

Items approved by Education Council April 6, 2017

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Business and Commercial Aviation Programs

Legal Administrative Assistant - Litigation

Program revision:

- Admission requirements

Rationale:

Clarification of requirements - confusion among Admissions staff and students.

Admission requirements:

Current:

- B.C. 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 keyboarding speed of 35 net words per minute
- A minimum score of 50% in English 11 or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test; and
- One full year of experience as an administrative assistant/secretary within the past three years; or
- A minimum score of 70% on an Okanagan College Office Administration computer essentials entrance test AND a minimum score of 70% on an Okanagan College Office Administration word processing entrance test.

Proposed:

- Completion of Okanagan College's *Office Assistant Certificate* or equivalent **OR**
1. B.C. 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, **AND**
 2. A minimum score of 50% in English 11 or [alternatives](#); or a minimum score of 70% on an [Okanagan College Office Administration English entrance test](#); **AND**
 3. A minimum keyboarding speed of 35 net wpm, **AND**
 4. **ONE** of the following:
 - a) One full year of secretarial or administrative assistant experience within the past three years**OR**

b) A minimum score of 70% on an Okanagan College Office Administration computer essentials entrance test AND a minimum score of 70% on an Okanagan College Office Administration word processing entrance test.

Reason:

This is really a specialization of the office administration programming - seen as the 2nd year of the office administration. Clarification is needed for admission staff and students.

Implementation date: March 2017

Costs: n/a

BUAD 128 Computer Applications I

BUAD 262 Organizational Behaviour

Course revisions:

- Description

Rationale:

Previously there were three accounting designations in Canada. Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA). These three bodies have merged and become a single designation Chartered Professional Accountant (CPA). This set of proposals is to revise references in course descriptions to some or all of the old designations to the new CPA designation. The new CPA education program does not offer any credit for BUAD 128 and BUAD 262. This proposal is to remove reference to the CA, CMA credit on these course descriptions.

Calendar description:

There is no change to the actual calendar description. The change is to amend the notation in the calendar description to reflect the change resulting from the three accounting bodies merging into one.

Current:

- BUAD 128 CA, CMA, CIB, PMAC credit.
- BUAD 262 CA, CMA, PMAC credit.

Proposed:

- BUAD 128 CIB, PMAC credit.
- BUAD 262 PMAC credit.

Implementation date: Sept 2017

Costs: n/a

BUAD 111 Financial Accounting I

BUAD 113 Canadian Business

BUAD 121 Financial Accounting II

BUAD 195 Financial Management

BUAD 209 Business Law

BUAD 263 Intermediate Accounting

BUAD 264 Management Accounting

BUAD 273 Intermediate Accounting II

Course revisions:

- Description

Rationale:

Previously there were three accounting designations in Canada. Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA). These three bodies have merged and become a single designation Chartered Professional Accountant (CPA). This bulk proposal is to revise references in multiple course descriptions to replace reference to the "CA, CMA, CGA credit" with "CPA credit".

Calendar description:

There is no change to the actual calendar description. The change is to amend the notation in the calendar description to reflect the change resulting from the three accounting bodies merging into one.

Current:

- BUAD 111 CA, CGA, CMA, CIB, PMAC credit
- BUAD 113 CA, CGA, CMA credit

- BUAD 121 CA, CGA, CMA, CIB, PMAC credit together with BUAD 111
- BUAD 195 CA, CMA, CGA, PMAC credit with BUAD 296
- BUAD 209 CA, CGA, CMA, PMAC credit.
- BUAD 263 CA, CGA, CMA credit
- BUAD 264 CA, CGA, CMA, CIB, PMAC credit
- BUAD 273 CA, CGA, CMA credit
- BUAD 283 CA, CGA, CMA credit
- BUAD 296 CA, CGA, CMA, PMAC credit with BUAD 195

Proposed:

- BUAD 111 CIB, PMAC, CPA credit with BUAD 121
- BUAD 113 CPA credit
- BUAD 121 CIB, PMAC, CPA credit with BUAD 111
- BUAD 195 PMAC, CPA credit with BUAD 296
- BUAD 209 CPA, PMAC credit.
- BUAD 263 CPA credit
- BUAD 264 CPA, CIB, PMAC credit
- BUAD 273 CPA credit
- BUAD 283 CPA credit
- BUAD 296 PMAC, CPA credit with BUAD 195

Implementation date: September 2017

Costs: n/a

BUAD 208 Canadian Income Tax I

BUAD 340 Strategic Management I

BUAD 363 Audit Planning

BUAD 365 Cost Accounting

BUAD 369 Canadian Income Tax II

BUAD 462 Advanced Financial Accounting

BUAD 463 Internal Control & Auditing

BUAD 466 Advanced Managerial Accounting

Course revision:

- Description

Rationale:

Previously there were three accounting designations in Canada. Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA). These three bodies have merged and become a single designation Chartered Professional Accountant (CPA). This bulk proposal is to add references in multiple course descriptions to include the "CPA credit".

Calendar description:

There is no change to the actual calendar description. The change is to amend the notation in the calendar description to reflect the change resulting from the three accounting bodies merging into one.

Current:

The following courses do not show a reference to the old CA, CMA, CGA credits but should have.

- BUAD 208
- BUAD 340
- BUAD 363
- BUAD 365
- BUAD 369
- BUAD 462
- BUAD 463
- BUAD 466

Proposed:

- BUAD 208 CPA credit with BUAD 369
- BUAD 340 CPA credit with BUAD 365
- BUAD 363 CPA credit with BUAD 463

- BUAD 365 CPA credit with BUAD 466
- BUAD 369 CPA credit with BUAD 208
- BUAD 462 CPA credit
- BUAD 463 CPA credit with BUAD 363
- BUAD 466 CPA credit with BUAD 365

Implementation date: September 2017

Costs: n/a

BUAD 176 – 3 – 3 Professional Selling

Course revision:

- Description
- Title – new course title – **Professional Sales**

Rationale:

The Business Administration Marketing and Management specialty areas subcommittees have conducted a full review of the course name, description, and learning outcomes. There was a concern that the name of this course was no longer relevant or providing competitive advantage to the Okanagan School of Business. During the investigation period, research was conducted to determine what other programs were calling courses in their sales programs, and what potential names for this course could be. The decision was made to change the name, update the course description and the learning outcomes.

Calendar description:

Current:

This course teaches students the sales process as it applies to the selling of both goods and services. Through role playing and lectures, students acquire basic selling skills and an appreciation for the analytical, interpersonal, and professional skills needed to ensure successful client/seller relationships.

Proposed:

Students study the sales process as it applies to the successful selling of both goods and services to organizations. Students explore and practice each step in the sales process through hands-on, interactive activities. The focus of this course is on building long-term, mutually beneficial relationships established through trust and ethical decision making. (3,0,0)

Implementation date: September 2017

Costs: n/a

BUAD 264 – 3 – 3 Management Accounting

Course revision:

- Prerequisites

Rationale:

The Business Administration Accounting subcommittee conducted a review of student success issues for this course. Some students struggle with using spreadsheets and mathematic skills. In the past, students normally completed BUAD 111, MATH 114 and BUAD 128 prior to taking this course however, this is no longer the case and it is now necessary to specifically require these courses as prerequisites. We are also removing the BUAD 131 prerequisite as this course has not been offered in over ten years.

Prerequisites:

Prerequisites	Current	Proposed
	BUAD 111 or BUAD 131	BUAD 111, BUAD 128 and MATH 114 or BUAD 111 and admission to the Business Administration Post-Baccalaureate Diploma in Accounting.

Implementation date: September 2017

Costs: n/a

BUAD 266 – 3 – 3 Advertising and Sales Promotion

Course revision:

- Description
- Title – new title – **Advertising and Marketing Communications**

Rationale:

The Business Administration Marketing subcommittee conducted a full review of the course name, description, and learning outcomes. They were concerned that the name of the course was no longer relevant and not providing a competitive advantage to the Okanagan School of Business. During the investigation period, research was conducted to determine what other programs were calling courses in their sales programs, and what the potential names for this course could be. The decision was made to change the name, update the course description and the learning outcomes.

Calendar description:

Current:

This course examines marketing communication. The interaction of media, advertisers, advertising professionals and the consumer to develop a basic understanding of the role of advertising in planning and executing a marketing communication plan are studied.

Proposed:

Students examine the role of advertising design in integrated marketing communications. Advertising design is considered with respect to consumer behaviour, media, advertisers and advertising professionals to develop a basic understanding of the applicability of advertising in planning and executing an integrated marketing communications plan.

Implementation date: September 2017

Costs: n/a

BUAD 333 – 3 – 3 Internet Marketing

Course revision:

- Description
- Prerequisites
- Title – new title – **Search Marketing**

Rationale:

The Business Administration Marketing subcommittee conducted a full review of the course name, description, and learning outcomes. They were concerned that the name of this course was no longer relevant and not providing a competitive advantage to the Okanagan School of Business. During the investigation period, research was conducted to determine what other programs were calling courses in their sales programs, and what potential names for this course could be. The decision was made to change the name, update the course description and the learning outcomes to better reflect advances in modern day marketing. With the introduction of BUAD 200 Digital Marketing lower level material was removed from this course and BUAD 200 was added as a prerequisite to this course. BUAD 116 is a prerequisite of BUAD 200 so it can be removed from these courses prerequisites.

Calendar description:

Current:

This course will provide a framework for understanding the forces driving the Internet revolution in marketing and business. From this foundation students will see how many new tools, challenges, and techniques fit with current marketing approaches. The course will also survey how the Internet has produced organizational challenges such as distribution conflict, legal issues, and new skill requirements in marketing.

Proposed:

This course provides a framework for understanding the forces driving a competitive search marketing strategy. From this foundation, students will investigate current search marketing tools and techniques and learn how to use them to develop an effective on-line presence.

Prerequisites:

Prerequisites	Current	Proposed
	BUAD 116, BUAD 128 and third-year standing	BUAD 128, BUAD 200 and third-year standing

Implementation date: September 2017

Costs: n/a

BUAD 335 – 3 – 3 Electronic Commerce**Course revision:**

- Prerequisites

Rationale:

The Business Administration Marketing subcommittee conducted a full review of the marketing specializations. A new course BUAD 200 Digital Marketing has been added to the program as part of a realignment of the materials covered. This course needs to be a prerequisite to BUAD 335. BUAD 200 is a required course in the marketing option so students will not be disadvantaged by adding this as a prerequisite to BUAD 335.

Prerequisites

Prerequisites	Current	Proposed
	BUAD 128 or COSC 119 and third-year standing	BUAD 128, BUAD 200 and third-year standing or COSC 119, BUAD 200 and third-year standing

Implementation date: September 2017

Costs: n/a

BUAD 336 – 3 – 3 Services Marketing**Course revision:**

- Prerequisites

Rationale:

BUAD 336 – Services Marketing - was originally developed by Professor Rick Appleby as an elective used to introduce the concept of marketing services which is distinct from marketing products. This is due to the intangibility of services, their simultaneous production and consumption and their heterogeneity and perishability. While most 'introduction to marketing' courses introduce the 4 'P's of marketing', it was felt that the trend towards most graduates becoming members of a professional service confirmed that the course was important. It was originally introduced as a theory course and has evolved into an applied course where students are divided into teams and conduct a Services Marketing review with clients in the private, public or not for profit sector.

The course has been taught this way for over 5 years by Professors Baldwin, Fenwick, Rice and Klingel. The list of client projects now exceeds over 40 different business organizations and with the course well accepted by the students based on strong enrollment, the demand for these Services Marketing reviews generally exceeds the supply of students. The brand for the course is strong as are the expectations from clients. Currently, the students who take this course may be enrolled in second year and be part of the diploma. The current experience with students in 3rd or 4th year and the lack of experience, knowledge and maturity has caused friction amongst students and as well, have caused the projects' quality to suffer. With the bar of standards for quality being raised higher each year, it is recommended that this elective be removed from the Diploma program and made available to students who have 3rd year standing. The benefit is to continue to service the community with high quality student teams conducting applied projects; to minimize the dysfunction amongst student teams that currently exists; and to allow professors who teach the course to more effectively use their time in managing the student teams.

Prerequisites:

Prerequisites	Current	Proposed
	BUAD 116 and second-year standing	BUAD 116 and third-year standing

Implementation date: September 2017

Costs: n/a

Business Administration Diploma – Marketing Option**Program revision:**

- Deletion of courses

Rationale:

The program needs to be revised to remove BUAD 336 Services Marketing which now requires third year standing. The Business Administration Marketing subcommittee has conducted a review of the marketing courses and program. They determined that this course is not appropriate for 2nd year students and should

be removed from the diploma. The past addition of BUAD 200 Digital Marketing provides the needed diversity of electives.

Program description:

No changes except to remove BUAD 336 Services Marketing from the list of courses in the marketing option under the heading "Plus two of:"

Program outline:

Current Marketing option portion of program outline	Proposed Marketing option portion of program outline
<p>Marketing Option Offered at all campuses BUAD 176 Professional Selling BUAD 210 Introduction to Marketing Research Plus two of: BUAD 200 Digital Marketing BUAD 266 Advertising and Sales Promotion BUAD 278 Marketing Management BUAD 290 Introduction to Merchandising BUAD 291 Designing the Retail Environment BUAD 292 Merchandise Display Strategy BUAD 293 Entrepreneurship BUAD 297 Retailing BUAD 298 Small Business Management BUAD 336 Services Marketing</p>	<p>Marketing Option Offered at all campuses BUAD 176 Professional Sales BUAD 210 Introduction to Marketing Research Plus two of: BUAD 200 Digital Marketing BUAD 266 Advertising and Marketing Communications BUAD 278 Marketing Management BUAD 290 Introduction to Merchandising BUAD 291 Designing the Retail Environment BUAD 292 Merchandise Display Strategy BUAD 293 Entrepreneurship BUAD 297 Retailing BUAD 298 Small Business Management</p>

Implementation date: September 2017

Costs: n/a

Bachelor of Business Administration – Marketing Specialty

Program revision:

- Program outline

Rationale:

The marketing subcommittee in the Business Administration department is working on a full review of the marketing specialization. Some new courses have been added to the program and others have been revised. This proposal updates the required and elective course listings in the program outline. The subcommittee determined that BUAD 210 Introduction to Marketing Research provides sufficient knowledge in the marketing research area and that students can take BUAD 344 Marketing Analytics and Data Analysis as an elective if they wish to specialize in the marketing research area. Adding BUAD 200 Digital Marketing as a required course modernizes the required course set to include the three major areas of marketing - sales and promotion, digital, and research.

Program outline:

Existing Program Outline	Revised Program Outline
<p>Marketing Specialty While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:</p>	<p>Marketing Specialty While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Marketing:</p>

BUAD 176 Professional Selling BUAD 210 Introduction to Marketing Research* BUAD 266 Advertising and Sales Promotion* BUAD 344 Marketing Analytics and Data Analysis	BUAD 176 Professional Sales BUAD 210 Introduction to Marketing Research* BUAD 266 Advertising and Marketing Communicatio BUAD 200 Digital Marketing
Plus four of: BUAD 200 Digital Marketing BUAD 278 Marketing Management BUAD 297 Retailing BUAD 305 Logistics and Supply Chain Managem BUAD 333 Internet Marketing BUAD 334 Events Management and Marketing B 335 Electronic Commerce BUAD 336 Services Marketing BUAD 338 Selected Topics: Marketing BUAD 345 Consumer Behaviour BUAD 415 New Product Development BUAD 470 Customer Relationship Management	Plus four of: 278 Marketing Management BUAD 297 Retailing BUAD 305 Logistics and Supply Chain Management BUAD 333 Search Marketing BUAD 334 Events Management and Marketing BUAD 335 Electronic Commerce BUAD 336 Services Marketing BUAD 338 Selected Topics: Marketing BUAD 344 Marketing Analytics and Data Analysis BUAD 345 Consumer Behaviour BUAD 415 New Product Development BUAD 470 Customer Relationship Management
Note: *Students with credit for BUAD 268: Market Research are not required to take BUAD 210 or 3 and must complete five marketing electives instead four. Students with credit for BUAD 268 must complete five marketing electives, one of which m be BUAD 344.	Note: *Students with credit for BUAD 268: Marketing Research are not required to take BUAD 210 or 344 must complete five marketing electives instead of four. Students with credit for BUAD 268 must complete five marketing electives, one of which may BUAD 344.

Implementation date: September 2017

Costs: n/a

Bachelor of Business Administration – Human Resource Management Specialty

Program revision:

- Program outline

Rationale:

The human resources management subcommittee in Business Administration department has completed a full review of their program. The Human Resources Management degree has been accredited by the Human Resources Management Association of BC in 2015. As a result of this review it was determined that BUAD 201 Conflict Resolution and Negotiations does not need to be a required course. The committee has decided to move it to the list of electives. This move also increases flexibility for students.

Program outline:

Current Human Resources Management Specialty portion of the program outline	Proposed Human Resources Management Specialty portion of the program outline
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<p>Human Resources Management Specialty</p> <p>While satisfying all the requirements outlined above for the Bachelor of Business Administration degree, students must include the following courses in their Business elective choices to specialize in Human Resource Management:</p> <p>BUAD 201 Conflict Resolution and Negotiation BUAD 246 Recruitment and Selection BUAD 247 Training and Development BUAD 248 Occupational Health and Safety BUAD 375 Strategic Human Resource Planning BUAD 376 Compensation and Benefits</p> <p>Plus two courses from the following list, with at least one at the 400 level.</p> <p>BUAD 279 Industrial Relations BUAD 374 Employment Law BUAD 379 Selected Topics: Human Resources BUAD 410 Organization Change and Development BUAD 412 Strategic Performance Management</p>	<p>Human Resources Management Specialty</p> <p>While satisfying all the requirements outlined above for Bachelor of Business Administration degree, students include the following courses in their Business elective choices to specialize in Human Resource Management:</p> <p>BUAD 246 Recruitment and Selection BUAD 247 Training and Development BUAD 248 Occupational Health and Safety BUAD 375 Strategic Human Resource Planning BUAD 376 Compensation and Benefits</p> <p>Plus three courses from the following list, with at least one at the 400 level.</p> <p>BUAD 201 Conflict Resolution and Negotiation BUAD 279 Industrial Relations BUAD 374 Employment Law BUAD 379 Selected Topics: Human Resources BUAD 410 Organization Change and Development BUAD 412 Strategic Performance Management</p>
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Implementation date: September 2017

Costs: n/a

Arts and Foundational Programs

CMNS 101 – 3 – 3 Communication Fundamentals

New course

Rationale:

We are developing CMNS 101 in response to a request from the Diploma in Animation to create a course that combines content from CMNS 100 - Introduction to Communication and CMNS 113 - Technical Communication for Info-Tech, as this mix of theory and professional communication skills better serves this group of students. Currently, CMNS 113 is required for students in Animation. Down the road, CMNS 101 may be on offer for other groups of students with a similar need for this type of mixed content.

Calendar description:

This course is a general introduction to communication, both theoretical and professional. Students will discuss, describe, and analyse a range of popular media such as television, film, comics, games, etc. This course also develops critical reading, writing, and presentation techniques. Awareness of audience and purpose, as well as clarity and conciseness are emphasized as integral parts of effective writing and speaking.
(3,0,0)

Prerequisites: none

Implementation date: September 2017

Costs: n/a

CMNS 201 – 3 – 3 Career Communication & Strategy

New course

Rationale:

We are developing CMNS 201 in response to a request from the Diploma in Animation to create a course that combines content from CMNS 235 - Writing & Communications and CMNS 123 - Analysis & Reporting for Info

Tech, as this mix of theory and professional communication skills better serves this group of students. Currently, CMNS 123 is required for students in Animation. Down the road, CMNS 201 may be on offer for other groups of students with a similar need for this type of mixed content.

Calendar description:

In this course students further develop their critical reading, writing, and presentation skills as these relate to theoretical and professional communication. Particular attention will be paid to career correspondence, self-promotion and branding, and collaborative communication skills. (3,0,0)

Prerequisites: 3 credits of 1st-year Communications.

Implementation date: January 2019

Costs: n/a

Science Technology and Health Programs

Animation Diploma

Program revision:

- Addition of courses
- Deletion of courses

Rationale:

Current communication courses are being replaced with two new hybrid communication courses specific to Animation.

Course additions/deletions:

- CMNS 113 – Technical Communication for Information is being replaced with CMNS 101 – Communication Fundamentals.-
- CMNS 123 – Analysis and Reporting for Information Technology will be replaced with CMNS 201 – Career Communications and Strategy.

Program outline:

Animation Diploma – Program table

Current		Proposed	
Year One		Year One	
ANIM 111	Life Drawing I	ANIM 111	Life Drawing I
ANIM 112	Animation Principles I	ANIM 112	Animation Principles I
ANIM 114	Layout and Design I	ANIM 114	Layout and Design I
ANIM 116	Character Design I	ANIM 116	Character Design I
ANIM 120	Animation History	ANIM 120	Animation History
CMNS 113	Technical Communications	CMNS 101	Communication Fundamentals
ANIM 121	Life Drawing II	ANIM 121	Life Drawing II
ANIM 122	Animation Principles II	ANIM 122	Animation Principles II
ANIM 124	Layout and Design II	ANIM 124	Layout and Design II
ANIM 126	Character Design II	ANIM 126	Character Design II
ANIM 127	Storyboarding I	ANIM 127	Storyboarding I
Year Two		Year Two	
ANIM 221	Life Drawing III	ANIM 211	Life Drawing III
ANIM 212	Animation Principles III	ANIM 212	Animation Principles III
ANIM 214	Layout and Design III	ANIM 214	Layout and Design III
ANIM 216	Character Design III	ANIM 216	Character Design III
ANIM 217	Storyboarding II	ANIM 217	Storyboarding II
ANIM 221	Life Drawing IV	ANIM 221	Life Drawing IV
ANIM 222	Animation Principles IV	ANIM 222	Animation Principles IV

ANIM 230	Demo Reel Production	ANIM 230	Demo Reel Production
CMNS 123	Analysis and Reporting	CMNS 201	Career Communication and Strategy

Implementation date: September 2017

Costs: n/a

COSC 436 – 3 – 5 Data Warehousing

New course

Rationale:

Data Warehousing has become an essential business tool for making informed decisions. This course is part of the Post-Baccalaureate Diploma in Business Intelligence & Data Analytics proposal.

Calendar description:

This course introduces students to data warehousing concepts and emphasizes a hands on approach to reinforce the theory. A project is used to design and develop a data warehouse. Star schema, fact tables and dimension tables will be examined. Multi-dimensional databases are emphasized. A team project will be used to handle the process of moving data from an OLTP system to a DW with management reports through the cube and pivotal tables. Analysis Services will be used to develop OLAP cubes and OLAP reporting. (3,2,0)

Prerequisites:

	Proposed
Prerequisites	none
Corequisite	COSC 404 - Advanced Database Management Systems for the students registered to Post-Baccalaureate Diploma in Business Intelligence & Data Analytics

Implementation date: January 2018

Costs: n/a

COSC 437 – 3 – 5 Data Mining

New course

Rationale:

This course introduces techniques and tools used in the analysis of large volumes of data. This course is part of the Post-Baccalaureate Diploma in Business Intelligence & Data Analytics proposal.

Calendar description:

This course introduces techniques and tools used in the analysis of large volumes of data. Students will learn to process and analyze data extracted from various sources for knowledge discovery in the contexts of classification, association, clustering, and outlier detection. Students will be introduced to the Oracle Data Mining (ODM) software. (3,2,0)

Prerequisites:

	Proposed
Prerequisites	COSC 304
Corequisite	COSC 436

Implementation date: January 2018

Costs: n/a

STAT 121 – 3 – 4 Elementary Statistics

Course revision:

- Description

Rationale:

Previously there were three accounting designations in Canada. Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA). These three bodies have merged and become a single designation Chartered Professional Accountant (CPA). This bulk proposal is to update references in multiple course descriptions to use the new designation in the references to credits: "CPA credit".

Calendar description:

Current:

This course is an introduction to descriptive and inferential statistics. Topics include but are not limited to descriptive statistics; elementary probability; the normal probability distribution; introduction to simple sampling strategies; introduction to randomized, controlled experiments; estimation of parameters; confidence intervals; hypothesis testing; and correlation and linear regression.

Students with credit for STAT 124 cannot take STAT 121 for further credit. CA, CMA credit. Note: Students should be aware that certain universities will not accept this course for credit towards a Bachelor of Science degree (3,1,0)

Proposed:

This course is an introduction to descriptive and inferential statistics. Topics include but are not limited to descriptive statistics; elementary probability; the normal probability distribution; introduction to simple sampling strategies; introduction to randomized, controlled experiments; estimation of parameters; confidence intervals; hypothesis testing; and correlation and linear regression.

Students with credit for STAT 124 cannot take STAT 121 for further credit. CPA credit.

Note: Students should be aware that certain universities will not accept this course for credit towards a Bachelor of Science degree (3,1,0)

Implementation date: September 2017

Costs: n/a

STAT 124 – 3 – 4 Business Statistics

Course revision:

- Description

Rationale:

Previously there were three accounting designations in Canada. Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA). These three bodies have merged and become a single designation Chartered Professional Accountant (CPA). This bulk proposal is to update references in multiple course descriptions to use the new designation in the references to credits: "CPA credit".

Calendar description:

Current:

An introduction to surveys and simple sampling strategies; descriptive methods for one and two variables, from frequency distributions to correlation and regression; descriptive methods for time series and index numbers, and probability and its relationship to statistical inference.

Students with credit for STAT 121 cannot take STAT 124 for further credit. CA, CMA credit. (3,1,0)

Proposed:

An introduction to surveys and simple sampling strategies; descriptive methods for one and two variables, from frequency distributions to correlation and regression; descriptive methods for time series and index numbers, and probability and its relationship to statistical inference.

Students with credit for STAT 121 cannot take STAT 124 for further credit. CPA credit. (3,1,0)

Implementation date: September 2017

Costs: n/a

MECH 131 – 3 – 4 Drafting I

Course revision:

- Content
- Description
- Title – new title – **Engineering Graphics I**

Rationale:

Our PAC has recommended changes to the delivery of our drafting courses.

Currently the Mechanical Engineering Technology program teaches drafting in four courses. The first two courses, MECH 131 and 142, use 2D AutoCAD software and the second two, MECH 237 and 257, use 3D solid modeling software.

In mechanical engineering, 3D solid modeling skills are now a common requirement for job placement following first year studies.

To accommodate changes in MECH 142, some content will be moved to MECH 131. Furthermore, select topics in MECH 131 will be removed as they are not commonly used in industry.

Calendar description:

Current:

This course is an introduction to AutoCAD with applications in mechanical drafting and graphic communication. The use of instruments, line work, orthographic projection, dimensioning, section views, auxiliary views, threads and fasteners, and welding symbols are studied. (2,2,0)

Proposed:

In this course students learn how to read and create engineering drawings using 2D software. Topics include drafting principles, orthographic projection, dimensioning, sectional views, detail drawings, assembly drawings, and drawing call-outs. (2,2,0)

Content change:

Course additions include assembly drawings, Bill of Materials, manufacturing notes and drawing call-outs. These topics are being removed from MECH 142.

The scope of the manual drafting module will be reduced, and 2D isometric views will be eliminated.

Implementation date: September 2017

Costs: n/a

MECH 142 – 3 – 4 Drafting II

Course revision:

- Content
- Description
- Title – new title – **Engineering Graphics II**

Rationale:

Our PAC has recommended changes to the delivery of our drafting courses.

Currently the Mechanical Engineering Technology program teaches drafting in four courses. The first two courses (MECH 131 and 142) use 2D AutoCAD software and the second two (MECH 237 and 257) use 3D solid modeling software.

In mechanical engineering, 3D solid modeling skills are now a common requirement for job placement following first year studies.

To accommodate this we propose changing MECH 142 from 2D drafting software to 3D solid modeling software. With this change, 2D drafting software will only be used in the first engineering graphics course.

Calendar description:

Current:

Formerly MECH 141

This course is a continuation of MECH 131 with emphasis on the production of detailed design and assembly drawings, using AutoCAD, to current drafting standards. This course will focus on standard parts dimensioning and tolerancing, bill of materials, manufacturing notes, and pipe drawings. Students will be introduced to Geometric Dimensioning and Tolerancing (G.D.&T.), fundamentals of datum systems and tolerance specifications. (2,2,0)

Proposed:

In this course students learn 3D solid modeling of parts and mechanical assemblies. Topics include creation of part models and assemblies, production of detail and assembly drawings, documentation of drawing revisions, and advanced tolerance methods including Geometric Dimensioning and Tolerancing. (2,2,0)

Content change:

The proposed MECH 142 course will now introduce the students to using 3D solid modeling for the creation of parts, assemblies and engineering drawings. These topics are moved from MECH 237.

Topics removed from this course will be AutoCAD blocks, welding symbols, and pipe drawings. AutoCAD 2D assembly drawings, manually generated Bill of Materials and drawing call-outs will be moved to MECH 131.

Implementation date: January 2018

Costs: n/a

MECH 237 – 3 – 5 Computer Applications I

Course revision:

- Content
- Description
- Title – new title – *Engineering Graphics III*

Rationale:

Our PAC has recommended changes to the delivery of our drafting courses.

Currently the Mechanical Engineering Technology program teaches drafting in four courses. The first two courses (MECH 131 and 142) use 2D AutoCAD software and the second two (MECH 237 and 257) use 3D solid modeling software.

The proposed changes to MECH 142 will result in some existing topics being moved from MECH 237 into MECH 142. MECH 237 will now have room for additional learning material.

The recent accreditation for the MECH program highlighted a lack of material on tolerancing in our third and fourth semester courses. Tolerancing can now be added to MECH 237. This allows the students to include more tolerancing in their 4th semester Capstone Projects.

Calendar description:

Current:

This course covers 3D solid modeling of parts and mechanical assemblies using leading industry software. Finite element analysis is introduced with an application to simple structures. (2,3,0)

Proposed:

In this course students learn advanced 3-D solid modeling of parts and mechanical assemblies. Students learn to create complex mechanical parts and assemblies, and to apply standard tolerancing methods. This course will conclude with a special project in which the student designs a mechanical assembly and creates production drawings. (2,3,0)

Content change:

The introduction of 3D solid modeling, creation of parts, assemblies and engineering drawings, will be removed from MECH 237 and moved into MECH 142.

The additional time in MECH 237 will be used to further the student's skills in advanced tolerancing methods.

Implementation date: January 2019

Costs: n/a

MECH 247 – 3 – 5 Computer Applications II

Course revision:

- Title – new title – *Computer Aided Manufacturing*

Rationale:

A course revision proposal has been submitted which changes the names of four drafting courses in the Mechanical Engineering Technology program. Due to this change the name Computer Applications I no longer exists.

Therefore the current name of MECH 247, Computer Applications II, should to be changed. An appropriate course name would be Computer Aided Manufacturing.

Implementation date: September 2019

Costs: n/a

MECH 257 – 3 – 42 Solid Modeling Applications**Course revision:**

- Title – new title – *Engineering Graphics IV*

Rationale:

A course revision proposal has been submitted which changes the names of four drafting courses in the Mechanical Engineering Technology program. The pre requisite course for MECH 257 has been renamed to MECH 237 Engineering Graphics III.

To maintain consistency in the naming sequence, MECH 257, Solid Modeling Applications, should be renamed to Engineering Graphics IV.

Implementation date: January 2019

Costs: n/a

Arts and Foundational Programs**SOST 070 – 70 hours Social Studies 070****Course revision:**

- Prerequisites

Rationale:

To support student success, English reading and comprehension skills need to be at an appropriate level.

Prerequisites:

	Current	Proposed
Prerequisites	None	A minimum grade of 60% in one of ABE ENGL 060 or ABE ENGL 061 and ABE ENGL 062 or a minimum ABE test score 56/80 and an Intermediate Level writing sample.

Implementation date: September 2017

Costs: n/a

SOST 011 – 80 hours Social Studies 011**Course revision:**

- Prerequisites

Rationale:

To support student success, English reading and comprehension skills need to be at an appropriate level.

Prerequisites:

	Current	Proposed
Prerequisites	None	A minimum grade of 60% in one of ABE ENGL 060 or ABE ENGL 061 and ABE ENGL 062 or a minimum ABE test score 56/80 and an Intermediate Level writing sample.

Implementation date: September 2017

Costs: n/a

ESLE 020 – 160 hours Listening and Speaking Level 2**Course revision:**

- Prerequisites

Rationale:

In 2013, we changed the prerequisites from 60% to 65% for all ESL department courses except this level. We are correcting that omission with this proposal.

Prerequisites:

	Current	Proposed
Prerequisites	A minimum grade of 60 in ESLE 01 or a minimum OCELA score of 142	A minimum grade of 65 in ESLE 010 or a minimum OCELA score of 142

Implementation date: September 2017

Costs: n/a

ESLW 021 – 80 hours Writing Improvement

Course revision:

- Prerequisites

Rationale:

In 2013, we changed the prerequisites from 60% to 65% for all ESL department courses except this level. We are correcting that omission with this proposal.

Prerequisites:

	Current	Proposed
Prerequisites	OCELA Writing or a minimum grade of 60 in ESLW 011	OCELA Writing or a minimum grade of 65 in ESLW 011.

Implementation date: September 2017

Costs: n/a

ESLR 022 – 80 hours Reading Improvement

Course revision:

- Prerequisites

Rationale:

In 2013, we changed the prerequisites from 60% to 65% for all ESL department courses except this level. We are correcting that omission with this proposal.

Prerequisites:

	Current	Proposed
Prerequisites	A minimum grade of 60 in ESLR 01 or a minimum OCELA score of 31	A minimum grade of 65 in ESLR 012 or a minimum OCELA score of 31

Implementation date: September 2017

Costs: n/a

ESLD 020 – 80 hours Directed Studies

Course revision:

- Hours

Rationale:

The revision is a change in hours from 80 hours to “up to 80 hours”. Because this course is for International students who are not able to attend for the entire semester, ESLD 020 permits them to “drop in” to a course for a month or more. Normally, a month of ESL course work is 80 hours. However, in some cases, it is less than 80 hours when a student is not at level 4 EAPD or in certain months such as December. The change in hours will enable the department to more accurately reflect the course hours.

Hours:

	Current	Proposed
Prerequisites	80 hours	Up to 80 hours

Implementation date: September 2017

Costs: n/a

MODL 295 – 3 – 3 Special Topics I

New course

Rationale:

In order to better serve the diverse needs of our language learners and to enhance the learning experience of all learners, this course addresses current areas of research and understanding in real world applications of

translation studies, intercultural awareness, applied linguistics and second language acquisition. At a time of internationalization, providing learners with the support to learn about other cultures, languages and language study will broaden their overall educational experience which will, in turn, have a positive impact on their future roles as global citizens. Topics will provide opportunities for engagement with all members of the community through discussion, interactive and collaborative activities and guest speakers.

Calendar description:

Conducted in English, this course is an examination of selected topics in Modern Languages. Topics may include an introduction to translation studies, Hispanic cultures and language, second language acquisition theory and practice. Please consult with the department for current offerings. This course may be taken more than once but with a different topic emphasis.

Prerequisites: 2nd year standing or permission of the Instructor

Implementation date: September 2017

Costs: n/a

MODL 296 – 3 – 3 Language for Specific Topics

New course

Rationale:

In order to better serve the diverse needs of our language learners and to enhance the learning experience of all learners, this course addresses current areas of research and understanding in real world applications of translation studies, intercultural awareness, applied linguistics and second language acquisition. At a time of internationalization, providing learners with the support to learn about other cultures, languages and language study will broaden their overall educational experience which will, in turn, have a positive impact on their future roles as global citizens. Topics will provide opportunities for engagement for all members of the community through discussion, interactive and collaborative activities and guest speakers.

Calendar description:

Conducted in the language of the topic, this course is an examination of selected topics in Modern Languages. Learners will enhance their language skills for professional and cultural purposes. Please consult with the department for the current topic. This course may be taken more than once but with a different topic.

Prerequisites: 6 credits of the language conducted in this course or permission of the instructor

Implementation date: September 2017

Costs: n/a



Title	Academic Notice, Probation and Suspension Policy
Policy Area	Academic Regulations
Policy Number <i>(to be assigned by Information Services)</i>	
See also <i>(related policies)</i>	Replaces the current Academic Probation I, II and III in the OC calendar.

Effective Date of Policy:	March 31, 2017
Approval Date:	
Applies to:	
Approving Body:	Board of Governors
Supersedes/New:	OC Board June 28, 2005
Authority	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

Primary Office	Contact
Board of Governors	Secretary, Board of Governors

Policy Statement

Academic Notice, Probation and Suspension Policy

The following policy shall apply to all students registered in an academic or professional degree, diploma or certificate program and enrolled in a minimum of three courses per semester. This policy only applies to the Fall and Winter semesters. It does not apply to the Summer sessions. [Click here for list of programs.](#)

Notice

Students are placed on academic notice after earning a semester grade average below 55%. Academic notice will *not* be indicated on the student transcripts.

Students on academic notice will be advised of their academic status and provided with information about services for academic support.

Academic Probation

Students are placed on academic probation after earning a semester grade average below 55% in two consecutive semesters. Academic probation *will* be indicated on student transcripts. Students on academic probation will be required to withdraw from academic and professional classes for one semester.

Students on academic probation will be notified of their academic status and provided with information about services for academic support.

Subject to Dean approval, a student may be reinstated with conditions and allowed to register in a limited number of academic and/or professional classes for the following semester. Appeals for reinstatement must be submitted by the student to their Program Dean or designate no later than the first Friday of the semester during which academic probation is to commence.

If reinstated, the Dean shall inform the Registrar's Office of the conditions of the reinstatement. Students who are reinstated are returned to good academic standing upon earning a semester grade average of 55% or higher.

Students should be aware that academic probation can affect their eligibility for some awards and bursaries.

Suspension

Students will be subject to academic suspension after earning a semester grade average below 55% in three consecutive semesters. Students will not be permitted to register in academic and/or professional courses for 12 consecutive months following the notification of suspension. Academic suspensions may be reconsidered by both the Program Dean and Registrar upon student request. Appeals for reinstatement must be submitted by the student to their Program Dean or designate no later than the first Friday of the semester during which academic probation is to commence.

Policy Details

To update the current academic probation practice to discontinue penalizing students after one poor semester. This new policy will remove the Academic Probation I, II and III designation and fall in line with best practices in the sector.

Procedures

Additional Information

Policy to be removed from the calendar.

1. Probation Policy (Degree and Diploma programs)

The following Academic Probation policy shall apply to all students in a degree, or diploma program. Probationary status will be entered on the student's permanent record.

a. First Academic Probation

A student who achieves a semester grade average of less than 55% will be placed on first academic probation for the next semester in which he/she registers.

b. Second Academic Probation

A student who, while on first academic probation, achieves a semester grade average of less than 55% will be placed on second academic probation, will be required to withdraw for at least one semester, and will not be permitted to subsequently register for courses in degree and diploma programs until:

- the following summer session if the student was placed on second probation at the end of the fall semester, or
- the following winter semester if the student was placed on second probation at the end of either the winter semester or summer session.

c. Third Academic Probation

A student who, while on second academic probation, achieves a semester grade average of less than 55% will be placed on third academic probation and may not be permitted to register in any degree and diploma courses during the next 12 month period, counted from the end of the second academic probation.

Probationary status will be entered on the student's permanent record. A student will remain on academic probation until:

- the student achieves a minimum semester weighted grade average of 55% over a minimum of three courses, or
- the student subsequently registers at the College after a minimum absence of two consecutive semesters, not counting the summer session.

d. Reinstatement Appeals

Appeals for reinstatement while on probation must be submitted to the appropriate dean's office no later than the last day for late registration. A student placed on second probation may appeal to the dean for reinstatement while on probation.

Subject to approval of the dean, a student will be restricted to enrolment in no more than 60% of the courses required in a given semester for the degree, diploma, associate degree or certificate program in which the student is enrolled. The number of courses will be at the discretion of the dean.

A student granted reinstatement will be restricted to registering for his/her courses during the open or late registration periods and the student's enrolment in any course will be subject to the availability of remaining space at that time.

A student placed on third academic probation will be subject to a mandatory withdrawal for a 12-month period with no provision for reinstatement while remaining on third probation.

Memorandum of Understanding

- **University of Applied Sciences – Worms**

DOUBLE DEGREE AGREEMENT

Okanagan College
1000 KLO Road, Kelowna, BC V1Y 4XB, Canada

and

University of Applied Sciences - Worms (UASW)
Erenburgerstr. 19, 67549 Worms, Germany

agree to develop and promote double degree cooperation at the bachelor level between the degree programmes: **Bachelor of Business Administration – International Management Focus (BBA) and Bachelor of Arts International Management (BA IM)** (the "Double Degree Programme"). The Double Degree cooperation framework includes the following:

1. The strategic goals of both partners

- The Double Degree cooperation enhances the competitiveness of both partners by adding value to their existing degrees. The cooperation aims to achieve increased professional insight, deeper intercultural experience and higher competence for the involved students and academic staff.
- Both partners agree on the value of the Double Degree, and will promote the Double Degree cooperation.
- Both partners are committed to support the implementation of the Double Degree Programme.

2. The general purpose of the Double Degree is to give students from both institutions the opportunity to

- get extra benefits of completing two degrees;
- gain substantial competencies in the fields of International Management through education and research;
- study and gain practical experience abroad;
- learn about the cultures in the host country and its surrounding countries; and
- learn the basics of the host country's native language.

3. Implementation of the Double Degree Programme

- The Double Degree Programme will be implemented as part of the existing degree programmes at both institutions:

OC: Bachelor of Business Administration International Management Focus (120 CR (=Okanagan College Credits))

UASW: Bachelor of Arts International Management (180 ECTS)

- Both degrees are granted to those students who meet the UASW (BA IM) and the OC (BBA) requirements. Students from UASW (BA IM) are required to achieve 240 ECTS in total and students from OC (BBA) in total 240 ECTS (=120 CR).
- The Double Degree Programme will include one year of academic studies at the host institution.
- Students from OC (BBA) will study at UASW during the fifth and sixth semesters.
- Students from UASW, degree program in International Management will study at the OC during the third and fourth semesters.

4. Student admissions

- Students who wish to enter the Double Degree scheme must be registered students of either of the two participating institutions. They must fulfil the selection criteria for higher education studies determined in the home country of the student.

Students must also fulfil the criteria of the Double Degree Programme: number of credits earned, study success, language skills, motivation and commitment to double degree studies etc.

The competency in the English language must correspond to level 82 in the Common European Framework of Reference for Languages.

- Students who wish to take a double degree must apply to the Double Degree Programme at the home institution.
- The home institution makes pre-selection and sends a proposal of preselected students to the host institution.

- Acceptance procedure at the partner institution has to be completed by the partner institution.
- Students from OC are accepted as students of UASW and students from UASW are accepted as students of OC.
- Students should address any possible complaints concerning admission to the institution that made the decision.

5. Curriculum

- The learning outcomes of the Double Degree Programme are compatible with national qualifications frameworks and the European Qualifications Framework.
 - The course offering consists of the regular courses of the corresponding study programme as it is shown in the Study Plan/Learning Agreement in the Appendix. Personal study plans will be used to make any necessary curriculum adjustments.
 - Recognition of prior learning will be applied in the personal study plan.
- Each institution agrees to provide the other with at least sixty (60) days' notice of any substantive changes planned to the Double Degree Programme. A substantive change is any change in curriculum that could alter the learning outcomes, admission requirements or graduation requirements of the Double Degree Programme.
- Studies completed at the host institution will be fully acknowledged by the home institution.
 - Students who have successfully completed their coursework will be awarded a degree by the host institution, as well as by their home institution.
 - Double Degree students are entitled to all academic counselling, student counselling and advice as well as other facilities and resources (library, IT, study environment etc.), that are available to regular degree students. Double Degree students have the same rights and responsibilities as regular degree students.

6. Thesis

The bachelor thesis will be written in German or in English. The responsible supervisor will be a member of academic staff/professor from the UASW, International Management Department. The supervisor will guide the thesis according to the UASWs (International Management Department) standards which are mutually accepted by this agreement.

7. Assessment and examinations

- Assessment is based on the principles of the ECTS framework.
- The regulations of the institution where the studies are conducted are observed concerning assessment criteria, exam procedures and retake exams.
- Remaining exams after the exchange period may be administered by the student's home institution.
- The regulations of the host institution determine the maximum time for completing the programme and procedures in the event that a student fails to complete the studies within the specified timeframe.

8. Degree certificate and Diploma Supplement

- The degrees to be conferred fall within the official degree systems of the countries participating in provision of the programme.
- The student is awarded two national degree certificates.
- The certificate indicates participation in the Double Degree Programme. The studies completed and additional information (e.g. which studies have been completed at each institution) are recorded in the Diploma Supplement.

9. Tuition and other fees

- Students will pay the tuition fees if any to their home institution, not to the host institution. Administrative fees may apply at host institution.
- Students will be responsible for their living and travel expenses, student association fees and the acquisition of their own study materials.
- Orientation, tutoring, a social programme and other services related to studies and living in the host country will be provided by the host institution.
- The host institution will assist with finding accommodation for the study period.
- UASW and OC do not have financial obligations to each other.

10. Timetable for the implementation of the Double Degree

The Double Degree Programme will be implemented at the beginning of the academic year 2016/2017.

11. Capacity

Both institutions agree that a maximum of 5 students per academic year will be admitted to the programme at this stage. The number of students admitted may be increased once the programme has been established. This will be discussed further and decided after the pilot phase.

12. Teaching and research

- Both parties agree to foster teaching staff exchange and cooperation in the field of research.
- The host institution will assist with finding accommodation for the mobility period.
- Orientation and other services relevant to the exchange will be provided by the host institution

13. Quality assurance

In Germany as well as in Canada a system of accreditation is used to ensure and maintain the high quality of the institution's system. Both partners will inform each other of ongoing and completed processes and the results achieved.

14. Expanding the Double Degree network

- The Double Degree cooperation will be open to additional partners at a later date.
- The expansion of the Double Degree cooperation will take place by mutual agreement.

15. Termination of the agreement

Either institution may terminate this agreement in writing before February 1st for the next academic year. In such a case, termination will not affect the exchange of students already accepted for participating in the Double Degree Programme, nor will it affect the obligations of each institution with regard to the exchange balance arising prior to the date of receipt of the termination notice.

16. This Agreement may only be amended in writing signed by the parties.

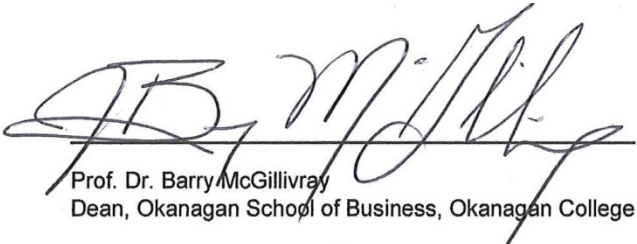
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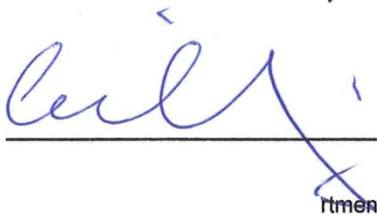
Signatures:



Prof. Dr. Jens Hermsdorf
President UASW



Prof. Dr. Barry McGillivray
Dean, Okanagan School of Business, Okanagan College



Itmen



Jim Mayer, MBA
Director International Center, UASW

Mr. Jim Hamilton
President Okanagan College

Candidates for Graduation approved – April 6, 2017 Education Council Meeting

Program	# of Student
Accounting/Bookkeeping Certificate	1
Associate of Arts Degree	3
Bachelor of Business Administration	2
British Columbia Adult Graduation Diploma	3
Business Administration Diploma	1
Business Administration Certificate	1
Business Administration Diploma	11
Business Studies Certificate	3
Civil Engineering Technology	1
Culinary Arts Certificate	1
Culinary Management Diploma	1
Electrician Pre-Apprenticeship Certificate	19
Health Care Assistant Certificate	9
Heavy Mechanical Foundation Certificate	16
Journalism Studies Diploma	1
Legal Administration Assistant-Corporate/Conveyancing Certificate	1
Recreation Vehicle Service Technician Certificate	14
Therapist Assistant Diploma	1
Welder Foundation Certificate	6
Total	95