

# PROGRAM DESCRIPTIONS



**New program developments can be found on our website at [cotr.ca/programs](https://cotr.ca/programs)**

## Aboriginal Education Support Worker

This face-to-face or online, 19-course diploma program can prepare you with the knowledge and skills you need to support Aboriginal students, their families, and the school communities in a culturally appropriate and respectful manner. Two supervised practicums help you get the experience required to be successful.

## Accounting

Accounting is the backbone of business operations, dealing with budgets, profit and loss, and financial planning. Prepare for your career by completing either a one-year certificate or a two-year diploma. Completion of the diploma prepares you to enter directly into Year Three of the Bachelor of Business Administration in Sustainable Business Practices degree program or to transfer to a number of other certifications.

### DON'T HAVE THE PREREQUISITES YOU NEED TO ENTER A PROGRAM?

Start with Adult Upgrading and prepare for your chosen program in a supportive, flexible environment.

## Administrative Assistant Specialty

Advances in technology have changed the role of the Administrative Assistant to one which is more complex. Make sure you're prepared for this changing work environment with the Office Administration Administrative Assistant Specialty. This program concentrates on the specific skills and concepts you need for employment as an executive administrative assistant in fast-paced and complex office environments.

## Adult Upgrading

Do you need to complete your high school education, or are you looking to improve on a high school grade to meet prerequisites for another program? The supportive instructors in this adult-centred program are there to help you every step of the way. Are you new to Canada and struggling with the language? The English Language program assists those whose first language is not English to prepare for further education and develop language skills.

## Adventure Tourism Business Operations

This program, held at our Golden campus, is big on adventure but also focuses on those business skills you need to work in the tourism industry or to start your own tourism business. Opt for the one-year certificate or add on another 10 months to earn the diploma. No matter what option you choose, be ready for some serious fun.

## Associate of Arts

Looking to complete a Bachelor of Arts degree? An Associate Degree is equivalent to the first two years. We recommend working with an Education Advisor to ensure you take the courses you need. Also, with our Dual Admission agreements with University of Lethbridge and the University of Victoria, you can complete two years of University Studies courses at the College before moving on to your guaranteed spot in year three of your degree program.

## Associate of Science

Interested in earning a Bachelor of Science degree? An Associate of Science degree is equivalent to the first two years of your bachelor's degree. We recommend working with an Education Advisor to ensure you take the courses you need. In addition, with our Dual Admission process with University of Lethbridge and the University of Victoria, you can complete two years of University Studies courses at the College before moving on to your guaranteed spot in your chosen degree program.

## Associate of Science - Environmental Studies

Get a kick-start on your Environmental Studies education with an Associate of Science - Environmental Science degree. Equivalent to the first two years of a bachelor's degree, you can save money with lower tuition and cost of living while completing the first half of your degree.

## Automotive Service Technician

Prepare to work in an automotive repair shop, service facility, car dealership, or with large organizations that own fleets of vehicles. Get the theory and practical hands-on experience you need in a realistic shop environment in our 30-week foundation program, or complete the apprenticeship program to obtain your Red Seal certification.

## Bachelor of Business Administration in Sustainable Business Practices

Sustainable businesses have minimal negative impact on the global or local environment, community or economy. These days, more and more businesses are focusing on sustainability. Be prepared for the changing business environment with this four-year degree program - available in class or online entirely at College of the Rockies.

## Bachelor of Education

Complete your entire four-year Bachelor of Education degree in Cranbrook. Offered in partnership with the University of Victoria, graduates of the program receive a UVic Bachelor of Education degree and qualify for a BC teaching certificate. Start with taking the College's Pre-Education certificate which counts as the first year of the degree.

### PROGRAM INQUIRIES CAN BE SENT TO

[recruit@cotr.bc.ca](mailto:recruit@cotr.bc.ca)

## Bachelor of Science in Nursing

A career as a registered nurse offers a wide range of opportunities including travel, professional development, and the satisfaction of working to help people get well or stay healthy. Offered in partnership with the University of Victoria, students can complete all four years at the Cranbrook campus.

## Biology and Medicine Pre-Major

Interested in pursuing an education in biology or medicine? This program follows a recommended pathway for your first two years of study toward your four-year degree in Biology. It also maps the strongly recommended course prerequisites for admission into the UBC School of Medicine and provides two of the first three years of study before applying to medical school. Students who complete all requirements of this pathway will earn a College of the Rockies Associate of Science degree.

## Bookkeeping Specialty

Bookkeepers are vital contributors to the success of a business. Responsible for recording day-to-day financial transactions, it is important for a bookkeeper to have an appreciation for details and enjoy working with numbers. If this sounds like you, you may want to consider the Office Administration Bookkeeping Specialty.

**EDUCATION ADVISING**  
[cotr.ca/edadvising](https://cotr.ca/edadvising)

## Business Management

A career in business can open the door to many specialties, including marketing, accounting, management, and more. Choose from certificates in Business Management or Aboriginal Financial Management or diplomas in Aboriginal Financial Management, Accounting, General Management, or Marketing. You can also move on to the College's Bachelor of Business Administration degree, transfer to other university degree programs, or train to become a Certified Professional Accountant (CPA).

## Carpenter

Put your eye for detail and your problem-solving and physical skills to use in both new home building and remodeling projects. Begin with the 24-week foundation program before moving on to the apprenticeship level to obtain your Red Seal certification.

## Child, Youth and Family Studies

The Child, Youth and Family Studies diploma is designed for students who wish to extend their knowledge and skills beyond certificate designation. Once in the workforce, certificate graduates may find they wish to enhance their knowledge and skills by exploring topics which impact the clients they work with. Others find themselves looking to expand their responsibilities and options within a broader field.

## Criminal and Social Justice

This one-year certificate or two-year diploma prepares students for a range of careers in the field of criminal and social justice, for further education towards a bachelor's degree.

## Dental Assistant

In only 10 months, you can be prepared to write the National Dental Assisting Examining Board exam and be eligible for registration and licensure with the College of Dental Surgeons of BC. Our program has a realistic clinical setting and provides practical experience in dental offices and in the College's spring dental clinic.

## Early Childhood Education

Early childhood educators are responsible for the social, emotional, physical, and educational needs of infants and young children in a variety of care settings. Start by completing the three-semester certificate program and then continue on to either the Infant/Toddler or Special Needs Educator diplomas.

## Early Childhood Education - Infant Toddler

The Infant/Toddler Diploma is awarded upon successful completion of an Early Childhood Education certificate or equivalent, and the required courses in the Infant/Toddler specialty program. If you are currently registered with the BC Community Care Facilities Licensing Branch, you will be eligible for a certificate as an Infant/Toddler Educator (ITE) once you have completed the diploma.

## Early Childhood Education - Special Needs Educator

Children with special needs require caring and nurturing individuals to provide them with support. If this sounds like you, the Special Needs diploma is a great option after you complete your Early Childhood Education certificate.

## Economics and Commerce Pre-Major

This program fulfills the course requirements for transfer into year three of the UVic Commerce program or into most Economics degree programs in BC. Upon successful completion, you will receive a College of the Rockies Associate of Arts degree, a provincially recognized two-year credential that guarantees a full 60 credits of transfer credit within the BC post-secondary system.

## Education and Skills for Employment

The Education and Skills for Employment program is designed to increase the success of people with cognitive disabilities in a variety of areas of employment. Through individual learning plans, courses introduce students to workplace skills, provide the opportunity to demonstrate employment readiness, and open the door for future learning and employment in our communities and beyond.

## Education Assistant

Education Assistants help teachers design, implement, supervise, and assess educational programs, and provide instruction to students. They may also provide behaviour management, personal care, and supervision support in school settings. This certificate program can be completed in three full-time semesters (10 months) or be taken on a part-time basis.

## Electrician

Looking for a high-voltage occupation? A career installing, maintaining, and repairing electrical wiring and systems in construction and industrial settings might be the right fit for you. Start with the 24-week foundation program before moving on to the apprenticeship level to obtain your Red Seal certification.

## Engineering

Engineering is a high-demand occupation with many specialties. Completion of this one-year certificate program puts you on equal footing with University of Victoria students for second-year engineering at UVic. You may also apply for entry into second-year engineering programs at other Canadian post-secondary institutions.

## English Language Program

Are you new to Canada and interested in improving your English language skills? Being able to communicate in English can greatly improve your ability to find employment, interact with English-speaking friends and neighbours, and can help you to prepare for further education.

## Environmental Studies

As part of the University Studies program, the one-year Environmental Studies certificate gives you the opportunity to explore your interests by providing a mixture of environmental-focused courses as well as more varied elective courses to choose from. This certificate can be a stepping stone to a job, a diploma, an associate degree, or a bachelor's degree.

## Financial Services

The field of financial services is forecasted to have significant job openings over the next ten years, including in the Kootenay region. Our new Financial Services diploma can prepare you with the skills and knowledge you need to enter this in-demand field.

## Fine Arts

Explore your creative side through visual, language and performing arts courses. Complete this two-semester certificate program with a B average and transfer directly into year two of the Emily Carr Fine Arts degree program, no portfolio required.

## Fire Services Training

College of the Rockies Fire Services training programs provide flexible options acquire training and certifications to jump start your career in the fire service.

## General Management

Prepare to be an entrepreneur or a business leader with the General Management diploma. Develop a foundation in business knowledge and be introduced to fundamental business principals and skills in the core functional areas of business. Completion of the diploma prepares you to enter directly into Year Three of the Bachelor of Business Administration in Sustainable Business Practices degree program or to transfer to a number of other certifications.

## Hairstylist

Do you love working with people and enjoy fashion? If so, a career as a hairstylist might be the right fit for you! Our 44-week Hairstylist foundation program can help you gain the knowledge and skills needed to work as a hairstylist. Receive technical training in the classroom and practical hands-on training in a fully-functional salon setting and through a three-week practicum.

## Health Care Assistant

A career in the healthcare field, helping people with their complex care needs, can be very rewarding. In only 27 weeks, this program covers the knowledge, skills and attitudes you require to provide personal care to individuals in residential care as well as in community settings. Semester two of the program includes supervised practicum placements for practical experience.

## Heavy Duty Equipment Technician

The mining, construction, transportation, forestry, oil and gas, and farming industries are just some of the areas that require Heavy Mechanical/Heavy Duty Equipment technicians. The 36-week Heavy Mechanical foundation program prepares you for entry-level positions or to move on to apprenticeship training including the College's Heavy Duty Equipment Technician Red Seal apprenticeship program.

## Hospitality Management

Hospitality Management professionals are in high-demand. This two-year diploma program provides practical, hands-on experience and the academic and business courses you need to excel and grow in your career. Located at our Invermere campus, this program takes the hospitality industry's needs into consideration, starting in late September, thereby allowing students to work full-time through the busy summer season. The program is also designed to allow students the flexibility to work part-time while studying.

## Human Service Worker

Are you looking for a career that allows you to help others? This one-year certificate or two-year diploma program prepares you in a wide variety of helping skills so you may provide services to individuals or groups with diverse needs. This program provides extensive field-based experiences in a variety of community and social service agencies.

## Industrial Mechanic (Millwright)

Similar to a heavy equipment technician, Industrial Mechanics work on equipment in the heavy industry sector, focusing on stationary industrial machinery and mechanical equipment. The 24-week foundation program prepares you for entry level employment or to move on to the Red Seal apprenticeship program.

## Kinesiology

Are you intrigued by the science of the body and human movement? Would a career as a physiotherapist, kinesiologist, massage therapist, personal or athletic trainer, coach, teacher, biomechanics specialist, or physician be of interest to you? These are some of the doors open to you with a Kinesiology certificate or diploma.

## Marketing

Marketing is a vital component of any business and is a great option for anyone interested in using both creativity and facts to solve problems. Completion of the diploma prepares you to enter directly into Year 3 of the Bachelor of Business Administration in Sustainable Business Practices degree program or to transfer to a number of other certifications.

## Mountain Adventure Skills Training

Push your personal boundaries in this truly adventurous program held at our Fernie campus. Sixty percent of your learning time will be outdoors experiencing the best of what the BC Rockies have to offer while also learning the skills employers want you to know. With 13 certification courses, you'll be introduced to the knowledge you need to be successful in your dream job.

## Office Administration

This certificate program offers basic to advanced office, business and technological skills. The Office Administration certificate covers skills needed by entry-level office workers, while the Administrative Assistant Specialty certificate and Bookkeeping Specialty certificate include more specialized skills.

## Plumber

Our 24-week foundation program will give you the knowledge and skills you need to work in the plumbing or piping trades and prepares you for entry-level employment for three different trades: Plumber, Steamfitter/Pipefitter, or Sprinkler System Installer. You'll also get credit for Level 1 of the Plumber, Steamfitter/Pipefitter or Sprinkler System Installer apprenticeship program.

## Practical Nursing

Licensed Practical Nurses are in demand in hospitals, nursing homes, extended care facilities, rehabilitation centres, doctors' offices, clinics, and more. Completion of this two-year program prepares you to write the Canadian Practical Nurse Registration exam for licensure as a practical nurse.

## Pre-Education Certificate

Teachers are one of our most valuable resources. They have the ability to plant the seed that grows into a life-long love of learning while shaping the lives of their students. If a career as a teacher interests you, consider starting with the Pre-Education certificate. The one-year Pre-Education certificate gives you the opportunity to get a taste of the academic courses required to pursue a Bachelor of Education or a Bachelor of Arts degree.

## Professional Cook

Take your love of food to the next level. In our 28-week program, you will gain hands-on experience in a fully-equipped and versatile training kitchen, and take part in preparation and service for the formal Class Act Dining Room. Learn the safety, kitchen management, and cooking methods needed to prepare amazing food and to kick-start your culinary career as a Level I Professional Cook.

## Recreation Management

Recreation programs create opportunities for people to be active. Individuals, communities and government organizations are all focussing on ways to lead healthier lifestyles. Learn the skills you need to excel in the recreation and leisure services industry with the Recreation Management program. Prepare for a career in operations, athletic development, facility management, recreation programming, and many other specialty fields. The Recreation Management program is available entirely online or you can take most courses in person at our Cranbrook campus.

## Social Work Pre-Major

Our Social Work Pre-Major provides two years of coursework, primarily in social sciences and humanities, that prepare you for competitive admission to year three in a Social Work degree program at BC and Alberta institutions. This pathway provides the first two full years of study toward a four-year degree with all social work courses taken in the final two years of study.

## Sustainable Business Practices Post-Degree Studies

Have you completed a degree but find your career opportunities would benefit from a better understanding of sustainable practices in the workplace? The post-degree certificate or diploma in Sustainable Business Practices can help you to develop these specialized skills and focus your expertise.

## Timber Framing

Today's timber frame buildings are energy efficient, structurally sound, and stunningly beautiful. Our 13-week foundation program prepares you to create unique and complex structures that represent the peak of craftsmanship.

## Tourism Management

Be prepared for a rewarding career in resorts, hotels, and other tourism operations with either the one-year certificate or two-year diploma in Tourism Management. This program offers a combination of courses in tourism, business management, and related specialty courses, and the opportunity to gain hands-on experience in a work-placement. This program is available fully online or in person at our Cranbrook campus.

## Welder

Prepare for your career in welding with the 28-week foundation program or expand your knowledge and employability with apprenticeship training to obtain your Red Seal certification.

## Wireless Systems Technician

This program provides you with the skills you need to respond to rapidly transforming resource and manufacturing industry needs. The program aims to respond to the need for technicians skilled at installing and supporting wireless sensor and controller networks and other electronics systems. Graduates may find employment in a variety of industry settings, including users of telecommunications and radio frequency systems, manufacturing, and natural resources.

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- Birth Doula Studies
- Cannabis Retail Specialist
- Emergency Medical Responder
- Haul Truck Operator
- Special Event Planner



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