

Items Approved by Education Council December 6, 2018

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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

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

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