

## Items Approved by Education Council November 5, 2020

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<b>OC Students Society:</b> Presidents, OC Student Union and Vernon Student Association
<b>Education Council:</b> C Newitt, D Marques

### Arts and Foundational Programs

#### BIOL 011 – 96 hours

#### Biology 11

##### Course revision:

- Prerequisites
- Content

##### Rationale:

Learning outcomes were changed to match changes in the articulation guide and better prepare students for success in future courses.

##### Prerequisites:

Existing	Proposed
ABE MATH 060	ABE Math 060 <sup>1</sup> <sup>1</sup> minimum 60%

##### Content:

A section was added for organic molecules and their monomers, a section was added under ecology to include relevant and current topics/issues, and a bullet point to include first peoples' ecological knowledge and practices

**Implementation date:** January 2021

**Cost:** N/A

#### BIOL 012 – 112 hours

#### Biology 12

##### Course revision:

- Prerequisites

##### Rationale:

The prerequisites were cleaned up so there is only one superscript needed. Combined both into "minimum grade of 60 is required".

##### Prerequisites:

Existing	Proposed
<ul style="list-style-type: none"> <li>• ABE BIOL 011<sup>1</sup> or Biology 11<sup>2</sup> or Life Sciences 11<sup>2</sup></li> <li>• ABE ENGL 080<sup>1</sup> or ABE ENGL 011<sup>1</sup> or ABE COMP 011<sup>1</sup> or ABE ENGL 081<sup>1</sup> or ABE ENGL</li> </ul>	<ul style="list-style-type: none"> <li>• ABE BIOL 011<sup>1</sup> or Biology 11<sup>1</sup> or Life Sciences 11<sup>1</sup> and</li> <li>• ABE ENGL 080<sup>1</sup> or ABE ENGL 011<sup>1</sup> or ABE COMP 011<sup>1</sup> or ABE ENGL 081<sup>1</sup> or ABE ENGL 082<sup>1</sup> or Composition 11<sup>1</sup> or English 11<sup>1</sup> and</li> </ul>

<p>082<sup>1</sup> or ABE MATH 060<sup>1</sup> or Composition 11<sup>2</sup> or English 11<sup>2</sup></p> <ul style="list-style-type: none"> <li>Chemistry 11 or ABE CHEM 011 is recommended</li> </ul> <p><sup>1</sup> minimum grade of 60 required <sup>2</sup> minimum score of 60 required</p>	<ul style="list-style-type: none"> <li>ABE MATH 060<sup>1</sup></li> <li>Chemistry 11 or ABE CHEM 011 is recommended</li> </ul> <p><sup>1</sup> minimum grade of 60 required</p>
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**Implementation date:** January 2021  
**Cost:** N/A

**EDCP 012 – 80 hours**

**Education and Career Planning**

**New course**  
**Rationale:**

The proposed course will provide another grade 12 level course that can be used towards the BC Adult Graduation Diploma (the Adult Dogwood).

**Calendar description:**

The goal of Education and Career Planning is to enhance the life and employment readiness skills of adult learners. Students will be prepared to pursue occupational and educational goals in a changing and diverse world. The topics include career exploration, communication skills, personal awareness, living skills, job search, interpersonal skills, and career management.

**Corequisites:**

ABE English 080 and ABE Math 070

**Course outline:**



***Adult Academic & Career Preparation Adult  
Basic Education Course Outline Instructional  
Course Outline  
Drafted March 2020***

  
  

<b>Program:</b>	Adult Academic & Career Preparation
<b>Course Title:</b>	Education and Career Planning
<b>Course Number:</b>	012
<b>Length of Course:</b>	80 hours
<b>Co-requisites:</b>	ABE ENGL 080 and ABE Math 070
<b>Presentation Format hr/wk.:</b>	Lecture 5 hr/wk (4 month semester) or 4 hr/wk (5 month semester)

  
  

*COURSE DESCRIPTION*

The goal of Education and Career Planning is to enhance the life and employment readiness skills of adult learners. Students will be prepared to pursue occupational and educational goals in a changing and diverse

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world. The topics include career exploration, communication skills, personal awareness, living skills, job search, interpersonal skills, and career management.

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Education and Career Planning involves the development of a broad range of foundation skills. Of the nine skill areas listed, 1 and 2 are considered mandatory, as well as five of the remaining seven.

### *Mandatory Skills*

#### **1. Education and Career Exploration Skills**

Students will:

- analyze current labour market and future trends
- investigate and develop a personal network
- undertake occupational and educational research
- identify available funding supports
- apply personal values, strengths, skills and interests to optional career paths
- recognize entrepreneurial options
- investigate and utilize work-related community resources
- familiarize themselves with student support services
- use a fluid process of goal setting for educational and career planning

#### **2. Communication Skills**

Students will:

- identify and practice active listening skills in a variety of situations
- demonstrate a knowledge of the range of effective speaking strategies
- extract, assess and exchange information using visual and electronic media
- recognize diverse cultural styles of communication
- identify and interpret non-verbal communication
- develop and apply effective writing processes in a variety of contexts
- develop self-awareness of personal qualities, values, interests and abilities
- apply critical thinking skills

*Additional Skills (complete 5 of 7)*

#### **3. Personal Awareness Skills**

Students will:

- recognize that self-esteem is a lifelong process
- recognize personal feelings and their influence
- employ strategies to deal with anger
- assess and manage stress
- analyze and utilize time management strategies
- explore and connect personal assumptions with behaviour
- clarify personal values and their impact on choices
- create awareness of the spiritual, physical, intellectual and emotional dimensions of self

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#### **4. *Living Skills***

Students will:

- design and implement a personal budget
- formulate financial planning for the future
- investigate nutrition and impact on personal health
- assess personal wellness
- investigate and utilize community resources
- strengthen personal support system and advocacy options
- examine the impact of lifestyles choices
- explore techniques for being an effective consumer

#### **5. *Job Search***

Students will:

- identify and plan the major steps of the job search process
- develop effective interview strategies
- develop and maintain job search networks
- create effective resume and cover letter

#### **6. *Interpersonal Skills***

Students will:

- examine group process and practice the skills necessary for successful group experiences
- review problem solving models and develop group decision making strategies
- research and use the various methods of conflict resolution and demonstrate their use
- clarify the definition of assertiveness and implement successful techniques
- analyze the reasons for bias and develop the ability to recognize it in everyday situations
- identify issues around all forms of prejudice and practice non-discrimatory interpersonal skills
- investigate the various types of relationships and interaction they have with others
- identify methods of developing positive relationships, including effective communication techniques
- examine the diversity of relationships and cultures in Canadian society

#### **7. *Career Management***

Students will:

- examine labour/union negotiation and human rights
- review Employment Standards Act
- investigate entrepreneurial options
- develop strategies preparing for career transition

- develop strategies and attitudes to maintain employment
- identify workplace ethics

### **8.** *Study Skills*

Students will:

- recognize how personal learning style affects perception and processing information
- develop strategies to effectively work in all learning styles
- identify and practice active reading skills necessary to gather information
- develop and apply effective note-taking strategies
- identify strategies for effective time management
- identify and use a variety of memory techniques and strategies
- perform tasks in word processing
- describe student responsibilities in a college environment
- increase their understanding of the value of lifelong learning
- develop and apply effective test taking strategies

### **9.** *Work/Training Experience*

Students will:

- gain exposure to a work or training situation
- demonstrate appropriate work habits
- gather information about vocational choices
- demonstrate interpersonal skills with coworkers and supervisors
- explore and/or participate in require industry training certificates

**Implementation date:** January 2021

**Cost:** N/A

## Continuing Studies

### Audio Engineering and Music Production Certificate

#### Program revision:

- **Admission requirements**

#### Rationale:

Due to advances in basic digital literacy of the students applying to this certificate, the computer fundamental admission requirement is no longer necessary to predict success in the certificate and is administratively cumbersome for students and admissions employees. For students who want to refresh their computer skills OC will recommend they take the online computer fundamentals course available.

#### Admission requirements:

Existing	Proposed
Grade 12 or Advanced Level certificate or GED, or 19 years of age and out of secondary school for at least one year as of the first day of classes.	Grade 12 or Advanced Level certificate or GED, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
English 12 with minimum 60% or alternatives.	English 12 with minimum 60% or alternatives.
Math requirement:	Math requirement:
A minimum of 60% in any of:	A minimum of 60% in any of:
Foundations of Mathematics and Pre-Calculus Grade 10	Foundations of Mathematics and Pre-Calculus Grade 10
Applications of Mathematics 10	Applications of Mathematics 10
Principles of Mathematics 10	Principles of Mathematics 10
Adult Basic Education MATH 071 and MATH 072	Adult Basic Education MATH 071 and MATH 072
Or a minimum of 65% on the ABLE Mathematics test. Test scores are only good for two (2) years.	Or a minimum of 65% on the ABLE Mathematics test. Test scores are only good for two (2) years.
Computer Fundamentals or equivalent (challenge Computer Fundamentals test or computer courses completed in school)	

**Implementation date:** January 2021

**Cost:** N/A

### AutoCAD Certificate

#### Program revision:

- **Admission requirements**

#### Rationale:

Due to advances in basic digital literacy of the students applying to this certificate, the computer fundamental admission requirement is no longer necessary to predict success in the certificate and is administratively cumbersome for students and admissions employees. For students who want to refresh their computer skills OC will recommend they take the online computer fundamentals course available.

#### Admission requirements:

Existing	Proposed
Computer Fundamentals or equivalent. Students will be required to take an assessment test and pass with 60% or better if they have not taken Computer Fundamentals previously.	-

**Implementation date:** January 2021

**Cost:** N/A

**Medical Device Reprocessing Certificate**

**Program revision:**

- **Admission requirements**

**Rationale:**

Due to advances in basic digital literacy of the students applying to this certificate, the computer fundamental admission requirement is no longer necessary to predict success in the certificate and is administratively cumbersome for students and admissions employees. For students who want to refresh their computer skills OC will recommend they take the online computer fundamentals course available.

**Admission requirements:**

Existing	Proposed
<p>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.                      English 12 with minimum 60% or alternatives.                      A minimum grade of 60% in Computer Fundamentals or equivalent (a minimum grade of 60% in the Okanagan College's Continuing Studies Computer Fundamentals challenge test.)                      CPR Level C no more than 12 months before admission                      One of Occupational First Aid Level 1 or Standard First Aid no more than 12 months before admission                      Applicants must undergo a medical screening to determine any pre-existing medical conditions that could be compromised by working in this field.                      Evidence of an Ishihara colour test that indicates no colour blindness.                      Up-to-date Immunization Record based on vaccinations listed below (prior to starting MEDR 119 - Practicum). Please provide a photocopy of your completed immunization record; this record will be kept in your student file. Applicants are advised that, if they choose not to complete this recommended immunization schedule, any outbreak of an infectious disease can have serious implications for their practice experience because of a requirement by the Health Authority that all those not immunized remain outside of the practice area.                      Tetanus and Diphtheria Toxoid (Td) - Booster doses of Td are recommended every 10 years, or as a minimum at least once during adult life.                      Measles Vaccine - If born between 1957 and 1970, you should have proof of two live measles vaccinations, documentation of physician-diagnosed measles or laboratory evidence of immunity. If you already received one dose of measles vaccine, a second dose of vaccine is recommended and is given as a Measles Mumps (MMR) vaccine.                      Polio Vaccine - Primary immunization with inactivated poliomyelitis vaccine (IPV) is indicated for all who have not had a primary course of poliovirus vaccine (OPV or IPV). If you have not been given a full primary course, you should have the series completed with IPV regardless of the</p>	<p>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.                      English 12 with minimum 60% or alternatives.                      CPR Level C no more than 12 months before admission                      One of Occupational First Aid Level 1 or Standard First Aid no more than 12 months before admission                      Applicants must undergo a medical screening to determine any pre-existing medical conditions that could be compromised by working in this field.                      Evidence of an Ishihara colour test that indicates no colour blindness.                      Up-to-date Immunization Record based on vaccinations listed below (prior to starting MEDR 119 - Practicum). Please provide a photocopy of your completed immunization record; this record will be kept in your student file. Applicants are advised that, if they choose not to complete this recommended immunization schedule, any outbreak of an infectious disease can have serious implications for their practice experience because of a requirement by the Health Authority that all those not immunized remain outside of the practice area.                      Tetanus and Diphtheria Toxoid (Td) - Booster doses of Td are recommended every 10 years, or as a minimum at least once during adult life.                      Measles Vaccine - If born between 1957 and 1970, you should have proof of two live measles vaccinations, documentation of physician-diagnosed measles or laboratory evidence of immunity. If you already received one dose of measles vaccine, a second dose of vaccine is recommended and is given as a Measles Mumps (MMR) vaccine.                      Polio Vaccine - Primary immunization with inactivated poliomyelitis vaccine (IPV) is indicated for all who have not had a primary course of poliovirus vaccine (OPV or IPV). If you have not been given a full primary course, you should have the series completed with IPV regardless of the interval since the last dose. Booster doses of IPV are not required in Canada.                      Rubella Vaccine - If you do not have documented immunity as described above under Measles, you</p>

<p>interval since the last dose. Booster doses of IPV are not required in Canada.</p> <p>Rubella Vaccine - If you do not have documented immunity as described above under Measles, you should be vaccinated with MMR, unless there are contraindications.</p> <p>Hepatitis B Vaccine - Recommended because of potential exposure to blood or body fluids, as well as increased risk of penetrating injuries.</p> <p>Varicella Vaccine - Indicated for those who do not have either reliable history of disease or serologic evidence of immunity.</p> <p>Influenza (Flu) Immunization - Annual influenza immunization is recommended.</p> <p>Evidence of a negative tuberculin skin test (no more than 6 months before admission).</p> <p>A vaccination for Hepatitis B (completed prior to starting MEDR 119 - Practicum)</p> <p>A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to submit the letter by the deadline will result in a cancellation of the applicant's admission application.</p> <p>Applicants must attend an orientation session.</p>	<p>should be vaccinated with MMR, unless there are contraindications.</p> <p>Hepatitis B Vaccine - Recommended because of potential exposure to blood or body fluids, as well as increased risk of penetrating injuries.</p> <p>Varicella Vaccine - Indicated for those who do not have either reliable history of disease or serologic evidence of immunity.</p> <p>Influenza (Flu) Immunization - Annual influenza immunization is recommended.</p> <p>Evidence of a negative tuberculin skin test (no more than 6 months before admission).</p> <p>A vaccination for Hepatitis B (completed prior to starting MEDR 119 - Practicum)</p> <p>A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to submit the letter by the deadline will result in a cancellation of the applicant's admission application.</p> <p>Applicants must attend an orientation session.</p>
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**Implementation date:** January 2021

**Cost:** N/A

### Nursing Unit Assistant Certificate

#### Program revision:

- **Admission requirements**

#### Rationale:

Due to advances in basic digital literacy of the students applying to this certificate, the computer fundamental admission requirement is no longer necessary to predict success in the certificate and is administratively cumbersome for students and admissions employees. For students who want to refresh their computer skills OC will recommend they take the online computer fundamentals course available.

#### Admission requirements:

<b>Existing</b>	<b>Proposed</b>
<p>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.</p> <p>English 12 with minimum 60% or alternatives.</p> <p>A minimum grade of 60% in Okanagan College's Continuing Studies' Computer Fundamentals or the Okanagan College's Continuing Studies' Computer Fundamentals challenge test</p> <p>Applicants must provide evidence of a negative tuberculin test, taken no more than six months</p>	<p>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.</p> <p>English 12 with minimum 60% or alternatives.</p> <p>Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of an appropriate follow-up if the test was positi</p>

<p>before the date of application (or evidence of an appropriate follow-up if the test was positive)</p> <p>A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.</p>	<p>A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.</p>
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**Implementation date:** January 2021

**Cost:** N/A

### Occupational Health and Safety Certificate

#### Program revision:

- Admission requirements

#### Rationale:

Due to advances in basic digital literacy of the students applying to this certificate, the computer fundamental admission requirement is no longer necessary to predict success in the certificate and is administratively cumbersome for students and admissions employees. For students who want to refresh their computer skills OC will recommend they take the online computer fundamentals course available.

#### Admission requirements:

Existing	Proposed
<p>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. English 12 with minimum 60% or alternatives. A minimum of 60% in any of:</p> <p>Foundations of Mathematics and Pre-calculus Grade 10            Applications of Mathematics 10            Principles of Mathematics 10            Adult Basic Education MATH 071 and MATH 072            Or a minimum of 65% on the ABLE Mathematics test. Test scores are only good for two (2) years.</p> <p>A minimum grade of 60% in Okanagan College Continuing Studies Computer Fundamentals or the Okanagan College Continuing Studies Computer Fundamentals challenge exam</p>	<p>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. English 12 with minimum 60% or alternatives. A minimum of 60% in any of:</p> <p>Foundations of Mathematics and Pre-calculus Grade 10            Applications of Mathematics 10            Principles of Mathematics 10            Adult Basic Education MATH 071 and MATH 072            Or a minimum of 65% on the ABLE Mathematics test. Test scores are only good for two (2) years.</p>

**Implementation date:** January 2021

**Cost:** N/A

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**Dental Office Administrative Assistant Certificate****Program revision:**

- **Admission requirements**

**Rationale:**

Due to advances in basic digital literacy of the students applying to this certificate, the typing speed requirement and the computer fundamental admission requirement are no longer necessary to predict success in the certificate and are administratively cumbersome for students and admissions employees. For students who want to refresh their computer skills OC will recommend they take the computer fundamentals or in-class keyboarding courses available.

CPR is not a requirement for this program and costly and cumbersome for the students. Furthermore, it is no longer a requirement for employment in this industry.

**Admission requirements:**

<b>Existing</b>	<b>Proposed</b>
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. Minimum typing speed of 35 net words per minute. 60% in Computer Fundamentals or equivalent (students may take a challenge test to access their fundamental skills). Documented proof of successful completion of a Cardiopulmonary Resuscitation (CPR) Level C certification	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.

**Implementation date:** January 2021**Cost:** N/A

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## Business and Aviation Programs

**BUAD 352 – 3 – 4**

**Data Analytics in Accounting**

**New course**

**Rationale:**

CPA Canada has introduced new Data Analytics and Information System competencies in its competency map. This course will ensure we continue to provide students with a full suite of articulated courses that will allow them to enter the CPA professional education program. Accounting graduates are expected to have the skills necessary to manage and interpret data in specific accounting activities. The course provides an introduction of Data Analytics as it relates to taxation, financial accounting, managerial accounting and auditing.

**Calendar description:**

Learners will apply data analytics to accounting and business environments, utilizing the IMPACT cycle to identify business questions, process data, communicate insights and track outcomes. Learners will simulate communication of insights to users employing data analysis and visualization tools.

**Prerequisites:**

BUAD 273, BUAD 283, one of STAT 121/124/230

**Outline:**



Business Administration

Course Number:	<b>BUAD 352</b>
Course Title:	<b>Data Analytics in Accounting</b>
Credits:	3
Calendar Description:	Learners will apply data and analytics to accounting and business environments, utilizing the IMPACT cycle to identify business questions, process data, communicate insights and track outcomes. Learners will simulate communication of insights to users employing data analysis and visualization tools.
Semester and Year:	<b>Winter 2022</b>
Prerequisite(s):	BUAD 273, BUAD 283, one of STAT 121/124/230
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	4 (2hr lecture, 2hr lab)
Graduation Requirement:	Elective – BBA

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Substitutable Courses:	No
Transfer Credit:	CPA credit
Special Notes:	
Originally Developed:	March 2020
EDCO Approval:	
Chair's Approval:	

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**Professors**

Name	Phone	Office	Email
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**Learning Outcomes**

Upon completion of this course students will be able to

- Describe how data analytics affects business and accounting.
- Extract and transform analyze data using databases, excel and pivot tables.
- Perform test plans and analyze the results (descriptive, diagnostic and predictive analytics).
- Use software solutions to create data visualizations to communicate results.
  - Auditing environment
  - Managerial environment
  - Financial environment
  - Taxation environment

**Course Objectives**

This course will cover the following content:

- Review detailed class schedule provided below

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**Evaluation Procedure**

Lab assignments	30%
Term projects or Cases	25%
Quizzes	15%
Final Exam	30%
Total	100%

**Notes**

This course could be delivered in a hybrid format. Students could be expected to attend the weekly online lecture component and weekly in-person computer lab sessions.

This course has a 3-hour final exam.

Lectures – 40 student enrollment capacity, Labs – 20 student enrollment capacity

**Website:** A Moodle site will be available for each section of the course. This website will contain outlines for each chapter and extra problem solutions, along with general information about the course.

**Exams:** Please note that College Examination Policy states that all students must write final examinations when required at the scheduled times and dates.

**Required Texts/Resources**

Data Analytics for Accounting, Richardson et al, 2<sup>nd</sup> Edition, McGraw-Hill (with Connect access)

## Course Schedule

Date		Topic	Textbook
2019 Week of:			
Week	1	Data Analytics for Accounting and Identifying the Questions	Ch. 1
	2	Mastering the Data	Ch. 2
	3	Performing the Test Plan and Analyzing the Results	Ch. 3
	4	Communicating Results and Visualizations	Ch. 4
	5	Communicating Results and Visualizations	Ch. 4
	6	The Modern Accounting Environment	Ch. 5
	7	Audit Data Analytics	Ch. 6
	8	Managerial Analytics	Ch. 7
	9	Project Chapter (Basic)	Ch. 10
	10	Financial Statement Analytics	Ch. 8
	11	Tax Analytics	Ch. 9
	12	Project Chapter (Advanced): Analyzing Dillard's Data to Predict Sales Returns	Ch. 11
	13	Review	
		FINAL EXAM PERIOD (Comprehensive final exam)	

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. 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.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### **What are the Students’ Responsibilities to Avoid Plagiarism?**

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication *“Plagiarism Avoided; Taking Responsibility for your Work”*. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6<sup>th</sup> edition (2009)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### **What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism

detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.

**Implementation date:** September 2021

**Cost:** N/A

**BUAD 296 – 3 – 3**

**Long Term Capital Management**

**Course revision:**

- **Prerequisite**

**Rationale:**

The prerequisites have been expanded to include admission into the post-bac. in accounting. The students entering this program already have the prerequisite knowledge (NPV calculations) either through their undergraduate degree or other BUAD courses within the post-bac. Therefore, student success will not be impacted by the "or" condition within the prerequisite list.

**Prerequisites:**

Existing	Proposed
MATH 114	MATH 114 or admission to the Business Administration Post-Baccalaureate Diploma Program in Accounting.

**Implementation date:** September 2021

**Cost:** N/A

**Bachelor of Business Administration – Accounting Specialty**

**Program revision:**

- **Addition of courses**
- **Program outline**

**Rationale:**

CPA Canada has introduced new Data Analytics and Information System competencies in its competency map. These program changes will allow the introduction of a new course to ensure we continue to provide students with a full suite of articulated courses that will allow them to enter the CPA professional education program. Accounting graduates are expected to have the skills necessary to manage and interpret data in specific accounting activities. The course provides an introduction of Data Analytics as it relates to taxation, financial accounting, managerial accounting and auditing.

**Addition of courses:**

BUAD 352

**Outline:**

Existing	Proposed
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 Accounting. Required courses: <a href="#">BUAD 121</a> Financial Accounting II <a href="#">BUAD 208</a> Canadian Income Tax I <a href="#">BUAD 263</a> Intermediate Accounting I <a href="#">BUAD 273</a> Intermediate Accounting II Plus four of: <a href="#">BUAD 359</a> Accounting - Contemporary Perspectives and Issues in Accounting <a href="#">BUAD 365</a> Cost Accounting <a href="#">BUAD 367</a> Fraud Examination <a href="#">BUAD 368</a> Selected Topics: Advanced Accounting	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 Accounting. Required courses: <a href="#">BUAD 121</a> Financial Accounting II <a href="#">BUAD 208</a> Canadian Income Tax I <a href="#">BUAD 263</a> Intermediate Accounting I <a href="#">BUAD 273</a> Intermediate Accounting II Plus four of: <a href="#">BUAD 352</a> <b>Data Analytics in Accounting</b> <a href="#">BUAD 359</a> Accounting - Contemporary Perspectives and Issues in Accounting <a href="#">BUAD 365</a> Cost Accounting <a href="#">BUAD 367</a> Fraud Examination

<a href="#">BUAD 469</a> Selected Topics: Advanced Accounting <a href="#">BUAD 369</a> Canadian Income Tax II <a href="#">BUAD 363</a> Audit Planning <a href="#">BUAD 462</a> Advanced Financial Accounting <a href="#">BUAD 466</a> Advanced Managerial Accounting <a href="#">BUAD 463</a> Internal Control & Auditing	<a href="#">BUAD 368</a> Selected Topics: Advanced Accounting <a href="#">BUAD 469</a> Selected Topics: Advanced Accounting <a href="#">BUAD 369</a> Canadian Income Tax II <a href="#">BUAD 363</a> Audit Planning <a href="#">BUAD 462</a> Advanced Financial Accounting <a href="#">BUAD 466</a> Advanced Managerial Accounting <a href="#">BUAD 463</a> Internal Control & Auditing
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**Implementation date:** September 2021

**Cost:** N/A

### Post Baccalaureate Diploma in Accounting

#### Program revision:

- **Calendar description**
- **Graduation requirements**
- **Addition of courses**
- **Revision of courses**
- **Program outline**

#### Rationale:

CPA Canada has introduced new Data Analytics and Information System competencies in its competency map. These program changes will allow the introduction of a new course to ensure we continue to provide students with a full suite of articulated courses that will allow them to enter the CPA professional education program. Accounting graduates are expected to have the skills necessary to manage and interpret data in specific accounting activities. The course provides an introduction of Data Analytics as it relates to taxation, financial accounting, managerial accounting and auditing.

#### Calendar description:

Existing:

##### Program Highlights

This two-year program focuses on foundational accounting classes required to enter into the CPA Professional Education program. Courses give you that extra edge of accounting expertise to complement your previous business experience. You can expect classes to include elements of processing data, reporting, analysis, business law as well as management.

##### Program Details

This two-year diploma program focuses upon the courses needed as prerequisites to enter into the CPA Professional Education Program. The program contains the 19 courses required as prerequisites to the CPA Professional Education program and 1 elective.

Proposed:

##### Program Highlights

This two-year program focuses on foundational accounting classes required to enter into the CPA Professional Education program. Courses give you that extra edge of accounting expertise to complement your previous business experience. You can expect classes to include elements of processing data, reporting, analysis, business law as well as management.

##### Program Details

This two-year diploma program focuses upon the courses needed as prerequisites to enter into the CPA Professional Education Program. The program contains the 20 courses required as prerequisites to the CPA Professional Education program.

#### Graduation requirements:

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

#### Addition of courses:

BUAD 352

**Revision of courses:**

BUAD 296

**Outline:**

<b>Existing</b>	<b>Proposed</b>
<p>This two-year diploma program focuses upon the courses needed as prerequisites to enter into the CPA Professional Education Program. The program contains the 19 courses required as prerequisites to the CPA Professional Education program and 1 elective.</p> <p><b>Program Outline</b>            Summer Session I and II  <a href="#">BUAD 111</a> Financial Accounting I  <a href="#">BUAD 121</a> Financial Accounting II            Semester I  <a href="#">BUAD 113</a> Canadian Business  <a href="#">BUAD 195</a> Financial Management  <a href="#">BUAD 208</a> Canadian Income Tax I  <a href="#">BUAD 209</a> Business Law  <a href="#">BUAD 263</a> Intermediate Accounting I            Semester II  <a href="#">BUAD 273</a> Intermediate Accounting II  <a href="#">BUAD 283</a> Management Information Systems  <a href="#">BUAD 296</a> Long-term Capital Management  <a href="#">BUAD 264</a> Management Accounting  <a href="#">BUAD 369</a> Canadian Income Tax II            Semester III  <a href="#">BUAD 462</a> Advanced Financial Accounting or BUAD 362  <a href="#">BUAD 363</a> Audit Planning  <a href="#">STAT 124</a> Business Statistics            BUAD elective*            Semester IV  <a href="#">BUAD 340</a> Strategic Management I  <a href="#">BUAD 365</a> Cost Accounting  <a href="#">BUAD 466</a> Advanced Managerial Accounting or BUAD 366  <a href="#">BUAD 463</a> Internal Control &amp; Auditing            * Any Business elective or MATH 114</p>	<p>This two-year diploma program focuses upon the courses needed as prerequisites to enter into the CPA Professional Education Program. The program contains the <b>20</b> courses required as prerequisites to the CPA Professional Education program.</p> <p><b>Program Outline</b>            Summer Session I and II  <a href="#">BUAD 111</a> Financial Accounting I  <a href="#">BUAD 121</a> Financial Accounting II            Semester I  <a href="#">BUAD 113</a> Canadian Business  <a href="#">BUAD 195</a> Financial Management  <a href="#">BUAD 208</a> Canadian Income Tax I  <a href="#">BUAD 209</a> Business Law  <a href="#">BUAD 263</a> Intermediate Accounting I            Semester II  <a href="#">BUAD 273</a> Intermediate Accounting II  <a href="#">BUAD 283</a> Management Information Systems  <a href="#">BUAD 296</a> Long-term Capital Management  <a href="#">BUAD 264</a> Management Accounting  <a href="#">BUAD 369</a> Canadian Income Tax II            Semester III  <a href="#">BUAD 462</a> Advanced Financial Accounting or BUAD 362  <a href="#">BUAD 363</a> Audit Planning  <a href="#">STAT 124</a> Business Statistics  <a href="#">BUAD 340</a> Strategic Management I            Semester IV  <a href="#">BUAD 352</a> <b>Data Analytics in Accounting</b>  <a href="#">BUAD 365</a> Cost Accounting  <a href="#">BUAD 466</a> Advanced Managerial Accounting or BUAD 366  <a href="#">BUAD 463</a> Internal Control &amp; Auditing</p>

**Implementation date:** September 2021

**Cost:** N/A

**TOUR 115 – 3 – 3**

**Accounting for Tourism**

**New course**

**Rationale:**

The addition of this course was a direct result of several key consultations. In discussions with professors and students in the current offering of TMD, as well as engaging community stakeholders and reviewing their past feedback, it was determined that a course which focused on a more high level, conceptual understanding of financial statements, budgets and other financial concepts would better meet the overall program outcomes of the students in the Tourism Management Diploma program.

**Calendar description:**

This course introduces the role of financial and managerial accounting information in business and tourism. Topics include: financial statements, accrual accounting, fraud, inventory, budget analysis and planning, managerial accounting and inventory will be analyzed within the context of tourism businesses.

**Outline:**

Course Number:	<b>TOUR 115</b>
Course Title:	<b>Accounting for Tourism</b>
Credits:	3
Calendar Description:	The course introduces the role of financial and managerial accounting information in business and tourism. Topics include: financial statements, accrual accounting, fraud, inventory, budget analysis and planning, managerial accounting and inventory will be analyzed within the context of tourism businesses.
Semester and Year:	<b>FALL 2020</b>
Prerequisite to:	TOUR 245, TOUR 250
Corequisite to:	TOUR 215
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Tourism Management Diploma
Substitutable Courses:	No
Transfer Credit:	This course cannot be used for credit towards an Okanagan College Bachelor of Business Administration, Business Administration Diploma, Business Administration Certificate or Post Baccalaureate Diploma
Special Notes:	
Originally Developed:	2020
EDCO Approval:	
Chair's Approval:	

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## Professors

Name	Phone number	Office	Email
<b>Course Captain</b>	250-762-5445		@okanagan.bc.ca

## Learning Outcomes

Upon completion of this course students will be able to:

1. Analyze the effect of business transactions on the basic accounting equation.
2. Explain the components of financial statements
3. Describe the different inventory calculation methods in a tourism setting.
4. Explain managerial accounting in tourism.
5. Apply the cost-volume-profit framework to different management decisions
6. Identify how accounting can be used for organizational decision-making.
7. Explain how a budget can be used in a tourism setting.

## Course Objectives

This course will cover the following content:

1. The role accounting plays in a tourism business and industry.
2. Financial statements utilized in the Tourism Industry, including balance sheet and income statement.
3. how costs affect financial results and decisions.
4. Financial information and variances applied for internal purposes
5. Accounting to be able to communicate effectively with professionals (CPA's, lawyers, bankers, et al.)

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**Evaluation Procedure**

Project – Financial Statement Project	15%
Term Work	15%
Mid-term Exam	35%
Final Exam	35%
Total	100%

**Notes**

<b>Project – Financial Statement Project</b> Students will individually complete a project worth 15% of their total grade.
<b>Exams –1 Midterms &amp; a Final</b> The mid-term will cover chapters 1-7.  The final exam will cover chapters 10,11, 13, 15, and 16. It could also have material covered in the first ½ of the course.  Students are expected to write exams at the scheduled times and dates. Out-of-Time Exams will not be granted for vacations, trips or reasons other than those satisfying the criteria stated in the OC Policies for Examinations published in the OC Calendar. Medical certificate or other supporting documentation will be required for Out-of-Time Exams.

**Required Texts/Resources**

Survey Of Accounting, 2nd Ed., Kimmel, Weygant. Published by Wiley.
A calculator will be necessary for most of the course. In certain chapters, a financial calculator (Texas Instruments BA II Plus recommended) will be useful, or PV tables can be used.

## Course Schedule

Date	Topic	Textbook
2020 Week of	Wednesday, September 9 – First Day of Classes Monday, October 12 – Statutory Holiday Wednesday, November 11 – Statutory Holiday	
1	Introduction to Financial Statements	Ch 1
2	A further look at the Balance Sheet	Ch 2
3	The Accounting Information System	Ch3
4	Accrual Accounting Concepts	Ch 4
5	Merchandising Operations/Multi-step Income statement	Ch 6
6	Inventory Overview	CH 7
7	Mid-Term	
8	Financial Analysis: The Big Picture	CH 10
9	Managerial Accounting	CH 11
10	Managerial Accounting Cost Volume Profit	Ch 11 Ch 13
11	Cost Volume Profit	Ch13
12	Budget Planning	Ch 15
13	Budgetary Control and Responsibility	Ch 16
14	Final Exam Review	
	<b>FINAL EXAM</b>	

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## SKILLS ACROSS THE BUSINESS CURRICULUM

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## STUDENT CONDUCT AND ACADEMIC HONESTY

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### What is the Disruption of Instructional Activities?

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### What is Cheating?

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. 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.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### What is Plagiarism?

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### What are the Students’ Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication *“Plagiarism Avoided; Taking Responsibility for your Work”*. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6<sup>th</sup> edition (2009). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

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**Implementation date:** January 2021

**Cost:** N/A

**TOUR 225 – 3 – 3**

**Emerging Trends in Destination Management**

**New course**

**Rationale:**

Destination management is a fundamental element in the overall tourism model. Identifying trends is highly relevant to persons who may become planners, policy makers and senior managers. This course was added specifically to ensure that students looking to move into niche businesses and locations that are identified in particular around the “destination” were prepared for upcoming trends and poised to take advantage of them.

**Calendar description:**

This course explores current and emerging trends in the global tourism and hospitality sector with an emphasis on the challenges facing destination management organizations (DMOs). Specifically, the course will address current and emerging topics including functional structures and processes, the role of intermediaries, destination evaluation, the role of assets such as cultural and natural destinations, and the impact of overtourism, sustainability and authenticity.

**Prerequisites:**

TOUR 105 or BUAD 115 or BUAD 206

**Outline:**

Business Administration

Course Number:	<b>TOUR 225</b>
Course Title:	<b>EMERGING TRENDS IN DESTINATION MANAGEMENT</b>
Credits:	3
Calendar Description:	This course explores current and emerging trends in the global tourism and hospitality sector with an emphasis on the challenges facing destination management organizations (DMOs). Specifically, the course will address current and emerging topics including functional structures and processes, the role of intermediaries, destination evaluation, the role of assets such as cultural and natural destinations, and the impact of overtourism, sustainability and authenticity.
Semester and Year:	
Prerequisite(s):	TOUR 105 or BUAD 115 or BUAD 206
Co-requisite(s):	No

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Prerequisite to:	No
Final Exam:	No
Hours per week:	3
Graduation Requirement:	Tourism Management Diploma
Substitutable Courses:	No
Transfer Credit:	Yes
Special Notes:	This course is heavily secondary research based and involves a significant level of academic writing and presentations.
Originally Developed:	August 2020
EDCO Approval:	

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## Professor

Name	Phone number	Office	Email

## Learning Outcomes

Upon completion of this course students will be able to:

- Define the size and scope of the destination management sector and its many complexities.
- Identify and assess 10 major trends or forces that will impact tourism destination management.
- Examine industry sector trends and their implications for the future role and development of DMOs.
- Analyze and evaluate possible solutions to issues facing the DMO sector.

## Course Objectives

This course will cover the following content including:

- The current state of DMO development with particular reference to British Columbia.
- Internal factors that impact future trends including products, services, and support systems.
- External factors that impact future trends including social, political, and economic trends.
- Particular attention will be given to key issues facing the tourism sector including but not limited to environmental elements that impact future trends, corporate social responsibility, sustainable design and management, and technological innovation in communications, service delivery, and transportation in the context of the tourism and hospitality industry.

## Evaluation Procedure

Assignment 1 – group researched Top 10 Trends List	25%
Assignment 2 – individual selected trend/s annotated bibliography	25%
Assignment 3 – individual comparative trends secondary research paper	25%
Assignment 4 – group researched summary of key emerging trends	25%
Total	100%

## Notes

This course is essentially an elective seminar that will employ class discussion and secondary research to achieve the learning outcomes. In this sense, the course will be like special courses that require travel and observation except we will not be traveling physically, only in a virtual sense.

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## Recommended Texts/Resources

A Practical Guide to Tourism Destination Management. UNWTO Publications

Emerging Trends in Tourism Destination Management. Willford Press

Tourist Destination Management: Instruments, Products and Case Studies. Springer Publications

The course will also make use of current articles and case studies relevant to the various topics within the course.

## Course Schedule

Date	Topic
Classes are held on	<b>Classes are a combination of lectures, discussions, in-class work activity, individual presentations and group presentations. In addition, three class sessions will be dedicated to individual consultation about assignments</b>
Wk 1	Overview of the DMO sector
Wk 2	Specific functions of DMOs: destination development and management
Wk 3	Specific functions of DMOs: destination marketing and research
Wk 4	Specific functions of DMOs: governance and finance
Wk 5	Specific functions of DMOs: destination organization operations including the role technology and membership involvement
Wk 6	Assignment 1: Group Presentations and Discussion of Group Researched Top 10 Trends Lists (25%)
Wk 7	READING BREAK ( <i>no classes</i> )
Wk 8	Introduction to Assignment 2 and 3 and discussion of annotated bibliographies in the context of secondary research
Wk 9	Individual Consultation regarding Assignment 2 and 3
Wk 10	Individual Consultation regarding Assignment 2 and 3
Wk 11	Assignment 2: Individual Presentations and Discussion of annotated bibliographies (25%)
Wk 12	Assignment 3: Individual Comparative Paper Presentations (25%)
Wk 13	Assignment 4: Group Presentations and Discussion of Group Researched Key Emerging Trends Impacting DMOs (25%)

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## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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## **STUDENT CONDUCT AND ACADEMIC HONESTY**

### **What is the Disruption of Instructional Activities?**

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### **What are the Students’ Responsibilities to Avoid Plagiarism?**

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Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension or expulsion from OC.

**Implementation date:** January 2021

**Cost:** N/A

**TOUR 235 – 3 – 3**

**Rural and Agri- Tourism Development**

**New course**

**Rationale:**

Rural and Agri-Tourism is a growing segment of tourism and is very relevant to the local Okanagan Region. Students leaving a Tourism Diploma from an Okanagan based institution will be expected to understand the unique challenges and opportunities posed by these types of businesses. A focus on stakeholders is critical to situating rural and agri-tourism businesses from other tourism businesses as there are unique characteristics related to this niche market.

**Calendar description:**

This course examines tourism in diverse rural environments with a particular focus on agri-tourism as a niche tourism product/experience which links rural and urban food systems. The social, cultural, environmental and economic aspects of rural tourism development are discussed. Regional, national, and international case studies are used to investigate the unique characteristics of agri-tourism and its contributions to sustainability.

**Prerequisites:**

TOUR 105 or BUAD 115 or BUAD 206

**Outline:**

Business Administration

Course Number:	TOUR 235
Course Title:	<b>Rural and Agri-Tourism Development</b>
Credits:	3
Calendar Description:	This course examines tourism in diverse rural environments with a particular focus on agri-tourism as a niche tourism product/ experience which links rural and urban food systems. The social, cultural, environmental and economic aspects of rural tourism development are discussed. Regional, national, and international case studies are used to investigate the unique characteristics of agri-tourism and its contributions to sustainability.
Semester and Year:	<b>Winter 2022</b>
Prerequisite(s):	TOUR 105 or BUAD 115 or BUAD 206
Corequisite(s):	
Prerequisite to:	
Final Exam:	Yes
Hours per week:	3

Graduation Requirement:

Substitutable Courses:

Transfer Credit: 3

Special Notes:

Originally Developed: July 2020

EDCO Approval:

Chair's Approval:

### Professors

Name	Phone number	Office	Email
	762-5445 #	Kelowna:	
	#		

### Learning Outcomes

Upon completion of this course students will be able to:

- Describe the social, cultural, environmental and economic context of rural and agri-tourism development.
- Identify rural and agri-tourism stakeholders (government, industry, community) and their roles.
- Relate rural and agri-tourism to the interdisciplinary concepts of identity, sense of place and authenticity.
- Examine the market potential for rural and agri-tourism as a niche product/experience.
- Compare agri-tourism initiatives in diverse rural environments.
- Evaluate rural and agri-tourism development using sustainability benchmarks.

## Evaluation Procedure

Assignments	20%
Mid Term Exam	20%
Case Study	25%
Presentations	15%
Final Exam	20%
Total	100%

## Notes

### Required Texts/Resources

Vaugeois, N., Bence, S., & Romanova, A. (2017). Farm Diversification Through Agri-tourism: A Manual to Guide Development. [www.gov.bc.ca/agriservicebc](http://www.gov.bc.ca/agriservicebc);

Kim, S., Lee, S. K., Lee, D., Jeong, J., & Moon, J. (2019). The effect of agritourism experience on consumers' future food purchase patterns. *Tourism Management*, 70(August 2018), 144–152.

<https://doi.org/10.1016/j.tourman.2018.08.003>; and

Johnson, L. Schnakenberg, G. & Perdue, N. (2016). Placing local food systems: Farm tours as place-based sustainability education. *Journal of Sustainability Education*, 11.

### Supplemental Readings:

Additional readings will be assigned throughout the duration of the course

## Course Schedule

Date	Topic	Textbook
Week of:		
1	Course introduction and brief history of rural tourism, in particular the importance of agri-tourism	
2	Terms, definitions, growth and scope of rural and agri-tourism with a focus on British Columbia as well as other international agri-tourism destinations.	
3	Agri-tourism's impact on rural tourism	
4	Agri-tourism stakeholder's roles and influence	
5/6	Regional case study of rural and agri-tourism and field trip – experience an agri-tourism business	
7	Mid Term	
8	Market potential including barriers and challenges to growth and regional development	
9	Geopolitical influences associated with rural and agri-tourism	

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	10	Sense of place and the role of authenticity	
	11/12	Environmental and societal context of rural and agri-tourism	
	13	Global case studies; issues/trends; and the sustainability of rural and agri-tourism	
	14	Presentations	
		Final Exam Period	

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What are the Penalties for Plagiarism and Cheating?**

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**Implementation date:** January 2021

**Cost:** N/A

**TOUR 245 – 3 – 3**

**Tourism for SME**

**New course**

**Rationale:**

Tourism is a major part of the British Columbia economy and a significant portion of tourism businesses are small to mediums sized enterprises (SME's). Giving students a thorough understanding of the unique context of the SME business environment will help to prepare them not only for their working lives after they complete the program, but will also provide valuable sector knowledge which will be useful during their interactions with the community during the course of this program.

**Calendar description:**

The course introduces students to the specific challenges and opportunities that impact Small and Medium sized Tourism Enterprises. Using case studies and real life examples in class, students will experience what it is like to react quickly and prepare for the future in a fast paced business environment.

**Prerequisites:**

BUAD 123, TOUR 130 and TOUR 115

**Outline:**

Business Administration

Course Number:	<b>TOUR 245</b>
Course Title:	<b>Tourism for SME</b>
Credits:	3
Calendar Description:	The course introduces students to the specific challenges and opportunities that impact Small and Medium sized Tourism Enterprises. Using case studies and real life examples in class, students will experience what it is like to react quickly and prepare for the future in a fast paced business environment.
Semester and Year:	<b>FALL 2020</b>
Prerequisite(s):	BUAD 123 and TOUR 130 and TOUR 115
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3

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Graduation Requirement: Tourism Management Diploma

Substitutable Courses: No

Transfer Credit:

Special Notes: This course cannot be used for credit towards an Okanagan College Bachelor of Business Administration, Business Administration Diploma, Business Administration Certificate or Post Baccalaureate Diploma

Originally Developed: August, 2020

EDCO Approval: |

Chair's Approval:

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## Professors

Name	Phone number	Office	Email
		n/a	

## Learning Outcomes

Upon completion of this course students will be able to:

- Describe unique aspects of decision making specific to Tourism SMEs
- Apply business concepts to demonstrate how to respond quickly to external challenges
- Identify problems and opportunities in the context of Tourism SME management and operations.
- Analyze challenges and opportunities related to Tourism SME growth
- Describe ways Tourism SMEs can scale their business
- Discuss problems specific to family-owned and operated businesses in Tourism SMEs.

## Course Objectives

This course will cover the following content including:

- Aspects of different types of small business management and ownership in Tourism
- Marketing of products and services in a Tourism small business
- The challenges and rewards of branching out into a global market
- Business management and control systems
- Exit and harvesting strategies for small Tourism businesses

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**Evaluation Procedure**

Application Journal Entries	20%
Case Study Analysis (Individual 3 x 10%)	30%
Seminar Presentation (proposal, presentation, paper)	30%
Final Exam (Case Study and Essay)	20%
Total	100%

**Notes**

*Important Note: All quizzes, reports, assignments and exams are to be done on your own. You may not copy information from Moodle or other sources into your own assignments. You may share ideas in the Moodle discussion area, but each individual student is responsible for his or her own contribution.*

**Resources**

Readings, videos and case studies will be made available through the Moodle course website..

## Course Schedule

Date	Class Topics and Assignments	Readings
2020 Week of:	Wednesday, September 9 – First Day of Classes Monday, October 12 – Statutory Holiday Wednesday, November 11 – Statutory Holiday	
1	Course Structure SME in BC Overview and SME for Tourism	
2	Environmental Scanning Tools and Techniques for Small Business	
3	Business planning and decision making tools	
4	Responding to External Challenges	
5	Marketing a local Tourism SME	
6	HR Challenges and Opportunities in a Tourism SME	
7	Operational Considerations in a Tourism SME	
8	Challenges and Opportunities in scaling a Tourism business..	
9	Organizational Growth Models: Franchising, Outside Investors, Partnerships, Mergers, Employees as Partners	
10	Succession Planning and Exit Strategies: How to move onto the next thing	
11	Operating a local Tourism business in a Global Economy	
12	<b>Seminar Presentation and Report</b>	
13	<b>Seminar Presentation and Report</b>	
	FINAL EXAM PERIOD	

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

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### **What is Cheating?**

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**Implementation date:** January 2021

**Cost:** N/A

**TOUR 250 – 3 – 3**

**Eco and Adventure Tourism**

**New course**

**Rationale:**

This course is being proposed as a new course, separate and distinct from the BUAD 392 course of a similar course title. The course has moved from an applied field course to a survey course designed to illustrate the risk management, sustainability and business practices specific to Eco and Adventure Tourism.

A significant change to move this course to a 2nd year course is the removal of the requirement to plan and deliver an outdoor trip. This dropped the andragogical rationale for locating this course at the 3rd year level.

**Calendar description:**

This course is designed to introduce students to the application of risk management, sustainability, and business principles and practices in the context of eco and adventure tourism businesses. Factors that make adventure and eco businesses different from typical businesses are explored. Environmental stewardship and sustainable tourism best practices will be applied in the analysis of eco & adventure tourism businesses and risk management planning.

**Prerequisites:**

TOUR 105, TOUR 130, BUAD 123, TOUR 115 and 2nd year standing.

**Outline:**

Business Administration

Course Number:	<b>TOUR 250</b>
Course Title:	<b>ECO &amp; ADVENTURE TOURISM</b>
Credits:	3
Calendar Description:	This course is designed to introduce students to the application of risk management, sustainability, and business principles and practices in the context of eco and adventure tourism businesses. Factors that make adventure and eco businesses different from typical businesses are explored. Environmental stewardship and sustainable tourism best practices will be applied in the analysis of eco & adventure tourism businesses and risk management planning.
Semester and Year:	<b>WINTER 2021</b>
Prerequisite(s):	TOUR 105, TOUR 130, BUAD 123, TOUR 115, Second Year Standing
Corequisite(s):	TOUR 209
Prerequisite to:	

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Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	
Substitutable Courses:	No
Transfer Credit:	
Special Notes:	Students with credit for BUAD 392 cannot take TOUR 2XX for further credit
Originally Developed:	September 2020
EDCO Approval:	
Chair's Approval:	

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## Professors

Name	Phone number	Office	Email

## Learning Outcomes

Upon completion of this course, students will be able to
<ul style="list-style-type: none"><li>• Identify different business structures for the eco/adventure tourism operator and the role of incorporation in limiting liability.</li><li>• Describe the principles, concepts and applications of sustainability as applied to eco and adventure tourism.</li><li>• Describe the risk management process including the use of waivers, disclaimers, indemnities, and releases.</li><li>• Describe the business start-up process and discuss business start-up requirements.</li><li>• Describe the strategic planning process and explain the uses of a business plan.</li><li>• Assess a business plan for an eco or adventure tourism venture that includes plans for marketing, human resources, operations, risk management, and financial feasibility.</li></ul>

## Course Objectives

This course will cover the following content: Please refer to the course schedule and Moodle for weekly topics and learning objectives
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## Evaluation Procedure

Trends in Eco/Adventure Tourism Paper (Ind)	10%
Operator Interview and Report (Ind)	10%
Risk Management Strategy (Group)	20%
Business plan analysis(group)	30%
Final Exam (Ind)	30%
Total	100%

## Notes

### Required Texts/Resources

Selected readings assigned by the professor.
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**Note:** This textbook is also used for the 3rd year, BUAD 344, Marketing Research course, which focuses on designing, planning, and analyzing quantitative marketing research studies.

## Course Schedule

Date	Topic	Readings & Due Dates
Week of:		
1	Introduction: The entrepreneurial nature of eco and adventure tourism businesses	

2		Eco and Adventure Tourism Markets	
3		Eco and Adventure Tourism Trends	
4		Human Resource Planning / Guiding Certifications	
5		Marketing Plan for Service Businesses	
6		Risk Management and Legal Liability in Tourism, the Use of Waivers and Liability Insurance	
7		The Risk Management Planning	
8		Environmental Stewardship and Sustainability	
9		LRMP, Tenure Process, and Parks	
10		Operations Planning	
11		Itinerary Development / Trip Planning	
12		Financial Planning for Service Businesses	
13		Presentations	
		FINAL EXAM	

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## SKILLS ACROSS THE BUSINESS CURRICULUM

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**Implementation date:** January 2021

**Cost:** N/A

**BUAD 200 – 3 – 3**

**Digital Marketing**

**Course revision:**

- **Prerequisites**

**Rationale:**

This prerequisite change from BUAD 116 only to BUAD 116 or TOUR 130 is consistent with the course equivalence matrix. Students with credit for BUAD 116 cannot take TOUR 130 for additional credit.

**Prerequisites:**

<b>Existing</b>	<b>Proposed</b>
BUAD 116	BUAD 116 or TOUR 130

**Implementation date:** January 2021

**Cost:** N/A

**BUAD 215 – 3 – 3**

**Restaurant Management**

**Course revision:**

- **Calendar description**
- **Corequisites**
- **Crosslisting**

**Rationale:**

This change supports the proposed Tourism Management Diploma program revision by adding additional tourism related content and by helping create a standalone 2-year diploma with no direct option of laddering to a BBA. The new course TOUR 115 Accounting for Tourism is added to the existing BUAD 215 co-requisite of BUAD 111 Financial Accounting I. The BUAD 111 course is also being removed from the TMD program but it remains listed as TOUR 115 or BUAD 111 for the co-requisite to provide flexibility for students who have already taken it.

The revised course description supports the BUAD 215 and TOUR 215 cross-listed course offering. TOUR 215 will also be offered as BUAD 215. Students with credit in TOUR 215 cannot take BUAD 215 for additional credit.

**Calendar description:**

**Existing:**

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 HOSP 236 cannot take BUAD 215 for additional credit.

**Proposed:**

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. This course is also offered as TOUR 215. Students with credit in TOUR 215, BUAD 207, BUAD 218, or HOSP 236 cannot take BUAD 215 for additional credit.

**Corequisites:**

<b>Existing</b>	<b>Proposed</b>
BUAD 111	TOUR 115 or BUAD 111

**Crosslisting:**

TOUR 215

**Implementation date:** January 2021

**Cost:** N/A

**BUAD 220 – 3 – 3**

**Hotel Management**

**Course revision:**

- **Calendar description**
- **Crosslisting**

**Rationale:**

BUAD 220/TOUR 220 Hotel Management were previously approved as cross-listed courses when TOUR 220 was approved as a new course. Adding the comment to the course description was missed for BUAD 220 at that time.

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**Calendar description:****Existing:**

Formerly HOSP 220 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 for HOSP 220 cannot take BUAD 220 for further credit.

**Proposed:**

Formerly HOSP 220, 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. This course is also being offered as TOUR 220. Students with credit for HOSP 220 or TOUR 220 cannot take BUAD 220 for further credit.

**Crosslisting:**

TOUR 220

**Implementation date:** January 2021

**Cost:** N/A

**BUAD 230 – 3 – 3****Wine and Culinary Tourism****Course revision:**

- **Calendar description**
- **Crosslisting**

**Rationale:**

The revised course description supports the BUAD 230 and TOUR 230 cross-listed course offering. TOUR 230 will also be offered as BUAD 230. Students with credit in TOUR 230 cannot take BUAD 230 for additional credit.

**Calendar description:****Existing:**

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.

**Proposed:**

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. This course is also offered as TOUR 230. Students with credit in TOUR 230 cannot take BUAD 230 for additional credit.

**Crosslisting:**

TOUR 230

**Implementation date:** January 2021

**Cost:** N/A

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

- **Prerequisites**

**Rationale:**

COSC 119 is no longer a course and there is no COSC course to replace it. It has been determined by the department that students can take BUAD 335 without an equivalent prerequisite to COSC 119.

**Prerequisites:**

Existing	Proposed
BUAD 200 and COSC 119 or BUAD 128 and BUAD 200 Third-year standing	BUAD 200 and BUAD 128 plus Third-year standing

**Implementation date:** January 2021**Cost:** N/A**TOUR 200 – 3 – 3****Tourism Sector Study****Course revision:**

- **Prerequisites**

**Rationale:**

The proposed program revision to remove MATH 114 means a change in prerequisites to TOUR 200 to remove the same. This request also includes revising from 'second year standing' to 'second year standing to the Tourism Management Diploma'. Being program specific infers to the program of admission. Tourism is a specialized area so this will prevent credits from outside of the program area being counted during the prerequisite assessment.

**Prerequisites:**

Existing	Proposed
BUAD 123, CMNS 112, MATH 114, TOUR 105 or BUAD 115 or BUAD 206 and Second Year Standing	BUAD 123, CMNS 112 and TOUR 105 or BUAD 115 or BUAD 206 and Second Year Standing in the Tourism Management Diploma

**Implementation date:** January 2021**Cost:** N/A**TOUR 215 – 3 – 3****Restaurant Management****Course revision:**

- **Corequisites**

**Rationale:**

This change supports the proposed Tourism Management Diploma program revision by adding additional tourism related content and by helping create a standalone 2-year diploma with no direct option of laddering to a BBA. The new course TOUR 115 Accounting for Tourism is added to the existing TOUR 215 co-requisite of BUAD 111 Financial Accounting I. The BUAD 111 course is also being removed from the TMD program but it remains as a co-requisite to provide flexibility for students who have already taken it.

Note: the BUAD 215 course submission in this package includes a cross-listing request. The TOUR 215 cross-listing comment with BUAD 215 is already in the calendar.

**Corequisites:**

Existing	Proposed
BUAD 111	TOUR 115 or BUAD 111

**Implementation date:** January 2021**Cost:** N/A**Culinary Management Diploma****Program revision:**

- **Calendar description**
- **Addition of courses**
- **Removal of courses**
- **Program outline**

**Rationale:**

The Continuing Studies (CS) Courses WINE 21 Introduction to Grapes and Wine and Other Fermented Beverages, and the WINE 31 Understanding Food and Wine Pairings courses have undergone recent revisions. These changes provided an opportunity to review the program outline for the Culinary Management diploma. The course TOUR 115 Intro to Tourism replaces WINE 21 and, a Business Administration elective replaces WINE 31. Two minor changes in the program outline include replacing BUAD 215 Restaurant Management with TOUR 215 Restaurant Management and BUAD 230 Wine and Culinary Tourism TOUR 230 Wine and Culinary Tourism. We are also providing a list of recommended electives for the two required electives in the program outline.

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Note: WINE 31 is no longer offered. We will provide a blanket waiver for existing students to substitute it with a Business Administration or Tourism elective.

**Calendar description:**

Existing:

The Culinary Management Diploma examines the developing Okanagan region trend toward the combination of wineries and restaurants. Unique features of the program include the analysis of food and wine pairing and the combination of food, wine and business training that reflects regional industry training demands.

The total length of the program is two years, beginning with the Culinary Arts Certificate, which includes a ten week co-op, followed by two semesters of Business Administration and Wine courses. Students graduating with this diploma will receive technical training credits towards their cook apprenticeship, hours credited towards their apprenticeship and academic credit for the Business Administration courses completed.

An apprenticeship technical training credit for Professional Cook Level 1 and Level 2 and 600 work-based hours for Level 1 and 240 work-based hours for Level 2 will be granted by the Industry Training Authority (ITA) upon successful completion of this program. Students will also receive credit for FOODSAFE Level 1 and WHMIS 2015 (Workplace Hazardous Material Information System). Apprenticeship practical Training credit may also be granted as a result of prior practical experience.

The students must provide proof of completion of an additional 400 work-based hours\* and successfully complete all program components prior to advancing to the Level 2 components of the program. The ITA required 400 hours may be obtained with the paid work-based Co-op depending on the successful completion of the PC1 component. Upon successful completion of the Level 1 and Level 2 requirements students are eligible to challenge the respective Provincial Cook Certificate of Qualification examinations.

Students wishing to pursue the Professional Cook Red Seal endorsement must provide proof of a total of 5,000 work-based hours and complete Level 3 technical training.

\*Work-based hours must be under the direct supervision of qualified Tradespersons (Red Seal or equivalent).

Proposed:

**Program Highlights**

A unique blend of Culinary Arts training and Business Administration studies to advance a future career in management.

**Program Description**

The Culinary Management Diploma examines the developing Okanagan region trend toward the combination of wineries and restaurants deeply rooted in local agricultural history. The culinary tourism focus includes wine, food, and culture locally and globally and the foundational business skills and knowledge to succeed in the tourism and hospitality industry.

The total length of the program is two years, beginning with the Culinary Arts program, which includes a ten-week co-op, followed by two semesters of Business Administration and Tourism academic courses. Students graduating with this diploma will receive technical training credits and hours credited towards their cook apprenticeship plus academic credit for the Business Administration and Tourism courses completed.

An apprenticeship technical training credit for Professional Cook Level 1 and Level 2 and 600 work-based hours for Level 1 and 240 work-based hours for Level 2 will be granted by the Industry Training Authority (ITA) upon successful completion of this program. Students will also receive credit for FOODSAFE Level 1 and WHMIS (Workplace Hazardous Material Information System). Prior practical experience may also qualify for an apprenticeship practical training credit.

The students must provide proof of completion of an additional 400 work-based hours\* and complete all program components before advancing to the Level 2 components of the program. The ITA required 400 hours may be obtained with the paid work-based Co-op (week 31 start), depending on the successful completion of the PC1 component. Upon successful completion of the Level 1 and Level 2 requirements, students are eligible to challenge the respective Provincial Cook Certificate of Qualification examinations.

Students wishing to pursue the Professional Cook Red Seal endorsement must provide proof of a total of 5,000 work-based hours and complete Level 3 technical training.

\*Work-based hours must be under the direct supervision of qualified Tradespersons (Red Seal or equivalent).

**Addition of courses:**

TOUR 105, TOUR 215, TOUR 230

**Removal of courses:**

WINE 21 and WINE 31

**Outline:**

<b>Culinary Management Diploma</b>	
<b>Existing:</b>	<b>Proposed Schedule:</b>
<b>Year 1</b>	<b>Year 1</b>
<b>Professional Cook 1 - 30 weeks</b>	<b>Professional Cook 1 - 30 weeks</b>
CA 101 Lab Kitchen	CA 101 Lab Kitchen
CA 102 Cold Kitchen	CA 102 Cold Kitchen
CA 103 Hot Kitchen	CA 103 Hot Kitchen
CA 104 Bakery	CA 104 Bakery
CA 105 Restaurant	CA 105 Restaurant
<b>Co-op - 10 weeks</b>	<b>Co-op - 10 weeks</b>
CA 250 Culinary Arts Co-op	CA 250 Culinary Arts Co-op
<b>Professional Cook 2 - 10 weeks</b>	<b>Professional Cook 2 - 10 weeks</b>
CA 201 PC2 Lab	CA 201 PC2 Lab
CA 205 Restaurant	CA 205 Restaurant
<b>Year 2</b>	<b>Year 2 Academic Courses</b>
<b>Academic courses</b>	<b>Winter Semester</b>
BUAD 111 Financial Accounting I	BUAD 111 Financial Accounting I
BUAD 123 Management Principles	BUAD 123 Management Principles
BUAD 215 Restaurant Management	TOUR 105 Intro to Tourism
BUAD 209 Business Law	TOUR 230 Wine and Culinary Tourism
WINE 21 Introduction to Grapes and Wines	One Business Administration or Tourism Elective
BUAD 195 Financial Management	<b>Fall Semester</b>
BUAD 230 Wine and Culinary Tourism	BUAD 195 Financial Management
BUAD 269 Human Resources Management	BUAD 269 Human Resources Management
Business Administration Elective	TOUR 215 Restaurant Management
WINE 31 Understanding Food & Wine Pairing	BUAD 209 Business Law
	One Business or Tourism Administration Elective
	The two Business Administration or Tourism electives are recommended from the following:
	BUAD 116 Marketing or TOUR 130 Tourism Marketing
	BUAD 176 Professional Sales
	BUAD 200 Digital Marketing
	BUAD 220 or TOUR 220 Hotel Management
	TOUR 235 Rural and Agritourism Development
	TOUR 240 Service Design for Tourism
	BUAD 251 Personal Financial Planning
	BUAD 297 Retailing

**Implementation date:** September 2020

**Cost:** N/A

### **Tourism Management Diploma**

#### **Program revision:**

- **Calendar description**
- **Admission requirements**
- **Addition of courses**
- **Revision of courses**
- **Program outline**

#### **Rationale:**

The Tourism Management Diploma program revisions build upon the current program by offering additional tourism courses to reflect core tourism knowledge, supported by key business concepts. It creates a stand-alone two-year diploma with no direct option of laddering to the BBA. It allows students to focus their learning on tourism related content. These changes will also strengthen the Tourism Option of our BBA by adding the additional Tourism electives. The proposed changes are a direct result of consultation with students, the Revelstoke community, tourism operators, and OC Faculty.

#### **Calendar description:**

Existing:

Program Highlights

The Tourism Management Diploma at Okanagan College's Revelstoke Centre is designed to give students real-world knowledge, skills and opportunities to advance careers in the mountain tourism sector. Upon graduation, students will be ideally suited for supervisory or front-line management positions in tourism.

- Build a strong foundation in core tourism and business management functions.
- Network and build connections within the mountain resort sector.
- Gain practical knowledge through a six-credit faculty supervised tourism sector study course.
- Advance your career in the tourism industry through a paid winter co-op work term.
- Work and learn in a diverse and dynamic four-season tourism environment.

**Program Details**

The Tourism Management Diploma provides students with the opportunity to embark on a career in the tourism sector. The program includes courses which cover core tourism and business management functions as well as providing opportunities for students to network and build connections within the sector. An integral part of the program is a six credit faculty supervised tourism sector study course which will allow students to engage in experiential learning in the sector. Students will also complete a tourism co-op work term as part of the program. Students will have the opportunity to pursue a number of elective courses in wine and culinary tourism, hotel, restaurant, human resources, and conventions management. Upon graduation, students will be ideally suited for supervisory or front-line management positions in tourism.

Proposed:

**Program Highlights**

The Tourism Management Diploma is offered on two campuses and is designed to provide students with a real-world learning experience. Students can network and learn in one of Canada's foremost mountain resort destinations by choosing the diploma in Revelstoke. Another option is to take the diploma on our Kelowna Campus with a focus on wine, agri-tourism and urban resort, hospitality management. Either program will prepare graduates for supervisory or front-line management positions in tourism, along with the ability to:

- Build a strong foundation in core tourism and business management functions
- Examine the role and influence of tourism within the economy and communities
- Explore operational and strategic challenges required to succeed within the tourism sector
- Network and build connections within the tourism sector.

**Program Details**

The world of tourism requires talented and passionate individuals with a broad understanding of the complex, interdisciplinary nature of the industry and its ability to thrive within communities and the global marketplace. The Tourism Management Diploma provides students with an overview of the tourism industry, along with management skills for this diverse and integrated industry. The program includes courses that address tourism and business management functions as well as providing opportunities to network and build connections within the sector. An integral part of the program is a co-op, as well as a faculty-supervised tourism sector study course, which will allow students to engage in experiential learning within the tourism community. Core themes include tourism and hospitality operations, sustainability, service management, marketing, and industry diversity. Upon graduation, students are well-suited for supervisory or front-line management positions in tourism and hospitality.

**Admission requirements:**

<b>Existing</b>	<b>Proposed</b>
<p>Regular Applicants</p> <ul style="list-style-type: none"> <li>• B.C. secondary school graduation or equivalent.</li> <li>• 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.</li> <li>• 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, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.</li> <li>• English 12 with minimum 60% or alternatives.</li> </ul>	<p>Regular Applicants</p> <ul style="list-style-type: none"> <li>• B.C. secondary school graduation or equivalent.</li> <li>• 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.</li> <li>• 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, Workplace Mathematics 11, or the equivalent Advanced Level Adult Basic Education mathematics course.</li> <li>• English 12 with minimum 60% or alternatives.</li> </ul>

<p>Senior secondary students who enter the Tourism Management Diploma program with a minimum grade of 73% in Accounting 12 may receive credit for BUAD 111.</p> <p>Senior secondary students who enter the Tourism Management Diploma program and who have completed and passed both Entrepreneurship 11 and Marketing 11 may receive credit for BUAD 116 (or TOUR 130 as courses are crosslisted).</p> <p><b>Mature Applicants</b> 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.</p> <p><b>Qualifying Status</b> 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 Diploma 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 or tourism 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.</p>	<p>Senior secondary students who enter the Tourism Management Diploma program with a minimum grade of 73% in Accounting 12 may receive credit for TOUR 115.</p> <p>Senior secondary students who enter the Tourism Management Diploma program and who have completed and passed both Entrepreneurship 11 and Marketing 11 may receive credit for BUAD 116 (or TOUR 130 as courses are equivalent).</p> <p><b>Mature Applicants</b> 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.</p> <p><b>Qualifying Status</b> 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 Diploma 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 or tourism 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.</p>
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**Addition of courses:**

TOUR 115, TOUR 225, TOUR 245, TOUR 235 and TOUR 250

**Revision of courses:**

BUAD 215, TOUR 215, BUAD 220, TOUR 220, TOUR 200, BUAD 200

**Program outline:**

## Tourism Mgmt Diploma

<b>Existing Program Profile</b>		<b>Proposed Program Profile</b>	
<b>Required Courses:</b>	<b>Credits</b>	<b>Required Courses:</b>	
TOUR 105 Introduction to Tourism	3	TOUR 105 Introduction to Tourism	
TOUR 130 Tourism Marketing	3	TOUR 115 Accounting for Tourism	
TOUR 200 Tourism Sector Study	6	TOUR 130 Tourism Marketing	
TOUR 209 Tourism Law	3	TOUR 200 Tourism Sector Study	
TOUR 240 Service Design for Tourism	3	TOUR 209 Tourism Law	
BUAD 111 Financial Accounting I	3	TOUR 215 Restaurant Management	
BUAD 123 Management Principles	3	TOUR 220 Hotel Management	
BUAD 128 Computer Applications I	3	TOUR 225 Emerging Trends in Destination Management	
BUAD 176 Professional Sales	3	TOUR 240 Service Design for Tourism	
BUAD 195 Financial Management	3	TOUR 245 Tourism SME	
BUAD 200 Digital Marketing	3	BUAD 123 Management Principles	
BUAD 264 Management Accounting	3	BUAD 128 Computer Applications I	
BUAD 293 Entrepreneurship	3	BUAD 176 Professional Sales	
CMNS 112 Professional Writing I	3	BUAD 200 Digital Marketing	
MATH 114 Business Mathematics	3	BUAD 262 Organizational Behaviour	
	Electives	BUAD 269 Human Resources Management	
	<b>12</b>	CMNS 112 Professional Writing I	
	<b>60</b>		Electives
<b>Plus 4 of:</b>		<b>Plus 2 of:</b>	
TOUR 215 Restaurant Management		TOUR 230 Wine and Culinary Tourism	
TOUR 220 Hotel Management		TOUR 235 Rural and Agritourism Development	
TOUR 230 Wine and Culinary Tourism		TOUR 250 Eco & Adventure Tourism	
BUAD 262 Organizational Behaviour		TOUR 299 Conventions Management	
BUAD 269 Human Resources Management		VITT 125 Intro. to Viticulture and Wine	
TOUR 299 Conventions Management		BUAD 227 Selected Topics: Tourism and Hospitality	
BUAD 227 Selected Topics: Tourism and Hospitality			
<b>Removed Courses Include:</b>		<b>Grey/Yellow Highlights:</b>	
BUAD 111, BUAD 195, BUAD 264,		Course changed from an elective to required	
BUAD 293 and MATH 114		New Course	

**Implementation date:** January 2021

**Cost:** N/A

### BUAD 392 – 3 – 3

#### Course deletion

#### Rationale:

This course is being proposed as a 2nd year course. It moves from an applied field course to a survey course designed to illustrate the risk management, sustainability and business practices specific to Eco and Adventure Tourism.

A significant change to move this course to a 2nd year course is the removal of the requirement to plan and deliver an outdoor trip. This dropped the androgogical rationale for locating this course at the 3rd year level.

In addition, due to significant risks associated with delivering an outdoor adventure course and the related insurance and technical expertise required, it is not anticipated that this course will be revived in the current format for any future programming.

**Implementation date:** April 2021

**Cost:** N/A

### Adventure and Eco Tourism

## Bachelor of Business Administration – Tourism and Hospitality Management Specialty

### Program revision:

- Deletion of courses
- Program outline

### Rationale:

This revision is related to the deletion of BUAD 392. The course has not been offered since 2013 and a new second-year Tourism (TOUR) course with similar content is being proposed.

### Deletion of courses:

BUAD 392

### Outline:

<b>BBA - Tourism and Hospitality Management Specialty</b>	
<b>Current:</b>	<b>Proposed:</b>
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 Tourism and Hospitality Management:	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 Tourism and Hospitality Management:
BUAD 115 Introduction to Tourism	BUAD 115 Introduction to Tourism
or TOUR 105 Introduction to Tourism	or TOUR 105 Introduction to Tourism
or BUAD 206	or BUAD 206
BUAD 215 Restaurant Management	BUAD 215 Restaurant Management
BUAD 220 Hotel Management	BUAD 220 Hotel Management
BUAD 230 Wine and Culinary Tourism	BUAD 230 Wine and Culinary Tourism
<b>Plus four of:</b>	<b>Plus four of:</b>
BUAD 308 Multicultural Management	BUAD 308 Multicultural Management
BUAD 332 Selected Topics: Tourism and Hospitality	BUAD 332 Selected Topics: Tourism and Hospitality
BUAD 432 Selected Topics: Tourism and Hospitality	BUAD 432 Selected Topics: Tourism and Hospitality
BUAD 351 Tourism Planning and Development	BUAD 351 Tourism Planning and Development
BUAD 358 Global Trends in Tourism and Hospitality	BUAD 358 Global Trends in Tourism and Hospitality
BUAD 449 Sustainable Tourism and Stewardship	BUAD 449 Sustainable Tourism and Stewardship
<b>Consider the following courses when selecting additional electives:</b>	<b>Consider the following courses when selecting additional electives:</b>
BUAD 309 Social Entrepreneurship	BUAD 309 Social Entrepreneurship
BUAD 335 Electronic Commerce	BUAD 335 Electronic Commerce
BUAD 392 Adventure & Eco Tourism	<del>BUAD 392 Adventure &amp; Eco Tourism</del>
BUAD 334 Events Planning	BUAD 334 Events Planning
BUAD 336 Services Design	BUAD 336 Services Design
BUAD 345 Consumer Behaviour	BUAD 345 Consumer Behaviour
BUAD 370 Leadership	BUAD 370 Leadership
BUAD 390 Properties Management	BUAD 390 Properties Management
BUAD 470 Customer Relationship Management	BUAD 470 Customer Relationship Management

**Implementation date:** January 2021

**Cost:** N/A

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## Schedules

### Adult Special Education

#### Fall 2021

**Semester One: September 7, 2021 to January 21, 2022**

#### 2021

September 6	Labour Day (no classes)
September 7	Classes start (Orientation)
October 11	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 16	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas closure (no classes) – Okanagan College will be closed to the public

#### 2022

January 1	New Year's Day
January 5	Classes resume
January 21	Classes end Semester One
January 24, 25	Semester break (no classes)

#### Winter 2022

**Semester Two: January 26, 2022 to June 16, 2022**

#### 2022

January 26	Classes start
February 21	Family Day (no classes)
February 22	Study break (no classes)
March 14 – 18	Study break (no classes)
April 15 – April 18	Easter (no classes)
May 23	Victoria Day (no classes)
May 24	Study break (no classes)
June 16	Classes end Semester Two

### Certified Dental Assistant

#### Kelowna

#### 2021

August 30	Classes start for Semester I
September 6	Labour Day (no classes)
October 11	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 17	Semester I ends
December 24	College closes at 3 p.m.
December 25 – January 3	Christmas closure (no classes) – Okanagan College closed to the public

#### 2022

January 1	New Year's Day (no classes)
January 5	Semester II starts
February 21	Family Day (no classes)
April 8	Semester II ends

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<b>April 11</b>	Classes start for Semester III
<b>April 15 – 18</b>	Easter (no classes)
<b>May 23</b>	Victoria Day (no classes)
<b>June 24</b>	Classes end for Semester III

## English Language Schedule 2021-22

### Fall 2021

September 1	The English Language program begins with scheduled English Language Assessment (OCELA) for new students
September 6	Labour Day (no classes)
September 7	College-wide orientation
September 8	Classes begin for new and returning students*
September 24	Last day to register for a Fall semester course
	Last day to receive a refund of tuition fees for course drop
	Last day to drop a course without a withdrawal being recorded on the student's record
	Last day to change course registration status from audit to credit
October 11	Thanksgiving Day (no classes)
October 29	Last day to withdraw from a course without academic penalty
	Last day to change registration status from credit to audit
November 11	Remembrance Day
November 12	No classes
December 14	Classes end
December 15 – 21	Final exam period
December 24	College closes at 3:00
December 25 – January 2	Christmas closure (no classes) – Okanagan College will be closed to the public

### Winter 2022

January 4	The English Language program begins with scheduled English Language Assessment (OCELA) for new students
January 6	Program orientation for all new students
January 7	Classes begin for new and returning students
January 28	Last day to register for a Winter semester course
	Last day to receive a refund of tuition fees for course drop
	Last day to drop a course without a withdrawal being recorded on the student's record
	Last day to change course registration status from audit to credit
February 21	Family Day (no classes)
February 22 - 25	Study Break (no classes)
March 4	Last day to withdraw from a course without academic penalty
	Last day to change registration status from credit to audit
April 15 - 18	Easter (no classes)
April 20	Classes end
April 25 - 27	Final exam period

### Summer Session I 2022

April 29	The English Language program begins with scheduled English Language Assessment (OCELA) for new students
May 3	Program orientation for all new students
May 4	Classes begin for new and returning students
May 13	Last day to receive a refund of tuition fees for course drop
	Last day to register for a Session I course
	Last day to drop a course without a withdrawal being recorded on the student's record
	Last day to change course registration status from audit to credit

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May 23	Victoria Day (no classes)
June 3	Last day to withdraw from a course without academic penalty
	Last day to change registration status from credit to audit
June 22	Classes end
June 23-24	Final exam period
<b>Summer Session II 2022</b>	
June 29	The English Language program begins with scheduled English Language Assessment (OCELA) for new students
July 1	Canada Day (no classes)
July 4	Program orientation for all new students
July 5	Classes begin for new and returning students
July 14	Last day to receive a refund of tuition fees for course drop
	Last day to register for a Session II course
	Last day to drop a course without a withdrawal being recorded on the student's record
	Last day to change course registration status from audit to credit
July 29	Last day to withdraw from a course without academic penalty
	Last day to change registration status from credit to audit
August 1	BC Day (no classes)
August 24	Classes end
August 25, 26	Final exam period

### Early Childhood Education Diploma Kelowna

#### 2020

<b>August 31</b>	Classes start for Semester I and Semester III
<b>September 7</b>	Labour Day (no classes)
<b>October 12</b>	Thanksgiving Day (no classes)
<b>November 11</b>	Remembrance Day (no classes)
<b>December 18</b>	Classes end for Semester I and Semester III
<b>December 24</b>	College closes at 3 p.m.
<b>December 25 – January 1</b>	Christmas closure (no classes) – Okanagan College closed to the public

#### 2021

<b>January 1</b>	New Year's Day (no classes)
<b>January 4</b>	Classes start for Semester II and Semester IV
<b>February 15</b>	Family Day (no classes)
<b>April 2 – 5</b>	Easter (no classes)
<b>May 7</b>	Classes end for Semester II
<b>May 14</b>	Classes end for Semester IV
<b>May 17</b>	Infant/Toddler Practicum begins
<b>June 18</b>	Infant/Toddler Practicum ends

### Human Service Work Diploma

#### Kelowna and Vernon (Salmon Arm Second Year)

#### 2021

<b>September 6</b>	Labour Day (no classes)
<b>September 7</b>	Classes start for Semester I (incl. Kelowna program orientation and Vernon campus orientation)
<b>September 8</b>	Classes start for Semester III
<b>October 11</b>	Thanksgiving Day (no classes)

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<b>November 11</b>	Remembrance Day (no classes)
<b>November 12</b>	No classes
<b>December 6</b>	Classes end
<b>December 8 - 18</b>	Final exam period
<b>December 24</b>	College closes at 3 p.m.
<b>December 25 – January 3</b>	Christmas closure (no classes) – Okanagan College closed to the public

**2021**

<b>January 1</b>	New Year's Day (no classes)
<b>January 5</b>	Classes start for Semester II
<b>January 5</b>	Classes start for Semester IV
<b>February 21</b>	Family Day (no classes)
<b>April 8</b>	Classes end
<b>April 12 – 26</b>	Final exam period
<b>April 15– 18</b>	Easter (no classes or exams)
<b>April 19</b>	Start of Practicum Period (Note: host agencies generally accommodate students' exam schedules)
<b>June 17</b>	End of Practicum Period

**Pharmacy Technician Certificate**

**Kelowna**

**2021**

<b>January 4</b>	Classes start
<b>February 15</b>	Family Day (no classes)
<b>April 2 – 5</b>	Easter (no classes)
<b>May 24</b>	Victoria Day (no classes)
<b>July 1</b>	Canada Day (no classes)
<b>July 5</b>	Classes end
<b>July 6</b>	Earliest start date for Hospital and Community practica
<b>December 23</b>	Last day to complete Hospital and Community practica

**Therapist Assistant Diploma**

**Kelowna**

**2021**

<b>September 6</b>	Labour Day (no classes)
<b>September 7</b>	Classes start
<b>October 11</b>	Thanksgiving Day (no classes)
<b>November 11</b>	Remembrance Day (no classes)
<b>November 12</b>	No classes
<b>December 6</b>	Classes end
<b>December 8 - 18</b>	Final exam period
<b>December 24</b>	College closes at 3 p.m.
<b>December 25 – January 3</b>	Christmas closure (no classes) – Okanagan College closed to the public

**2022**

<b>January 1</b>	New Year's Day (no classes)
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<b>January 5</b>	Classes start
<b>February 21</b>	Family Day (no classes)
<b>February 22 – 25</b>	Mid-semester study break
<b>April 8</b>	Classes end Fall 2020 Intake
<b>April 11</b>	Start of Fall 2020 Intake Preceptorship
<b>April 13</b>	Classes end Fall 2021 Intake
<b>April 15 – 18</b>	Easter (no classes or exams)
<b>April 19 – 24</b>	Final exam period
<b>April 25</b>	Start of Fall 2021 Intake Practicum
<b>June 17</b>	End of Fall 2020 Intake Preceptorship
<b>June 17</b>	End of Fall 2021 Intake Practicum