

# Items Approved by Education Council December 6, 2018

<b>Executive:</b> J Hamilton, A Hay, C Kushner, C Morcom
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<b>OC Students Society:</b> Presidents, OC Student Union and Kalamalka Student Union
<b>Education Council:</b> C Newitt, D Marques

## Arts and Foundational Programs

### CMNS 102 – 3 – 3                      Communications for Viticulture

#### Rationale:

The Viticulture program is undergoing a revision and identified the need for a customized Communications course that combines elements of professional writing, technical communication and oral presentation skills, delivered with a focus on the needs of the Viticulture industry.

#### Calendar description:

This course introduces students to communication skills used in the viticulture industry with emphasis on technical writing and speaking skills. Students will apply research techniques and documentation standards to produce memos, summaries, letters, proposals, progress reports, process and mechanism descriptions, and technical reports. Students will develop an awareness of audience, purpose, clarity and conciseness underpinning effective writing and speaking skills.

#### Prerequisites:

Admission into the Viticulture Program

#### Course outline:

### CMNS 102: Communications for Viticulture

#### Course Description

This course introduces students to communication skills used in the viticulture industry with emphasis on technical writing and speaking skills. Students will apply research techniques and documentation standards to produce memos, summaries, letters, proposals, progress reports, process and mechanism descriptions, and technical reports. Students will develop an awareness of audience, purpose, clarity and conciseness underpinning effective writing and speaking skills.

**Prerequisites:** Admission into the Viticulture program.

#### Course Outcomes

Students Will:

3. Create professional and sophisticated formal reports and oral presentations
4. Develop understanding, skill, and confidence in using visual materials in written and oral reports
5. Contemplate the significance and underlying implications of language and electronic media on professional and technical communication
6. Write summaries, letters, memos, emails, short technical reports and manuals that are coherent, thorough, mechanically sound, and appropriate to the given situation and audience
7. Apply elements of the writing process, especially revision, to improve content, style and mechanics
8. Analyze the rhetorical situation (audience, purpose, and context) of technical communication

### **Required Readings**

Custom CMNS 102 Communications for Viticulture course package

### **Course Requirements**

This course uses a variety of teaching/learning methods and classes will feature a fluid combination of lectures, presentations, individual and collaborative work, workshops, and seminars. As a learner-centred course, students share responsibility with the instructor for the success of each class session. Having carefully read and contemplated the texts and topics under consideration in advance of a given class, students should be prepared for vibrant class interactions.

How you conduct yourself in our classes will, to a large extent, mirror your conduct in your future workplace. If you have a tendency to think critically and creatively, draw out the best from your colleagues, and encourage both group development and task accomplishment in this class, you will probably do the same at work. A high level of student involvement and developing professionalism is expected in this class as you work towards your goals.

### **Evaluation**

9. Exercises & Quizzes & Participation		10%
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**Assignment Details**

**Employment Portfolio**

The goal of this assignment is to produce a functional resume and a cover letter in application to a co-op position, job, or company within your industry. In addition to your resume and your letter of application, you must include a screen capture of a real job-posting



# Trades and Apprenticeship Programs

**ASTD 105 Technical Communication for Automotive Systems**

Students learn the technical communication skills in automotive service and repair. Students will demonstrate skills to effectively communicate both orally and in written manner using methods used in an automotive service and repair setting.

**ASTD 106 Automotive Driveline Systems I**

Students learn the drive line systems used in automotive service and repair including manual transmissions



# Science, Technology, and Health Programs

Associate of Science  
Program revision:00912CHE018M 1-sptatCHEM



**PHYS 290 – 3 – 3****Directed Studies in Physics & Astronomy****Rationale:**

For students who are interested in Physics and/or Astronomy our current second-year course offerings are insufficient. In order to offer a variety of different topics, we would like to be able to have a Directed Studies course in order to service student demand.

**Calendar description:**

This course involves undertaking a supervised investigation or directed readings in Physics or Astronomy. The topic will be agreed upon by the students and the supervising faculty member. Evaluation methods may include, but are not limited to, a project proposal, regular progress reports, regular assignments, a final written report, a final oral presentation, tests, or a final examination.

**Prerequisites:**

Permission of the instructor.

6 credits of 100-level or 200-level PHYS or ASTR

**Course outline:**

**PHYS 290: Directed Studies in Physics and Astronomy**

**Professor Information:**

*Professor :*                XXXX XXXX

3.





**Practical Nursing Diploma**  
**Program revision:**  
    **Admission requirements**  
    **Revision of courses**  
**Rationale:**







# 2019 – 2020 Schedules

## 1. Adult Special Education 2019 – 2020 Schedule

Fall 2019

Semester One: September 3, 2019 to January 24, 2020

2019

September 2	Labour Day (no classes)
September 3	Classes start (Orientation)
October 14	Thanksgiving Day (no classes)
November 11	Remembrance Day (no classes)
December 16	

2.

**2020**

**January 1**

**January 2**

Classes begin

**February 17**

Family Day (no classes)

**February 20**

Classes End

**Penticton, Vernon**

**Fall 2019**

**October 21**

Classes start

**November 11**

Remembrance Day (no classes)

**December 20**

Last day of classes before Christmas closure

**December 24**

College closes at 3 p.m.

**December 25 – January 1**

Christmas closure (no classes) Okanagan College closed to the public

**2020**

**January 1**

classes)

**January 2**

Classes resume

**February 17**

Family Day (no classes)

**April 10 – 13**

Easter (no classes or exams)

**April 22**

Classes End

**Kelowna**

**Winter 2020**

**January 1**

**January 2**

#### 4. Therapist Assistant Diploma

##### Kelowna

##### 2019

<b>September 2</b>	Labour Day (no classes)
<b>September 3</b>	Classes start
<b>October 14</b>	Thanksgiving Day (no classes)
<b>November 11</b>	Remembrance Day (no classes)
<b>December 4</b>	Classes end
<b>December 7 - 18</b>	Final exam period
<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

##### 2020

**January 1**