Introduction to Anthropology I  
 ANTH 101 – Introduction to Anthropology II  
 ANTH 110 – Introduction to Biological Anthropology  
 ANTH 201 – Ethnic Relations  
 ANTH 205 – Anthropology of Religion  
 ANTH 210 – Introduction to Archaeology\*  
 ANTH 211 – Archaeology Field Methods\*

### ECONOMICS

ECON 106 – Principles of Macroeconomics  
 ECON 107 – Principles of Microeconomics  
 ECON 216 – Environmental Economics\*

### GEOGRAPHY

GEOG 130 – Introduction to Physical Geography  
 GEOG 136 – Geography of British Columbia  
 GEOG 140 – Introduction to Cultural Geography  
 GEOG 232 – Geomorphology\*

### PSYCHOLOGY

PSYC 100 – Introductory Psychology I  
 PSYC 101 – Introductory Psychology II  
 PSYC 200 – Biological Psychology  
 PSYC 202 – Research Methods  
 PSYC 230 – Emotional and Social Disorders  
 PSYC 231 – Psychotic and Organic Disorders  
 PSYC 240 – Child Development  
 PSYC 241 – Adult Development

### SOCIOLOGY

SOC 120 – Introductory Sociology I  
 SOC 121 – Introductory Sociology II  
 SOC 200 – Deviance and Social Control  
 SOC 205 – Introduction to Social Research  
 SOC 215 – Canadian Social Structure  
 SOC 225 – Introduction to Sociological Theory

### WOMEN’S STUDIES

WS 100 – Women’s Studies I  
 WS 101 – Women’s Studies II

\* Currently this course is not offered every year. Please contact the School Chair to determine availability.

## Sciences

**ASTRONOMY**

ASTR 102 – Introduction to Astronomy\*

**BIOLOGY**

BIOL 050 – Introduction to Biology I

BIOL 051 – Introduction to Biology II

BIOL 104 – Biology I

BIOL 106 – Biology II

BIOL 164 – Human Anatomy and Physiology I

BIOL 165 – Human Anatomy and Physiology II

BIOL 202 – Principles of Genetics\*

BIOL 204 – Cell Biology\*

BIOL 206 – Introductory Biochemistry

BIOL 212 – Microbiology

**CHEMISTRY**

CHEM 050 – Basic Principles of Chemistry

CHEM 110 – Fundamentals of Chemistry

CHEM 122 – General Chemistry I

CHEM 125 – Foundations of Chemistry II

CHEM 211 – Introductory Analytical Chemistry\*

CHEM 212 – Organic Chemistry I

CHEM 213 – Organic Chemistry II

CHEM 220 – Introductory Inorganic Chemistry\*

CHEM 222 – Introductory Physical Chemistry

**COMPUTER SCIENCE**

CPSC 100 – Introduction to Programming I

CPSC 101 – Introduction to Programming II

**GEOGRAPHY**

GEOG 130 – Introduction to Physical Geography

GEOG 136 – Geography of British Columbia

GEOG 140 – Introduction to Cultural Geography

GEOG 232 – Geomorphology\*

**GEOLOGY**

GEOL 132 – Introduction to Physical Geology

GEOL 142 – Introduction to Historical Geology

**MATHEMATICS**

MATH 050 – Algebra and Trigonometry I

MATH 051 – Algebra and Trigonometry II

MATH 097 – Calculus Refresher

MATH 098 – Business Math Refresher

MATH 099 – Environment & Geomatics Math  
Refresher

MATH 100 – Calculus I

MATH 101 – Calculus II

MATH 112 – Precalculus\*

MATH 125 – Business Mathematics

MATH 140 – Calculus I for Social Sciences

MATH 160 – Technical Math Review

MATH 180 – Mathematics for Teachers

MATH 181 – Problem Solving in Foundational  
Mathematics

MATH 190 – Resource Statistics I

MATH 200 – Multivariable Calculus\*

MATH 215 – Differential Equations\*

MATH 221 – Introductory Linear Algebra

MATH 291 – Resource Statistics II

MATH 292 – Resource Statistics III\*

**PHYSICS**

PHYS 050 – Basic Principles of Physics

PHYS 060 – Physics, Provincial Level

PHYS 102 – Basic Physics I

PHYS 103 – Basic Physics II

PHYS 104 – Fundamental Physics I

PHYS 105 – Fundamental Physics II

**STATISTICS**

STAT 105 – Introduction to Statistics

STAT 206 – Statistics

## Applied Sciences

**ENGINEERING**

APSC 100 – Engineering Graphic Communications

APSC 120 – Introduction to Engineering

\* Currently this course is not offered every year. Please contact the School Chair to determine availability.

## UNIVERSITY ARTS & SCIENCES COURSES (A–Z)

selkirk.ca/uas/uas-courses-subjects

### ANTH 100 - INTRODUCTION TO ANTHROPOLOGY I

ANTH 100: Introduction to Anthropology I is an introduction to the major areas within the discipline: physical and cultural anthropology, linguistics, and archaeology.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better.

*Course Credit:* 3

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

Anthropology 101: Introduction to Anthropology II: Cultural Anthropology is an introduction to cultural anthropology in western and non-western societies. Through ethnographic accounts students will study world cultures both at home and abroad.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better.

*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.

*Pre-requisites:* English 12 or equivalent with a grade of "C" or better.

*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.

*Pre-requisites:* ANTH 100 or ANTH 101 recommended; ENGL 12 or equivalent with a grade of "C" or better.

*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.

*Pre-requisites:* ANTH 100 or ANTH 101 recommended; ENGL 12 or equivalent with a grade of "C" or better.

*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. Next offered in 2017.)

*Pre-requisites:* ANTH 100 or ANTH 110 strongly recommended; ANTH 101 recommended; ENGL 12 or equivalent with a grade of "C" or better.

*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. This is a 6 credit course.

Please note the field school runs on alternate years. The next offering will be in spring 2017.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better, 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

### 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.

*Pre-requisites:* 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.

*Pre-requisites:* Admission to Engineering.

*Course Credit:* 1

### ASTR 102 - INTRODUCTION TO ASTRONOMY

Intended for students not majoring in science, Astronomy 102 is an overview of our present knowledge of the Universe, including the solar system, stars, supernovae, black holes, galaxies, quasars, gamma-ray bursters, dark matter, and cosmology. Some of the tools of astronomy, including telescopes and spectrometers, will also be studied. Laboratory sessions involving some indoor experiments and weather-dependent outdoor observations will be held on alternate weeks. The laboratory may satisfy the science lab requirement for Arts programs. This course may be given elective credit for a degree in Astronomy.

*Pre-requisites:* English 12 with a grade of "C" or better.

*Course Credit:* 3

### BIOL 050 - ADVANCED LEVEL INTRODUCTION TO BIOLOGY AND ECOLOGY

Biology 050: Advanced Level Introduction to Biology and Ecology introduces the student to biology: the study of living organisms and life processes. The student will learn about the diversity of life, plant and animal cells, ecology, and evolution, exploring concepts in the lab and in the field. Building upon life experiences, the student will better understand the natural world and his/her role in it. Also, the student will build 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, and is equivalent to Grade 11 level biology.

*Pre-requisites:* Science 10 and English 10 or written permission of the Instructor and School Chair.

### BIOL 051 - INTRODUCTION TO BIOLOGY II

This course provides an introduction to human anatomy and physiology. Topics covered include mitosis and asexual reproduction, meiosis and sexual reproduction, genetics, circulation, respiration, excretion, bones and muscles, nerves, endocrinology and immunity. A fundamental understanding of homeostatic mechanisms is stressed. The instructor may choose to include selected topics on the structure and function of plants as part of the course. The course is appropriate for students requiring an equivalent to Grade 12 biology.

*Pre-requisites:* BIOL 050, BIOL 11, or equivalent, or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** BIOL 12 or equivalent and CHEM 11 or equivalent. Students lacking the stated **Pre-requisites** 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.

**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.

**Pre-requisites:** BIOL 104 with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** BIOL 12, CHEM 11, and one of BIOL 11, CHEM 12, or PHYS 12 (BIOL 11 recommended) with a grade of "C" or better.

**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.

**Pre-requisites:** BIOL 164 with a "C" or better or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** BIOL 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** BIOL 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** Biology 104 and 106 with a grade of "C" or better, or written permission of the Instructor and School Chair.

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

**Course Credit:** 3

**BIOL 212 - MICROBIOLOGY**

BIOL 212: Microbiology is 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.

**Pre-requisites:** BIOL 104 and BIOL 106 (or another six credits of 100-level Biology) with a grade of "C" or better, or written permission from the Instructor and the School Chair.

**Course Credit:** 3

**CHEM 050 - BASIC PRINCIPLES OF CHEMISTRY**

This introductory course is designed to be equivalent to Chemistry 11 at the high-school level. Chemistry is introduced as a experimental science. Chemical symbols, nomenclature and the quantitative aspects of chemical reactions are emphasized. The fundamentals of classical atomic and molecular structure are presented. The field of organic chemistry is briefly introduced. The laboratory experiments provide opportunities to work with standard labware and apparatus, to observe a variety of chemical reactions and to carry out some quantitative measurements.

**Pre-requisites:** Math 049 or Math 10; Math 050 or Pre-calculus Math 11 or Foundations of Math 11 should be taken concurrently.

**CHEM 110 - FUNDAMENTALS OF CHEMISTRY**

CHEM 110: Fundamentals of Chemistry is 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.

**Pre-requisites:** CHEM 11 or CHEM 050 or CHEM 52/53 and Pre-calculus Math 11 (Principles of MATH 11) or MATH 050 or MATH 52/53 each with a "C" or better. Pre-calculus Math 12 (Principles of MATH 12) or MATH 051 or MATH 62/63 is recommended.

**Course Credit:** 3

**CHEM 122 - GENERAL CHEMISTRY I**

CHEM 122: General Chemistry I is 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.

**Pre-requisites:** CHEM 12 or CHEM 62/63 or CHEM 110, and Pre-calculus Math 11 (Principles of MATH 11) or Math 050 or MATH 52/53, each with a "C" or better. Pre-calculus Math 12 (Principles of Math 12) or Math 051 or MATH 62/63 is recommended.

**Course Credit:** 3

## UNIVERSITY ARTS & SCIENCES COURSES (A–Z)

selkirk.ca/uas/uas-courses-subjects

### CHEM 125 - FOUNDATIONS OF CHEMISTRY II

CHEM 125: Fundamentals of Chemistry II is 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.

*Pre-requisites:* CHEM 110 or CHEM 122 with a grade of "C" or better, or written permission of the Instructor and School Chair.

*Course Credit:* 4

### CHEM 211 - INTRODUCTORY ANALYTICAL CHEMISTRY

CHEM 211: Introductory Analytical Chemistry, introduces students to the basics of quantitative analysis. Propagation of experimental error and the statistical analysis of replicate measurements will be used to assess the reliability of analytical results. Spreadsheets will be used to make manipulation of large pools of data more manageable. Specific analytical techniques to be investigated include titrimetry, electrochemistry, spectrophotometry and chromatography. In the lab, students will learn to make measurements that are both accurate and precise, and will analyze samples using the techniques listed above.

*Pre-requisites:* CHEM 125 with a grade of C or better, or with written permission of the Instructor and School Chair.

*This course is currently not running. See a Selkirk College counsellor for options.*

*Course Credit:* 3

### CHEM 212 - ORGANIC CHEMISTRY I

CHEM 212: Organic Chemistry I, explores the relationship between the structures of carbon-containing molecules and their physical and chemical properties. Some topics from 1st-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.

*Pre-requisites:* CHEM 125 with a grade of "C" or better, or written permission of the Instructor and School Chair.

*Course Credit:* 3

### CHEM 213 - ORGANIC CHEMISTRY II

CHEM 213: Organic Chemistry II is 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.

*Pre-requisites:* CHEM 212 with a grade of "C" or better, or written permission of the Instructor and School Chair.

*Course Credit:* 3

### CHEM 220 - INTRODUCTORY INORGANIC CHEMISTRY

CHEM 220: Introductory Inorganic Chemistry examines the elemental and molecular properties of matter using modern concepts of atomic structure and bonding. Coordination chemistry is presented in detail through nomenclature, structure and bonding theories, physical and chemical properties, preparations and reactions for typical compounds. The laboratory work combines qualitative, quantitative and spectrophotometric analyses with the synthesis of a coordination compound.

*Pre-requisites:* CHEM 125 and MATH 101 each with a grade of "C" or better.

*This course is currently not running. See a Selkirk College counsellor for options.*

*Course Credit:* 3

### CHEM 222 - INTRODUCTORY PHYSICAL CHEMISTRY

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.

*Pre-requisites:* CHEM 125 and MATH 101 each with a grade of "C" or better, or written permission of the Instructor and School Chair.

*Course Credit:* 3

### 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.

*Pre-requisites:* Pre-calculus 12, Foundations 12, MATH 051 or MATH 50 with a grade of "C" or better, or written permission of the Instructor and School Chair.

*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.

*Pre-requisites:* CPSC 100 with a grade of "C" or better.

*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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

*Course Credit:* 3

### 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.

*Pre-requisites:* A "C" or better in ENGL 12 or LPI level 4.

*NOTE: CWRT 100 and 101 do not exempt students from the regular first year English requirements, i.e. English 110/111 or 112/114.*

*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.

**Pre-requisites:** A "C" or better in ENGL 12 or LPI level 4.

*NOTE: CWRT 100 and 101 do not exempt students from the regular first year English requirements, i.e. English 110/111 or English 112/114.*

**Course Credit:** 3

### CWRT 200 - STUDIES IN WRITING III

CWRT 200 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.

**Pre-requisites:** Two semesters of first-year university English or Writing with a grade of C or better, or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** A "B" or better in CWRT 200, or written permission of the Instructor and School Chair.

**Course Credit:** 3

### CWRT 210 - ECOPOETICS

CWRT 210 - Eco-poetics will 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.

**Pre-requisites:** Studies in Writing 100 and 101 with a grade of "B+" or better or written permission of the Instructor and School Chair.

**Course Credit:** 3

### ECON 106 - PRINCIPLES OF MACROECONOMICS

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.

**Pre-requisites:** ENGL 12 or equivalent with a grade of "C" or better.

**Course Credit:** 3

### ECON 107 - PRINCIPLES OF MICROECONOMICS

ECON 107: Principles of Microeconomics is usually 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.

**Pre-requisites:** ENGL 12 or equivalent with a grade of "C" or better.

**Course Credit:** 3

### ENGL 051 - INTRODUCTORY COMPOSITION

This course is designed to prepare students for college level writing in academic or technical programs. The course concentrates on writing paragraphs and essays and the study of literature.

**Pre-requisites:** ENGL 11 or equivalent, or computer-based TOEFL score of 180, or sufficient College Readiness Tool (CRT) score.

### 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.

**Pre-requisites:** A "C" or better in ENGL 12 or equivalent or LPI level 4 or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** ENGL 110 with a grade of "C" or better or equivalent, or written permission of the Instructor and School Chair.

*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.

**Pre-requisites:** English 12 with a grade of "B" or higher, or LPI level 5, or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** ENGL 112 with a grade of "B" or higher, or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** A "C" or better in ENGL 110/111 or ENGL 112/114 or 114 or equivalent, or written permission of the Instructor and School Chair.

**Course Credit:** 3



## UNIVERSITY ARTS & SCIENCES COURSES (A–Z)

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### 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.

*Pre-requisites:* A "C" or better in ENGL 200 or equivalent or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* A "C" or better in ENGL 110/111 or ENGL 112/114 or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* A "C" or better in ENGL 110/111 or ENGL 112/114 or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* A "C" or better in ENGL 110/111 or ENGL 112/114 or equivalent or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* A "C" or better in ENGL 110/111 or ENGL 112/114 or equivalent or written permission of the Instructor and School Chair.

**Course Credit:** 3

### 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.

*Pre-requisites:* A "C" or better in FREN 102 or equivalent or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* A "C" or better in FREN 11 or FREN 102/103 or equivalent or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* A "C" or better in FREN 112 or equivalent or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* A "C" or better in FREN 112/113 or French 12 or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* A "C" or better in FREN 122 or equivalent or written permission of the Instructor and School Chair.

**Course Credit:** 3

### GEOG 130 - INTRODUCTION TO PHYSICAL GEOGRAPHY (LAB SCIENCE)

GEOG 130: Introduction to Physical Geography is a study of the natural processes which occur at/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.

*Pre-requisites:* Pre-calculus 11, Foundations 11, Principles of MATH 11 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* ENGL 12 with a grade of "C" or better or written permission of the Instructor and School Chair.

**Course Credit:** 3

**GEOG 140 - INTRODUCTION TO CULTURAL GEOGRAPHY**

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.

*Pre-requisites:* ENGL 12 with a grade of "C" or better or written permission of the Instructor and School Chair.  
**Course Credit:** 3

**GEOG 232 - GEOMORPHOLOGY**

A laboratory and project-oriented course dealing with the development of landforms, with particular emphasis on local features.

*Pre-requisites:* GEOG 130 or GEOL 132 or RRS 164 with a grade of "C" or better, or written permission of the Instructor and School Chair.  
**Course Credit:** 3

**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.

*Pre-requisites:* English 12 with a grade of "C" or better or written permission of the Instructor and School Chair.  
**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.

*Pre-requisites:* GEOL 132 with a grade of "C" or better or written permission of the Instructor and School Chair.  
**Course Credit:** 3

**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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* ENGL 12 with a grade of "C" or better or written permission of the Instructor and School Chair.

*NOTE:* Students in West Kootenay and British Columbia history courses have access to the "MINTO ROOM" archives. This collection of books, records, private papers, photos and maps aid in research, particularly of the Kootenay region.

**Course Credit:** 3

**HIST 210 - A AN INDIGENOUS HISTORY OF CANADA**

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.

*Pre-requisites:* ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

## UNIVERSITY ARTS & SCIENCES COURSES (A–Z)

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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.

**Pre-requisites:** ENGL 12 with a grade of "C" or better or written permission of the Instructor and School Chair.

**NOTE:** Students in West Kootenay and British Columbia history courses have access to the "MINTO ROOM" archives. This collection of books, records, private papers, photos and maps aid in research, particularly of the Kootenay region.

**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.

**Pre-requisites:** ENGL 12 with a grade of "C" or better or written permission of the Instructor and School Chair.  
**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.

**Pre-requisites:** ENGL 12 with a grade of "C" or better or written permission of the Instructor and School Chair.  
**Course Credit:** 3

### MATH 050 - ALGEBRA AND TRIGONOMETRY I

This course is equivalent to Principles of Math 11 or Precalculus 11. It is also useful for those wishing to upgrade mathematics skills for career programs and trades training. The course includes: graphs, linear equations, functions, systems of equations, inequalities, polynomials and factoring, rational equations, exponents and radicals, quadratic equations, and trigonometry.

**Pre-requisites:** Math 49 or sufficient College Readiness Tool (CRT) score.

### MATH 051 - ALGEBRA AND TRIGONOMETRY II

This course is a continuation of Algebra and Trigonometry I and is an equivalent to Principles of Math 12 or Precalculus 12. The course includes a review of basic algebra, functions, transformations, systems of equations, exponential and logarithmic functions, trigonometric functions, identities and equations, application of transcendental function, and arithmetic and geometric sequences and series. The course introduces counting and probability.

**Pre-requisites:** Pre-calculus 11, Principles of Math 11, MATH 050 or equivalent with a grade of "C" or better. Foundations 11 with written permission of the instructor or School Chair.

### 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
- exponential and logarithmic functions

**Course Credit:** 1

### 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.

**Course Credit:** 1

### 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 at Selkirk College. Topics include solving equations, trigonometry, and problem solving skills.

**Course Credit:** 1

### 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.

**Pre-requisites:** Pre-calculus 12, Principles of MATH 12 or equivalent with a grade of "C+" or better or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** MATH 100 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**Course Credit:** 3

### MATH 125 - BUSINESS MATHEMATICS

MATH 125: Business Mathematics is 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.

**Pre-requisites:** Pre-Calculus 11 or equivalent with grade of "C+" or better, or written permission of the Instructor and School Chair.

**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

**Pre-requisites:** Principles of Math 12 or MATH 110 or equivalent with grade of "C" or better, or permission of instructor.

**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.

**Pre-requisites:** Acceptance to SEG Diploma programs.  
**Course Credit:** 3

† Math Refresher courses are offered at the end of August each year.

**MATH 180 - MATHEMATICS FOR TEACHERS**

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.

*Pre-requisites:* Pre-calculus 11, Foundations 11 or equivalent with a grade of "C" or better, or written permission of the Instructor and School Chair.

**Course Credit:** 3

**MATH 181 - PROBLEM SOLVING**

Designed to follow MATH 180, Math 181: Problem Solving 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.

*Pre-requisites:* 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 better; MATH 180 with a grade of "C" or better; or written permission of the Instructor and School Chair.

**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.

*Pre-requisites:* MATH 160.

**Course Credit:** 3

**MATH 221 - INTRODUCTORY LINEAR ALGEBRA**

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.

*Pre-requisites:* MATH 100 with a grade of "C" or better or written permission of the Instructor and School Chair.

**Course Credit:** 3

**MATH 292 - RESOURCE STATISTICS III**

This course is a continuation of Math 291 - Resource Statistics II. Topics include sampling techniques, experimental design and computer based application. Additional topics may include analysis of variance, non-parametric statistics or time series forecasting.

*Pre-requisites:* Math 291

**Course Credit:** 2

**PEAC 100 - PEACE STUDIES I**

PEAC 100: Peace Studies I is 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.

*Pre-requisites:* English 12 with a grade of "C" or better, or written permission of the Instructor and School Chair.

**Course Credit:** 3

**PEAC 101 - PEACE STUDIES II**

PEAC 101: Peace Studies II is 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.

*Pre-requisites:* English 12 with a grade of "C" or better, or written permission of the Instructor and School Chair. PEAC 100 recommended.

**Course Credit:** 3

**PEAC 201 - FROM WATER TO CHOCOLATE: ENVIRONMENT, CONFLICT AND JUSTICE**

PEAC 201: From Water to Chocolate: Environment, Conflict and Justice is 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.

*Pre-requisites:* Second year standing or written permission of the Instructor and School Chair.

**Course Credit:** 3

**PEAC 202 - LEADERSHIP FOR PEACE: THE INDIVIDUAL AND SOCIAL TRANSFORMATION**

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.

*Pre-requisites:* English 12 or equivalent with a grade of "C" or better, or written permission of the Instructor and School Chair. Successful completion of or concurrent study in Peace Studies 100/101 strongly recommended.

**Course Credit:** 3

**PEAC 203 - INTRODUCTION TO TRANSFORMATIVE JUSTICE: THEORY AND PRACTICE**

PEAC 203: Introduction to Transformative Justice: Theory and Practice explores the theory and practice of transformative justice. 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.

*Pre-requisites:* English 12 or equivalent with a grade of "C" or better, 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

## UNIVERSITY ARTS & SCIENCES COURSES (A–Z)

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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 transformative learning experience that will lead to a deeper understanding of building cultures of peace at the interpersonal, community and global levels.

**Pre-requisites:** 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 TRANSFORMATIVE JUSTICE

PEAC 301: Directed Studies in Transformative Justice allows the student to focus on his or her 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.

**Pre-requisites:** PEAC 203 or written permission of the Instructor and School Chair.

**Course Credit:** 3

### PEAC 303 - TRANSFORMATIVE JUSTICE PRACTICE

PEAC 303: Transformative Justice Practice is a sequel course to PEAC 301: Directed Studies in Transformative Justice. In this course, the student carries out the proposal developed in PEAC 301 by completing a 90-hour transformative justice practicum or project in the workplace, school or community. (Spring offering only)

**Pre-requisites:** PEAC 203 and PEAC 301.

**Course Credit:** 3

### PEAC 305 - MEDIATION SKILLS

This intensive week long course provides the student of transformative 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.

**Pre-requisites:** PEAC 203, 301 and 303.

**Course Credit:** 2

### PHIL 100 - INTRODUCTORY PHILOSOPHY I

In PHIL 100: Introductory Philosophy I we focus on reality and its relationship to human consciousness. The specific topics include questions about metaphysics, religion, knowledge, and truth. The main issue we explore is whether we can know the nature of reality beyond human sensory experience.

**Pre-requisites:** ENGL 12 with a “C” or better or written permission of the Instructor and School Chair.

### PHIL 101 - INTRODUCTORY PHILOSOPHY II

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.

**Pre-requisites:** ENGL 12 or equivalent with a grade of “C” or better or written permission of the instructor and School Chair

### PHIL 120 - INTRODUCTION TO LOGIC AND CRITICAL THINKING

PHIL 120 - Introduction to Logic and Critical Thinking also covers topics including rhetoric, inductive and deductive arguments, ambiguities and fallacies.

### PHIL 210 - BIOMEDICAL ETHICS

The provision of healthcare can give rise to serious ethical questions. In PHIL 210: Biomedical Ethics, we are going to identify some of these questions and explore the challenges they present. We will develop the resources we need to see the ethical issues, and we will work at how to weigh moral considerations and how to make and justify recommendations concerning what to do in the medical context. The course will touch on the following issues: ethical theory, autonomy, paternalism, surrogate decision making, informed consent, competence, research and review boards, sanctity of life, abortion, power of attorney, advanced directives, requests to die, traumatic brain injury, physician-assisted dying, public health, vaccines, organ donation, prenatal screening, transgender health, genetic screening and therapy, 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.

**Pre-requisites:** Successful completion of English 12 with a grade of “C” or better. English 110 is recommended.

### PHYS 050 - BASIC PRINCIPLES OF PHYSICS

A college preparatory course. Topics include the study of motion, Newton’s laws, momentum, energy, properties of matter, heat, sound, light, and electricity.

**Pre-requisites:** MATH 050 or equivalent; Math 050 may be taken concurrently with PHYSICS 050.

### PHYS 060 - PHYSICS, PROVINCIAL LEVEL

Physics 060 is the equivalent of Physics 12 (Provincial Level Physics). It is intended as preparation for first-year university or college courses in physics. Core topics include two-dimensional kinematics and dynamics, electrostatics, electromagnetism, waves, and optics. Optional topics include fluids, DC and AC circuits, electronics, special relativity, quantum physics, and nuclear physics.

**Pre-requisites:** Physics 11 and Math 11 (or equivalents)

### PHYS 102 - BASIC PHYSICS I

Physics 102 - Basic Physics I is 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.

**Pre-requisites:** Pre-calculus 12, Principles of MATH 12, MATH 051, or MATH 060 and PHYS 11 or equivalent with a grade of “C” or better, or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** PHYS 102 with a grade of “C” or better or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** PHYS 12 or equivalent with a grade of “C” or better or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** PHYS 104 and MATH 100 with a grade of “C” or better or written permission of the Instructor and School Chair.

**Course Credit:** 3

### 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.

**Pre-requisites:** ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** PSYC 100 with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** PSYC 100/101 or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** PSYC 100/101 or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** PSYC 100/101 with a grade of "C" or better or written permission of the Instructor and School Chair.

**Course Credit:** 3

### PSYC 231 - PSYCHOTIC AND ORGANIC 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.

**Pre-requisites:** PSYC 230 or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** PSYC 100/101 or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** PSYC 100/101 and PSYC 240 or written permission of the Instructor and School Chair.

**Course Credit:** 3

### PSYC 300 - ADDICTIONS FOR HEALTH PROFESSIONALS

PSYC 300: Addictions for Health Professionals is 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

### 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.

**Pre-requisites:** ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** SOC 120 or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**Course Credit:** 3

### SOC 205 - INTRODUCTION TO SOCIAL RESEARCH

Sociology 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.

**Pre-requisites:** Second year standing.

**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.

**Pre-requisites:** ENGL 12 or equivalent with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** Sociology 120 and Sociology 121 (Selkirk College) or the equivalent six units of introductory Sociology from other institutions.

**Course Credit:** 3

## UNIVERSITY ARTS & SCIENCES COURSES (A–Z)

[selkirk.ca/uas/uas-courses-subjects](http://selkirk.ca/uas/uas-courses-subjects)

### 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.

**Pre-requisites:** 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.

**Pre-requisites:** SPAN 102/103 or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** SPAN 112 or equivalent or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** A "C" or better in Spanish 12 or Spanish 112/113 or equivalent, or written permission of the Instructor and School Chair.

**Course Credit:** 3

### SPAN 123 - CONTEMPORARY SPANISH LANGUAGE AND LITERATURE II

In Spanish 123, 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.

**Pre-requisites:** A "C" or better in Spanish 122 or equivalent, or written permission of the Instructor and School Chair.

**Course Credit:** 3

### STAT 105 - INTRODUCTION TO STATISTICS

STAT 105: Introduction to Statistics is 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.

**Pre-requisites:** Foundations of Math 12 or Pre-calculus 11 or equivalent, with a grade of "C+" or better, or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** Math 100 or Math 140 or an equivalent calculus course that introduces integral calculus.

**Course Credit:** 3

### STAT 306 - STATISTICS FOR HEALTH PROFESSIONALS

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, and life stages and populations. General themes include descriptive statistics, probability, probability and sample distributions, confidence intervals and hypothesis testing.

**Pre-requisites:** **Pre-requisites:** Math 100 with a grade of "C+" or better, or written permission of the Instructor and School Chair.

**Course Credit:** 3

### WS 100 - WOMEN'S STUDIES I

Women's Studies 100 is 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.

**Pre-requisites:** English 12 with a grade of "C" or better or written permission of the Instructor and School Chair.

**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.

**Pre-requisites:** English 12 with a grade of "C" or better or written permission of the Instructor and School Chair.

**Course Credit:** 3

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934,000

jobs are forecast to become available over the next 10 years in British Columbia, of those job openings...

42%

WILL REQUIRE DIPLOMA, CERTIFICATE OR APPRENTICESHIP TRAINING



36%

WILL REQUIRE BACHELOR'S, GRADUATE OR FIRST PROFESSIONAL DEGREE AND/OR SIGNIFICANT WORK EXPERIENCE



18%

HIGH SCHOOL AND/OR OCCUPATION-SPECIFIC TRAINING



4%

LESS THAN HIGH SCHOOL

SOURCE: B.C. 2025 Labour Market Outlook. Retrieved from <https://www.workbc.ca/Labour-Market-Information/B-C-s-Economy/Reports.aspx>

### Education that's affordable...

By choosing to attend college rather than university you can take some of the financial strain out of the first years of post-secondary learning.



SELKIRK COLLEGE



UNIVERSITIES (BC)

**ANNUAL TUITION COMPARISON EXAMPLE\*** FOR UNIVERSITY TRANSFER/ ACADEMIC ARTS

\*Comparisons are based on data collected by the Ministry of Advanced Education, BC Public Post-Secondary Institutions Academic Arts Annual Tuition Fees for Full-Time Students. <https://catalogue.data.gov.bc.ca/dataset/tuition-fees-for-artsprograms-at-b-c-public-post-secondary-institutions>

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