

## Items Approved by Education Council January 14, 2021

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|---|
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### Arts and Foundational Programs

#### ENGL 205 – 3 – 4

#### Applied English Studies II

##### Course revision:

- **Title – new title – Applied Publishing Studies: Introduction to Book Arts**
- **Calendar description**
- **Prerequisites**

##### Rationale:

The new course description more specifically describes the course as it has come to be taught over the last number of years. It highlights one of the main strengths of our Writing and Publishing Diploma -- faculty expertise in the specialized field of letterpress printing. The new course name does the same for the same reason.

The new prerequisites are courses developed after ENGL 205 in response to needs identified during the diploma's early years of existence.

##### Calendar description:

Existing:

This course is a continuation of ENGL 204. It advances the students' abilities in four areas: bibliographic studies, textual editing and review, digital publishing, and print publishing. Lectures will cover the theory and the praxis of literary work (creative and critical) and the material processes from authorship to publications, including an examination of the literary lives of eminent editors and publishers. Students are required to register in a one-hour faculty-led computer laboratory. (2,2,0)

Proposed:

This course introduces students to an assortment of practices involved in the book arts. Techniques explored may include hand-typesetting and letterpress printing, paper arts and bookbinding, digital design and production as well as the creation of unique book objects. Students are required to register in a two-hour faculty-led laboratory. (2,2,0)

##### Prerequisites:

| Existing   | Proposed                       |
|--|--------------------------------|
| ENGL 204<br>3 additional credits of 200-level ENGL | ENGL 170 or FINA 170; FINA 171 |

**Implementation date:** May 2021

**Cost:** N/A

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**Basic Skills Certificate A****Program revision:**

- **Program name – new name – Basic Skills Certificate - A (BSCA) Program**
- **Program description**
- **Admission requirements**
- **Graduation requirements**
- **Addition of courses**
- **Program outline**

**Rationale:**

The ASE Department needs to create a program outline that is consistent across ASE Programs in both language and formatting and reflects current practice.

An ASE Admissions Committee has been created and revisions to Admission Requirements are required to provide clarified criteria used by the committee for admissions.

Reference to Prior Learning Assessment 2005-2008 was no longer applicable.

Reference to Students who attend between 2005-2008 being given priority was no longer applicable.

Updates to Course outlines are required due to deletions and revisions of courses that were passed through CPRC in the June 10 2020 meeting and now have passed through EDCO's first fall meeting (Sept 17, 2020) and been given final approval. Addition of LSIN 029 Consumer Awareness into electives column and addition of LSIN 012 Basic Computer Skills, and LSIN 034 Banking and Budgeting as Level 2 Electives.

**Program description:**

Existing:

The Basic Skills Certificate - A (BSCA) Program supports Level One students in an individualized course of study to achieve their educational and personal development goals. This program is for students who wish to develop academic and independent living skills. Program content includes courses which focus on basic literacy and math skills, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence. The program will be offered full-time or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Students will be supported by ASE instructors to develop an Individual Learning Plan that will take two to four years to complete. Students will have a maximum of four years to complete the program (under special circumstances the department will give permission for this maximum to increase).

Proposed:

The Basic Skills Certificate- A (BSCA) Program supports students in an individualized course of study to achieve their educational and personal development goals. This program is for students who wish to develop academic and independent living skills. Program content includes courses which focus on basic literacy and math skills, interpersonal and self management skills, creativity and self-expression, workplace awareness, and skills for increasing independence. Students will have a maximum of four years to complete the program (under special circumstances and with permission of the Dean this maximum may be increased).

Courses are scheduled from Monday to Friday, between 8:30 am and 3:00 pm.

**Admission requirements:**

| <b>Existing</b>   | <b>Proposed</b>   |
|---|---|
| Age Requirement: Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend. The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. | <b>Age Requirement:</b><br>Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school-leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counselor and be interviewed by the ASE Admissions Committee. The recommendation and interview information of the underage applicant will be referred to the Dean. The applicant will be admitted only if approved by the Dean and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. |
| General Requirements: Students must participate in an intake interview with the instructor. The instructor will   | <b>General Requirements:</b>  |

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| <p>determine eligibility based on the following criteria. All students must:</p> <p>Complete a level one reading assessment demonstrating recognition of the alphabet, a sight vocabulary of at least 25 words, and the ability to read pre-primer material at the level of instruction according to the Silvaroli Classroom Reading Inventory or demonstrate mature listening capacity and ability to communicate ideas by listening to a level 2 story from the Silvaroli Classroom Reading Inventory and responding to comprehension questions at the level of instruction.</p> <p>Have the ability to learn and participate in a group setting</p> <p>Be emotionally stable - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others.</p> <p>Have a commitment to learning</p> <p>Have an identified cognitive disability</p> <p>Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense):</p> <p>Psycho-educational assessment</p> <p>Records of previous participation in special or supported programs in a public institution or school</p> <p>Documentation of disability from a physician or medical specialist</p> <p>Referral from Community Living B.C.</p> <p>Recommendation from an instructor in AACP, another college, or high school</p> <p>Referral from a community agency</p> <p>Prior Learning Assessment: Students who are accepted into the BSCA Program in 2008, will have prior OC ASE course work from September 2005 through June 2008 credited toward their program.</p> <p>Special Circumstances: Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the department chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations</p> | <p>All students must participate in an intake interview with the ASE Admissions Committee.</p> <p><b>All students must:</b></p> <ul style="list-style-type: none"> <li>· Complete a Level One reading assessment demonstrating recognition of the alphabet, a sight vocabulary of at least 25 words, and the ability to read pre-primer material at the level of instruction according to the Silvaroli Classroom Reading Inventory or demonstrate mature listening capacity and ability to communicate ideas by listening to a Level One story from the Silvaroli Classroom Reading Inventory and responding to comprehension questions at the level of instruction.</li> <li>· Demonstrate the ability to learn and participate in a group setting</li> <li>· Demonstrate emotional stability- have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others</li> <li>· Demonstrate a commitment to learning</li> <li>· Demonstrate an identified cognitive disability</li> </ul> <p>Eligibility for admission is based on evidence of the above requirements being demonstrated in the assessment interview and must include at least two of the following (students must provide documentation at their own effort and expense):</p> <ul style="list-style-type: none"> <li>· Psycho-educational assessment</li> <li>· Records of previous participation in special or supported programs in a public institution or school (ex: IEP or school transcript)</li> <li>· Documentation of disability from a physician or medical specialist</li> <li>· Referral from Community Living BC (CLBC)</li> <li>· Recommendation from an instructor in the Okanagan College Adult Upgrading Department, another college, or high school</li> <li>· Referral from a community agency</li> </ul> <p><b>Special Circumstances:</b></p> <p>Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the Department Chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of</p> |
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| can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. Students who have attended Okanagan College ASE courses between September 2005 and June 2008 will be given admission priority in order to complete their program. | specific educational and behavioural standards outlined in an individual performance contract.<br><br>A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. |
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**Graduation requirements:**

| <b>Existing</b>  | <b>Proposed</b>  |
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| Completion of six core courses and six courses selected in consultation with the student to form an Individualized Learning Plan. Courses must be completed within a maximum of four years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 50% in each course with an overall average of 70% | Completion of 6 core courses and 6 elective courses (12 courses in total). Courses must be completed within a maximum of four years unless there are special circumstances, upon recommendation of the department, and approval of the Dean. Students must achieve a minimum passing grade of 50% in each course with an overall average of 70%. |

**Addition of courses:**

LSIN 012 Basic Computer Skills, LSIN 029 Consumer Awareness, LSIN 034 Banking and Budgeting

**Program outline:**

## Existing

### Program Outline

Students will be supported by ASE instructors and their parents/caregivers to develop an Individual Learning Plan containing six core courses and six courses selected to meet individual interests and needs. Courses within the BSCA Program are not in a required sequence.

Courses will be offered in a variety of combinations at each centre. Students will be able to enter at any point and will graduate when they have completed the required combination of courses. ASE courses are skills-based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the BSCA program, students are required to take core courses more than once. Each course of study will take two to four years to complete unless there are special circumstances and approval of the department to extend the program time. Students may attend full-time (three courses per semester) or part-time. On approval from the department, students may add one additional course per semester. Individual, stand-alone courses will still be available.

**Special Circumstances:** Under special circumstances students will be allowed to take longer than four years to complete their program. Circumstances may include:

- Lengthy illness - supported by medical documentation
- Disability-related barriers (mobility/strength/ability to sustain work focus) which necessitate a slower pace
- Lack of necessary disability-related support (Individualized Support Worker and/or equipment) which causes a break in attendance.
- Lack of available courses at the centre

## Proposed

### Basic Skills Certificate – A (BSCA) Program Outline

Students will be supported to achieve their educational and personal development goals. Courses within the BSCA Program are not in a required sequence. Courses will be offered in a variety of combinations at each centre. Students will be able to enter at any point and will graduate when they have completed the required combination of courses. ASE courses are skills-based and are adjusted to meet individual student need.

Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the BSCA program, students are required to take core courses more than once.

Students may attend full-time (three courses per semester) or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Individual, stand-alone courses will still be available.

### Special Circumstances:

Under special circumstances students will be allowed to take longer than four years to complete their program. Circumstances may include:

- Lengthy illness - supported by medical documentation
- Disability-related barriers (mobility/strength/ability to sustain work focus) which necessitate a slower pace
- Lack of necessary disability-related support (Individualized Support Worker and/or equipment) which causes a break in attendance.
- Lack of available courses at the centre.

BSCA students must complete:

- Two courses of any combination of LSIN 009 Visual and Verbal Literacy for the Real World and LSIN 010 Basic Academic I: Literacy
- Two courses of LSIN 010A Basic Academic I: Math
- One course of LSIN 020 Human Relations
- One course of LSIN 017 Workplace Awareness I: Literacy

The remaining six courses will be an individualized combination of:

LSIN 010 Literacy - English I  
LSIN 009 Visual and Verbal Literacy for the Real World  
LSIN 010A Numeracy - Mathematics I  
LSIN 020 Human Relations  
LSIN 017 Literacy - Workplace Awareness  
1 LSIN 012A Basic Computer Skills A  
LSIN 015 Express Yourself  
LSIN 022 Rights and Responsibilities  
LSIN 023 Health and Safety  
LSIN 026 Community Awareness  
LSIN 027 Social Communication  
LSIN 030 Cooking  
LSIN 036 General Science  
LSIN 037 History of People with Intellectual Disabilities in BC

BSCA students must complete:

(courses are taken more than once)

- ☐ Two semesters of LSIN 010 Literacy - English 1
- ☐ Two semesters of LSIN 010A Numeracy – Mathematics 1
- ☐ One semester of LSIN 020 Human Relations
- ☐ One semester of LSIN 017 Literacy- Workplace Awareness 1

The remaining six courses will be an individualized combination of:

- ☐ LSIN 010 Literacy - English 1
- ☐ LSIN 010A Numeracy - Mathematics 1
- ☐ LSIN 020 Human Relations
- ☐ LSIN 017 Literacy- Workplace Awareness 1
- ☐ LSIN 015 Express Yourself
- ☐ LSIN 022 Rights and Responsibilities
- ☐ LSIN 023 Health and Safety
- ☐ LSIN 027 Social Communication
- ☐ LSIN 029 Consumer Awareness
- ☐ LSIN 030 Cooking

The following four Level 2 courses listed below may be offered as electives with permission of the ASE Department:

- ☐ LSIN 012 Basic Computer Skills
- ☐ LSIN 034 Banking and Budgeting
- ☐ LSIN 036 General Science
- ☐ LSIN 037 History of People with Intellectual Disabilities in BC

#### Optional Electives:

Students may choose to take up to four additional electives with permission of the department if:

- ☐ There is space. Priority will be given to students who require the course to complete their program.
- ☐ The course content is appropriate for the student at this stage of their learning.
- ☐ The course load is reasonable for this student given their circumstances and disability/abilities and will not cause overload/burnout.
- ☐ Addition of this course does not make

**Implementation date:** January 2021

**Cost:** N/A

**Basic Skills Certificate B**

**Program revision:**

- **Program name – new name – Basic Skills Certificate-B (BSCB) Program**
- **Program description**
- **Admission requirements**
- **Graduation requirements**
- **Addition of courses**
- **Program outline**

**Rationale:**

The ASE Department needs to create a program outline that is consistent across ASE Programs in both language and formatting and reflects current practice.

An ASE Admissions Committee has been created and revisions to Admission Requirements are required to provide clarified criteria used by the committee for admissions.

Reference to Prior Learning Assessment 2005-2008 was no longer applicable.

Reference to Students who attend between 2005-2008 being given priority was not longer applicable.

Updates to program outlines are required due to deletions and revisions of courses that were passed through CPRC in the June 10 2020 meeting and have now passed through EDCO's first fall meeting (Sept 17, 2020) and been given final approval. The ASE BSCB Program Outline needed revision as did the Graduation Requirements.

**Program description:**

**Existing:**

The Basic Skills Certificate - B (BSCB) program supports level two and three students to achieve their educational and personal development goals. This program is for students who wish to work on academic skills and independent living skills. Program content includes courses which focus on literacy and math, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence.

The program will be offered full-time or part-time to accommodate the needs of students for whom part-time participation is most appropriate. Part-time students will have a maximum of four years to complete the program (under special circumstances the department will give permission for this maximum to increase).

**Proposed:**

The Basic Skills Certificate-B (BSCB) Program supports students to achieve their educational and personal development goals. This program is for students who wish to develop academic and independent living skills. Program content includes courses which focus on literacy and math skills, interpersonal and self-management skills, creativity and self-expression, workplace awareness, and skills for increasing independence. Students will have a maximum of four years to complete the program (under special circumstances and with permission of the Dean this maximum may increase).

Courses are scheduled from Monday to Friday, between 8:30 am and 3:00 pm.

**Admission requirements:**

| <b>Existing</b>  | <b>Proposed</b>  |
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| <p><b>Age Requirement:</b> Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counsellor and be interviewed by the ASE instructor at the campus which the applicant wishes to attend. The recommendation and interview information will be referred to the ASE underage committee. The applicant will be admitted only if recommended by the committee and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.</p> <p><b>General Requirements:</b> Students must participate in an intake interview with the instructor. The instructor will determine eligibility based on the following criteria. <b>All students must:</b></p> <ul style="list-style-type: none"> <li>• Complete the level two reading assessment (Beginner One Reading</li> </ul> | <p><b>Age Requirement:</b> Applicants must be at least 19 years of age, or be at least 18 years of age and have been out of the public school system for at least 12 months, or have a school-leaving certificate. Any applicant not meeting the age requirements must be recommended for admission by a secondary school principal or counselor and be interviewed by the ASE Admissions Committee. The recommendation and interview information of the underage applicant will be referred to the Dean. The applicant will be admitted only if approved by the Dean and space is available. In cases of underage admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.</p> <p><b>General Requirements:</b> All students must participate in an intake interview with the ASE Admissions Committee.</p> <p><b>All students must:</b></p> |

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| <p>Tasks) with a 90% or better in accuracy and 75% or better in comprehension.</p> <ul style="list-style-type: none"> <li>Have the ability to learn and participate in a group setting.</li> <li>Be emotionally stable -have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others</li> <li>Have a commitment to learning.</li> <li>Have an identified cognitive disability.</li> </ul> <p>To enter directly into level three courses, students must complete the level three reading assessment (Intermediate One Reading Tasks) with 90% or better in accuracy and 75% or better in comprehension Evidence of the above requirements must include at least two of the following (students must provide documentation at their own effort and expense):</p> <ul style="list-style-type: none"> <li>Psycho-educational assessment</li> <li>Records of previous participation in special or supported programs in a public institution or school</li> <li>Documentation of disability from a physician or medical specialist</li> <li>Referral from Community Living B.C.</li> <li>Recommendation from an instructor in AACP, another college, or high school</li> <li>Referral from a community agency</li> </ul> <p><b>Prior Learning Assessment:</b> Students who are accepted into the BSCB Program in 2008, will have prior OC ASE course work from September 2005 through June 2008 credited toward their program.</p> <p><b>Special Circumstances:</b> Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the department chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract. A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract. Students who have attended Okanagan College ASE courses between September 2005 and June 2008 will</p> | <ul style="list-style-type: none"> <li>Complete a Level Two reading assessment with 90% or better in accuracy and 75% or better in comprehension. To enter directly into Level Three courses students must complete the Level Three reading assessment (Intermediate One Reading Tasks) with 90% or better in accuracy and 75% or better in comprehension.</li> <li>Demonstrate the ability to learn and participate in a group setting</li> <li>Demonstrate emotional stability - have no behavioural or emotional problems that would significantly interfere with the learning or safety of self or others</li> <li>Demonstrate a commitment to learning</li> <li>Demonstrate an identified cognitive disability</li> </ul> <p>Eligibility for admission will be based on evidence of the above requirements being demonstrated in the assessment interview and must include at least two of the following (students must provide documentation at their own effort and expense):</p> <ul style="list-style-type: none"> <li>Psycho-educational assessment</li> <li>Records of previous participation in special or supported programs in a public institution or school (ex: IEP or school transcript)</li> <li>Documentation of disability from a physician or medical specialist</li> <li>Referral from Community Living BC (CLBC)</li> <li>Recommendation from an instructor in the Okanagan College Adult Upgrading Department, another college, or high school</li> <li>Referral from a community agency</li> </ul> <p><b>Special Circumstances:</b></p> <p>Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with the approval of the Department Chair. In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards outlined in an individual performance contract.</p> <p>A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may be required to attend with a qualified support person who will be required to participate in a learning contract.</p> |
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| be given admission priority in order to complete their program. |  |
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**Graduation requirements:**

| <b>Existing</b>  | <b>Proposed</b>  |                                   |  |                    |  |    |                             |                   |    |                                  |  |    |                                  |                                |    |                                   |             |    |                                   |  |     |                          |  |    |                          |
|--|--|-----------------------------------|--|--------------------|--|----|-----------------------------|-------------------|----|----------------------------------|--|----|----------------------------------|--------------------------------|----|-----------------------------------|-------------|----|-----------------------------------|--|-----|--------------------------|--|----|--------------------------|
| Completion of 10 core courses and two electives (12 courses). Courses must be completed within a maximum of four years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 50% in each course with an overall average of a minimum of 70%. | <p>Completion of 10 core courses and 2 elective courses (12 courses in total). Courses must be completed within a maximum of four years unless there are special circumstances, upon recommendation of the department and approval of the Dean. Students must achieve a minimum passing grade of 50% in each course with an overall average of 70%.</p> <p>Graduating or past PACE students may use the following 6 LSPM courses as replacements for the following 6 BSCB courses where up to 2 BSCB courses are still required to graduate from the BSCB Program.</p> <table border="0"> <thead> <tr> <th><b>BSCB Course</b></th> <th></th> <th><b>PACE Course</b></th> </tr> </thead> <tbody> <tr> <td>1 of Literacy Workplace Awareness 2 or 3</td> <td>or</td> <td>LSPM 005 Career Exploration</td> </tr> <tr> <td>2 Human Relations</td> <td>or</td> <td>LSPM 003 Workplace Int. Skills A</td> </tr> <tr> <td></td> <td>or</td> <td>LSPM 004 Workplace Int. Skills B</td> </tr> <tr> <td>1 of Literacy - English 2 or 3</td> <td>or</td> <td>LSPM 001 Strategies for Success A</td> </tr> <tr> <td>2 Electives</td> <td>or</td> <td>LSPM 002 Strategies for Success B</td> </tr> <tr> <td></td> <td>And</td> <td>LSPM 007 Working World A</td> </tr> <tr> <td></td> <td>or</td> <td>LSPM 008 Working World B</td> </tr> </tbody> </table> | <b>BSCB Course</b>                |  | <b>PACE Course</b> | 1 of Literacy Workplace Awareness 2 or 3 | or | LSPM 005 Career Exploration | 2 Human Relations | or | LSPM 003 Workplace Int. Skills A |  | or | LSPM 004 Workplace Int. Skills B | 1 of Literacy - English 2 or 3 | or | LSPM 001 Strategies for Success A | 2 Electives | or | LSPM 002 Strategies for Success B |  | And | LSPM 007 Working World A |  | or | LSPM 008 Working World B |
| <b>BSCB Course</b>   |  | <b>PACE Course</b>                |  |                    |  |    |                             |                   |    |                                  |  |    |                                  |                                |    |                                   |             |    |                                   |  |     |                          |  |    |                          |
| 1 of Literacy Workplace Awareness 2 or 3   | or   | LSPM 005 Career Exploration       |  |                    |  |    |                             |                   |    |                                  |  |    |                                  |                                |    |                                   |             |    |                                   |  |     |                          |  |    |                          |
| 2 Human Relations  | or   | LSPM 003 Workplace Int. Skills A  |  |                    |  |    |                             |                   |    |                                  |  |    |                                  |                                |    |                                   |             |    |                                   |  |     |                          |  |    |                          |
|  | or   | LSPM 004 Workplace Int. Skills B  |  |                    |  |    |                             |                   |    |                                  |  |    |                                  |                                |    |                                   |             |    |                                   |  |     |                          |  |    |                          |
| 1 of Literacy - English 2 or 3   | or   | LSPM 001 Strategies for Success A |  |                    |  |    |                             |                   |    |                                  |  |    |                                  |                                |    |                                   |             |    |                                   |  |     |                          |  |    |                          |
| 2 Electives  | or   | LSPM 002 Strategies for Success B |  |                    |  |    |                             |                   |    |                                  |  |    |                                  |                                |    |                                   |             |    |                                   |  |     |                          |  |    |                          |
|  | And  | LSPM 007 Working World A          |  |                    |  |    |                             |                   |    |                                  |  |    |                                  |                                |    |                                   |             |    |                                   |  |     |                          |  |    |                          |
|  | or   | LSPM 008 Working World B          |  |                    |  |    |                             |                   |    |                                  |  |    |                                  |                                |    |                                   |             |    |                                   |  |     |                          |  |    |                          |

**Program outline:**

| <b>Existing</b>  | <b>Proposed</b>   |
|--|---|
| <p><b>Program Outline</b></p> <p>Students must apply for admission to the Advanced Skills Certificate program before the beginning to their final semester of this program. Students have a maximum of two years to complete the Advanced Skills Certificate program.</p> <p>Core Courses<br/>LSIN 011B Literacy - English<br/>2 LSIN 013 Literacy - English<br/>3<br/>LSIN 018 Literacy - Workplace Awareness<br/>2 LSIN 019 Literacy - Workplace Awareness<br/>3 LSIN 010A Numeracy - Mathematics I<br/>LSIN 011A Numeracy - Mathematics<br/>2 LSIN 020 Human Relations</p> <p>Core or Elective<br/>LSIN 012A Basic Computer Skills<br/>A LSIN 034 Banking and Budgeting</p> <p>Electives<br/>LSIN 012A Basic Computer Skills<br/>A LSIN 012B Basic Computer Skills B LSIN 015 Express Yourself<br/>LSIN 016 Writing Your Life<br/>LSIN 022 Rights and Responsibilities LSIN 023 Health and Safety<br/>LSIN 024 Safety and Driver Training LSIN 026 Community Awareness LSIN 027 Social Communication LSIN 029 Consumer Awareness LSIN 030 Cooking<br/>LSIN 034 Banking and Budgeting LSIN 036 General Science<br/>LSIN 037 History of People with Intellectual Disabilities in BC</p> | <p><b>Basic Skills Certificate – B (BSCB) Program Outline</b></p> <p>Students are required to complete 10 core courses and 2 electives (12 courses in total). Courses within the BSCB Program are not in a required sequence. Courses will be offered in a variety of combinations and a variety of lengths at each centre. Eligible students will be able to enter at the beginning of any semester if space is available.</p> <p>ASE courses are skills based and adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the BSCB program, students are required to take core courses more than once.</p> <p>Students may attend full-time (three courses per semester) or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Individual, stand-alone courses will still be available. Students will have a maximum of four years to complete the program (except under special circumstances ,upon recommendation of the department and with permission of the Dean).</p> <p><b>Special Circumstances:</b><br/>Under special circumstances students will be allowed to take longer than four years to complete their program.</p> <p>Circumstances may include:</p> <ul style="list-style-type: none"><li>• Lengthy illness - supported by medical documentation</li><li>• Disability-related barriers (mobility/strength/ability to sustain work focus) which necessitate a slower pace</li><li>• Lack of necessary disability-related support (Individualized Support Worker and/or equipment) which causes a break in attendance</li><li>• Lack of available courses at the centre</li></ul> |

**BSCB students must complete:  
(courses are taken more than once)**

- Three semesters of  
LSIN 011B Literacy - English 2  
and/or LSIN 013 Literacy - English  
3  
One Literacy course may be replaced  
by LSIN 016 Writing Your Life
- Four semesters of  
LSIN 010A Numeracy - Mathematics 1 or  
LSIN 011A Numeracy - Mathematics 2  
Up to two semesters of Mathematics may be  
replaced by two semesters of  
LSIN 034 Banking and Budgeting
- Two semesters of  
LSIN 020 Human Relations
- One semester of  
LSIN 018 Literacy-Workplace Awareness 2 or  
LSIN 019 Literacy-Workplace Awareness 3

The remaining two courses will be Electives offered  
from the following list:

- LSIN 012 Basic Computer Skills
- LSIN 015 Express Yourself
- LSIN 016 Writing Your Life
- LSIN 022 Rights and Responsibilities
- LSIN 023 Health and Safety
- LSIN 027 Social Communication
- LSIN 029 Consumer Awareness
- LSIN 030 Cooking
- LSIN 034 Banking and Budgeting
- LSIN 036 General Science
- LSIN 037 History of People with  
Disabilities in BC

LSIN 016 Writing Your Life and LSIN 034 Banking and  
Budgeting may be counted more than once as Electives.

**Optional Electives:**

Students may choose to take up to four additional  
optional electives with permission of the department if:

- There is space. Priority will be given to  
students who require the course to complete

- The course content is appropriate for the student at this stage of their learning.
- The course load is reasonable for this student given their circumstances and disability /abilities and will not cause overload /burnout.
- Addition of this course does not make contact hours exceed 24 hours per week.

**CORE COURSES**

LSIN 011B Literacy - English  
 2 LSIN 013 Literacy - English 3  
 LSIN 018 Literacy - Workplace Awareness 2  
 LSIN 019 Literacy - Workplace Awareness 3  
 LSIN 10A Numeracy - Mathematics I  
 LSIN 011A Numeracy - Mathematics  
 2 LSIN 020 Human Relations

**CORE or ELECTIVES**

LSIN 016 Writing Your Life  
 LSIN 034 Banking and Budgeting

**ELECTIVES**

LSIN 012 Basic Computers Skills  
 LSIN 015 Express Yourself  
 LSIN 022 Rights and Responsibilities LSIN 023 Health and Safety  
 LSIN 027 Social Communication  
 LSIN 029 Consumer Awareness  
 LSIN 030 Cooking  
 LSIN 036 General Science  
 LSIN 037 History of People with Intellectual Disabilities in BC

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

## Advanced Skills Certificate

### Program revision:

- **Program name** – new name – **Advanced Skills Certificate (ASC) Program**
- **Program description**
- **Admission requirements**
- **Graduation requirements**
- **Addition of courses**
- **Program outline**

### Rationale:

The ASE Department needs to create a program outline that is consistent across ASE Programs in both language and formatting and reflects current practice.

In addition, the program outline needs to be updated to include the Electives list from the original EDCO approved documents of 2008; to include new courses LSIN 036 General Science and LSIN 037 History of People with Intellectual Disabilities in BC added and approved after 2008 and course name changes approved since 2008; and to indicate newly deleted and revised courses (approved at Ed Co Sept17, 2020) .

The maximum length of this program has been changed from two years to three years to reflect best practice.

There has been a change to Admission Requirements to include language regarding admission of students with Special Circumstances, consistent with BSCA and BSCB, as well as department recommendation of student eligibility based on student demonstration of maturity and continued academic growth.

Graduation Requirements have been amended to include the length of the ASC Program from 2 to 3 years, to add language limiting the number of courses that can be replaced by completed PACE courses and a list of Core and Elective Courses has been included.

### Program description:

#### Existing:

This full-time, two-year program is for students who have successfully completed the Basic Skills Certificate - B (BSCB) program, have demonstrate continued growth in their learning, and are committed to full-time attendance. ASC students are expected to demonstrate maturity, independence, and personal responsibility as learners and members of the OC community. In the Advanced Skills Certificate (ASC) Program, course work continues to focus on literacy and math skills, self-management and interpersonal skills, creativity and self-expression, workplace awareness, and skills for increasing independence.

#### Proposed:

The Advanced Skills Certificate (ASC) Program supports students who have completed the Basic Skills Certificate- B (BSCB) Program, have demonstrated continued growth in their learning and wish to continue their post-secondary education. ASC students are expected to demonstrate maturity, independence, and personal responsibility as learners and members of the Okanagan College community.

In the ASC Program, course work continues to focus on literacy and math skills, self-management and interpersonal skills, creativity and self-expression, workplace awareness, and skills for increasing independence. Students will have a maximum of three years to complete the program (under special circumstances, recommendation of the department and with the permission of the Dean this maximum may increase).

Courses are scheduled from Monday to Friday, between 8:30 am and 3:00 pm.

### Admission requirements:

| Existing                                      | Proposed   |
|---|--|
| Successful completion of the BSCB Certificate | Successful completion of the BSCB Certificate. (Insert Hyperlink)<br>Eligible students must have the recommendation of the department based on previous student demonstration of continued academic growth and maturity. |

### Graduation requirements:

| Existing   | Proposed  |
|--|---|
| Completion of nine core courses and three electives (12 courses). Courses must be completed within a maximum of two years unless there are special circumstances and approval of the department. Students must achieve a minimum passing grade of 60% in each course with an overall minimum average of 75%. | Completion of 9 core courses and 3 electives (12 courses in total). Courses must be completed within a maximum of three years unless there are special circumstances, recommendation of the department and approval of the Dean. Students must achieve a minimum passing grade of 60% in each course with an overall average of 75%.<br><br><b>PACE Students</b><br>Graduating or past PACE students may use the following 6 LSPM courses as replacements for the following 6 ASC courses where up to |

2 ASC courses are still required to graduate from the Advanced Skills Certificate (ASC) Program.

**ASC Course**

**PACE Course**

One of Literacy - Workplace Awareness 2 or 3

or LSPM 005 Career Exploration

Two Human Relations Interpersonal

or LSPM 003 Workplace

Skills A and LSPM 004

Workplace

Interpersonal Skills B

One of Literacy - English 2 or 3 Success A

or LSPM 001 Strategies for

Two Electives Success B

or LSPM 002 Strategies For

and

LSPM 007 Working World A

or

LSPM 008 Working World B

**Note to Students:**

Students must apply for admission to the ASC (Advanced Skills Certificate) Program before the beginning to their final semester of BSCB. Students have a maximum of three years to complete the ASC Program.

**Addition of courses:**

LSIN 012 Basic Computer Skills, LSIN 036 General Science

**Program outline:**

## Existing

### Program Outline

Students are required to complete twelve courses, nine core courses and three electives. Courses within the ASC program are not in a required sequence. Courses will be offered in a variety of combinations and a variety of lengths at different centres. Eligible students will be able to enter at the beginning of any semester if space is available. ASE courses are skills-based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the ASC program, students are required to take core courses more than once. Students must attend full-time (three courses per semester). With permission from the department, and as courses are available, students may choose up to four additional electives. Students will have a maximum of two years to complete the ASC Program.

**Special Circumstances:** Under special circumstances students will be allowed to take longer than two years to complete their program. Circumstances may include:

1. Lengthy illness - supported by medical documentation
2. Lack of available courses

ASC Students must complete:

Three courses of any combination of:  
LSIN 011B Literacy - English 2  
LSIN 013 Literacy - English 3  
LSIN 016 Writing Your Life  
LSIN 018 Literacy - Workplace Awareness 2  
LSIN 019 Literacy - Workplace Awareness 3

One course of either:  
LSIN 018 Literacy - Workplace Awareness 2  
LSIN 019 Literacy - Workplace Awareness 3

Four courses of Basic Academics II:  
Math LSIN 011A Numeracy - Mathematics 2

## Proposed

### Advanced Skills Certificate (ASC) Program Outline

Students are required to complete 12 courses, 9 of which are core courses and 3 of which are electives. Courses within the ASC Program are not in a required sequence. Courses will be offered in a variety of combinations and a variety of lengths at each campus. Eligible students will be able to enter at the beginning of any semester if space is available.

ASE courses are skills based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. To continue skills development, and to complete the ASC program, students are required to take core courses more than once.

Students may attend full-time (three courses per semester) or part-time in order to accommodate the needs of students for whom part-time participation is most appropriate. Students will have a maximum of three years to complete the ASC Program. Under special circumstances, recommendation of the department and with permission of the Dean, students will be allowed to take longer than three years to complete their program.

Circumstances may include:

- Lengthy illness - supported by medical documentation
- Lack of available courses

### Special Circumstances:

Students who lack appropriate documentation may be admitted conditionally on the recommendation of the instructor with permission of the Department Chair.

In cases of conditional admission, continued registration and attendance is dependent on the achievement of specific educational and behavioural standards as outlined in an individual performance contract.

A student who is non-verbal or multi-disabled and requires special accommodations can only be accepted into the program when those specific accommodation needs have been addressed and met. The student may

Up to two (2) courses of Math II (may be replaced by two courses of:  
 LSIN 034 Banking and Budgeting

One course of:  
 LSIN 020 Human Relations  
 As of January 2015, the following elective will be added: LSIN 037  
 - History of People with Intellectual Disabilities in BC

*Optional Electives*

Additional electives will be available at some centres. Students may choose to take up to four optional electives on permission of the department. The department will consider the following:

- If there is space, priority will be given to students who require this course to complete their program.
- If the course content is appropriate for the student at this stage of their learning.
- If the course load is reasonable for this student given their circumstances and disability/abilities and will not cause overload/burnout.
- If addition of this course does not make contact hours exceed 24 hours per week.

*PACE Students*

PACE students may use the following six LSPM courses as replacements for the following six ASC courses:

| ASC Course                           | PACE Course  |
|--------------------------------------|--|
| One of Workplace Awareness II or III | LSPM Career Exploration  |
| Two Human Relations courses          | LSPM 003 Workplace Interpersonal Skills A and LSPM 004 Workplace Interpersonal Skills B    |
| One Basic Academics II or III        | LSPM 001 Strategies for Success A  |
| Two Electives                        | LSPM 022 Strategies for Success B and LSPM 007 Working World A or LSPM 008 Working World B |

Students must apply for admission to the ASC (Advanced Skills Certificate) Program before the beginning to their final semester of BSCB. Students have a maximum of two years to complete the ASC Program

be required to attend with a qualified support person who will be required to participate in a learning contract.

ASC Students must complete:  
 (courses are taken more than once)

- Three semesters of any combination of LSIN 011B Literacy - English 2 LSIN 013 Literacy - English 3 LSIN 016 Writing Your Life LSIN 018 Literacy - Workplace Awareness 2 LSIN 019 Literacy - Workplace Awareness 3
- One semester of either LSIN 018 Literacy - Workplace Awareness 2 or LSIN 019 Literacy - Workplace Awareness 3

Up to 2 semesters of Mathematics 2 may be replaced by two semesters of LSIN 034 Banking and Budgeting.

- One semester of LSIN 020 Human Relations
- Three required electives

Additional courses of LSIN 016 Writing you Life and LSIN 032 Banking and Budgeting May be counted as two of the required electives.

*Optional Electives:*

Additional electives will be available at some campuses. Students may choose up to four additional electives on permission of the department if:

- There is space. Priority will be given to students who require this course to complete their program.
- The course content is appropriate for the student at this stage of learning.
- The course load is reasonable for this student given their circumstances and



|  |   |
|--|---|
|  | <p>disability/abilities and will not cause overload/burnout.</p> <ul style="list-style-type: none"> <li>• Addition of this course does not make contact hours exceed 24 hours per week.</li> </ul> <p><b>CORE COURSES</b></p> <p>LSIN 011B Literacy - English 2 LSIN 013 Literacy - English 3</p> <p>LSIN 018 Literacy-Workplace Awareness 2 LSIN 019 Literacy-Workplace Awareness 3 LSIN 011A Numeracy - Mathematics 2</p> <p>LSIN 020 Human Relations</p> <p><b>CORE or ELECTIVES</b></p> <p>LSIN 016 Writing Your Life</p> <p>LSIN 034<br/>Banking and Budgeting</p> <p style="text-align: right;"><b>ELECTIVES</b></p> <p>LSIN 012 Basic Computer Skills LSIN 015 Express Yourself</p> <p>LSIN 022 Rights and Responsibilities LSIN 023 Health and Safety</p> <p>LSIN 027 Social Communication LSIN 029 Consumer Awareness</p> <p>LSIN 030 Cooking</p> <p>LSIN 036 General Science</p> <p>LSIN 037 History of People with Intellectual Disabilities in BC</p> |
|--|---|

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

# Items approved at the January 12, 2021 Operations Committee meeting

## Adult Basic Education (ABE)

### Fall 2021

|                         |  |
|-------------------------|--|
| September 6             | Labour Day (no classes)  |
| September 7             | College-wide orientation day   |
| September 8             | Classes start – all campuses   |
| September 17            | Last day to register for class   |
| October 11              | Thanksgiving (no classes)  |
| October 29              | Last day to withdraw from class  |
| November 11             | Remembrance Day (no classes)   |
| December 21             | Classes and exams end  |
| December 24             | College closes at 3 p.m.   |
| December 25 – January 3 | Christmas closure (no classes) - Okanagan College closed to the public |

### Winter 2022

|                     |  |
|---------------------|--|
| January 1           | New Year's Day                               |
| January 4           | Classes start – all campuses                 |
| January 14          | Last day to register for class               |
| February 21         | Family Day (no classes)                      |
| February 22         | Non-instructional day (no classes)           |
| March 4             | Last day to withdraw from class              |
| March 14 – 18       | Study break – all campuses (no classes)      |
| April 12 – April 15 | Easter (no classes)                          |
| April 28            | Classes and exams end for four-month classes |

### Spring (Summer Session I) 2022

|         |                           |
|---------|---------------------------|
| May 2   | Two-month classes begin   |
| May 23  | Victoria Day (no classes) |
| June 24 | Classes and exams end     |

### Summer (Summer Session II) 2022

No classes offered Penticton, Vernon and Salmon Arm this session

|           |                                  |
|-----------|----------------------------------|
| July 1    | Canada Day (no classes)          |
| July 4    | Two-month classes begin: Kelowna |
| August 1  | BC Day (no classes)              |
| August 26 | Classes and exams end            |

## Practical Nursing Diploma

### Kelowna, Salmon Arm, Penticton (August 2021)

#### 2021

|                                |  |
|--------------------------------|--|
| <b>August 23</b>               | Classes start for Semester I   |
| <b>September 6</b>             | Labour Day (no classes)  |
| <b>October 11</b>              | Thanksgiving Day (no classes)  |
| <b>October 29</b>              | Classes end for Semester I   |
| <b>November 1</b>              | Consolidated Practice Experience (CPE) 1 starts                        |
| <b>November 11</b>             | Remembrance Day (no classes or CPE)                                    |
| <b>November 19</b>             | Consolidated Practice Experience 1 ends                                |
| <b>November 19</b>             | Semester I ends  |
| <b>November 22</b>             | Classes start for Semester II  |
| <b>December 18</b>             | Last day of classes before Christmas break                             |
| <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 or CPE)                            |
| <b>January 4</b>           | Classes start for Semester II                                 |
| <b>February 18</b>         | Classes end for Semester II                                   |
| <b>February 21</b>         | Family Day (no classes)                                       |
| <b>February 22</b>         | Consolidated Practice Experience 2 starts                     |
| <b>March 18</b>            | Consolidated Practice Experience 2 ends                       |
| <b>March 21</b>            | Classes start for Semester III                                |
| <b>April 15 – 18</b>       | Easter (no classes or CPE)                                    |
| <b>May 23</b>              | Victoria Day (no classes or CPE there is no CPE at this time) |
| <b>May 27</b>              | Classes end for Semester III                                  |
| <b>May 30</b>              | Consolidated Practice Experience 3 starts                     |
| <b>July 1</b>              | Canada Day (no classes or CPE)                                |
| <b>July 15</b>             | Consolidated Practice Experience 3 ends                       |
| <b>July 15</b>             | Semester III ends   |
| <b>July 18 – August 19</b> | Summer Break  |
| <b>August 22</b>           | Classes start for Semester IV                                 |
| <b>September 5</b>         | Labour Day (no classes or CPE)                                |
| <b>October 12</b>          | Thanksgiving Day (no classes or CPE)                          |
| <b>October 16</b>          | Classes end for Semester IV                                   |
| <b>October 19</b>          | Consolidated Practice Experience 4 starts                     |
| <b>October 28</b>          | Consolidated Practice Experience 4 ends                       |
| <b>October 31</b>          | Transition starts   |
| <b>November 4</b>          | Transition ends   |
| <b>November 7</b>          | Preceptorship starts  |
| <b>November 11</b>         | Remembrance Day (Preceptorship will run)                      |
| <b>December 16</b>         | Preceptorship ends  |
| <b>December 16</b>         | Semester IV ends  |

## **Kelowna (January 2022)**

### **2022**

|                                |   |
|--------------------------------|---|
| <b>January 1</b>               | New Year's Day (no classes or CPE)  |
| <b>January 4</b>               | Classes start for Semester I  |
| <b>February 21</b>             | Family Day (no classes or CPE)  |
| <b>March 11</b>                | Classes end for Semester I  |
| <b>March 14</b>                | Consolidated Practice Experience (CPE) 1 starts                               |
| <b>March 31</b>                | Consolidated Practice Experience 1 ends                                       |
| <b>March 31</b>                | Semester I ends   |
| <b>April 3</b>                 | Classes start for Semester II   |
| <b>April 15 - April 18</b>     | Easter (no classes or CPE)  |
| <b>May 23</b>                  | Victoria Day (no classes or CPE)  |
| <b>June 17</b>                 | Classes end for Semester II   |
| <b>June 20</b>                 | Consolidated Practice Experience 2 starts                                     |
| <b>July 1</b>                  | Canada Day (no classes or CPE)  |
| <b>July 15</b>                 | Consolidated Practice Experience 2 ends                                       |
| <b>July 15</b>                 | Semester II ends  |
| <b>July 18 – August 19</b>     | Summer Break  |
| <b>August 22</b>               | Classes start for Semester III  |
| <b>September 5</b>             | Labour Day (no classes or CPE)  |
| <b>October 10</b>              | Thanksgiving Day (no classes or CPE)  |
| <b>October 28</b>              | Classes end for Semester III  |
| <b>October 31</b>              | Consolidated Practice Experience 3 starts                                     |
| <b>November 11</b>             | Remembrance Day (no classes or CPE)   |
| <b>December 16</b>             | Consolidated Practice Experience 3 ends                                       |
| <b>December 16</b>             | Semester III ends   |
| <b>December 23 – January 3</b> | Christmas closure (no classes or CPE) - Okanagan College closed to the public |

### **2023**

|                     |   |
|---------------------|---|
| <b>January 1</b>    | New Year's Day (no classes or CPE)          |
| <b>January 4</b>    | Classes start for Semester IV               |
| <b>February 20</b>  | Family Day (no classes)                     |
| <b>February 24</b>  | Classes end for Semester IV                 |
| <b>February 27</b>  | Consolidated Practice Experience 4 starts   |
| <b>March 10</b>     | Consolidated Practice Experience 4 ends     |
| <b>March 13</b>     | Transition starts                           |
| <b>March 17</b>     | Transition ends                             |
| <b>March 20</b>     | Preceptorship starts                        |
| <b>April 7 - 10</b> | Easter (no classes, Preceptorship will run) |
| <b>April 28</b>     | Preceptorship ends                          |
| <b>April 28</b>     | Semester IV ends                            |