



Central Okanagan  
Public Schools

Together We Learn

# DUAL CREDIT PROGRAMS



## WHAT IS DUAL CREDIT?

Dual Credit Programs give students a competitive advantage in the job market by providing students access to post-secondary training while still in high school. Credits are earned in both secondary and post-secondary systems. These opportunities are available to all students in Central Okanagan Public Schools.

## WHEN CAN I START?

Students can apply to these programs in grade 10 or 11 and start them in grade 11 or 12. Dual credit students must be school aged as per the Ministry of Education in order to receive tuition funding for post-secondary trades training.

## HOW TO APPLY For these programs and receive tuition scholarship:

1. Contact the Career Life Programs Coordinator in the school Career Centre to pick up an application package.
2. Complete the Dual Credit Application Package and return it to the school Career Center.
3. Successfully interview with a Dual Credit Program Coordinator.
4. When accepted into the program, a non-refundable deposit must be paid to hold a spot in the program. Deposits will be applied to student fees.

- **FOR OC:** Students must complete a paper application included in the application package. Students must meet prerequisites. Programs start throughout the calendar year.

**FOR BCIT:** All programs start in February so make sure all of your core graduation subjects are successfully completed before you start. [www.bcit.ca](http://www.bcit.ca)

**FOR ITA YOUTH TRAIN:** Discuss course scheduling options with your Career Life Programs Coordinator and the coordinator of the program. Deposits and fees vary per course.

**FOR ITA YOUTH WORK:** If you have an employer, complete the Central Okanagan Public Schools Dual Credit Application Package, including the ITA [Youth Apprentice and Sponsor Registration form](#), to be accepted into the program. Then it is as simple as arranging your school timetable to complete the courses you need, start working and get paid! [www.itabc.ca](http://www.itabc.ca)

## WHAT IS THE COST\*?

- Central Okanagan Public Schools Tuition Scholarships are available for all programs. The "Approximate Cost to Students" is listed in the attached grid and includes items like application fee, activity fee, health and dental student association fee, education tech fee, development fee, testing fee, materials fee, grad fee, other mandatory fees (licensing), textbooks, expendable supplies, special clothing (excluding steel toed boots) and other required supplies.

**PRE-REQUISITES FOR ALL PROGRAMS:** Core graduation subjects must be successfully completed:

Program	Start Date	Campus	Description	Approx *Cost to Student	Credits	Level Completed
Academic	Feb Sept	OC KLO Rd	<p>The Academic Dual Credit Program is a collaboration between Central Okanagan Public Schools and Okanagan College and provides an opportunity for highly motivated, high achieving students to pursue <b>both</b> high school grad credits and first-year post-secondary credits.</p> <p>Students can enrol in 1 to 2 first-year college transferable courses that fit into their secondary school schedule. Course selection must be part of a student's <b>documented education/transition plan</b> from high school to post-secondary. Transfer courses <b>cannot</b> be offered at the student's home school, accessible to student at another school within the district, or offered through distance learning. Students are encouraged to <b>apply during the spring of their Grade 11 year</b> to be eligible to take college/university transfer courses during the Fall or Winter Sessions during their grade 12 year.</p> <p>The following requirements must be satisfied for students to be eligible for the Academic Dual Credit Program.</p> <ul style="list-style-type: none"> <li>• Student must be in a position to graduate.</li> <li>• Student must be completed English 12.</li> <li>• Student must have a documented education/transition plan for grade 10-12 and beyond.</li> <li>• Student must be recommended by their secondary school principal.</li> <li>• College/University Transfer Course(s) must fit into student's documented education/transition plan.</li> <li>• Student must satisfy any required pre-requisites for their chosen college/university transfer course(s).</li> </ul>	\$75	4 per course	First year post-secondary credits
Administrative Assistant	Sept	OC	<p>This 1110 hour (37 weeks) program is designed for students who have little or no prior business education or experience. Graduates of the ADAC program are employed as administrative assistants in private, school and government offices, real estate offices, service businesses, forestry companies, insurance agencies, etc.</p> <p>Students in this program will learn business communications; administrative office procedures, business math, accounting, payroll, spreadsheets, databases, and desktop publishing.</p>	\$2852	40	Certificate
Apprenticeship (ITA Youth Work)	Any time	Work Site	<p>ITA Youth Work (apprenticeship) - Learn while you earn! Students can work, get paid and receive on the job training while in school. Students need to find their own certified employer to apprentice them. Students apprentice at times suitable for them and the employer. For example: apprentice in the summer and go to school full time, one day on the job and one day at school, for the year, or</p>	N/A	16	480 hours of experience credit

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			<p>one semester at work and one semester at school. Students have even apprenticed after school and on weekends. Every 120 hours worked as an apprentice is worth four credits, up to 480 hours max. <b>ITA Youth Train Apprentices can qualify for a \$1,000 scholarship if they:</b></p> <ul style="list-style-type: none"> <li>• Register in a school district ITA Youth Work program prior to graduation</li> <li>• Graduate with a Grade 12 Dogwood Diploma or Adult Dogwood Diploma</li> <li>• Successfully complete WRK 11A, WRK 11B, WRK 12A and WRK 12B</li> </ul> <ul style="list-style-type: none"> <li>• Maintain a C+ average or better on Grade 12 numbered courses</li> <li>• Continue working or training full-time in the trade six months after high school graduation and have 900 hours reported to ITA.</li> </ul> <p><a href="http://www.itabc.ca">www.itabc.ca</a></p>			towards Level 1
<b>AMT (Mechanics)</b>		OC Vernon	<p><b>Aircraft Maintenance Technician (M-License)</b> - Aircraft Maintenance Technicians work closely with a variety of aircraft that they learn to tell the differences between the curve of their wings and where to find their hidden flight data recorders.</p> <p>The training provided in our program is applicable to both rotary wing aircraft (helicopters) and fixed wing aircraft, covering a wide range of subjects with emphasis on practical training. Some of the major subjects taught include aviation law, theory of flight, power plants (turbine and piston), air frame structures and systems, hydraulics, electrical and avionics systems.</p> <p>Successful students will receive a diploma in Aircraft Maintenance Engineering from Northern Lights College.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects, including 67% in each of English 11, any Math 11 accepted</li> <li>• Recommended courses for entrance: Auto Tech 11/12.</li> </ul>	\$3700 + \$2,040 for dorm fees at N.L.C	73	Technical Training + diploma
<b>AME – S (Structures)</b>		OC & KF Aerospace	<p>Aircraft Maintenance Engineer (AME) Structures – Structures technicians are often an integral part of repair teams including maintenance technicians, avionics technicians and professional engineers. They are expected to precisely follow aircraft fabrication, assembly, installation, and repair schemes for: aluminum, titanium and stainless steel structures; windscreens, windows, and lenses; and, plastics and composites.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects</li> <li>• Recommended courses for entrance: Metal Work 11/12</li> </ul>	\$1,300	40	Technical Training

Program	Start Date	Campus	Description	Approx *Cost to Student	Credits	Level Completed
<b>Collision Repair/ Refinishing Prep Technician</b>		OC KLO Rd	<p>This program takes students with little or no previous experience in the automotive collision trade and supplies them with the necessary skills to seek employment in this industry. Instruction in subject matters includes: Automotive Collision Repair and Automotive Refinishing Prep Technician, allowing students the opportunity to enter one of three different apprenticeships. The main focus of the program is the development of practical skills. The program includes a two-week industry work placement. Graduates of this program will receive an Okanagan College program certificate, Level 1 Technical Training credit and 450 work-based training hours towards one of the two trades from the</p> <p>Industry Training Authority.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects</li> <li>• Recommended courses for entrance: Auto Tech 11/12</li> </ul>	\$1,700	32	Level 1
<b>Automotive Service Technician</b>		OC KLO Rd	<p>This seven-month (30-week) program takes students with little or no previous experience in the automotive repair trade and supplies them with the necessary skills to seek employment in this industry as an apprentice mechanic. This program exposes the students to many aspects of servicing and repair in the automotive repair trade with a focus on developing practical skills.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects</li> <li>• Recommended courses for entrance: Auto Tech 11/12</li> </ul>	\$2,100	32	Certificate of Qualification Level 1
<b>Auto Service Technician</b>	Feb	KSS	<p>This program exposes students to all aspects of service and repairs in the automotive trade with a focus on developing practical skills. It is designed to take interested students and supply them with the skills to seek employment in the industry as an apprentice automotive service technician. It is highly recommended that students attend KSS for the entire grade 12 year. Although AST runs in the <u>second semester</u>, students will be enrolled in Trades Prep 12 and Auto 12 in semester one and will begin some aspects of the program.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: Core graduation subjects, Automotive 11 and 12</li> </ul>	\$550	16	Certificate of Qualification Level 1
<b>Carpentry/ Joinery</b>		OC KLO Rd	<p>Students enrolled in this program will learn the skills required to seek employment in the trades of carpentry and joinery. They will develop the skills needed to begin working as carpentry or joinery apprentices. Graduates of this program will receive credit for Level 1 Apprenticeship technical training for both Carpentry and Joinery and may also be granted practical credit from the Industry Training Authority.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects</li> <li>• Recommended courses for entrance: Carpentry 11/12, Drafting 11/12</li> </ul>	\$1,500	32	Level 1

Program	Start Date	Campus	Description	Approx *Cost to Student	Credits	Level Completed
<b>Computer Information Systems Administration</b>	Feb	BCIT Graham Rd	<p>Through a series of experiments and projects students will learn: CISCO CCNA Level 1 &amp; 2 Discovery, PC Hardware A+ certification, Linux Operating Systems, and a BCIT Bridge course for students that are continuing to BCIT in the CIS Program. Applicants must also have basic keyboarding and computer skills. Students attend class every other day. Credit given at BCIT Burnaby for first term of diploma program.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects</li> <li>• Recommended courses for entrance: any senior level computer courses</li> </ul>	\$250	16	Advanced Placement to BCIT CIS program
<b>Culinary Arts</b>		OC KLO Rd	<p>Based in the Kelowna campus, the modern kitchens, cafeteria, restaurants and coffee shop provide a realistic training environment. In this program, culinary students learn to work within industry time-frame expectations. Emphasis is placed on the practical aspects of food preparation, presentation and service. <b>Central Okanagan Public Schools only pays for the PC (Professional Cook) 1 portion and the 10 week co-op work fee.</b></p> <p>PC (Professional Cook) 2 is an additional 12 weeks and students must register themselves and pay the fees for PC 2.</p> <p>Required courses for entrance: core graduation subjects</p> <ul style="list-style-type: none"> <li>• Recommended courses for entrance: Foods 11/12</li> </ul>	\$2,200	44	Level 1 and Level 2
<b>Culinary Arts</b>	Sept	MBSS	<p>This program allows students to spend time in each of the four training kitchens and covers all of the basic skills required including: hygiene, safety, nutrition, hot and cold work and bakery. The program places emphasis on practical skills and graduates are in high demand both locally and in major centres. Students will need to combine classroom work with a worksite placement in order to be granted PC (Professional Cook) Level 1. <u>Students must attend MBSS for one semester.</u></p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects</li> <li>• Recommended courses for entrance: Foods 11/12</li> </ul>	\$150	20	Level 1
<b>Digital Animation</b>		Participating High schools	<p>In partnership with Vancouver Film School, each high school's senior animation classes will be teaching a collaborative curriculum in 2D digital animation. This happens within the context of a regular grade 11 or 12 high school class. Successful students will be awarded Vancouver Film School Credit as well as 4-high school credits.</p>		4	
<b>Education Assistant</b>	Feb	GESS	<p>Working in a school setting, education assistants perform a variety of duties, including helping to implement Individualized Education Plans for children with exceptionalities in the areas of cognitive abilities, physical challenges, health issues, behavioral challenges, autism and related</p>	Approx \$400	16	OC Certificate

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			<p>disorders.</p> <p><b>Admission Requirements:</b></p> <ul style="list-style-type: none"> <li>Grade 12 or equivalent (please note that Central Okanagan Public Schools and most other school districts in BC and Canada require a Dogwood or ABE certificate – GED is not considered equivalent).</li> <li>English 12 with a minimum grade of 60%</li> <li>Applicants must complete a criminal record check. To be completed during the first week of class.</li> </ul>			
<b>Electrical</b> (Construction Electrician)		OC KLO Rd	<p>The program exposes the student to aspects of residential, commercial and industrial systems in this trade with a focus on developing practical skills. The curriculum follows the B.C. Ministry of Advanced Education and Labour Market Development guidelines for the first-year in-class components of the Electrician Apprenticeship, which includes installation procedures in compliance with the Canadian Electrical Code for residential, commercial and industrial systems.</p> <ul style="list-style-type: none"> <li>Required courses for entrance: core graduation subjects</li> <li>Recommended courses for entrance: Pre-Calculus 11, Physics 11, Drafting 11/12</li> </ul>	\$2,100	32	Level 1
<b>Electricity and Industrial Electronics</b> (Construction Electrician)	Feb	BCIT 775 Graham Rd	<p>This program provides graduates with the theory and practical skills to enter the electrical trade. The electrical worker plans, assembles, installs, tests, repairs and maintains electrical equipment and systems in commercial, industrial and marine facilities. Job opportunities exist in the construction, mining, forestry, food production, manufacturing, grain handling, transportation, utility and service industries.</p> <ul style="list-style-type: none"> <li>Required courses for entrance: core graduation subjects</li> <li>Recommended courses for entrance: Physics 11, Drafting 11/12</li> </ul>	\$1,050	32	Level 1
<b>Emergency Medical Responder</b>	Feb Sept	RSS	<p>Students who are interested in a career in emergency medicine such as a nurse, paramedic, firefighter, respiratory therapist or doctor would benefit from this EMR course. Specifically, the EMR course is the pre-requisite to continue on into the Primary Care Paramedic Program. Topics covered: EMR equipment and safety; legal and ethical issues; patient assessment and vital signs; adult/child/infant CPR with defibrillation; treatments and protocols for common medical traumatic emergencies; childbirth and paediatrics; pharmacology; intravenous maintenance; special rescue and hazardous materials awareness. Scheduled into student timetable at RSS as one class. (Justice Institute of BC Program)</p> <ul style="list-style-type: none"> <li>Required courses for entrance: core graduation subjects</li> <li>Recommended courses for entrance: Biology 12</li> </ul>	\$225	8	EMR Certificate

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<b>Hairstylist</b>	Sept	MBSS	<p>The program is composed of four theory and five applied skills hairdressing courses, which make up 990 training hours in school. Students will also gain an additional 300 practical training hours in a salon or by volunteering. Students will accumulate the 300 hours of practical experience from the time they start their placements until Aug 30th to complete their work placement hours. Students will complete a portfolio which will include pieces of their work and a "how to" video. Students must attend MBSS for their Grade 12 year. Students have the option of completing English 12 while enrolled in the program.</p> <p>Upon completion of the program, students can enter into an apprenticeship with a salon as a hairstylist. Upon completion of levels 1 &amp; 2 of in-school training, and 3500 apprenticeship (work) hours, students can write the Red Seal certification exam and complete a practical exam in Hairdressing to complete their training certification.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects</li> <li>• Recommended courses for entrance: none</li> </ul>	\$850	32  +8 WEX Credits	Level 1
<b>Health Care Assistant</b>	May/ Aug	OC KLO Rd	<p>This 6-month course, including a practicum, prepares students to provide care in community and residential care settings. Students who have demonstrated an aptitude or have experience working with the elderly are an ideal fit for this program.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects, English 12 only</li> <li>• Recommended courses for entrance: none</li> </ul>	\$1030	24	HCA Certificate
<b>Heavy Mechanical Trades</b>		OC KLO Rd	<p>This program provides learners with little or no previous experience in the Heavy Duty Equipment Technician, Truck and Transport Mechanic, Diesel Engine Mechanic, or Transport Trailer Technician trades with the skills necessary to seek employment in the industry. Instruction in theoretical and practical components of all four trades are included, giving students the opportunity to choose to enter any of the four trades as an apprentice. The program includes a two-week industry work placement.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects</li> <li>• Recommended courses for entrance: Metal Work 11/12, Auto Tech 11/12</li> </ul>	\$1,900	32	Level 1
<b>Heavy Mechanical Trades</b>	Feb	BCIT RSS	<p>This program provides learners with little or no previous experience in the Heavy Duty Equipment Technician, Truck and Transport Mechanic, Diesel Engine Mechanic, or Transport Trailer Technician trades with the skills necessary to seek employment in the industry. Instruction in theoretical and practical components of all four trades are included, giving students the opportunity to choose to enter any of the four trades as an apprentice. The program includes a two-week industry work placement.</p>	Approx \$1,400	32	Level 1

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			<p>Upon completion of this BCIT Certificate Program, the Heavy Mechanical Trades Foundation student earns Industry Training Authority (ITA) recognized technical training for Level 1 apprenticeship in Heavy Duty Equipment Technician, Truck and Transport Mechanic, Diesel Engine Mechanic, or Transport Trailer Technician.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects</li> <li>• Recommended courses for entrance: Auto Tech 11/12, Welding 11/12</li> </ul>			
<b>Plumbing &amp; Piping Trades</b>		OC KLO Rd.	<p>This program takes a student with little or no previous experience in the piping trades and supplies them with the necessary skills to seek employment in industry as an apprentice Plumber, Domestic/Commercial "B" Gasfitter, Steamfitter/Pipefitter or Sprinkler System Installer. The program exposes the students to aspects of residential, commercial and industrial piping systems in these trades with a focus on developing practical skills. The curriculum follows the British Columbia Industry Training Authority guidelines for the first-year in-class components of apprenticeship training for Plumber, Domestic/Commercial "B" Gasfitter, Steamfitter/Pipefitter and Sprinkler System Installer, which includes installation, repair and maintenance procedures in compliance with the applicable codes and standards.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects</li> <li>• Recommended courses for entrance: Applied Skills (Tech-Ed course(s))</li> </ul>	\$2,000	32	Level 1
<b>Office Assistant</b>	Sept & Feb	OC KLO Rd	<p>The 510-hour (17 weeks) Office Assistant Certificate program is an entry-level program for students interested in working in business offices. Students in this program learn essential business skills such as business communications, computer essentials, office procedures, business math, word processing, spreadsheet and database software. Graduates may be employed as receptionists, file clerks, and office assistants. Graduates of this program may also choose to continue their education by enrolling in more advanced Office Administration programs such as the Accounting Assistant, Administrative Assistant, Legal Administrative Assistant, or Medical Administrative Assistant Certificate programs.</p> <p>Graduation from the Office Assistant Certificate program requires successful completion of all courses in the program with a minimum final grade of 70 per cent in each.</p>	\$1614	20	Certificate
<b>Recreational Vehicle Service Technician</b>		OC KLO Rd	<p>This program has been designed to take a student with little or no previous experience and supply him/her with the necessary skills to seek employment as an apprentice RV Service Technician. The program exposes the student to many aspects of servicing and repair in the RV repair trade with a focus on developing practical skills. Graduates of this program will receive credit for Level 1 Apprenticeship technical training and may also be granted practical credit from the Industry Training Authority.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects</li> </ul>	\$2,100	32	Level 1



Program	Start Date	Campus	Description	Approx *Cost to Student	Credits	Level Completed
			<ul style="list-style-type: none"> <li>Recommended courses for entrance: Auto Tech 11/12</li> </ul>			
<b>Refrigeration and Air Conditioning Mechanic</b>		OC Penticton	<p>Refrigeration and Air Conditioning Mechanics install, maintain, repair and overhaul residential central air conditioning systems, commercial and industrial refrigeration and air conditioning systems, and combined heating, ventilation and cooling systems.</p> <ul style="list-style-type: none"> <li>Required courses for entrance: core graduation subjects</li> <li>Recommended courses for entrance: Metal 11/12, Electronics/Physics 11</li> </ul>	\$2,400	28	Level 1
<b>Sheet Metal</b>		OC KLO Rd	<p>The program exposes students to aspects of residential, commercial and industrial systems in this trade with a focus on developing practical skills. The curriculum follows the Industry Training Authority guidelines for the first-year in-class components of the Sheet Metal Worker Apprenticeship.</p> <ul style="list-style-type: none"> <li>Recommended courses for entrance: Metal 11/12, Drafting 11/12</li> </ul>	\$1,100	24	Level 1
<b>Trades Sampler</b>	Sept (Girls Only)  Feb: General Intake	Quigley Rd	<p>School District #23 and Okanagan College are partnering together to deliver a trades exploration program to assist students in their career exploration while learning trades and technology skills. Students will have the opportunity to sample various trade programs (Carpentry, Electrical, Plumbing, and Sheet Metal) that are currently in demand in BC through hands-on learning opportunities. In addition, students will also complete the outcomes for their math 10 or 11 (A&amp;W Math) and CLE 10 graduation requirement.</p>	\$200	20	
<b>Utility Arborist (Forestry)</b>	Feb	RSS	<p>A comprehensive forestry based program that allows students to gain hands on field work and theoretical skills in the forestry industry. Students will also receive training that enables them to qualify for their Level 1 – "Utility Arborist" Certificate. This is a certified apprenticeship program that will allow students to directly enter the Utility Arborist employment field. A Utility Arborist prunes or clears vegetation in proximity to energized electrical equipment, structures and conductors or who in the course of utility line clearing operations, prunes, falls, or removes trees which could come into contact with energized power lines. Student must attend RSS for grade 11, semester 2 and grade 12 semester 1.</p> <ul style="list-style-type: none"> <li>Required courses for entrance: core graduation subjects</li> <li>Recommended courses for entrance: none</li> </ul>	\$750	40	Level 1 Utility Arborist
<b>Welding</b>		OC KLO Rd	<p>This program prepares the student for employment as a welder in industry. Students will be provided with a thorough knowledge of various metals; a variety of welding processes used in the repair and construction of metal products; a knowledge of blueprint reading, welding symbols and basic sketching; layout and assembly work; oxy-acetylene fusion welding of ferrous and nonferrous metals in all positions, braze welding of ferrous and nonferrous metals, and machine and manual cutting; shielded metal arc welding (SMAW) of plate in all positions, carbon arc cutting and gouging; basic metallurgy - properties of metals, metal identification, heat treatment and the effect</p>	\$2,200	32	Level 1 and 2

Program	Start Date	Campus	Description	Approx *Cost to Student	Credits	Level Completed
			<p>of heat on metals; gas metal arc welding (GMAW); flux core arc welding (FCAW); and the operation of wire feed equipment.</p> <ul style="list-style-type: none"> <li>• Required courses for entrance: core graduation subjects</li> <li>• Recommended courses for entrance: Metal Work 11/12, Drafting 11/12</li> </ul>			

*\*Note: Program start dates and approximate cost to students are subject to change. Please check with institution calendars to verify intake dates and tuition.*

**CENTRAL OKANAGAN PUBLIC SCHOOL CONTACTS FOR DUAL CREDIT PROGRAMS:**

Contact your school Career Center for more information and application packages.