

**Education Council Meeting**  
**Thursday, November 1, 2018, 4:00 p.m.**  
**S 103B – Student Services Boardroom**

**Faculty**

Name	Location
Tim Walters	Shuswap Revelstoke Rep
Nicole Davis	South Okanagan Similkameen Rep
Norah Bowman	Central Okanagan Rep
Rocio Alejandre	North Okanagan Rep
Danny Marques	Trades & Apprenticeship - Kelowna
Amanda Krebs	Arts & Foundational - Pent
Catherine Farrow	Health & Social Development
Kevin Douglas	Science and Technology Programs
Chris Newitt	Arts & Foundational – Kelowna
Roberta Sawatzky	School of Business - Kelowna

**Educational Administrators**

Name	Location
Bill Gillett (e-copy)	Dean – Business & Commercial Aviation Programs
Andrew Hay (e-copy)	Vice President Education
Dennis Silvestrone	Director – CS
Ross Tyner	Director – Library Services

**Students**

Name	Location
	Student – South Okanagan Similkameen
Nathaniel Lee-Ran	Student – Central Okanagan
	Student – North Okanagan
Relan Johanson	Student - Shuswap Revelstoke

**Staff**

Name	Location
Amanda Pope	Vernon Campus
Debbie Freeman	Kelowna Campus

**Non-Voting**

Name	Location
Jim Hamilton (e-copy)	President, OC
	Board of Governors

**Secretariat**

Name	Location
Jane Muskens	Registrar OC
Maddy Welsh	Education Council Office

**Other Recipients**

Name	Area	Name	Area
Joanna Campbell (e-copy)	Assistant to the President	Charlotte Kushner (e-copy)	VP - Students
Eric Corneau (e-copy)	Regional Dean –S Ok/Similk.	Yvonne Moritz	Dean – Science, Technology & Health
Jackie Dewar- Pine	Campus Admin-Penticton	Steve Moores	Dean – Trades & Apprenticeship
Rob Huxtable	Dean – Arts & Foundational Programs	Jonathan Rouse	Assoc Dean – Business & Aviation Programs
Margaret Scharf (e-copy)	Campus Admin-Salmon Arm	President	OC Student Union
Joan Smeyers (e-copy)	Campus Admin - Vernon	President	OC Kalamalka (Vernon) Student Assoc
Laura Berntzen (e-copy)	Asst to the Dean– STH	L Thurnheer (e-copy)	Associate Dean – STH
Anita Harden (e-copy)	Registrar's Office - Kelowna	Eve Avis (e-copy)	Asst to Dean - AFP
Michelle Sinclair (e-copy)	Asst to Dean-Trades/Appren	Leanne Foster (e-copy)	Asst to Director- International
Jasmine McGee (e-copy)	Asst to Director - Student Serv	T Kisilevich (e-copy)	Assoc Dean – Trades & Apprenticeship
Lynn Kohout (e-copy)	Asst to Dean-Bus & Aviation	Barry McGillivray (e-copy)	Assoc Dean – Business & Aviation
Karen Hojnocki (e-copy)	Asst to Director–Con Studies	Allan Coyle (e-copy)	Director, Public Relations
Joan Ragsdale (e-copy)	Regional Dean Shuswap/Rev	Tanya Harding (e-copy)	Exec Asst-VP Finance & Admin
Liz Plamondon (e-copy)	Exec Asst-VP Students	Angie March (e-copy)	Asst to Regional Dean – Central Ok
Lara Jennings (e-copy)	Exec Asst – VP Education	Bob Eby (e-copy)	VP - Finance and Administration
Beverlie Dietze (e-copy)	Director, Learning/Teaching	Inga Wheeler (e-copy)	Assoc Registrar – Enrolment Services
Jane Lister (e-copy)	Regional Dean N Okanagan	Sharon Josephson (e-copy)	Associate Dean – AFP
Phil Ashman (e-copy)	Regional Dean C Okanagan	Karen Sansom (e-copy)	Associate Dean - AFP
Carlyn Young (e-copy)	Registrar's Office - Kelowna	James Coble (e-copy)	Director, Student Services
Gail Brown (e-copy)	Enrolment Services - Kelowna	Russell Boris (e-copy)	Director, International



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**Okanagan College Education Council Agenda  
Meeting of Thursday, November 1, 2018 4:00 pm  
S 103B – Student Services Boardroom**

**6. Reports**

- 6.1 Council Chair's Report – Chris Newitt
- 6.2 President's and Vice President Education Report – Andrew Hay
- 6.3 Registrar's Report – Jane Muskens
- 6.4 Board of Governors Report -

**7. Date, Time of Next Regular Meeting** – Thursday, December 6, 2018 at 4:00 pm

**8. Deadline for Agenda Items** – Wednesday, November 21, 2018

**9. Adjournment**



# **Appendix 3.1**

## **Approval of the Minutes for the October 4, 2018 Education Council meeting**

Motion: “That Education Council approves the minutes from the October 4, 2018 Education Council meeting as presented.”

**Okanagan College Education Council  
Minutes of Thursday, October 4, 2018 4:00 pm  
C 344H – Kelowna Campus**

**Draft**

**Present:** A Hay, R Johanson, A Lang, D Marques, N Nesbitt (by phone), C Newitt, A Pope, R Tyner, R Alejandre (by phone), N Bowman, Kevin Douglas, R Sawatzky, W Gillett (by phone), T Walters, D Silvestrone, N Davis (at 4:05)

**Regrets:** A Krebs, J Hamilton, J Muskens

**Absent:**

**Guests:** A Hickey, R Huxtable

**Recorder:** M Welsh

**1. Determination of Quorum and Call to Order**  
C Newitt called the meeting to order at 4:02 pm.

**2. Adoption of the Agenda**  
**Motion:** R Johanson/ D Silvestrone  
That Education Council approves the agenda as presented.  
- 5.1.b should read, "new course".  
**Carried**

**3. Approval of the Minutes**  
**Motion:** R Sawatzky/ A Pope  
That Education Council approves the minutes of the September 13, 2018 Education Council meeting as presented.  
- 6.2 on handwritten page 6 should read, "DQAB"  
**Carried**

**4. Business Arising**

**5. New Business**

**5.1 CPRC – AFP Curriculum**

- a. **New course: LSIN 099 ASE Special Topics**  
**Motion:** R Tyner/ A Pope  
That Education Council approves the new course: LSIN 099 ASE Special Topics as recommended by the CPRC – AFP.
- R Huxtable described the benefits of special topics courses, in that they provide a test site for future courses and reflect the interests and specialties of faculty.
  - There will be many changes to the ASE program coming to Education Council, but this new course is not dependent on those changes; it suits the current programming.
  - The goal of this course is to prepare students for employment. It allows students to develop a readiness for employment suited to their skills, upon recommendation. Retail Service is just one example of a potential topic, other topics will focus where the need arises from student interest.
  - A member was concerned with the quality of the course outline presented as it was full of spelling mistakes, grammatical errors, and nonsensical instructions. He

questioned if the Council was meant to focus more on the rationale and calendar description or the outline.

- R Huxtable explained that the role of the outline was meant to be an example of what was to come and is not necessarily the set outline. He advised that the Council look more to the calendar description as he would hate to see any proposal denied for the detail and quality of the outline. He agreed that the outline presented was a poor model in terms of academic representation.
- C Newitt agreed that the Council should look to the calendar description, rather than the outline. He advised that the Council expects a better presentation. A new software for Education Council would control the quality of submissions.
- A member questioned the prerequisites and whether it was standard to see "upon recommendation of the ASE Department". She wondered if this could be a human rights issue for which the College could be held liable.
- R Huxtable noted that this has been an issue before. The department holds interviews to place students in the correct courses. The coming program revision would change entry requirements for the whole program. R Huxtable does not want to understate the assessment of student readiness based on interaction with the instructor of the course. He agrees that the department is vulnerable from denial of admission. The department is trying to operationalize this to be more objectively quantified.
- A member confirmed that this special topics course would allow faculty flexibility to offer other topics based on student needs and employer/market need in terms of opportunities.
- C Newitt added that he will remind CPRC – AFP of the importance of proofreading submissions before they are recommended to Education Council.

**Carried with one opposition.**

b. **New course: GEOG 207 Introduction to Biogeography**

**Motion:** R Johansson/ K Douglas

That Education Council approves the new course: GEOG 207 Introduction to Biogeography as recommended by the CPRC – AFP.

- R Huxtable explained that this is not an atypical geography course. It compliments a series of offerings.
- This course transfers to many, but not all, institutions as a lab science course. AFP chairs and members of CPRC – AFP did not see this course as satisfying lab science requirements for the Associate of Arts degree. The Geography department was not upset at this.
- A member commented that the course looks similar to a lab science course and this could be problematic for students. She suggested adding some clarification in the description. R Huxtable added that the calendar has a list of courses to indicate what is accepted as a lab science course. If clarification was included in this description, clarification would have to be added to all like-course descriptions.
- A member noted that on handwritten page 12, "Bio" should be written as "BIOL".
- A member noted that "Earth" should be capitalized in the course description.
- A member also noted the inconsistencies between "earth" and "the earth" in the course description.
- A member noticed on handwritten page 13, under "Recommended Material", the book title should be capitalized.
- A member questioned the number of labs for the course. R Huxtable confirmed that there were seven. The work load implications will be made clear in scheduling ahead of time.
- A member questioned how scheduling worked around class trips. A Hickey advised that scheduling would not see external labs differently from internal labs unless the department chair said otherwise. Labs are scheduled with the normal travel time of ten minutes between classes.

- C Newitt asked if there was non-arbitrary criteria for which courses met the lab science requirements and which did not. R Huxtable noted that there was consultation with the science department, but there was a question as to whether their voice was more than advisory. The geography department did not see this as warranting debate. Arts chairs looked at BCCAT to determine what constitutes a lab science. C Newitt noted that it was possible given the structure of Chairs and CPRC that the department could push for the course to be recognized as a lab science course, although Education Council would make that final call. The framework of this scenario could be explored in case it comes up in the future.

**Carried**

## 5.2 Schedules

### a. Human Service Work Diploma

**Motion:** R Johansson/ T Walters

That Education Council approves the Human Service Work Diploma 2019-2020 schedule as presented for recommendation for the board.

- A Hickey explained that this is just the latest schedule, the only difference being the change in Family Day.
- Members noted that Family Day 2020 was listed incorrectly for HSW and CDA. Family day 2020 is February 17, not 14.
- C Newitt added that there will be a new policy wherein schedules will not need to come through Education Council. Deans will determine the schedules.

**Carried**

### b. Certified Dental Assistant and Practical Nursing Diploma

**Motion:** N Bowman/ R Tyner

That Education Council approves the Certified Dental Assistant 2019-2020 schedule and the Practical Nursing Diploma 2019-2020 schedule as presented for recommendation for the board.

- Rationale as above.
- A member was curious about the dates for the Christmas closure. A Hickey explained that the dates articulate when the school is closed to the public, not necessarily when classes are happening.
- A member questioned why the 2019-2020 schedule for Practical Nursing goes into 2021. A Hickey advised that the challenge with this program is its 18 month length. What is referred to in the schedule is when the program is starting, not finishing. This is more of an aid to the students to show relevant dates.

**Carried**

## 5.3 Standing Committee reports

### a. Operations Committee

- Operations Committee will most likely meet at the end of the month to approve graduates and nominate members to ARP. An Education Council voting member is needed for ARP. C Newitt encouraged members to put their name forward if they were interested in having a voice in the creation of new policies.

### b. ARP Committee

- Not yet met.

### c. CCC Committee

- Not yet met.

### d. Tributes Committee

- Tributes Committee will meet in early November to discuss honorary fellows.

## 6. Reports

### 6.1 Council Chair's Report – C Newitt

- C Newitt did not make it to Academic Governance Council this term due to teaching responsibilities. He has emailed the council and is involved in ongoing discussions for different policies.
- November's Education Council meeting will be very busy due to the large volume of material. In addition to curriculum, there will be items related to Kindergarten to Grade 12 prerequisites. Members should plan for a long meeting accordingly.
- A member questioned if the meeting could be carried over to the next day. C Newitt noted that this has happened in the past. It has always been the case that if student registration was imminent, the Council would work hard to get things through. In this case, a special meeting would be called.

### 6.2 President & Vice-President Education Report – A Hay

- DQAB had no questions regarding the Post Baccalaureate Diploma in Human Resources Management. It has been forwarded to the Education Office for their assessment.
- A member questioned if the College's increased enrollment should be listed under "Learner Readiness and Success" as increased enrollment was not a goal, therefore is not a success. A Hay noted that increased enrollment could be discussed in its relationship to learner readiness and success. The member felt it would be better listed under "Organizational Sustainability".

### 6.3 Registrar's Report – A Hickey

- A Hickey reminded members that J Muskens is retiring November 23, 2018. The November Education Council meeting will be her last.

### 6.4 Board of Governor's Report –

5 **Date, Time of Next Regular Meeting** – Thursday, November 1, 2018 at 4:00

6 **Deadline for Agenda Items** – Wednesday, October 17, 2018

9. **Adjournment** at 4:43

# **Appendix 5.1**

## **Curriculum recommended by the CPRC – AFP**

# Curriculum recommended by the Curriculum Proposal Review Committees

## Arts and Foundational Programs

**Motion: That Education Council approves the new course: GEOG 255 Geography of Beer as recommended by the CPRC – AFP:**

**Rationale:**

Second year geography course with physical and human geographical elements offered in Vernon, examining spatial patterns in the production, consumption, and traditions of beer, complimentary to Geography of Wine (GEOG 213) which is offered on the KLO campus. This course will be beneficial for geography students wishing to make connections between climate, environments, crops, water resources (and water quality/characteristics), agriculture, culture, and industry GEOG 255 can be an elective for Business students, as economic trends of global consolidation and the resurgence of local entrepreneur brewers will be examined. The course may be of value to those interested in BC history, particularly with respect to women's students, as the influence of WCTU's promotion of prohibition in BC, eventually resulting in the compromise of the beer parlour, will be examined. The course may also be of interest to those pursuing an academic path in tourism and hospitality, general studies, or environmental science/management.

**Calendar description:**

GEOG 255 Geography of Beer examines local, regional, and national spatial patterns in the history, ingredients, cultural traditions, and practices in the agriculture, brewing, and consumption of beer. Impacts of climate and climate change on raw ingredient crops and local water resources will be explored; waste streams, agriculture, tourism, labour, economic trends, including global consolidation and the craft brewing renaissance within the beer industry, will be examined. Emphasis will be on the local (Okanagan) area in comparison to provincial, Canadian, British, European, and American regions.

**Prerequisites:**

Second year standing or completion of at least 3 credits of first-year GEOG or EESC.

**Course outline:**

<b>Geog 255: Geography of Beer</b>	
Geography, Earth & Environmental Science Okanagan College	
<b>Professor:</b>	First Last-Name Office: C-255, office hours _____ day x:xx- y:yy Phone: 250-762-5445 ext. 5555 Email: FLast-Name@okanagan.bc.ca
<b>Calendar Description</b>	
Geog 255 Geography of Beer examines local, regional, and national spatial patterns in the history, ingredients, cultural traditions, and practices in the agriculture, brewing, and consumption of beer. Impacts of climate and climate change on raw ingredient crops and local water resources will be explored; waste streams, agriculture, tourism, labour, economic trends, including global consolidation and the craft brewing renaissance within the beer industry, will be examined. Emphasis will be on the local (Okanagan) area in comparison to provincial, Canadian, British, European, and American regions. (3, 0, 0)	

## Learning Outcomes

Upon completion of this course, students will be able to:

- Describe the history and technique of beer brewing from ancient Egypt to modern day in the Okanagan Valley
- Recognize production patterns of raw ingredients and the impact of climate change on water resources, appellation, and regional beer availability
- Integrate knowledge of local beer-related agricultural practices to ecosystem health
- Recognise agro-tourism opportunities within the beer industry and connect sustainability attributes within the sector
- Relate cultural traditions to provide insight into trends within the beer industry
- Recognize how beer fits into overall patterns of alcohol (cider, wine and spirits) economics locally, provincially, and nationally

## Course Format

This is an instructor-led course. It includes lectures and experiential learning excursions led by the professor and presented by local experts in the sector.

Lecture : \_\_\_ day\_                      time: xx:x0 – xx:x0                      room:

Several experiential learning excursions during lecture time may be scheduled and may involve meeting at a location off-campus. The consumption of alcoholic beverages is in no way mandatory in the participation of this course and will not be consumed during class time.

### **Experiential Learning:** Excursion Highlights

On each excursion, the students will have the opportunity to hear from and ask local experts how they see their business affected by geography, or how geography affects their industry. Elements from each excursion will be related to the learning objectives, i.e. modern Okanagan brewing techniques, ingredients (including water), agricultural practices and ecosystem health, trends within the beer industry, and geographical patterns of the alcohol sector.

#### 1. Gambrinus Malting Corporation, Armstrong BC

- Local malting house with local-to-provincial market reach
- Purchasing from local/extra-local grain producers
- Industrial processes, quality control/assurance, shipping/distribution networks
- Contribution to economy, jobs, environment (waste recycling, power consumption, water usage)

#### 2. Okanagan Spring Brewing, Vernon BC

- Industrial brewer with national reach
- Local to international ingredient use (hops?), packaging, distribution network
- Brewing technology with water quality enhancement
- Waste streams, energy consumption

#### 3. Marten Brew Pub, Vernon BC

- Small batch, local to foreign ingredients

- Waste stream
- Water characteristics
- Yeast choices
- Market size, distribution?

#### 4. Planet Bee /Honeymoon Meadery, Vernon BC

- Flower crop to produce honey
- Ecosystem health: compare against grain production

#### 5. Crannog Brewing, Sorrento, BC

- Cradle-to-grave waste recycling with farm, hop plantation
- Provincial distribution, packaging
- Local ingredients, water

### **Prerequisites**

Second year standing or completion of at least 3 credits of first-year GEOG or EESC.

### **Required Textbook**

Mark Patterson, Nancy Hoalst-Pullen, 2014. *The Geography of Beer: Regions, Environment, and Societies*. Springer

### **Additional readings**

Bill Bryson. 2013. *One Summer: America 1927*. Double Day. Ch 12 Prohibition. (excerpt on Moodle)

Robert A. Campbell 1991. *Demon Rum or Easy Money: Government Control of Liquor in British Columbia from Prohibition to Privatization*. Carleton University Press (on reserve in library)

Sharon Anne Cook 1995. *Through Sunshine and Shadow: The Woman's Christian Temperance Union, Evangelism, and Reform in Ontario, 1847-1930*. McGill-Queen's University Press (on reserve in library)

Nancy Hoalst-Pullen, Mark Patterson, 2017. *Atlas of Beer*. National Geographic Society. (on reserve in library)

Abass A. Olajire, 2012. The brewing industry and environmental challenges. *Journal of Cleaner Production* (in press)

John Palmer and Colin Kaminski. 2013. *Water: A Comprehensive Guide for Brewers*. Brewers Publications (excerpt on Moodle, on reserve in library)

Geoffrey S. Simate et al. 2011. The treatment of brewery wastewater for reuse: State of the art. *Desalination* 273:235-247 (pdf on moodle)

## Evaluation

Your mastery of the learning outcomes will be evaluated through a mid-term and final exam and response papers on seminars/field trips as follows:

Experiential learning responses	25% (five at 5% each)
Mid-term exam	20%
Research project*	20%
Final Exam	35%

\*Students will be expected to generate a research question in consultation with the college professor toward the aim of creating a research project worth 20% on a topic related to the Geography of Beer

## Class Policies

- Please be courteous to your fellow students, show up to class on time, restrain from excessive or loud talking during lectures, and turn off all cell phones.
- Cheating on an exam or assignment may result in failure of the course and will be reported to the Dean. Cheating includes but is not limited to dishonest conduct during tests or examinations in which use is made of books, notes, diagrams or other aids. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination (see OC Calendar <http://webapps-5.okanagan.bc.ca/ok/Calendar/AcademicIntegrity>).

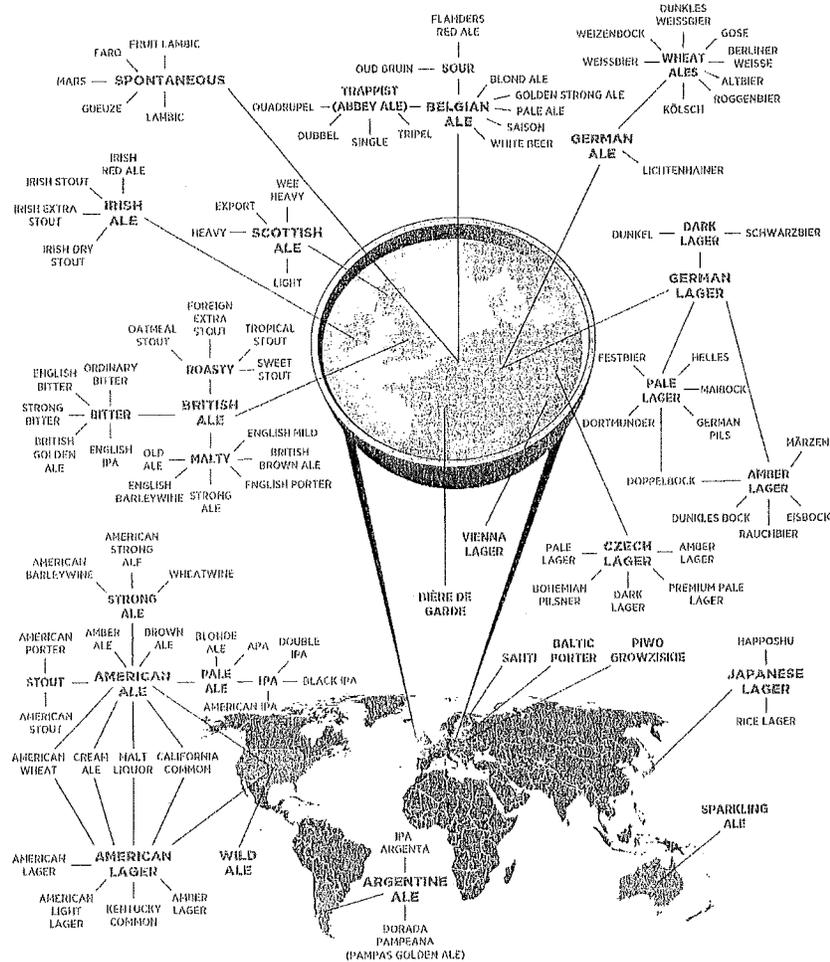
There will be no makeup exams without prior approval or an official excuse\*\*. Please notify me as soon as possible if you will miss an exam. As per college policy, out-of-time final examination will not be granted for vacations, trips, or reasons other than those noted in the Calendar. Thus upon your return, you should be prepared to present proof for the absence (e.g., a physician's note, death certificate, etc.).

- It is the responsibility of the student to contact Accessibility Services ([https://www.okanagan.bc.ca/Student\\_Services/students/accessibility-services.html](https://www.okanagan.bc.ca/Student_Services/students/accessibility-services.html)) to initiate the process to develop an accommodation plan for the experiential component of this course. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each eligible student to meet course requirements without a substantial alteration of academic content.

This course examines how we get from water, barley, and hops to:

### The Geographic Origins of Major Beer Styles

Beer styles come from all over the world, but the majority originated in Belgium, Germany, the United Kingdom, and the United States.



### Schedule

Week No.	Week start	Lecture Topics	Experiential Topic	Textbook and Additional Readings
1	Jan 1	Introduction to beer, Fermentation, archeological evidence	<i>None scheduled</i>	Ch 3 "Spatial Diffusion of Beer from its Sumerian Origins to Today" Ch 2 "Geography of Beer in Europe from 1000BC to AD 1000"
2	Jan 8	Modern brewing, recent history in BC, Prohibition in BC and the beer parlour	<i>None scheduled</i>	Campbell, R.A. Ch 1 "Demon Rum" Bryson, B. Ch. 12 "Prohibition" Cook, S. Ch.1 "Sunshine and Shadow"

3	Jan 15	Appellation, Terroir, ingredients, climate zones and grain/hop growing regions	<b>None scheduled</b>	Ch 7 "Geographic Appellations of Beer" Ch 8 "Global Hop" Ch 10 "Taste of Place: Environmental Geographies of the
4	Jan 22	Water, resource extraction, Climate change impacts	1 Gambrinus Malting	Ch 9 "Sweetwater, Mountain Springs, and Great Lakes: A hydro-geography of Beer Brands Palmer & Kaminski "Water"
5	Jan 29	Bottling, distribution, Global business: mass consolidation	<b>None scheduled</b>	Ch. 14 "Too Big to Ale? Globalization and Consolidation in the Beer Industry D. Jernigan. "The global alcohol industry: an overview"
6	Feb 5	National vs corporate identity; The Legion and Canada; Molson &	2 Okanagan Spring	Ch. 12 "Origins and Diaspora of the India Pale Ale"
7	Feb 12	<b>Reading week</b>	<b>None scheduled</b>	Ch. 11. "Sustainability Trends in the Regional Craft Beer Industry"
8	Feb 19	The local world of beer: micro & craft brewing	3 Marten Brewing	Ch. 13. "Ubiquity of Good Taste: A Spatial Analysis of the Craft Brewing Industry in the United States"
9	Feb 26	<b>Mid-term exam</b>	<b>None scheduled</b>	Ch. 15"Microbreweries, Place, and Identity in the United States"
10	Mar 3	Beer and religion, Gambrinus, Monastic brewing	4 Planet Bee	Loyola Press. "How Monks Revolutionized Beer and Evangelization" (on Moodle)
11	Mar 10	tourism & recreation; BC Ale Trails	<b>None scheduled</b>	Ch 16 "Neolocalism and the Branding and Marketing of Place by Canadian Microbreweries"
12	Mar 17	agro-eco-sustainability <b>research project due</b>	5 Crannog Ales	Simate et al, 2011. "The treatment of brewery wastewater for reuse: State of the Art" Olajire, 2012. "The brewing industry and environmental challenges"
13	Mar	beer vs wine vs spirits & consumer trends;	<b>None scheduled</b>	Compare Statistics Canada vs. Australian Bureau for Statistics vs.
14	Apr 1	Sports and beer Brewing schools (guest speaker tba)	<b>None scheduled</b>	Messner and Montez de Oca 2005 "The Male Consumer as Loser: Beer and Liquor Ads in Mega Sports Media
	tba	<b>Final Exam</b>		

**Implementation date:** January 2, 2019

**Cost:** N/A

# **Appendix 5.2**

## **Curriculum recommended by the CPRC - STH**

# DUAL CREDIT AGREEMENT

## HEALTH CARE ASSISTANT PROGRAM

### BETWEEN

### OKANAGAN COLLEGE

### AND

### SCHOOL DISTRICT 53 (Okanagan-Similkameen)

Dated for Reference: June 11, 2018

#### Preamble

In order to increase learning and career opportunities for students in the North Okanagan region, Okanagan College at its Salmon Arm Campus ("Okanagan College") and School District No. 53 (Okanagan-Similkameen) ("School District") agree to collaborate to admit School District No. 53 Grade 12 and other school age students to Okanagan College's Health Care Assistant Certificate program on a dual credit basis. Dual credit programs are defined as programs that will be recognized for credit toward BC Secondary School graduation requirements and Okanagan College certificate requirements.

#### Objectives

This agreement seeks to:

- Encourage secondary school students to investigate career programs as part of their Transition Plan;
- Facilitate post-secondary admission for students into the Health Care Assistant Certificate program;
- Foster education initiatives between Okanagan College and the School District; and
- Increase successful transition rates from secondary to post-secondary education.

This agreement benefits students by:

- Providing dual credit towards secondary graduation and post-secondary training;
- Providing reserved seats in the designated Okanagan College program;
- Minimizing time and cost required to complete post-secondary programs; and
- Increasing students' knowledge of post-secondary training.

Therefore, in consideration of the mutual promises, covenants and agreements contained herein, the parties hereto agree as follows:

## Terms of Agreement

### 1. Program Admission:

- Okanagan College agrees to admit and register School District approved Grade 12 and graduated grade 12 students who have not yet turned 19 years of age ("other SD 53 Student(s)") (collectively SD 53 Student(s)) into its Health Care Assistant Certificate program scheduled during the Okanagan College academic year.
- Okanagan College will hold reserved seats for SD 53 Students for the Health Care Assistant Certificate program that starts February 4 of 2019, until sixty (60) days prior to the start of the program. There will be a total of six (6) reserved seats for the program. Additional reserved seats will be negotiable.
- SD 53 Students approved by the School District to enroll in this program will complete an Okanagan College application form.
- The parties agree that they will protect SD 53 Student information in accordance with the provisions of the Freedom of Information and Protection of Privacy Act and will obtain such consents as are necessary to carry out their respective obligations in accordance with this agreement.
- SD 53 Students will be required to meet all Okanagan College admission requirements for the program as stated in the Okanagan College online Calendar (except for Grade 12 completion) by the program start date.
- SD 53 Grade 12 Students will not be required to meet the admission requirement of Grade 12 completion or equivalent by the program start date. SD 53 Grade 12 Students will be admitted to the Okanagan College certificate program on a conditional basis.
- SD 53 Grade 12 Students applying for the Health Care Assistant Certificate program may be required to attend an interview with Okanagan College's Health Care Assistant department chairperson or designate as an admission requirement to assess suitability of the SD 53 Student before an offer to the program will be made.

### 2. Fee Assessment:

- Okanagan College reserves the right to set fees for all courses and programs. Fees are listed in the College's Calendar.
- Once a SD 53 Student receives an offer of admission to the Health Care Assistant Certificate program, the School District will issue a sponsorship letter on behalf of the SD 53 Student to Okanagan College.
- The sponsorship letter will indicate the following: the name of SD 53 Student, the current high school, the program in which the SD 53 Student is registering, and the type of program fees that the School District will pay (including if the \$200.00 non-refundable offer acceptance tuition deposit will be sponsored).
- Okanagan College will issue an invoice to the School District for the agreed amount of tuition that is to be paid by the School District and such invoice due upon receipt.

- International students will be charged an additional 25% fee above program tuition fees or such other fees as approved by the Okanagan College Board of Governors.
- The School District will inform SD 53 Students that the SD 53 Students will be responsible for paying any additional fees not paid by the School District – all ancillary fees, material fees, and pre-requisite course fees – directly to Okanagan College; and
- The School District will inform SD 53 Students that they will be responsible for purchasing all required textbooks for their program;

### 3. Student Progress:

- Subject to privacy legislation, Okanagan College will correspond with the School District Career Coordinator regarding SD 53 Students' progress on a regular basis.
- Subject to privacy legislation, the School District Career Coordinator will in turn discuss any pertinent information regarding the SD 53 Students with the Health Care Assistant Certificate program's instructors and/or department chair.

### 4. Program Cancellation:

Okanagan College reserves the right to cancel or postpone a program due to low enrolment, unavailability of instructors, facilities, or other circumstances.

- In the event that the Health Care Assistant Certificate program is cancelled where SD 53 Students are enrolled, Okanagan College will give as much advance notice to the School District as soon as possible. If this program is cancelled, Okanagan College agrees to refund the School District and the SD 53 Student(s) the full amount of any tuition including the offer acceptance tuition deposit paid by the respective parties.
- The School District agrees to prepare an alternative plan of study for all SD 53 Students prior to the start of the Health Care Assistant Certificate program. Should this program be cancelled, the School District will be responsible for implementing the alternative plan of study.
- In the event that the Health Care Assistant Certificate program where a SD 53 Student is enrolled is cancelled after it has started, Okanagan College agrees to refund the School District and the SD 53 Students for the portion of the program that has not been completed.

### 5. Withdrawal and Refund Policy:

SD 53 Students who opt to withdraw from the Health Care Assistant Certificate program must receive the written permission of the School District and, if under age of 19, their parent or legal guardian's permission.

- If an SD 53 Student withdraws from the Health Care Assistant Certificate program prior to the start of the program, program tuition fees will be refunded in full to School District with the exception of a \$200.00 non-refundable deposit
- No refunds will be issued for withdrawal requests received after the start date with the

exception of compassionate grounds. In such cases a written request for the refund, accompanied by appropriate documentation (e.g. letter from a physician) must be submitted prior to the end of the program. Refunds for compassionate reasons will be assessed on a pro-rated basis.

- Under no circumstances will refunds be granted for requests received after the end of the course.

#### 6. Dual Credit Credential:

SD 53 Grade 12 Students will not receive their Okanagan College credential until he or she has satisfied all Okanagan College program admission requirements, including completion of Grade 12.

SD 53 Students admitted to the Health Care Assistant Certificate program on a conditional basis will be issued their Okanagan College certificate upon satisfactorily completing all program requirements and admission requirements. As "completion of Grade 12 or equivalent" is an admission requirement to the Health Care Assistant Certificate program, the SD 53 Student will receive their Okanagan College certificate according to the following process:

- Upon successful completion of the Okanagan College program requirements, the SD 53 Students will request a transcript of their Okanagan College grades.
- Okanagan College will provide interim and final marks to the School District for Secondary School reporting requirements.
- SD 53 Students will submit their Okanagan College transcript to the School District to receive credit toward Secondary School graduation requirements.
- Once the SD 53 Students have met all secondary school graduation requirements, they will present their official Secondary School graduation transcript to Okanagan College.
- Once Okanagan College receives this transcript confirming Secondary School graduation (and satisfying the conditional admission to Okanagan College), Okanagan College will issue the certificate to the SD 53 Student.

#### 7. SD 53 will:

- Provide a contact person for OC administration and SD 53 Student-related issues;
- Market the program within SD 53 and community as needed;
- Recruit, screen and provide a cohort of between 1 and 6 SD 53 Students;
- Assist SD 53 Students in meeting program admission requirements, including but not limited to: appropriate first aid certification, criminal record check, TB test and proof of immunizations, and Foodsafe training;
- Assist SD 53 Students as they (SD 53 Students) purchase uniforms, textbooks, and supplies as specified in the HCA Program page in the OC Calendar;
- Provide OC instructors with summary information of learning goals, adaptations and strategies for SD 53 Students with Individual Education Plans, Behaviour Contracts or other agreements

relevant to student learning and classroom management;

- Support SD 53 Students with Individual Education Plans, Behaviour Contracts or other agreements as they would normally be supported in the school, including in-class supports where applicable; and
- Lead SD 53 Students discipline measures, as required.

8. Okanagan College ("OC") will:

- Provide instruction by qualified HCA instructors;
- Be open to interactive opportunities with other SD 53 Students in an effort to promote careers in health care;
- Provide administrative support for and oversight of the program and instructors; and
- Provide all curriculum materials.

9. Program Overview and Outline:

- 26 weeks of instruction at 30 hours per week.

Program start date: February 4, 2019

Program end date: July 31, 2019

(Excluding holiday break dates, where applicable)

- Total Program intake will be a minimum of 10 students and maximum of 12 students.
  - The student cohort will include a maximum of 6 (six) SD 53 Students, with an option to increase this maximum, at the discretion of OC, if seats become available.
  - The remainder of the student cohort will be post-secondary and/or mature students. Both SD 53 Grade 12 Students and post-secondary and/or mature students are required to have a criminal record check prior to admittance into the Program.
- Program Outline / Courses:
  - HCA 101 Interpersonal Communications
  - HCA 102 Health: Concepts for Practice
  - HCA 103 Personal Care and Assistance
  - HCA 104 Healing: Common Health Challenges
  - HCA 105 Home Support/Assisted Living
  - HCA 106 Cognitive/Mental Health Care
  - HCA 107 Clinical Practice

10. Conflict Resolution

- In a case where the Program working committee cannot reach agreement on a matter, the issue will be referred for resolution to a group comprised of representatives from the OC senior administration and SD 53 senior administration.
- In the event a resolution cannot be reached, the parties will refer the matter to mediation conducted under the mediation rules of the BC Mediator Roster Society, and then to binding arbitration under the Commercial Arbitration Act of BC.

11. Agreement Term:

- This agreement may be revised with the written agreement of all parties.
- This agreement will inure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns. This agreement will not be assigned in whole or part without the written consent of the parties;
- If any part of this agreement is determined to be void or unenforceable in whole or in part, it shall not be deemed to affect or impair the validity of any other part hereof which shall continue in full force and effect;
- The laws of the Province of British Columbia and the laws of Canada applicable therein shall govern this agreement;
- The term of the agreement will renew automatically each year unless either party gives twelve (12) months written notice to the other to terminate.

12. Notices:

- Any notice or notices required to be given hereunder to either party shall effectively be given if delivered personally or sent by prepaid registered mail, mailed in Canada, to the parties as follows:

**Okanagan College**

Yvonne Moritz, Dean  
Science, Technology, Health & Social Development  
1000 KLO Road  
Kelowna, B.C. V1Y 4X8  
ymoritz@okanagan.bc.ca

**With a copy to:**

Andrew Hay, Vice President  
Employee and Corporate Services  
Kelowna Campus  
1000 KLO Road  
Kelowna, BC V1Y 4X8  
ahay@okanagan.bc.ca

**And:**

Rod Kitt  
SD 53 Career Education Coordinator  
School District No 53 (Okanagan-Similkameen)  
PO Box 990  
Oliver, BC V0H 1V4  
rkitt@sd53.bc.ca

**AS EVIDENCE OF THEIR AGREEMENT** the parties have executed this agreement as of the date first above written.

\_\_\_\_\_  
Jim Hamilton,  
President  
Okanagan College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Yvonne Moritz, Dean  
Science, Technology, Health & Social Development  
Okanagan College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or representative  
School District No 53

\_\_\_\_\_  
Date

# DUAL CREDIT AGREEMENT

## HEALTH CARE ASSISTANT PROGRAM

BETWEEN

OKANAGAN COLLEGE

AND

SCHOOL DISTRICT 83 (North Okanagan-Shuswap)

Dated for Reference: June 11, 2018

### Preamble

In order to increase learning and career opportunities for students in the North Okanagan region, Okanagan College at its Salmon Arm Campus ("Okanagan College") and School District No. 83 (Salmon Arm) ("School District") agree to collaborate to admit School District No. 83 Grade 12 and other school age students to Okanagan College's Health Care Assistant Certificate program on a dual credit basis. Dual credit programs are defined as programs that will be recognized for credit toward BC Secondary School graduation requirements and Okanagan College certificate requirements.

### Objectives

This agreement seeks to:

- Encourage secondary school students to investigate career programs as part of their Transition Plan;
- Facilitate post-secondary admission for students into the Health Care Assistant Certificate program;
- Foster education initiatives between Okanagan College and the School District; and
- Increase successful transition rates from secondary to post-secondary education.

This agreement benefits students by:

- Providing dual credit towards secondary graduation and post-secondary training;
- Providing reserved seats in the designated Okanagan College program;
- Minimizing time and cost required to complete post-secondary programs; and
- Increasing students' knowledge of post-secondary training.

Therefore, in consideration of the mutual promises, covenants and agreements contained herein, the parties hereto agree as follows:

## Terms of Agreement

### 1. Program Admission:

- Okanagan College agrees to admit and register School District approved Grade 12 and graduated grade 12 students who have not yet turned 19 years of age ("other SD 83 Student(s)") (collectively SD 83 Student(s)) into its Health Care Assistant Certificate program scheduled during the Okanagan College academic year.
- SD 83 Students approved by the School District to enroll in this program will complete an Okanagan College application form.
- The parties agree that they will protect SD 83 Student information in accordance with the provisions of the Freedom of Information and Protection of Privacy Act and will obtain such consents as are necessary to carry out their respective obligations in accordance with this agreement.
- SD 83 Students will be required to meet all Okanagan College admission requirements for the program as stated in the Okanagan College online Calendar (except for Grade 12 completion) by the program start date.
- SD 83 Grade 12 Students will not be required to meet the admission requirement of Grade 12 completion or equivalent by the program start date. SD 83 Grade 12 Students will be admitted to the Okanagan College certificate program on a conditional basis.
- SD 83 Grade 12 Students applying for the Health Care Assistant Certificate program may be required to attend an interview with Okanagan College's Health Care Assistant department chairperson or designate as an admission requirement to assess suitability of the SD 83 Student before an offer to the program will be made.

### 2. Fee Assessment:

- Okanagan College reserves the right to set fees for all courses and programs. Fees are listed in the College's Calendar.
- Once a SD 83 Student receives an offer of admission to the Health Care Assistant Certificate program, the School District will issue a sponsorship letter on behalf of the SD 83 Student to Okanagan College.
- The sponsorship letter will indicate the following: the name of SD 83 Student, the current high school, the program in which the SD 83 Student is registering, and the type of program fees that the School District will pay (including if the \$200.00 non-refundable offer acceptance tuition deposit will be sponsored).
- Okanagan College will issue an invoice to the School District for the agreed amount of tuition that is to be paid by the School District and such invoice due upon receipt.
- International students will be charged an additional 25% fee above program tuition fees or such other fees as approved by the Okanagan College Board of Governors.
- The School District will inform SD 83 Students that the SD 83 Students will be responsible for paying any additional fees not paid by the School District – all ancillary fees, material fees, and pre-requisite course fees – directly to Okanagan College; and

- The School District will inform SD 83 Students that they will be responsible for purchasing all required textbooks for their program;

3. Student Progress:

- Subject to privacy legislation, Okanagan College will correspond with the School District Career Coordinator regarding SD 83 Students' progress on a regular basis.
- Subject to privacy legislation, the School District Career Coordinator will in turn discuss any pertinent information regarding the SD 83 Students with the Health Care Assistant Certificate program's instructors and/or department chair.

4. Program Cancellation:

Okanagan College reserves the right to cancel or postpone a program due to low enrolment, unavailability of instructors, facilities, or other circumstances.

- In the event that the Health Care Assistant Certificate program is cancelled where SD 83 Students are enrolled, Okanagan College will give as much advance notice to the School District as soon as possible. If this program is cancelled, Okanagan College agrees to refund the School District and the SD 83 Student(s) the full amount of any tuition including the offer acceptance tuition deposit paid by the respective parties.
- The School District agrees to prepare an alternative plan of study for all SD 83 Students prior to the start of the Health Care Assistant Certificate program. Should this program be cancelled, the School District will be responsible for implementing the alternative plan of study.
- In the event that the Health Care Assistant Certificate program where a SD 83 Student is enrolled is cancelled after it has started, Okanagan College agrees to refund the School District and the SD 83 Students for the portion of the program that has not been completed.

5. Withdrawal and Refund Policy:

SD 83 Students who opt to withdraw from the Health Care Assistant Certificate program must receive the written permission of the School District and, if under age of 19, their parent or legal guardian's permission.

- If an SD 83 Student withdraws from the Health Care Assistant Certificate program prior to the start of the program, program tuition fees will be refunded in full to School District with the exception of a \$200.00 non-refundable deposit
- No refunds will be issued for withdrawal requests received after the start date with the exception of compassionate grounds. In such cases a written request for the refund, accompanied by appropriate documentation (e.g. letter from a physician) must be submitted prior to the end of the program. Refunds for compassionate reasons will be assessed on a pro-rated basis.
- Under no circumstances will refunds be granted for requests received after the end of the course.

6. Dual Credit Credential:

SD 83 Grade 12 Students will not receive their Okanagan College credential until he or she has satisfied all Okanagan College program admission requirements, including completion of Grade 12.

SD 83 Students admitted to the Health Care Assistant Certificate program on a conditional basis will be issued their Okanagan College certificate upon satisfactorily completing all program requirements and admission requirements. As "completion of Grade 12 or equivalent" is an admission requirement to the Health Care Assistant Certificate program, the SD 83 Student will receive their Okanagan College certificate according to the following process:

- Upon successful completion of the Okanagan College program requirements, the SD 83 Students will request a transcript of their Okanagan College grades.
- Okanagan College will provide interim and final marks to the School District for Secondary School reporting requirements.
- SD 83 Students will submit their Okanagan College transcript to the School District to receive credit toward Secondary School graduation requirements.
- Once the SD 83 Students have met all secondary school graduation requirements, they will present their official Secondary School graduation transcript to Okanagan College.
- Once Okanagan College receives this transcript confirming Secondary School graduation (and satisfying the conditional admission to Okanagan College), Okanagan College will issue the certificate to the SD 83 Student.

7. SD 83 will:

- Provide a contact person for OC administration and SD 83 Student-related issues;
- Market the program within SD 83 and community as needed;
- Recruit, screen and assist SD 83 Students with applications to program;
- Assist SD 83 Students in meeting program admission requirements, including but not limited to: appropriate first aid certification, criminal record check, TB test and proof of immunizations, and Foodsafe training;
- Assist SD 83 Students as they (SD 83 Students) purchase uniforms, textbooks, and supplies as specified in the HCA Program page in the OC Calendar;
- Provide OC instructors with summary information of learning goals, adaptations and strategies for SD 83 Students with Individual Education Plans, Behaviour Contracts or other agreements relevant to student learning and classroom management;
- Support SD 83 Students with Individual Education Plans, Behaviour Contracts or other agreements as they would normally be supported in the school, including in-class supports where applicable; and
- Lead SD 83 Students discipline measures, as required.

8. Okanagan College ("OC") will:

- Provide instruction by qualified HCA instructors;
- Be open to interactive opportunities with other SD 83 Students in an effort to promote careers in health care;
- Provide administrative support for and oversight of the program and instructors; and
- Provide all curriculum materials.

9. Program Overview and Outline:

- 26 weeks of instruction at 30 hours per week.

Program start date: August 20, 2018

Program end date: February 22, 2019

(Excluding holiday break dates, where applicable)

- Total Program intake will be a minimum of 18 students and maximum of 20 students.
  - The student cohort will include SD 83 Students, as well as post-secondary and/or mature students. Both SD 83 Grade 12 Students and post-secondary and/or mature students are required to have a criminal record check prior to admittance into the Program.
- Program Outline / Courses:
  - HCA 101 Interpersonal Communications
  - HCA 102 Health: Concepts for Practice
  - HCA 103 Personal Care and Assistance
  - HCA 104 Healing: Common Health Challenges
  - HCA 105 Home Support/Assisted Living
  - HCA 106 Cognitive/Mental Health Care
  - HCA 107 Clinical Practice

10. Conflict Resolution

- In a case where the Program working committee cannot reach agreement on a matter, the issue will be referred for resolution to a group comprised of representatives from the OC senior administration and SD 83 senior administration.
- In the event a resolution cannot be reached, the parties will refer the matter to mediation conducted under the mediation rules of the BC Mediator Roster Society, and then to binding arbitration under the Commercial Arbitration Act of BC.

11. Agreement Term:

- This agreement may be revised with the written agreement of all parties.
- This agreement will inure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns. This agreement will not be assigned in whole or part without the written consent of the parties;
- If any part of this agreement is determined to be void or unenforceable in whole or in part, it shall not be deemed to affect or impair the validity of any other part hereof which shall continue in full force and effect;
- The laws of the Province of British Columbia and the laws of Canada applicable therein shall govern this agreement;
- The term of the agreement will renew automatically each year unless either party gives twelve (12) months written notice to the other to terminate.

12. Notices:

- Any notice or notices required to be given hereunder to either party shall effectively be given if delivered personally or sent by prepaid registered mail, mailed in Canada, to the parties as follows:

**Okanagan College**

Yvonne Moritz, Dean  
Science, Technology, Health & Social Development  
1000 KLO Road  
Kelowna, B.C. V1Y 4X8  
ymoritz@okanagan.bc.ca

**With a copy to:**

Andrew Hay, Vice President  
Employee and Corporate Services  
Kelowna Campus  
1000 KLO Road  
Kelowna, BC V1Y 4X8  
ahay@okanagan.bc.ca

**And:**

Reid Findlay  
Principal of Careers & Distance Education  
School District No 83 (North Okanagan-Shuswap)  
551 14 Street NE  
Salmon Arm, BC V1E 2S5  
rfindlay@sd83.bc.ca

## Science, Technology, and Health

**Motion: That Education Council approves the new program: Blockchain Certificate as recommended by the CPRC – STH:**

### **Rationale:**

The Blockchain Certificate Program will provide learners with information about Blockchain and how it can be integrated into businesses and organizations. Blockchain can help businesses to improve security of transactions, streamline business processes, optimize operations and reduce expenses.

A study by the Information and Communications Technology Council (ICTC), found that Blockchain, artificial intelligence, 5G mobile networks, 3D printing and virtual reality are creating a need for digital skills that will see a demand for an estimated 216,000 additional technology workers by 2021 in Canada. Namir Anani, president and chief executive of ICTC states that, "We have to look at how do we reposition the workforce rapidly through short-duration training to provide pathways and mobility to get into fast-growth sectors of the Canadian economy that are increasingly becoming digital".

<https://business.financialpost.com/technology/the-digital-economy-has-created-a-demand-for-216000-more-tech-workers-report-finds>

In August, Juniper Research conducted a Blockchain Enterprise Survey with almost 400 company founders, executives, managers and IT and found that:

- 66% expected Blockchain to be integrated into their systems by the end of 2018.
- 15% reported knowing very little about Blockchain and 76% reported believing that Blockchain could be very useful or quite useful for their company

<https://www.juniperresearch.com/resources/infographics/blockchain-enterprise-survey-august-2017>

Graduates will have the knowledge and skills required to interface with Blockchain developers.

Blockchain will significantly impact the way business is done, particularly in relation to financial and legal transactions and security. Examples of people who may be interested in gaining a deeper understanding of Blockchain include:

- lawyers who are considering using smart contracts
- bankers who want to learn more about Fintech and Blockchain
- realtors who are considering using smart contracts
- businesses who are considering using Blockchain to track products and protect customer information.

### **Calendar description:**

The 112-hour digital Blockchain Certificate Program provides learners with knowledge, strategies, tools and skills related to the use of Blockchain in the workplace. Blockchain skills are required in a variety of fields including government, health, education, financial services, logistics, real estate, start-ups, oil and gas, the non-profit sector and business.

Using a digital pedagogy approach that integrates theory and practical application, learners use Blockchain tools, techniques and platforms to gain an understanding of this technology. Learners are provided with the essentials of Blockchain technology including how to use it and how it can add value within businesses and society.

Graduates of the Blockchain Certificate Program are qualified to write the Blockchain Professional (BCP) exam as part of the Foundation Technologies Institute credentialing process.

### **Admission requirements:**

- BC secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of: English 12, English 12 First Peoples, or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.
- A minimum grade of 60% in one of: Foundations of Mathematics and Pre-Calculus Grade 10, or in MATH 070, or in both Adult Basic Education MATH 070 or MATH 071 and MATH 072

### **Graduation requirements:**

Learners must attain a minimum grade of 60% in all courses in the program.

Learners must pass the Final Exam with a minimum of 60% to receive the certificate.

**Course additions:**

**BCC 101: INTRODUCTION TO BLOCKCHAIN (14hours)**

This course provides learners with the foundational knowledge of today's Blockchain technology platforms and how this technology provides value to the world of business and society.

**BCC 102: BLOCKCHAIN NETWORKS (28 HOURS)**

This course provides learners with information on various types of Blockchain networks including public, private, consortium and permissioned networks. Learners explore what Blockchain networks are used for, the value they bring to business and society and how networks differ from each other.

**BCC 103: INTRODUCTION TO BLOCKCHAIN PLATFORMS (28 HOURS)**

This course provides learners with an introduction to the specific information related to Blockchain platforms including hyper ledger, bitcoin and ethereum.

**BCC 104: WALLETS, EXCHANGES AND INTERACTION (14 HOURS)**

This course provides learners with information about cryptocurrencies, the wallets that contain them and the role of exchanges in the digital economy.

**BCC105: APPLICATION OF BLOCKCHAIN (28 HOURS)**

This course provides learners with the opportunity to illustrate Blockchain principles and practices by participating in the manufacturing of a smart contract. Learners determine where smart contracts should be utilized, explain the purpose of the contracts and analyze the code. Learners demonstrate their comprehension of Blockchain and apply their knowledge in this final course.

**Program outline:**

## Blockchain Certificate Program

### CONTINUING STUDIES

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The 112-hour digital Blockchain Certificate Program provides learners with knowledge, strategies, tools and skills related to the use of Blockchain in the workplace. Blockchain skills are required in a variety of fields including government, health, education, financial services, logistics, real estate, start-ups, oil and gas, the non-profit sector and business.

Using a digital pedagogy approach that integrates theory and practical application, learners use Blockchain tools, techniques and platforms to gain an understanding of this technology. Learners are provided with the essentials of Blockchain technology including how to use it and how it can add value within businesses and society.

Graduates of the Blockchain Certificate Program are qualified to write the Blockchain Professional (BCP®) exam as part of the Foundation Technologies Institute credentialing process.

#### Admission Requirements

- BC secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- A minimum grade of 60% in one of: English 12, English 12 First Peoples, or TPC 12 (Technical and Professional Communications), or an equivalent Provincial Level Adult Basic Education English course; or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index). Note: Communications 12 is not acceptable.
- A minimum grade of 60% in one of: Foundations of Mathematics and Pre-Calculus Grade 10, or in MATH 070, or in both Adult Basic Education MATH 071 and MATH 072.

#### Graduation Requirements

Learners must attain a minimum grade of 60% in all courses in the program.

Learners must pass the Final Exam with a minimum of 60% to receive the certificate.

#### **BCC 101 Introduction to Blockchain**

14 Hours

This course provides learners with the foundational knowledge of today's Blockchain Technology platforms and how this technology provides value to the world of business and society.

### Learning Outcomes

At the conclusion of this course, learners will be able to:

- describe the origin of Blockchain technology.
- define Blockchain including its purpose.
- explain a minimum of five key terms that relate to Blockchain technology.
- identify a minimum of five features as related to Blockchain technology.
- describe what a distributed database is.
- explain the difference between Bitcoin and Blockchain.
- describe Blockchain's value proposition as a technology and as a disruptor.
- describe the current impact of Blockchain technology on all aspects of business and society.

### Learner Assessment

	Participation	10%
	Assignments	50%
Quizzes		40%
	<b>TOTAL</b>	<b>100%</b>

### **BCC 102 Blockchain Networks**

28 hours

This course provides learners with information on various types of Blockchain Networks including public, private, consortium and permissioned networks. Learners explore what Blockchain networks are used for, the value they bring to business and society and how networks differ from each other.

### Learning Outcomes

At the conclusion of this course, learners will be able to:

- distinguish the types of Blockchain networks including what environment they are best suited for.
- describe the difference between public, private, consortium and permissioned Blockchain networks.
- explain the strengths and weaknesses of public, private, consortium and permissioned networks in the Blockchain ecosystem.
- provide examples of the type of network that would suit different types of businesses and the reasons for using that specific network.

### Learner Assessment

Participation	10%
Assignments	50%
Quizzes	40%
<b>TOTAL</b>	<b>100%</b>

### **BCC 103 Introduction to Blockchain platforms**

28 hours

This course provides learners with an introduction to the specific information related to Blockchain platforms including Hyper Ledger, Bitcoin and Ethereum.

### Learning Outcomes

At the conclusion of this course, learners will be able to:

- describe five Hyper ledger frameworks.
- discuss how Hyper ledger leverages open standards and open governance to support business solutions.
- explain the differences between Hyper ledger and permission less Blockchain technologies.
- explain that tokens represent real assets and how they are utilized.

- describe the value of Bitcoin as it relates to a digital economy.
- explain what the characteristics are of smart contract and how they can bring value to business and society.

**Learner Assessment**

Participation	10%
Assignments	50%
Quizzes	40%
<b>TOTAL</b>	<b>100%</b>

**BCC 104 Wallets, Exchanges and Interaction**  
14 hours

This course provides learners with information about cryptocurrencies, the wallets that contain them and the role of exchanges in the digital economy.

**Learning Outcomes**

At the conclusion of this course, learners will be able to:

- explain the purpose of cryptocurrencies.
- describe how cryptocurrencies work.
- explain how people interact with cryptocurrencies.
- evaluate how cryptocurrency exchanges support the digital economy.

**Learner Assessment**

Participation	10%
Assignments	50%
Quizzes	40%
<b>TOTAL</b>	<b>100%</b>

**BCC 105 Application of Blockchain**

28 hours

This course provides learners with the opportunity to illustrate Blockchain principles and practices by participating in the manufacturing of a smart contract. Learners will determine where smart contracts should be utilized, explain the purpose of the contracts and analyze the code. Learners will demonstrate their comprehension of Blockchain and apply their knowledge in this final course.

**Learning Outcomes**

At the conclusion of this course, learners will be able to:

- utilize Blockchain applications that use smart contract coding techniques.
- provide examples of when to use smart contracts.
- explain the purpose and benefits to using smart contracts.

**Learner Assessment**

Participation	10%
Assignments	40%
Final Exam	50%
<b>TOTAL</b>	<b>100%</b>

**Implementation date:** January 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the course revision: WET 120 Chlorination as recommended by the CPRC – STH:**

**WET 120 – 1 – 30 Chlorination**

**Course revision:**

- **Title-** new title: **Chlorine Handling and Disinfection Technologies**

**Rationale:**

The new title better represents what the course actually covers.

**Implementation date:** January 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the course revision: WET 202 WET Capstone Project as recommended by the CPRC – STH:**

**WET 202 – 3 – 4 WET Capstone Project**

**Course revision:**

- **Prerequisites**

**Rationale:**

There is a mistake in the prerequisite listing.

**Prerequisites:**

Existing	Proposed
36 credits in the WET Program. Successful completion of 38 credits in the WET Program.	Successful completion of 38 credits in the WET Program.

**Implementation date:** January 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the course revision: WET 225 Computer Applications for WET as recommended by the CPRC – STH:**

**WET 225 – 3 – 4 Computer Applications for WET**

**Course revision:**

- **Prerequisites**

**Rationale:**

This course is set up as a concurrent course with WET 202, so it needs to have the same prerequisite as WET 202.

**Prerequisites:**

Existing	Proposed
36 credits in the WET Program.	Successful completion of 38 credits in the WET program.

**Implementation date:** January 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the course revision: WET 226 Advanced Wastewater Treatment as recommended by the CPRC – STH:**

**WET 226 – 3 – 4 Advanced Wastewater Management**

**Course revision:**

- **Title-** new title: **WET 226 Advanced Treatment Technologies**
- **Description**
- **Prerequisites**

**Rationale:**

The proposed change is to the title of the course, the course description and the prerequisites. This change reflects the interdisciplinary nature of advanced treatment technologies which are applied in municipal water treatment, municipal wastewater treatment and industrial wastewater treatment depending on the influent

quality and desired effluent quality rather than just wastewater treatment. WET 214 Water Treatment was added as a pre-req along with WET 211 Wastewater Treatment because both courses provide suitable technical knowledge and applied skills that prepare the student for WET 226, which encompasses technologies that apply to the treatment of both water and wastewater.

**Calendar description:**

Existing:

This course reviews advanced wastewater treatment technologies with emphasis on enhanced solids and nutrient removal, pathogens, anaerobic and alternate processes, and industrial wastewater treatment technologies. Landfill leachate collection and treatment is covered, along with wastewater recycling and reuse.

Proposed:

This course reviews advanced treatment technologies with emphasis on enhanced solids and nutrient removal, pathogens, anaerobic and alternate processes, and industrial wastewater treatment technologies. Landfill leachate collection and treatment is covered, along with wastewater recycling and reuse.

**Prerequisites:**

Current:

WET 211

Proposed:

WET 211 or WET 214

**Implementation date:** January 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the course deletion: WET 240 Directed Studies in WET as recommended by the CPRC – STH:**

**WET 240 – 3 Directed Studies in WET**

**Course deletion**

**Rationale:**

We now have WET 202 Capstone Project course which allows the students to complete a project which demonstrates their learning.

**Implementation date:** January 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the program revision: Water Engineering Technology as recommended by the CPRC – STH:**

**Program revision:**

- **Graduation requirements**
- **Deletion of courses**

**Rationale:**

The WET department has conducted a complete review of the program and is proposing substantial changes to create a single integrated curriculum. This means the EMT and WWT options would no longer exist. This change is expected to come online in 2021.

These changes reflect the changes in industry where the artificial division between "the environment" and human development no longer exists. Water industry professionals must be able to understand and manage all aspects of water in the natural and built environments.

In the meantime, the department is proposing the following changes:

- For the EMT students replace GEOG 205 and GEOG 212 with WET 214 and WET 226. This change brings the EMT students "back into the fold" and is a step towards the stream lining process. Further to that point it addresses the EMT students' lack of knowledge in advanced treatment process which is critical to their careers as regulators and environmental technologists.
- Removal of WET 240 as a 4th semester option for EMT students. We now have The WET 202 Capstone Project course which allows the students to complete a project which demonstrates their learning.

These changes affect only the EMT students.

**Graduation requirements:**

Existing:

Second Year - Environmental Monitoring Option

Semester Three:

BIOL 278 Microbiology of Water and Wastewater

CHEM 218 Applications of Environmental Chemistry

STAT 121 Elementary Statistics

WET 201 Applied Environmental Hydrogeology

WET 219 Applied Water Law

**GEOG 205 Geographical Hydrology**

WET 103 Co-op Work Term III (May - August) 4 months

Semester Four:

BIOL 275 Freshwater Plants and Animals

BIOL 279 Limnological Methods

CHEM 226 Introduction to Analytical Chemistry

WET 202 Wet Capstone Project

WET 225 Computer Applications for WET

Plus one elective from the following list of courses:

MATH 112 Calculus I

**GEOG 212 Weather and Climate**

**WET 240 Directed Studies in WET**

Proposed:

Second Year - Environmental Monitoring Option

Semester Three:

BIOL 278 Microbiology of Water and Wastewater

CHEM 218 Applications of Environmental Chemistry

STAT 121 Elementary Statistics

WET 201 Applied Environmental Hydrogeology

WET 219 Applied Water Law

**WET 214 Water Treatment**

WET 103 Co-op Work Term III (May - August) 4 months

Semester Four:

BIOL 275 Freshwater Plants and Animals

BIOL 279 Limnological Methods

CHEM 226 Introduction to Analytical Chemistry

WET 202 Wet Capstone Project

WET 225 Computer Applications for WET

**WET 226 Advanced Treatment Technologies**

**Course deletions:**

WET 240

**Implementation date:** January 1, 2019

**Cost:** N/A

## **5.3 Curriculum recommended by the CPRC – BUS**

## Business, Culinary, and Commercial Aviation Programs

**Motion: That Education Council approves the course revision: BUAD 215 Business Administration as recommended by the CPRC – BUS:**

**BUAD 215 – 3 – 3 Business Administration**

**Course revision:**

- **Corequisites**
- **Prerequisites**

**Rationale:**

It is felt that, given the timing of topics covered in both courses, BUAD 111 and BUAD 215 can be taken at the same time. Having BUAD 111 as a prerequisite was causing some logistical problems for students, so this will help students wanting this specialty. Curriculum in BUAD 215 was examined to make sure that students had the required concepts from BUAD 111 at the appropriate time. The Accounting and Finance Sub Committee has examined and supports this change.

**Corequisites and prerequisites:**

	Existing	Proposed
<b>Prerequisites</b>	BUAD 111	-
<b>Corequisites</b>	-	BUAD 111

**Implementation date:** November 1, 2018

**Cost:** N/A

**Motion: That Education Council approves the course revision: BUAD 269 Human Resources Management as recommended by the CPRC – BUS:**

**BUAD 269 – 3 – 3 Human Resources Management**

**Course revision:**

- **Corequisites**
- **Prerequisites**

**Rationale:**

Students in BUAD 269 require knowledge of all areas of management in order to understand how Human Resources affects these areas. This background is found in BUAD 123. If students are taking BUAD 123 at the same time they will not have the background early enough to be able to perform well in BUAD 269. Moving BUAD 123 from being a corequisite to being a prerequisite will ensure students are properly prepared for BUAD 269. Because this course is part of the accreditation for the CPHR designation, the rigor of the course must be maintained.

**Corequisites and prerequisites:**

	Current	Proposed
<b>Prerequisites</b>	-	BUAD 123
<b>Corequisites</b>	BUAD 123	-

**Implementation date:** November 1, 2018

**Cost:** N/A

**Motion: That Education Council approves the program revision: Post-Diploma Certificate in Business Administration as recommended by the CPRC – BUS:**

**Post-Diploma Certificate in Business Administration**

**Program revision:**

- **Admission requirements**

**Rationale:**

The program was initially developed to allow OC business diploma or degree graduates to add a second specialization to their diploma or degree within a year, since we do not allow double majors in our programs. It now appears that international students are using the certificate as an easier way to get into Canada. If qualified, a two-year Post-Baccalaureate in Accounting or Marketing would be more appropriate for international students.

**Admission requirements:**

Existing:

Graduates with a diploma or degree in Business Administration may receive a post-diploma certificate in Business Administration by completing an additional 18 credits of BUAD courses, of which at least 15 credits must be course numbered 200 or higher. This certificate will be of interest to students who have completed on option and now wish to broaden their studies in a second option. Certificates are available in Accounting, Financial Services, General Studies, Human Resource Management, Marketing, Management, and Tourism and Hospitality Management. Please contact the department chair for approval of your study plan.

Proposed:

Graduates with a diploma or degree in Business Administration **from Okanagan College** may receive a post-diploma certificate in Business Administration by completing an additional 18 credits of BUAD courses, of which at least 15 credits must be course numbered 200 or higher. This certificate will be of interest to students who have completed on option and now wish to broaden their studies in a second option. Certificates are available in Accounting, Financial Services, General Studies, Human Resource Management, Marketing, Management, and Tourism and Hospitality Management. Please contact the department chair for approval of your study plan.

**Implementation date:** November 1, 2018

**Cost:** N/A

**Motion: That Education Council approves the new course: TOUR 105 Introduction to Tourism as recommended by the CPRC – BUS:**

**TOUR 105 – 3 – 3 Introduction to Tourism**

**Rationale:**

Tourism education in BC and Canada has evolved significantly over the last decade. Our current model of a tourism and hospitality option in the BUAD Diploma and BBA degree emphasizes the hospitality sector of the Tourism industry. We have met extensively with industry and reviewed competitive programs in Canada. Based on this work, a new Tourism Management Diploma that focuses on the broader field has been developed with four new courses and academic coop. We have introduced the new course code TOUR to highlight the tourism courses in the College calendar.

TOUR 105 Introduction to Tourism is very similar to the existing BUAD 206 The Business of Tourism; however, it has been repositioned and revised as a first year course with updated content and projects. Rather than replacing BUAD 206 with TOUR 105, the courses will be cross-listed to provide students the option to complete either the BUAD Diploma, Tourism and Hospitality Option or the Tourism Management Diploma. Students will not be able to take both courses for credit.

**Calendar description:**

This course provides students with an understanding of the complex nature of tourism including economic, environmental and social impacts. Topics include: components of the tourism industry; linkages between tourism and hospitality; the size, scope and infrastructure of the tourism industry; trends and issues in the industry; travel motivators; career opportunities and the role of management. Students with credit for BUAD 206 cannot take TOUR 105 for additional credit.

**Course outline:**

Course Number:	TOUR 105
Course Title:	INTRODUCTION TO TOURISM

Credits:	3
Calendar Description:	This course provides students with an understanding of the complex nature of tourism including economic, environmental and social impacts. Topics include: components of the tourism industry; linkages between tourism and hospitality; the size, scope and infrastructure of the tourism industry; trends and issues in the industry; travel motivators; career opportunities and the role of management.
Semester and Year:	<b>FALL 2019</b>
Prerequisite(s):	No
Corequisite(s):	No
Prerequisite to:	TOUR 200
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Required – TOURISM MANAGEMENT DIPLOMA
Substitutable Courses:	No
Transfer Credit:	
Special Notes:	Students with credit for BUAD 206 cannot take TOUR 105 for further credit
Originally Developed:	2018
EDCO Approval:	
Chair's Approval:	

## Learning Outcomes

Upon completion of this course students will be able to

- discuss the structure, current trends and importance of the eight sectors of the tourism industry.
- describe the common components of tourism such as the theories of travel, travel motivations and tourism planning and development.
- describe the tourism sector's economic, environmental, and cultural impact.
- investigate the various organizations and associations related to the tourism sector.
- discuss key issues facing the future of the tourism industry both in Canada and around the world.

## Course Objectives

This course will cover the following content:

- History and Overview  
Transportation
- Accommodation  
Food and Beverage Services
- Recreation
- Entertainment
- Travel Services
- Project Meetings with Professor
- Project Proposal Due
- Midterm Exam
- Services Marketing  
Customer Service  
Risk Management and Legal Liability  
Environmental Stewardship
- Indigenous Tourism
- Globalization and Trends

## Evaluation Procedure

I.R.A. Journals and One Page Essays	20%
Research Project & Presentation	40%
Term Work (Combination of Online & Face-to-Face)	10%
Midterm and Final Exams	30%
Total	100%

## Notes

**Course Delivery:** This course will be delivered in a blended face-to-face / online delivery model.

**Student Effort Hours:**

Face-to-Face Contact Hours: 19.5 Hours

On-line Learning Hours: 19.5 Hours

Independent Learning Hours: 40 Hours

**Total Student Effort Hours: 100 Hours**

**Insights Resources and Application (I.R.A): (Individual Online Activity) 10%**

- Students will be responsible for submitting an I.R.A. journals of between 300 and 400 words during the term. Students will also be required to comment on two I.R.A. entries from other students in the class.

**One Page Essay Assignments (Individual Online Activity) 10%**

- These exercises are designed to improve your critical thinking skills and your analytical writing abilities. For each theory assigned, you must write a one-page essay, due on the day indicated on the Moodle drop box provided. Students will also be required to comment on two I.R.A. entries from other students in the class.

**Research Paper: (Team Independent Study Activity) 40%**

- See the project brief under the Research Project icon in Moodle for complete details and marking rubric.
- This paper is to be no more than 2,500 words, approximately 10 double-spaced word processed pages, excluding Title Page, Bibliography, and Appendices.
- You are to select a subject that you want to learn about in Tourism (Suggestions will be provided under the Research Project icon in Moodle).
- Mark Distribution:
  - o Project Proposal 5%
  - o Research Paper 25%
  - o Presentation 10%
- A 10% reduction of the maximum possible mark will be imposed for each day that the work is late (including due date) to a maximum of 5 days late.
- No work will be accepted after 5 calendar days have passed from the due date.
- All submitted work should indicate clear comprehension of the business communication courses that have been undertaken and marks will be deducted up to 20% for spelling, grammatical and organizational errors.

**Midterm and Final Exam: 30%**

- These activities can be any combination of key term definitions, short answer and shortessay questions, case studies.
- Assignment activities and research topics are eligible material for the exams.
- The midterm exam is worth 15%, and your final exam is worth 15% of your final grade.  
**YOU MUST ACHIEVE A PASSING AVERAGE BETWEEN THE MIDTERM EXAM AND THE FINAL EXAM TO RECEIVE CREDIT IN THE COURSE**

**Required Texts/Resources**

Introduction to Tourism and Hospitality in BC by Morgan Wescott, Editor. This Open Source Book can be downloaded for free from: <http://opentextbc.ca/introtourism/>

**Example Course Schedule**

Date	Topic	Text	Delivery
Week of: 1	Course and Cohort Introductions <u>History and Overview</u>	Ch 1	F2F

2	<u>Transportation</u> <u>Accommodation Term</u> <b>Work Activity</b>	Ch 2 Ch 3	F2F Online
3	<u>Food and Beverage Services</u> <b>One Page Essay 1</b>	Ch 4	F2F Online
4	<u>Recreation</u> <b>Research Project Topic (approved by professor)</b>	Ch 5	F2F Online
5	<u>Entertainment</u> <b>I.R.A. Journal 2</b>	Ch 6	F2F Online
6	Project Meetings with Professor (via Skype/Facetime) <b>Project Proposal Due</b> <b>Midterm Exam</b>	(Ch 1 to 7)	Online Invigil.
7	<u>Travel Services</u> <b>Term Work Activity</b>	Ch 7	F2F Online
8	<u>Services Marketing</u> <b>One Page Essay 2</b>	Ch 8	F2F Online
9	<u>Customer Service</u> <b>One Page Essay 3</b>	Ch 9	F2F Online
10	<u>Risk Management and Legal Liability</u> <b>Term Work Activity</b>	Ch 10	F2F Online
11	<u>Environmental Stewardship</u> <b>One Page Essay 4</b>	Ch 11	F2F Online
12	<u>Aboriginal Tourism</u> <b>One Page Essay 5</b>	Ch 12	F2F Online
13	<u>Back to the Big Picture: Globalization and Trends</u> <b>Research Report Due</b>	Ch 14	F2F Online
14	<b>Presentations</b> <b>I.R.A. Journal 3</b>		F2F Online
	Final Exam Period	(Ch 8-12 & 14)	

**Implementation date:** September 1, 2019

**Cost:** N/A

**Motion:** That Education Council approves the new course: TOUR 130 Tourism Marketing as recommended by the CPRC – BUS:

**Tour 130 – 3 – 3                      Tourism Marketing**

**Rationale:**

Tourism education in BC and Canada has evolved significantly over the last decade. Our current model of a tourism and hospitality option in the BUAD Diploma and BBA degree is out of date. We have met extensively with industry and reviewed competitive programs in Canada. Based on this work, a new diploma Tourism Management Diploma, has been developed with four new courses and academic coop to address the needed changes. We have also introduced the new course code TOUR to highlight the tourism courses in the College calendar.

TOUR 130 Tourism Marketing is similar to the existing BUAD 116 Marketing; however, it has been redeveloped with Tourism content, projects, and an emphasis on the service spectrum, as opposed to the focus on product marketing found in BUAD 116. BUAD 116 Marketing will continue to be offered as a

component of the BUAD Diploma and BBA Degree as well as other programs. Students will not be able to take both courses for credit.

**Calendar description:**

This course introduces students to the principles and practices of marketing and how they can be applied to the tourism context. Tourism marketing processes are considered from supply and demand perspectives. Topics include identifying needs, monitoring changes in the environment, managing services and tourism products, distribution, promotion, people, and pricing.

Students with credit for BUAD 116 cannot take TOUR 130 for additional credit.

**Course outline:**

Course Number:	<b>TOUR 130</b>
Course Title:	<b>TOURISM MARKETING</b>
Credits:	3
Calendar Description:	<p>This course introduces students to the principles and practices of marketing and how they can be applied in the tourism context. Tourism marketing processes are considered from supply and demand perspectives. Topics include identifying needs, monitoring changes in the environment, managing services and tourism products, distribution, promotion, people, and pricing.</p> <p>Students with credit for BUAD 116 cannot take TOUR 130 for additional credit.</p>
Semester and Year:	<b>2019</b>
Prerequisite(s):	None
Corequisite(s):	None
Prerequisite to:	TOUR 240
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Tourism Management Diploma - Required
Substitutable Courses:	BUAD 116 with permission of the department chair
Transfer Credit:	
Special Notes:	
Originally Developed:	2018
EDCO Approval:	

Chair's Approval:

### Professors

Name	Phone number	Office	Email
(250) 762-5445			

### Learning Outcomes

Upon completion of this course students will be able to

- define the term marketing in the tourism context
- explain the role of marketing research and decision support systems in the strategic planning process for marketing.
- compare the key concepts and theories relating to consumer and business to business decision making processes.
- describe the process of market segmentation identifying tourist market segments relevant to service or product offerings.
- describe the key concepts and theories relating to the five P's of marketing: Product, Place, Price, People, and Promotion.
- Discuss marketing issues unique to destination branding and marketing

### Course Objectives

This course will cover the following content:

See Course Schedule

### Evaluation Procedure

Term Work	20%
Mid-term Exams	25%
Term Project	30%
Final Exam	25%
Total	100%

### Notes

#### Attendance and Participation

There is a direct correlation between attendance in class, participation in on-line activities, and a good academic grade. It is highly recommended that students read text materials before classes. Any work missed as a result of failure to attend class or complete online assignments is the responsibility of the student.

#### Term Work

The term work grade will be based the individual professor's decisions. It may include (but not limited to) quizzes, class participation, in-class work, on-line work, and independent study assignments.

**Term Project**

The project has two components:

- a. Marketing Paper (20%)
- b. Marketing Presentations (10%)

Please see assignment handout and professor for detailed instructions. You will be required to submit an electronic copy of the marketing papers to facilitate screening for plagiarism. A written copy is also required.

**Final Exam**

The final exam is cumulative, with an emphasis on chapters since the mid-term exams. Students must earn at least half of the total exam marks to pass the course.

**Late Submissions**

Work that is submitted late may be rejected or subject to loss of marks at the discretion of the professor. However, after 5 days (including weekends and holidays), no work will be accepted for grading. All materials submitted for grading must be professionally presented and WILL be marked for spelling and grammar as well as content.

**Required Texts/Resources**

Kotler, et. al. (2016). Marketing for Hospitality and Tourism, 7th edition. Saddle River, NJ: Pearson Inc. ISBN: 978-0-13-504559-6

**Course Schedule**

Date	Topic	Textbook
Week of:		
1	Course Introduction Introduction: Marketing for Tourism and Hospitality	Ch 1
2	Service Characteristics of Hospitality and Tourism Marketing	Ch 2
3	The Role of Marketing in Strategic Planning The Marketing Environments	Ch 3 Ch 4
4	Marketing Information Systems and Marketing Research Market Segmentation, Targeting and Positioning	Ch 5 Ch 8
5	Consumer Markets and Consumer Buying Behaviour Organizational Buying Behaviour	Ch 6 Ch 7
6	<b>Midterm Review</b> <b>Midterm Exam</b>	
7	Designing and Managing Services and Products	Ch 9
8	Internal Marketing	Ch 10
9	Pricing Products: Pricing Considerations, Approaches, and Strategy	Ch 11

10	Distribution Channels	Ch 12
11	Promoting Products: Communication and Promotion Policy and Advertising	Ch 13
	Promoting Products: Public Relations and Sales Promotion	Ch 14
12	Professional Sales	Ch 15
	Direct and Online Marketing: Building Customer Relationships	Ch 16
13	Destination Marketing	Ch 17
14	Presentations	
	Final Exam Period	

**Implementation date:** September 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the new course: TOUR 200 Tourism CO-OP as recommended by the CPRC – BUS:**

**Rationale:**

Tourism education in BC and Canada has evolved significantly over the last decade. Our current model of a tourism and hospitality option in the BUAD Diploma and BBA degree emphasizes the hospitality sector of the Tourism industry. We have met extensively with industry and reviewed competitive programs in Canada. Based on this work, a new Tourism Management Diploma that focuses on the broader field has been developed with four new courses and academic co-op. We have introduced the new course code TOUR to highlight the tourism courses in the College calendar.

The academic co-op experience is modeled after the Nursing Practice and provides workplace-based learning opportunities in the tourism sector. The work term provides specific work based on the specified work requirements in the industry. The student completes their co-op under the guidance and supervision of the employer and college professor.

**Calendar description:**

Workplace-based learning opportunities provide experiential learning in the tourism sector. Students will practice the principles and skills learned during classroom studies and develop sector competencies. The co-op experience connects the learner with sector managers and employers, building employment linkages, and establishing the foundations of an individual's career. Students complete their co-op under the guidance and direction of the employer and the college professor.

**Prerequisites:**

Enrollment in the Tourism Management Diploma and TOUR 105, BUAD 123, CMNS 112, and MATH 114

**Course outline:**

Course Number:	<b>TOUR 200</b>
Course Title:	<b>TOURISM CO-OP</b>
Credits:	6

Calendar Description:	Workplace-based learning opportunities provide experiential learning in the tourism sector. Students will practice the principles and skills learned during classroom studies and develop sector competencies. The co-op experience connects the learner with sector managers and employers, building employment linkages, and establishing the foundations of an individual's career. Students complete their co-op under the guidance and direction of the employer and the college professor.
Semester and Year:	<b>Winter 2020</b>
Prerequisite(s):	Enrollment in the Tourism Management Diploma and TOUR 105, BUAD 123, CMNS 112, AND MATH 114.
Corequisite(s):	No
Prerequisite to:	None
Final Exam:	No
Hours per week:	35
Graduation Requirement:	Required – Tourism Management Diploma
Substitutable Courses:	None
Transfer Credit:	
Special Notes:	
Originally Developed:	2018
EDCO Approval:	
Chair's Approval:	

## Learning Outcomes

*During the co-op work placement students will be able to:*

- Communicate effectively with co-op employers using terminology, language, written formats, and professionalism typical of a tourism sector practitioner.
- Demonstrate their ability to meet the needs and expectations of their co-op employers.
- Self-assess workplace learning demonstrated through written reports and journals related to their experience.
- Interact professionally with their employers and tourism sector professionals.
- Demonstrate professional responsibility and accountability in a tourism work setting.
- Demonstrate their ability to network within the local and global tourism community through the development of interpersonal relationship skills with other employees, clients, and tourists.

## Course Objectives

- See course schedule

## Evaluation Procedure

Report 1: After 140 Hours	20%
Report 2: After 280 Hours	20%
Final Written report of the co-op work term experience	20%
Employer Evaluation (minimum grade: 65% )	40%
Total	100%

## Notes

Tuition Fees

- Students are required to pay fees equivalent to 6 credit academic tuition

## Required Texts/Resources

N/A

## Course Schedule

		Co-op Assessment
Co-op Schedule		Students will work approximately 35 paid hours per week with a tourism/hospitality business/organization for their co-op work term to a total of 500 hours.
180	Hours	
		Co-op Report 1 Due

240	Hours	Co-op Report 2 Due
500	Hours	Final Written report of the co-op work term experience
<b>500</b>	Hours	Employer Evaluation (minimum grade: 65% )

To pass this course, you must receive a minimum 65% on your employer evaluation.

**Implementation date:** September 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the new course: TOUR 209 Tourism Law as recommended by the CPRC – BUS:**

**Rationale:**

Tourism education in BC and Canada has evolved significantly over the last decade. Our current model of a tourism and hospitality option in the BUAD Diploma and BBA degree emphasizes the hospitality sector of the Tourism industry. We have met extensively with industry and reviewed competitive programs in Canada. Based on this work, a new Tourism Management Diploma that focuses on the broader field has been developed with four new courses and academic co-op. We have introduced the new course code TOUR to highlight the tourism courses in the College calendar.

TOUR 209 Tourism Law is similar to the existing BUAD 209 Business Law; however, it has been redeveloped with Tourism content, projects, and an emphasis on Canadian and International Law specific to the Tourism sector. BUAD 209 Business Law will continue to be offered as a component of the BUAD Diploma and BBA Degree as well as other programs. Students will not be able to take both courses for credit.

**Calendar description:**

This course provides an overview of the law as it relates to the tourism and hospitality industry, including an examination of the fundamentals of tort law, contract law and special types of contracts commonly encountered by tourism professionals. A basic understanding of the law of torts and contracts will assist students to recognize and resolve simple legal problems of tourism businesses.

Students with credit for BUAD 209 cannot take TOUR 209 for additional credit.

**Course outline:**

Course Number:	<b>TOUR 209</b>
Course Title:	<b>Tourism Law</b>
Credits:	3
Calendar Description:	This course provides an overview of the law as it relates to the tourism and hospitality industry, including an examination of the fundamentals of tort law, contract law and special types of contracts commonly encountered by tourism professionals. A basic understanding of the law of torts and contracts will assist students to recognize and resolve simple legal problems of tourism businesses.
Semester and Year:	<b>2019</b>

Prerequisite(s):	No
Co-requisite(s):	No
Prerequisite to:	n/a
Final Exam:	Yes
Hours per week:	4
Graduation Requirement:	Tourism & Hospitality Diploma - Required
Substitutable Courses:	BUAD 209 with permission of the department chair
Transfer Credit:	
Special Notes:	Students with credit for BUAD 209 cannot take TOUR 209 for further credit.
Originally Developed:	2018
EDCO Approval:	
Chair's Approval:	

**Professors**

Name	Phone number	Office	Email

## Learning Outcomes

Upon completion of this course students will be able to

- identify the components of the legal system in Canada and the alternatives to conflict resolution
- describe the main legislation applicable to tourism businesses in British Columbia and when it is appropriate to seek legal advice
- identify the principles of common law relating to tort and contract law applicable to tourism businesses in British Columbia.
- determine why legal and business risk management are vital to a sustainable tourism business in British Columbia
- debate legal issues relevant to working in the tourism industry of British Columbia
- apply legal concepts of tort and contract law applicable to tourism businesses in British Columbia.
- develop business law briefs to solve legal issues relevant to tourism business in British Columbia
- formulate critical thinking arguments to resolve legal problems

## Course Objectives

- Provide an explanation of the legal system in Canada
- Describe the nature and importance of legal issues relevant to tourism business in British Columbia
- Provide sufficient business law knowledge in the areas of tourism legislation, torts, contracts, employment, intellectual property, agency, commercial transactions and partnership to ensure the effective management of tourism businesses
- Provide the opportunity to apply appropriate legal concepts and practices to relevant modern case law from the tourism industry
- Provide the opportunity to develop written and oral skills for solving legal issues within the tourism industry in British Columbia

## Evaluation Procedure

Mid-term Exam	25%
Final Exam	25%
Assignments & Moots	50%
Total	100%

\*Students must earn half of all available exam marks to achieve a passing grade in the course.

## Notes

### Assignment and Exam Policy:

1. All assignments are due at the start of the lecture and on the date assigned by your professor. Late assignments beyond the end of class time will not be accepted.
2. Final exams will only be rescheduled in accordance with College policy as set out in the OC calendar; inconvenience to the student is not a valid reason for rescheduling an exam
3. Students must earn half of all available exam marks to achieve a passing grade in the course.

### Required Texts/Resources

Business Law in Canada, Yates, Bereznicki-Korol & Clarke, 11th ed. Pearson 2013. ISBN 978-0-13-384713-0

### Course Schedule

Date		Topic	Textbook	Assigned Reading	Team Assignments
2019		Insert key dates here to include start of classes; stat holidays and end of classes			
Class #1 Face to Face 2 hours	Date	Course Review Introduction to courses & expectations; Model for communications; Form teams; Nature of legal system in Canada	Ch. 1	Ch. 2, 3	Set team leader and team meeting times
Class #2 Online hybrid 1.5 hours	Date	Negotiation, Mediation, Arbitration – online delivery – webinar & video Introduce and conduct practice questions and online discussion – all students	Ch. 2, 3	Ch. 4	Assignment #1 handed out for students to complete individually online prior to class #3
Class #3 Online Hybrid 1.5 hours	Date	Tort Law – Intentional Torts Intentional Tourism Torts – online delivery – webinar and video Review of submitted assignment #1 and online discussion – all students	Ch. 4	Ch. 5	Assignment #2 handed out for student teams to complete and present in class #4
Class #4 Online Hybrid 1.5 hours	Date	Tort Law – Unintentional Torts Unintentional torts with a focus on negligence and waivers – online delivery – webinar and video Review of submitted assignment #2 and online discussion – all students	Ch. 5	Ch. 6, 7	Assignment #3 handed out for student teams to complete and present in class #5
Class #5 Face to Face 2 hours	Date	Tort Law – Professional Liability & Insurance Teach the role of professional liability and insurance Team presentations on assignment #3 dealing with negligence and effect of waivers	Ch. 6, 7	Ch. 8	Assignment #4 handed out for students to complete individually and submit prior to class #6
Class #6 Online Hybrid 1.5 hours	Date	Contract Formation & Contract Validity Webinar and Video Review of submitted assignment #4 and online discussion – all students	Ch. 8	Ch. 9	Assignment #5 handed out for students to complete individually and

					submit prior to class #7
Class #7 Online Hybrid 1.5 hours	Date	Contract Voidability & Breach Online delivery – webinar and video; Review of submitted assignment #5 and online discussion – all students	Ch. 9	Ch. 10 & 12	Assignment #6 handed out for student teams to complete together and present in class #8
Class # 8 Face to Face 2 hours	Date	Employment Law & Agency Teach the role of employment law and agency for tourism professionals Team presentations on assignment #6 dealing with contract voidability and contractual breach	Ch. 10 & 12	Ch. 13	Assignment #7 handed out for students to complete individually and submit prior to class #9
Class #9 Online Hybrid 1.5 hours	Date	Intellectual Property Trademark and copyright law – online delivery – webinar and video Review of submitted assignment #7 and online discussion – all students	Ch. 13	Readings	Assignment #8 handed out for students to complete individually and submit prior to class #10
Class #10 Online Hybrid 1.5 hours	Date	Legislation Affecting Tourism Businesses Identify and teach main legislation relevant to the hospitality industry including: Employment Standards Act; BC Labour Law; Freedom Of Information And Privacy Act; Canada Health Act; Licensing And Local Bylaws - online delivery – webinar and video Review of submitted assignment #8 and online discussion – all students	Readings	Ch. 16	Assignment #9 handed out for teams to complete together and present in class #11
Class #11 Face to Face 2 hours 18.5 total	Date	Commercial Transactions Face to face – teach the role of commercial transactions for tourism professionals Team presentations on assignment #9 dealing with current intellectual property issues in tourism	Ch. 16		
Class #12  1 hour  Face to Face	Date	Skills Review and Exam Prep	All chapters	None	Prepare for midterm
Class #13 Face to Face 2 hours	Date	Midterm Exam			

Class #14 Online Hybrid 1.5 hours	Date	Review of Midterm exam	None	None	Review legal brief analysis
Class #15 Face to Face 2 hours	Date	Introduction to Legal Briefs Review of effective communication skills Practice debating skills	None	Legal brief analysis	Written Individual case brief assignment
Class #16 Online Hybrid 1.5 hours	Date	Intentional and Unintentional Tourism Torts Refresher – prepared video Practice Case Brief demonstration – prepared video Review of practice written individual case brief assignment and online discussion – all students	Ch. 4 & 5	Legal brief analysis	Case for Moot #1 handed out
Class #17 Face to Face 2 hours	Date	Moot #1 Tort Law – Intentional	Ch. 4 & 5		Case for Moot #2 handed out
Class #18 Face to Face 2 hours	Date	Moot #2 Tort Law – Professional Liability & insurance	Ch. 4 & 5		
Class #19 Online Hybrid 1.5 hours	Date	Contract Formation & Validity, Voidability & Breach Contract Formation, validity, voidability and breach refresher – prepared video	Chapters 6, 7 8 & 9		Case for Moot #3 handed out
Class #20 Face to Face 2 hours	Date	Moot #3 Contract Formation & Validity	Chapters 6 & 7		Case for Moot #4 handed out
Class #21 Face to Face 2 hours	Date	Moot #4 Contract Voidability and Breach	Chapters 8 & 9		Case for Moot #5 handed out
Class #22 Face to Face 2 hours	Date	Moot #5 Specialty Topic			
Class #23 Face to Face 1 hour	Date	Review for Final Exam			

**Implementation date:** September 1, 2019

**Cost:** N/A

**Motion:** That Education Council approves the new course: TOUR 215 Restaurant Management as recommended by the CPRC – BUS:

**Rationale:**

Tourism education in BC and Canada has evolved significantly over the last decade. Our current model of a tourism and hospitality option in the BUAD Diploma and BBA degree emphasizes the hospitality sector of

the Tourism industry. We have met extensively with industry and reviewed competitive programs in Canada. Based on this work, a new Tourism Management Diploma that focuses on the broader field has been developed with four new courses and academic co-op. We have introduced the new course code TOUR to highlight the tourism courses in the College calendar.

TOUR 215 Restaurant Management is the same course as, and cross listed with, BUAD 215 Restaurant Management. Tourism Management students will take TOUR 215. Business students will take BUAD 215, for the BBA Degree in Tourism and Hospitality Management and the BUAD Diploma, Tourism and Hospitality option.

**Calendar description:**

This course provides a broad understanding of management theory and practice in the restaurant industry. The course covers aspects of restaurant marketing, service delivery, menu design and engineering, site selection, and facility design. The course introduces students to the concepts and practices related to cost controls from purchasing to sales.

Students with credit in BUAD 207, BUAD 218, or BUAD 215 cannot take TOUR 215 for additional credit

**Course outline:**

Course Number:	<b>TOUR 215</b>
Course Title:	<b>RESTAURANT MANAGEMENT</b>
Credits:	3
Calendar Description:	This course provides a broad understanding of management theory and practice in the restaurant industry. The course covers aspects of restaurant marketing, service delivery, menu design and engineering, site selection, and facility design. The course introduces students to the concepts and practices related to cost controls from purchasing to sales.
Semester and Year:	<b>2020</b>
Prerequisite(s):	No
Corequisite(s):	BUAD 111
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Tourism Management Diploma - elective
Substitutable Courses:	BUAD 215
Transfer Credit:	Yes
Special Notes:	Students with credit in BUAD 207, BUAD 218, BUAD 215 cannot take TOUR 215 for additional credit

Originally Developed: 2018

### Professors

Name	Phone number	Office	Email

### Learning Outcomes

Upon completion of this course students will be able to

- identify and describe target markets for a restaurant concept.
- choose and cost menu items suitable for a restaurant concept and target audience.
- apply menu design and engineering concepts to create an effective menu.
- apply site selection criteria to identify appropriate restaurant locations.
- use design and layout concepts to create an effective restaurant layout.
- apply the four step control process to each stage of the restaurant inventory cycle.
- apply critical cost concepts and ratios in the control process.

### Course Objectives

This course will cover the following content including:

See Course Schedule

### Evaluation Procedure

Course Exercises (Individual)	30%
Term Projects (Groups)	40%
Final Exam (Individual)	30%
Total	100%

### Notes

#### Course Exercises (30%)

Your courses exercises grade will be calculated based on completion of a series of exercises and can include in class participation. One or more of these exercises will be assigned each week. Grades assigned to each exercise vary depending on the size and complexity of the exercise.

#### Term Project (40%)

To give students the opportunity to develop a restaurant concept of their choice, the Portfolio is one project divided into 4 parts, each worth 10% and each with its own deadline. Portfolios will be completed in teams of 2.

#### Final Exam (30%)

The final exam will be constructed from textbook material, lectures, homework, potential guest speakers and other activities in the course. You must pass the final exam in order to earn credit for the course.

There is a direct correlation between attendance in class and a good academic grade. It is highly recommended that students read text materials before classes. Any work missed as a result of failure to attend class is the responsibility of the student.

Students may be required to pay for travel and expenses related to site visits and/or field trips.

There will be a 10% per day loss of total potential marks for late work up to a maximum of 5 days.

After 5 days, the work will NOT be accepted for grading. All materials submitted for grading must be professionally presented and WILL be marked for spelling and grammar as well as content.

### Required Texts/Resources

Walker, John R., *The Restaurant, from Concept to Operation*, Wiley. Course Pack Exercises PDF.

### Course Schedule

Date	Topic	Textbook
Week of:		
	Introduction Kinds and Characteristics of Restaurants	Ch 01
	Kinds and Characteristics of Restaurants	Ch 02
	Restaurant Marketing and Target Markets	Ch 14 (p402-421)
	Restaurant Concepts Restaurant Location and Site Criteria	Ch 03
	Introduction to the Control Process The Menu and Menu Engineering Standard Recipes and Menu Costing	Ch 04 Part A-1 Due
	Planning and Equipping the Restaurant	Ch 05
	READING BREAK ( <i>Feb 8 to 12 – no classes</i> )	N/A
	Food Purchasing	Ch 06 Part A-2 Due
	Food and Beverage Cost Controls	Ch 08
	Food and Beverage Cost Controls (Continued)	Ch 08
	Food Production and Sanitation	Ch 09 Part A-3 Due
	Bar and Beverage	Ch 07
	Restaurant Leadership and Management	Ch 10
	Organizing, Recruiting and Staffing	Ch 11 Part A-4 Due

	Training and Development Portfolio Presentations Final Exam Review	Ch 12
FINAL EXAM PERIOD		

**Implementation date:** September 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the new course: TOUR 220 Hotel Management as recommended by the CPRC – BUS:**

**Rationale:**

Tourism education in BC and Canada has evolved significantly over the last decade. Our current model of a tourism and hospitality option in the BUAD Diploma and BBA degree emphasizes the hospitality sector of the Tourism industry. We have met extensively with industry and reviewed competitive programs in Canada. Based on this work, a new Tourism Management Diploma that focuses on the broader field has been developed with four new courses and an academic co-op. We have introduced the new course code TOUR to highlight the tourism courses in the College calendar.

TOUR 220 Hotel Management is the same course as, and cross listed with, BUAD 220 Hotel Management. Tourism Management students will take TOUR 220, Business students will take BUAD 220 for the BBA Degree in Tourism and Hospitality Management and the BUAD Diploma, Tourism and Hospitality option.

**Calendar description:**

This course presents an overview of the operation and management of a hotel property. Topics include: travel patterns affecting the industry; types of lodgings; functions and practices of the key departments; and management issues specific to hotels including guest safety and security. Current trends in guest services and amenities are examined. The principles of front desk management are covered including the reservations process, hotel revenue cycle, establishing room rates, preparation of the night audit and the use of technology in Property Management Systems.

Students with credit in BUAD 220 cannot take TOUR 220 for additional credit

**Course outline:**

<b>Business Administration</b>	
Course Number:	TOUR 220
Course Title:	HOTEL MANAGEMENT
Credits:	3
Calendar Description: This course presents an overview of the operation and management of a hotel property. Topics include: travel patterns affecting the industry; types of lodgings; functions and practices of the key departments; and management issues specific to hotels including guest safety and security. Current trends in guest services and amenities are examined. The principles of front desk management are covered including the reservations process, hotel revenue cycle, establishing room rates, preparation of the night audit and the use of technology in Property Management Systems.	
Semester and Year:	2020
Prerequisite(s):	No
Corequisite(s):	No
Prerequisite to:	No

Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Tourism Management Diploma - elective Substitutable Courses: BUAD 220
Transfer Credit:	
Special Notes:	Students with credit for BUAD 220 cannot take TOUR 220 for additional credit.
Originally Developed:	2018
EDCO Approval:	
Chair's Approval:	

**Professors**

Name	Phone number	Office	Email

**Learning Outcomes**

<p>Upon completion of this course students will be able to</p> <ul style="list-style-type: none"> <li>• describe the hotel industry from the perspective of the Hotel General Manager.</li> <li>• identify travel patterns affecting the industry.</li> <li>• describe the different types and characteristics of lodging operations.</li> <li>• identify the major functions and practices of the key departments.</li> <li>• identify issues specific to guest safety and security.</li> <li>• identify current trends in guest services and development of lodging amenities.</li> <li>• describe the key function of the front office.</li> </ul>
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**Course Objectives**

<p>This course will cover the following content:</p> <p>See Course Schedule</p>
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**Evaluation Procedure**

Current Affairs and Discussion/Presentation	15%
Research Report/PPT	35%
Project Outline/Sources (5%)	
Presentation (10%)	
Report (20%)	
Mid-term Exam	20%
Final Exam	30%
Total	100%

**Notes**

**Mid-term and Final Exams**

Exams will be a combination of multiple choice, true and false, short answer, and short essay questions. The mid-term will be 1 ½ hours in length. The final, which will be 3 hours in length, may include foundational material from the beginning of the semester, but will mainly focus on the material covered during the second half of the semester.

**Research Report and Presentation**

You will be required to complete a research project and make a presentation on a hotel corporation selected from a list of possible choices or a topic critical to the hotel industry. Try to choose a company or topic from the list that you find interesting or is part of the hotel industry that you would like to learn more about.

You will adopt the role of a consultant who has been commissioned to collect data and to prepare a report describing the company. An outline is attached which will assist you. You will be assigned to a team of 2 – 3 people to prepare a business report and make a presentation on a hotel corporation or a topic of interest related to the hotel industry. You will receive a team mark on this project that is shared by all team members. An evaluation scheme will be posted on Moodle. Each presentation will be 20 minutes in length plus an additional 10 minutes allocated for a Q & A session at the end.

**Required Texts/Resources**

Hotel Operations Management, ., David K. Hayes Ph.D, Clarion Hotel and Conference Center. Jack Ninemeier, Ph.D, Michigan State University

**Course Schedule**

Date	Topic	Textbook
Week of:	Introduction/ Course Outline	3 <sup>rd</sup> Ed.
	The Hotel Industry Overview The Guest Service Imperative	Ch 1 Ch 2
	The General Manager General Managers are Leaders	Ch 3 Ch 4
	Human Resources Current Affairs	Ch 5
	Revenue Management Current Affairs	Ch 7
	Sales and Marketing Current Affairs	Ch 8
	MID-TERM EXAM (Monday October 16, in class) Front Office	Ch 9
	Housekeeping Current Affairs	Ch 10

	Food and Beverage Current Affairs	Ch 11
	Property Operation & Maintenance Current Affairs	Ch 12
	Personal Safety and Property Security Current Affairs	Ch 13
	Franchise Agreements & Management Contracts Managing in the Global Hotel Industry	Ch 14 Ch 15
	Presentations	
	Presentations and Review	
	FINAL EXAM PERIOD	

**Implementation date:** September 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the new course: TOUR 230 Wine and Culinary Tourism as recommended by the CPRC – BUS:**

**Rationale:**

Tourism education in BC and Canada has evolved significantly over the last decade. Our current model of a tourism and hospitality option in the BUAD Diploma and BBA degree emphasizes the hospitality sector of the Tourism industry. We have met extensively with industry and reviewed competitive programs in Canada. Based on this work, a new Tourism Management Diploma that focuses on the broader field has been developed with four new courses and academic co-op. We have introduced the new course code TOUR to highlight the tourism courses in the College calendar.

TOUR 230 Wine and Culinary Tourism is the same course as, and cross listed with, BUAD 230 Wine and Culinary Tourism. Tourism Management students will take TOUR 230, Business students will take BUAD 230 for the BBA Degree in Tourism and Hospitality Management and the BUAD Diploma, Tourism and Hospitality option.

**Calendar description:**

This course provides learners with an understanding of wine and culinary tourism and its relationship to the tourism sector overall. Through experiential learning opportunities such as field trips, visits from local providers, and assignments linked to real situations, students engage with wine, food, and culture, both regionally and globally. Students gain awareness of how wine and culinary tourism impacts tourism destinations, from supply chain management to product development.

Students with credit in BUAD 230 cannot take TOUR 230 for additional credit

**Course outline:**

Business Administration	
Course Number:	TOUR 230
Course Title:	WINE AND CULINARY TOURISM
Credits:	3
Calendar Description:	This course provides learners with an understanding of wine and culinary tourism and its relationship to the tourism sector overall. Through experiential learning opportunities such as field trips, visits from local providers, and assignments linked to real situations, students engage with wine, food, and culture, both regionally and globally. Students gain awareness of

how wine and culinary tourism impacts tourism destinations, from supply chain management to product development.

Semester and Year: 2020

Prerequisite(s): No

Co-requisite(s): No

Prerequisite to: No

Final Exam: Yes

Hours per week: 3

Graduation Requirement: Tourism Management Diploma - elective Substitutable Courses: BUAD 230

Transfer Credit: Yes

Special Notes: Students with credit for BUAD 230 cannot take TOUR 230 for additional credit

Originally Developed: 2018 EDCO Approval:

Chair's Approval:

#### Professors

Name	Phone number	Office	Email

#### Learning Outcomes

Upon completion of this course students will be able to

- define the scope and impact of the wine and culinary sectors on the tourism industry.
- explain the importance of wine and food in cultures and its subsequent impact on tourism.
- describe the supply chain of wine and culinary tourism, in particular the roles/functions of key stakeholders and markets.
- describe how the wine and culinary sectors contribute to the development of a tourism destination.
- analyze how environmental factors (economics, geography and sociology) impact wine and culinary tourism.
- explain tourism the product development process as it relates to wine and culinary tourism.
- identify the issues and trends affecting this wine and culinary sectors.

#### Course Objectives

This course will cover the following content:

See Course Schedule

#### Evaluation Procedure

Assignments	25%
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Case Study and Presentation	40%
Final Exam	35%
Total	100%

### Notes

The consumption of wine for education/learning purposes will only be permitted to student 19 years of age or older.

### Required Texts/Resources

Food and Wine Tourism, 2010, Erica Croce, Giovanni Perri, CAB International, Published: ISBN: 9781786391278.

### Course Schedule

Date	Topic	Textbook
Week of:		
	Introduction The Spirit of a place on a plate	Ch 01
	The Environment: Tools of the Trade	Ch 02
	Field Experience 1 – The context for Food and Wine Tourism	
	Tourists on the Food and Wine Trail: Who are they?	Ch 03
	Transforming Terroir into a Tourist Destination	Ch 04
	The Supply Side: Actors involved in Food and Wine Production	Ch 05
	Food and Wine Tourism Best Practices: Case Studies from Around the World	Ch 06
	Field Experience 2 – experience a local business/operation with a focus on wine tourism	
	Supply Operators in the Food and Wine Tourism Industry	Ch 07
	Field Experience 3 – experience a local business/operation with a focus on culinary/food tourism	
	Experience Design: Itinerary Planning and Organization	Ch 08
	Presentations	

		Presentations Final Exam Review	
		Final Exam Period	

**Implementation date:** September 1, 2019

**Cost:** N/A

**Motion:** That Education Council approves the new course: **TOUR 240 Service Design for Tourism** as recommended by the CPRC – BUS:

**Rationale:**

Tourism education in BC and Canada has evolved significantly over the last decade. Our current model of a tourism and hospitality option in the BUAD Diploma and BBA degree emphasizes the hospitality sector of the Tourism industry. We have met extensively with industry and reviewed competitive programs in Canada. Based on this work, a new Tourism Management Diploma that focuses on the broader field has been developed with four new courses and academic co-op. We have introduced the new course code TOUR to highlight the tourism courses in the College calendar.

TOUR 240 Service Design for Tourism is a second year course with content and projects that focus on the service offerings of tourism organizations.

**Calendar description:**

Students learn strategies of marketing intangible service offerings in the tourism and hospitality sectors. Emphasis will be placed on designing and delivering services that manage the gap between tourist expectations and perceived service quality. Students will engage in understanding tourist expectations, designing services, training, delivering, and communicating appropriate expectations.

**Prerequisites:**

TOUR 130 or BUAD 116

**Course outline:**

Course Number:	<b>TOUR 240</b>
Course Title:	<b>SERVICE DESIGN FOR TOURISM</b>
Credits:	3
Calendar Description:	Students learn strategies of marketing intangible service offerings in the tourism and hospitality sectors. Emphasis will be placed on designing and delivering services that manage the gap between tourist expectations and perceived service quality. Students will engage in understanding tourist expectations, designing services, training, delivering, and communicating appropriate expectations.
Semester and Year:	<b>Winter 2020</b>
Prerequisite(s):	TOUR 130 or BUAD 116

Corequisite(s):	None
Prerequisite to:	n/a
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Tourism Management Diploma - Required
Substitutable Courses:	No
Transfer Credit:	PMAC
Special Notes:	
Originally Developed:	2018
EDCO Approval:	
Chair's Approval:	

**Professors**

Name	Phone number	Office	Email
	(250) 762-5445		

**Learning Outcomes**

Upon completion of this course students will be able to

- explain the importance of services marketing in the tourism and hospitality context
- describe the elements of service quality
- explain the elements of the Gaps model of service delivery
- explain the roles of tourism and hospitality managers in the service process
- describe pricing strategies used in setting effective service pricing in the sector
- assess a tourism business's services delivery using the Gaps model of services marketing.

**Course Objectives**

This course will cover the following content:

See Course Schedule

**Evaluation Procedure**

Term Work	20%
Mid-term Exam	25%

Term Project	30%
Final Exam	25%
Total	100%

## Notes

### Class Attendance and Participation

There is a direct correlation between attendance in class, participation in on-line activities, and a good academic grade. It is highly recommended that students read text materials before classes. Any work missed as a result of failure to attend class or complete online assignments is the responsibility of the student.

### Term Work

The term work grade will be based the individual professor's decisions. It may include (but not limited to) quizzes, in-class work, online and homework assignments.

### Term Project

The project requires students to analyse a tourism organization's strategies and activities using secondary research. Students will critically assess the service offering using the GAPS model of service design. You will be required to submit an electronic copy of your term project papers to facilitate screening for plagiarism.

### Midterm and Final Exams

The midterm and final exams are work 25% each. The final exam is cumulative, with an emphasis on chapters since the mid-term exams. Students must earn at least half of the total exam marks to pass the course.

### Late Submissions

Work that is submitted late may be rejected or subject to loss of marks at the discretion of the professor. However, after 5 days (including weekends and holidays), no work will be accepted for grading. All materials submitted for grading must be professionally presented and WILL be marked for spelling and grammar as well as content.

## Required Texts/Resources

Services Marketing: Integrating Customer Focus Across the Firm, Sixth Edition, Zeithaml, V.A., Bitner, M. & Gremler, D.D., McGraw-Hill ISBN 978-0-07-811205-8

## Course Schedule

Date	Topic	Textbook
Week of:		
1	Course overview and introductions Introduction to Services	Ch 01
2	Gaps Model of Service Quality	Ch 02
3	Customer Expectations of Service Customer Perceptions of Service	Ch 03 Ch 04

4	Listening to Customers Through Research	Ch 05
5	Building Customer Relationships Service Recovery	Ch 06 Ch 07
6	Service Innovation and Design <b>Midterm Exam</b>	Ch 08
7	Customer-Defined Service Standards	Ch 09
8	Physical Evidence and the Servicescape	Ch 10
9	Employees' Roles in Service Delivery	Ch 11
10	Customers' Roles in Service Delivery	Ch 12
11	Managing Demand & Capacity	Ch 13
12	Integrated Services Marketing Communications	Ch 14
13	Pricing of Services and The Bottom Line	Ch 15 Ch 16
14	Presentations  Final Exam Period	

**Implementation date:** September 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the new course: TOUR 299 Conventions Management as recommended by the CPRC – BUS:**

**Rationale:**

Tourism education in BC and Canada has evolved significantly over the last decade. Our current model of a tourism and hospitality option in the BUAD Diploma and BBA degree emphasizes the hospitality sector of the Tourism industry. We have met extensively with industry and reviewed competitive programs in Canada. Based on this work, a new Tourism Management Diploma that focuses on the broader field has been developed with four new courses and academic co-op. We have introduced the new course code TOUR to highlight the tourism courses in the College calendar.

TOUR 299 Conventions Management is the same course as, and cross listed with, BUAD 299 Conventions Management. Tourism Management students will take TOUR 299, Business students will take BUAD 299 for the BBA Degree in Tourism and Hospitality Management and the BUAD Diploma, Tourism and Hospitality option.

**Calendar description:**

This course focuses on the conventions, meeting and trade show industry. Topics include: the size and scope of the industry, industry trends, the characteristics of the corporate, association and other market segments, and preparation of a marketing plan. How to plan, organize, direct and control the key aspects of a successful convention will also be covered.

Students with credit in BUAD 299 cannot take TOUR 299 for additional credit

**Course outline:**

**Business Administration**

<b>COURSE NUMBER:</b>	TOUR 299
<b>COURSE TITLE:</b>	CONVENTIONS MANAGEMENT
<b>CREDITS:</b>	3
<b>CALENDAR DESCRIPTION:</b>	This course focuses on the conventions, meeting and trade show industry. Topics include: the size and scope of the industry, industry trends, the characteristics of the corporate, association and other market segments, and preparation of a marketing plan. How to plan, organize, direct and control the key aspects of a successful convention will also be covered.
<b>SEMESTER &amp; YEAR:</b>	2020
<b>PREREQUISITE:</b>	None
<b>CO-REQUISITE:</b>	None
<b>PREREQUISITE TO:</b>	None
<b>FINAL EXAM:</b>	Yes
<b>GRADUATION REQUIREMENT:</b>	Tourism Management Diploma - Elective
<b>SUBSTITUTABLE COURSES:</b>	BUAD 299
<b>TRANSFER CREDIT SPECIAL NOTES:</b>	Students with credit for BUAD 299 cannot take TOUR 299 for additional credit.
<b>DEVELOPMENT DATE:</b>	2018
<b>REVISION DATE:</b>	2018

**PROFESSOR: REQUIRED TEXTS:**

Convention Sales and Services, Astroff, M.T. & Abbey, J.R..

**EVALUATION PROCEDURE:**

Assessment in this course is continuous and will consist of:

Marketing Plan:	Students will be required to produce a marketing plan relating to 30% the Kelowna conference market based on models discussed in Chapter 2 of the text
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Course Contribution:	Students can earn up to 10 marks for their contribution to the course including but not limited to attendance, participation, presentations and case studies	10%
Mid-term Exam:	The exam will cover Chapters 1 through 7	25%
Final Exam:	The exam will cover Chapters 8 through 18	<u>35%</u>

**COURSE SCHEDULE:**

DATE	TOPICS	TEXT
	Course Introduction Convention, Meetings and Trade Show Industry Developing a Marketing Plan	Ch 1 Ch 2
	Convention Sales Association and Corporate Markets	Ch 3 Ch 4 & 5
	SMERF and Other Markets	Ch 6 & 7
	Advertising Negotiations/Contracts	Ch 8 Ch 9
	In-class presentations re Career Development Programs	
	Class attends the TIC Conference, Vancouver,	
	Reading Break	
	1 <sup>st</sup> Periodic Exam	
	Guest Services Event Preparation and Setup	Ch 10,11 & 12
	Function Rooms and Meeting Setups Food and Beverage Service	Ch 13 Ch 14
	2 <sup>nd</sup> Periodic Exam	
	In-class presentations re Eco-friendly Conferences Audiovisual and Admission Systems	Ch 15 & 16
	Site visit to Delta Grand Okanagan	

		In-class presentations re Trade Show Assignment Exhibits and Trade Shows	Ch 17 & 18
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**Implementation date:** September 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the new Bachelor’s Degree: Tourism Management Diploma as recommended by the CPRC – BUS:**

**Rationale:**

OSB requires a new Tourism Management Diploma to meet the needs of its tourism students, communities, and stakeholders.

The Okanagan School of Business does not currently offer a Tourism Management credential; the credential currently offered is a business credential with specialty option in Tourism and Hospitality Management. Tourism studies are an anomaly in the OSB in that we are a sector specific rather than discipline specific area of study.

Students seeking tourism credentials do not recognize the business diploma as their desired credential. As such, the OSB is not positioned to compete in the tourism education arena. Currently, 20 Institutions in BC alone offer Tourism specific credentials, some credentials are housed within “business schools”, others are in their own “schools”. Consultation revealed that Tourism students actively search for institutions that offer a specific tourism credential and do not equate a business diploma with a tourism diploma. Without a tourism specific credential it is impossible for OSB to compete in this space.

There is, however, significant demand for tourism courses in the OSB. Current enrolments are at their highest point ever.

Tourism oriented businesses also seek a tourism specific credential. This is evidenced by the fact that when the Revelstoke Tourism Advisory Council sought an education partner they reviewed OSBs business diploma tourism option and indicated that they were not seeking a business credential, but a tourism credential.

The current labour shortages in the sector indicates that there is significant demand for both coop placements and job placements for graduates in all communities throughout the OSBs service area. This is also evidenced by the fact that communities, such as Revelstoke, have sought to strategically partner with OSB to provide a Tourism Management Diploma in their community to help address a skilled tourism labour shortage.

**Calendar description:**

The Tourism Management Diploma at Okanagan College is your gateway to a rewarding career in the tourism sector. You will learn about core tourism and business management functions as well as network and build connections within the sector. You will develop key job skills in a 12 to 16 week faculty supervised academic co-op work term. Study electives that meet your areas of interest are available, ranging from hotel, restaurant, human resources management, to conventions and events management. When you graduate you will be ready to enter the tourism workforce in supervisory and front line managerial positions.

The academic co-op work placement may require some or all of the following certifications to be completed prior to commencement: Serving it Right, Super Host, WHMIS, Food Safe, First Aid Level 1.

**Admission requirements:**

Regular Applicants:

- B.C. secondary school graduation or equivalent.
- Students graduating from secondary school in or prior to 2012: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, or the equivalent Advanced Level Adult Basic Education mathematics course.
- English 12 with minimum 60% or alternatives.

**Mature Applicants:**

Mature applicants are at least 19 years of age and have been out of full-time senior secondary study for at least one year. Senior secondary graduation will be waived for mature applicants. Mature applicants without English 12 can write the LPI and must receive a minimum score of level 4. Mature applicants without Mathematics 11 can take the mathematics diagnostic test, administered by Okanagan College. A minimum score of 16/25 is required.

**Qualifying status:**

Applicants who ultimately fail to satisfy the specific English and/or math entrance requirements may be granted admission to and be allowed to remain enrolled in the Tourism Management program as qualifying students subject to the availability of space after the admission and registration of qualified applicants.

Qualifying students may concurrently register in a maximum of three first-year business courses, any three for which they satisfy the prerequisites. Qualifying first-year tourism management students will not be considered to be continuing students and will, therefore, be allowed to continue in the program after the qualifying year only if all outstanding course entrance requirements have been successfully completed.

Senior secondary students who enter the Business Administration diploma program who have completed and passed both Entrepreneurship 11 and Marketing 11 may receive credit for BUAD 116.

Senior secondary students who enter the Business Administration diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.

**Graduation requirements:**

Successful completion of the prescribed and elective courses as listed in the program outline with a minimum graduating grade average of 60%.

**Courses additions:**

TOUR 105, TOUR 130, TOUR 200, TOUR 209, TOUR 215, TOUR 220, TOUR 230, TOUR 240, TOUR 299  
(Note TOUR 105, TOUR 215, 220, 230, and 299 are only new cross listing course codes)

**Program outline:**

Students must complete 60 credit hours as prescribed below:

**Required:**

- TOUR 105 – Introduction to Tourism (3 credits)
- TOUR 130 – Tourism Marketing (3 credits)
- TOUR 200 – Tourism Co-op (6 credits)
- TOUR 209 – Tourism Law (3 credits)
- TOUR 240 – Services Design for Tourism (3 credits)
- BUAD 111 – Financial Accounting I (3 credits)
- BUAD 123 – Management Principals (3 credits)
- BUAD 128 – Computer Applications I (3 credits)
- BUAD 176 – Professional Sales (3 credits)
- BUAD 195 – Financial Management (3 credits)
- BUAD 200 – Digital Marketing (3 credits)
- BUAD 264 – Management Accounting (3 credits)
- BUAD 293 – Entrepreneurship (3 credits)
- CMNS 112 – Professional Writing 1 (3 credits)
- MATH 114 – Business Mathematics (3 credits)

**Plus four of:**

- TOUR 215 – Restaurant Management (3 credits)
- TOUR 220 – Hotel Management (3 credits)
- TOUR 230 – Wine and Culinary Tourism (3 credits)
- BUAD 262 – Organizational Behaviour (3 credits)
- BUAD 269 – Human Resources Management (3 credits)
- TOUR 299 – Conventions Management (3 credits)

**Implementation date:** September 1, 2019

**Cost:** N/A

**Motion: That Education Council approves the course deletion: BUAD 206 The Business of Tourism as recommended by the CPRC – BUS:**

**BUAD 206 – 3 – 3**

**The Business of Tourism**

**Rationale:**

This course is being replaced by TOUR 105.

**Implementation date:** May 1, 2020

**Cost:** N/A

# Appendix 5.4

## K – 12 Entrance Requirements

## Grades 10, 11 & 12 Mathematics Courses

**MOTION:** For the following cases in the OC Calendar, both for program admission requirements and for course prerequisites:

Where “Apprenticeship and Workplace Math 10”, “Apprenticeship and Workplace Math Grade 10”, Apprenticeship and Workplace Mathematics 10” or “Apprenticeship and Workplace Mathematics Grade 10” are noted, add “Workplace Mathematics 10” as acceptable at the same noted minimum grade.

Where “Apprenticeship and Workplace Math 11”, “Apprenticeship and Workplace Math Grade 11”, Apprenticeship and Workplace Mathematics 11” or “Apprenticeship and Workplace Mathematics Grade 11” are noted, add “Workplace Mathematics 11” as acceptable at the same noted minimum grade, except for Electrician Pre-Apprenticeship.

Where “Apprenticeship and Workplace Math 12”, “Apprenticeship and Workplace Math Grade 12”, Apprenticeship and Workplace Mathematics 12” or “Apprenticeship and Workplace Mathematics Grade 12” are noted, add “Apprenticeship 12” as acceptable at the same noted minimum grade. In addition for Electrician Pre-Apprenticeship add “Apprenticeship Mathematics 12 with a minimum grade of 67%”, and for Welding Foundation Certificate add “Apprenticeship Mathematics 12 with a minimum grade of 50%”.

Programs Affected:

Grade 10 - Collision Repair; Mechanical Building Trades; Construction Trades; Food, Wine & Tourism.

Grade 11 - Office Admin; Aircraft Maintenance Engineering; Motor Vehicle Trades; Business Admin; Construction Trades; Commercial Aviation; Food, Wine & Tourism; Electrical Building Trades; Welding.

Grade 12 - Business Admin (including Food, Wine & Tourism), Trades Technology Teacher Education.

While other grade 10, 11 & 12 Mathematics courses have changed in content, the course names have not changed and will remain as currently stated in the OC Calendar. Individual departments should review the changes in these courses to determine if a change in OC program admission requirements or course prerequisites is required. The OC Math Department’s summary of the High School Mathematics changes will help in this regard. The courses include:

- Pre-calculus 12
- Pre-calculus 11
- Foundations of Mathematics 12
- Foundations of Mathematics 11
- Foundations of Mathematics and Pre-calculus 10

Note: In the current OC Calendar the above courses sometimes include the word “grade” immediately prior to the grade level. While the word “grade” is not part of the official course name, its inclusion is understood to refer to the same course as noted above.

Other Mathematics courses listed in the OC Calendar are High School courses offered in earlier years but no longer available. No changes are required for these courses.

## Grades 11 & 12 Science and Other Courses

**MOTION:** For the following cases in the OC Calendar, both for program admission requirements and for course prerequisites:

Where “Applications of Physics 11” is noted, add “Physics 11” as acceptable at the same noted minimum grade.

Where “Applications of Physics 12” is noted, add “Physics 12” as acceptable at the same noted minimum grade.

Where “Biology 11” is noted, add “Life Sciences 11” as acceptable at the same noted minimum grade.

Where “Biology 12” is noted, add “Anatomy and Physiology 12” as acceptable at the same noted minimum grade.

Where “Human Service 12” is noted, add “Child Development and Caregiving 12” as acceptable at the same noted minimum grade.

Programs Affected:

BSN, Certified Dental Assistant; Civil Engineering; Early Childhood Education; Electronic Engineering; Human Kinetics; Pharmacy Technician; Practical Nursing; Therapist Assistant; and Food, Wine & Tourism.

While other grade 11 & 12 courses used as OC program admission requirements or course prerequisites have changed in content, the course names have not changed and will remain as currently stated in the OC Calendar. Individual departments should review the changes in these courses to determine if a change in OC program admission requirements or course prerequisites is required. These courses include:

- Physics 11
- Physics 12
- Chemistry 11
- Chemistry 12
- Geology 12 (BSN – UBCO only)
- Accounting 12

Other high school courses are being revised but these courses are not program admission requirements or course prerequisites for any OC program or course.

Other similar courses listed in the OC Calendar are High School courses offered in earlier years but no longer available. No changes are required for these courses.

## Grades 10, 11 & 12 English Courses

**MOTION:** For the following cases in the OC Calendar, both for program admission requirements and for course prerequisites:

Where “English 10” is noted, add “any two of: Composition 10, Creative Writing 10, Literary Studies 10, New Media 10, and Spoken Language 10” as acceptable at the same noted minimum grade.

Where “English First Peoples 10” is noted, add “any two of: EFP Writing 10, EFP Literary Studies 10, EFP New Media 10, and EFP Spoken Language 10” as acceptable at the same noted minimum grade.

**Note:** The new grade 10 courses are only two credits each. The current grade 10 course is four credits so two courses are required to meet the requirement.

Where “English 11” is noted, add “Composition 11”, “Creative Writing 11”. “Literary Studies 11”, New Media 11” and “Spoken Language 11” as acceptable at the same noted minimum grade.

Where “English First Peoples 11” is noted, add “EFP Literary Studies and Writing 11”. “EFP Literary Studies and New Media 11” and “EFP Literary Studies and Spoken Language 11” as acceptable at the same noted minimum grade.

Where “English 12” is noted, add “English Studies 12” as acceptable at the same noted minimum grade.

Where “English Literature 12” is noted, add “Literary Studies 12” as acceptable at the same noted minimum grade.

Programs Affected:

Grade 10 - Collision Repair; CS - Building Service Worker; CS - Drupal; Motor Vehicle Trades; Mechanical Building Trades; Construction Trades; Welding; Food, Wine & Tourism.

Grade 11 - Office Admin; Aircraft Maintenance Engineering; Health Care Assistant

**Note:** Individual departments may want to analyze the new grade 10 and 11 courses to determine which ones really are acceptable as program admission requirements or course prerequisites.

Grade 12 –Arts: Associate of Arts; Communications, Culture & Journalism; Criminal & Social Justice, Environmental Studies, General Studies; Writing & Publishing; International Development, Viticulture Certificate  
Business: Business Administration; Food, Wine & Tourism (Culinary Management, Viticulture, Viticulture Technician); Commercial Aviation

Health: Certified Dental Assistant; Health Care Assistant; Early Childhood Education; Human Kinetics; Human Service Work; Medical Office Assistant, Pharmacy Technician, Practical Nursing, Therapist Assistant,

Science: Analytical Chemistry, Applied Ecology, Applied Science, Associate of Science Technologies: Animation, Civil Engineering; Computer Information Systems; Electronic Engineering; Mechanical Engineering, Network and Telecommunications, Sustainable Construction Management, Water Engineering, Trades Technology Teacher Education;

Trades: Aircraft Maintenance Engineering;

CSCT: Aboriginal Community Support Worker, Audio Engineering, Autism Spectrum, Education Assistant, Home Inspection, Learner-Centred Instructor, Medical Device Reprocessing Technician, Medical Office Assistant, Nursing Unit Assistant, Occupational Health and Safety, Project Management, Special Needs Worker, Teaching English as a Second Language, Wine Sales, Winery Assistant

**“English First Peoples 12”** has changed in content but the course name has not changed and will remain as currently stated in the OC Calendar. Individual departments should review the changes in this course to determine if a change in OC program admission requirements or course prerequisites is required.

**“New Media 12”** and **“Spoken Language 12”** are new courses that have been added to the curriculum. Individual departments may want to review the content of these courses to see if they would be appropriate OC program admission requirements or course prerequisites.

Other English courses listed in the OC Calendar are High School courses offered in earlier years but no longer available. No changes are required for these courses.

**EDCO Omnibus Motions for Changes to Grade 10, 11 and 12 Entrance Requirements**

<b>Department</b>	<b>Chair</b>	<b>Response</b>	<b>Date of Reply</b>	<b>Note from Department</b>
Aircraft Maintenance Engineering S-License	Dale Martell	approve	Oct. 3, 2018	I am good with the Math for the S program
		approve	Oct. 16, 2018	Acceptable (re. English changes)
Anthropology	Leanne Mallory	approve	Oct. 16, 2018	My department approves.
Animation	Chris Derochie Jerry Benninger	approve	Oct. 9, 2018	Yes to the English; Math and Science (and other) N/A
Biology	Stacey Sakakibara	approve	Oct. 5, 2018	The Biology department voted in favor of the K-12 omnibus motions on Math, Biology and English
Business	Roberta Sawatzky	approve	Oct. 15, 2018	Regarding the following motions, the Business Department offers their approval for each.
Certified Dental Assistant	Joanne Gibbons-Smyth	approve	Oct. 3, 2018	Yes to the English and Science; Math N/A
Chemistry	Leonard Lermer	approve	Oct. 11, 2018	5 in favor, 3 no response
Civil Engineering Technology	Ken Langedyk	approve	Oct. 5, 2018	I emailed to the Civil Engineering Technology department the vote for the omnibus motion which you proposed. The responses I received were in favor of the omnibus motion for Math, Physics and English.
Collision Repair	John Euloth	approve	Sept. 12, 2018	Collision Repair accepts the math requirements
		approve	Oct. 16, 2018	The Collision Repair Department will accept any two of the four English 10 courses as program admission requirements.
Computer Science	Jim Nastos	approve	Oct. 1, 2018	I have a 'Yes' vote majority from the continuing members of the Computer Science department on participating in the omnibus motion to translate the math entrance requirements for CIS/BCIS to the recommendations made by the subject-area experts.
			Oct. 4, 2018	I have a majority of 'Yes' votes in support of having the COSC programs participating in the English course prereqs omnibus motion. To summarize, we had two votes to support the Math motion and English motion separate, and both passed.
Communications	Raluca Fratiloiu	approve	Oct. 16, 2018	A majority of colleagues have also responded via e-mail in support of the motion.
Construction Trades	Marvin Rode	approve	Oct. 4, 2018	The requirements and proposal looks fine. I like the fact that the trades math is the preferred one.
		approve	Oct. 16, 2018	Acceptable (re. English changes)
Continuing Studies and Corporate Training	Verna Simpson	approve	Oct. 11, 2018	I reviewed the CS English/Math requirements updates for the CS Certificate programs and the updates should transition smoothly with the CS Certificates.

Culinary Arts	Mike Barillaro	approve	Oct. 16, 2018	As chair of the Culinary Arts Dept. I agree with the proposed changes to the requirements for entry into The Culinary Programs.
Early Childhood Education	Pam Wetterstrand	approve	Oct. 2, 2018	Yes to the English; Math and Science & other N/A
Economics	Tazul Islam	approve	Oct. 16, 2018	All members in the Department of Economics approved the English 12 changes
Electrical Trades	Claudio Dibiose	approve plus add App Math 12	Oct. 11, 2018	The math that the Electrical Department will accept is 67% in any of the following math courses: Foundations of Math 11, Pre-Calculus 11, or Apprenticeship 12
		approve	Oct. 16, 2018	I approve of these English courses and minimum grade: English 12, English Studies 12, English Literature 12, and Literary Studies 12 on behalf of the Electrical Department.
Electronic Engineering Technology	David Williams	approve	Oct. 4, 2018	The ELEN department accepts the changes to the secondary school Math and Physics for program admission and accepts the omnibus motion for English. Out of 7 department members, 6 were in favor and the 7th has not yet weighed in.
English	Matt Kavanagh	approve	Oct. 16, 2018	The Department of English approves this change
Geography, Earth and Environmental Sciences	Todd Redding	approve	Oct. 16, 2018	Looks ok to me in GEOG/EESC.
Health Care Assistant	Angela Godler	approve	Oct. 1, 2018	Yes to the English; Math and Science & other N/A
History	Howard Hisdal	approve	Oct. 16, 2018	The History Department concurs with the changes
Human Kinetics	Wendy Wheeler	approve	Oct. 4, 2018	a. Vote on Omnibus Ed.Co motion (see previous emails) MOTION: Support Omnibus Ed.Co proposal that will result in the following changes to the HKIN Admission Requirements – All in favor. Unanimously approved.
Human Service Work	Nick Deagnon, Carol Halle-Bowering	approve	Oct. 2, 2018	Yes to the English; Math and Science & other N/A
Interdisciplinary Studies	Norah Bowman	approve	Oct. 16, 2018	Yes, IDST approves
Math / Statistics	Joe Hobart	approve	Oct. 5, 2018	Thanks Joe. Does the amended motion include Math and English changes? LT Yes. J
			Oct. 4, 2018	MATHEMATICS and STATISTICS voted unanimously in favor of the amended motion.
Mechanical Building Trades	Brad Oliver	approve	Oct. 11, 2018	MBT will accept Math entrance requirements recommendations
		approve	Oct. 16, 2018	MBT will accept any two of the four English 10 courses as program admission requirements.

Mechanical Engineering Technology	Reg Marte	approve	Oct. 10, 2018	4 Yes, one no response
Modern Languages	Sharon Josephson, Karen Sansom	approve	Oct. 16, 2018	Approved.
Motor Vehicle Trades	Corey Bransfield	approve	Oct. 3, 2018	Motion was discussed and carried (math)
		approve	Oct. 16, 2018	Motion was discussed and carried (English)
Network & Telecommunications Engineering Technology	Ron Light	approve	Oct. 2, 2018	I have reviewed the entrance requirements documentation with my department as requested and see that none of the changes involved have an impact the Network and Telecommunications Engineering Technology Diploma program. As such, I have received agreement that our department agrees with the recommended changes and agree to be included in the omnibus change.
Northern Lights College	Leo Manning	Agreed	Sept. 12, 2018	Agreement received from Leo Manning, Associate Dean (AME-M program)
Nursing	Monique Powell	approve	Oct. 1, 2018	Unanimous yes to Math, English and Science & other
Office Administration	Brenda Ridgeley-Ketchell	approve	Oct. 15, 2018	I approve the motions as Chair of the Office Administration Department.
Pharmacy	Fariba Arjomandi	approve	Oct. 9, 2018	Yes to the English and Science & other; Math N/A
Philosophy	John Pugsley	approve	Oct. 16, 2018	At our Department Meeting yesterday, we approved the changes.
Physics / Astronomy	Robert Stutz	approve	Oct. 4, 2018	The Physics & Astronomy dept. unanimously (7/7) voted in favor of the English and Math proposed motions. We did not vote on the Science motion as (oddly enough) we don't think it affects us directly.
Political Science	Ayla Kilic	approve	Oct. 16, 2018	Discussed at last Chairs meeting and no objections made. Noted this Chair's department meeting as approving the changes.
Practical Nursing	Suzanne Bailey	approve	Oct. 11, 2018	Yes to English and Science & other; N/A for Math
Psychology	Chris Newitt	approve	Oct. 16, 2018	Psychology supports the changes
Sociology	Xiaoping Li	approve	Oct. 16, 2018	Our department [Sociology] approves the change.
Sustainable Construction Management Technology	Amy Vaillancourt	Yes	Oct. 3, 2018	The SCMT department has voted 'yes' to the omnibus.
Therapist Assistant	Jennifer Stephenson	Yes	Oct. 4, 2018	Yes to the English and Science & other; Math N/A
TTTE Program	Deans STH/Trades	Agreed	Oct. 16, 2018	Deans in agreement with motion as it relates to TTTE
Water Engineering Technology	Allison O'Neil	Yes	Oct. 10, 2018	Department meeting voted all in favor.

Welding Trades	Ken Soucy	approve plus add App Math 12	Oct. 11, 2018	The Welding Department will accept 50 percent in Foundations of Math 11, Precalculus 11, Workplace Math 11, or Apprenticeship Math 12
		approve	Oct. 16, 2018	The Welding Department will accept any two of the four English 10 courses as program admission requirements
CoAv - SIFC	Barry McGillivray	approve	Oct. 15, 2018	Approval by associate dean on behalf of SIFC

# Appendix 5.5

## Standing Committee Reports

# Appendix 6.0 Reports