

# **OPTICIANRY**

# **Program Outline**

Major: OPTI Length: 2 Years

**Delivery**: 4 Semesters, plus 2 work terms **Credential**: Ontario College Diploma, Co-op

Effective: 2013-2014
Location: Barrie

Start: Fall (Barrie), Winter (Barrie)

# Description

This program offers a balance of theory and practical experience in the fitting of contact lenses, sub-normal vision aids and the fabrication and dispensing of eyeglasses. The hands-on skills developed in the labs are complemented by the on-the-job training gained through co-op work experience. While the program concentrates on the expertise necessary for the fabrication, repair and dispensing of eye glasses and contact lenses, students also study the anatomy and physiology of the eye and the physical optics which affect eyewear prescriptions. There are opportunities to enhance personal growth and develop a network of employment contacts.

Upon successful completion of the academic and co-operative education semesters, students are eligible to write the provincial registration examinations which allow them, if successful, to practise in the Province of Ontario as a Registered Optician.

# **Career Opportunities**

Opticians are long-standing members of the health care delivery team in a field for which there is a growing universal need. Registered Opticians may dispense eyewear independently or as part of the eye care team. Consequently, many aspire to operate their own businesses. As recognized professionals under the Regulated Health Professions Act, career possibilities exist in large retail optical chains, independent dispensaries and medical clinics in Ontario and across Canada. Graduates obtain full-time positions readily, and often move into managerial roles.

## **Program Learning Outcomes**

The graduate has reliably demonstrated the ability to:

- provide effective optical care that meets the professional standards and requirements for registration as a member of the College of Opticians of Ontario;
- competently perform all aspects of dispensing eyewear, contact lenses and low vision devices;
- educate clients and promote the benefits of ocular health;
- work collaboratively as a part of a multi-disciplinary eye-care team;
- function as a lifelong learner and participate in society as an informed citizen;
- successfully function within an optical retail environment.

# **Practical Experience:**

Co-operative Education is a mandatory component of all Co-op programs at Georgian College; it has been designed as a process by which students integrate their academic education with work experience related to their program of study. This integration affects much more than simply earning a salary, including the adjustment to the work environment and the development of professionalism. It also reinforces skills and theory learned during academic semesters, develops professional contacts, job knowledge and career path, improves human relations and communication skills and promotes personal maturity and financial independence.

Students are requested to register, attend and participate in their scheduled co-operative education classes. These classes are scheduled for all first year students and are expected to be completed in order to proceed successfully to their first co-op work experience. To ensure students are eligible to proceed onto any co-op work experience students should refer to Promotional Status and Eligibility for Co-op as outlined in the College Calendar. Co-op policies and procedures can be located on our website: www.georgianc.on.ca/careers/for-students/

Georgian College follows the Co-operative Education guidelines set out by the Canadian Association for Co-operative Education (CAFCE) and Education at Work Ontario (EWO) by supporting the learning outcomes designed for the program specific graduate profile and curriculum as set out by the Ministry of Training, Colleges and Universities.

# **The Program Progression:**

Fall Intake - Barrie

Semester	1		Semester	2		Work Term	1		Semester	3		Semester	4
Fall 2013		 	Winter 2014			Summer 2014		'	Fall 2014			Winter 2015	

Work Term 2

Summer 2015

Winter Intake - Barrie

Sem 1 | Sem 2 | Sem 3 | Sem 4 | Work Term 1 | Work Term 2

Winter | Summer | Fall | Winter | Summer | Fall 2014 | 2014 | 2015 | 2015 | 2015

#### **Articulation:**

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program co-ordinator for specific details if you are interested in pursuing such an option. Additional information can be found on our website at

http://www.georgianc.on.ca/academics/articulations/

# **Admission Requirements:**

You must meet ONE of the following requirements to be eligible for admission to these programs:

### Secondary school applicants:

- OSS Curriculum: OSSD or equivalent with Grade 12 English (C) or (U) (ENG4C, ENG4U); plus any Grade 12 College Mathematics (MAP4C, MCT4C) or any Grade 12 University Mathematics; plus any one of Grade 11 College Biology or 11 or 12 University Biology (SBI3C, SBI4U, SBI3U) OR Grade 11 University or Grade 12 College or University Chemistry (SCH3U, SCH4C, SCH4U), OR Grade 11 or 12 University or 12 College Physics (SPH4C, SPH3U, SPH4U)

Non-Secondary school applicants (19 years or older):

- Any credit Communication course and most credit mathematics, and biology or chemistry or physics courses taken at Georgian College
- College preparatory programs including those taken at Georgian College: Pre-health Sciences\*
- Equivalent courses in English and mathematics, and biology or chemistry or physics taken through secondary school or Independent Learning Centres (at the general, advanced, college or university level)
- Academic and Career Entrance Certificate (ACE) program with communications and mathematics, and biology or chemistry or physics
- Mature student testing in English and mathematics, and testing/challenge exam in biology or chemistry or physics that meets the minimum standards for admission (available through most testing services)\*

- Ontario High School Equivalency Certificate (GED) plus biology or chemistry or physics
- English, Literature or Communication and mathematics credit courses and most biology or chemistry or physics credit courses from accredited colleges/universities
- If home schooled, applicants can write the mature student testing in English and mathematics, and testing/challenge exam in biology or chemistry or physics that meets the minimum standards for admission (available through testing services)\*
- \* available from Georgian College. For a complete listing please contact the Office of the Registrar.

Non-secondary school applicants who are 19 years of age or over by the first day of classes, and who lack the academic entrance qualifications, may be considered for entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Mature applicants must meet all program specific prerequisites including all selection criteria; equivalencies are stated above. Applicants who are unsure whether they meet admission requirements should contact the Office of the Registrar. In addition, those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver's licence. Refer to Section 2.5 and 2.6 of the Academic Calendar for further details.

# Credit transfer and course exemptions:

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may be eligible for credit transfer/course exemptions. Courses/experience must match at least 80% of the learning outcomes of a Georgian College course with a minimum grade of 60% or C achieved in previous coursework; some program exceptions apply (see program outline). For further information please visit the Credit Transfer Centre website: georgiancollege.ca/admissions/credit-transfer/

# **Selection Process:**

Selection is based on admission requirements and academic grades.

### **Additional Information:**

The College of Opticians, the registering body, requires one year of practical experience. This one year is interpreted as 1000 hours of dispensing experience, during which time 250 spectacles are dispensed, 100 of which would be bifocal or multifocal. Registration in Ontario requires the completion of 20 contact lens fittings, comprised of 15 soft and 5 rigid contact lenses.

Note: Winter Intake students may be able to complete their first work term while in class, allowing them to complete their program and write the Comprehensive Exams at the same time as the Fall intake; contact Program Co-ordinator for further details

# **Graduation Requirements:**

- 17 Mandatory Courses
- 2 Communications Courses
- 1 Optional Course
- 4 General Education Courses
- 2 Co-op Work Terms
- 10 Comprehensive Exams

## **Graduation Eligibility:**

To graduate from this program, the passing weighted average for promotion through each semester, from year to year and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester.

# **Mandatory Courses**

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OPTI1000	Ocular Science 1
OPTI1001	Eyeglass: Fabrication Lab 1
OPTI1002	Contact Lens Dispensing 1
OPTI1003	Eyeglass Dispensing 1
OPTI1004	<b>Dispensing Customer Service</b>
OPTI1005	Ocular Science 2
OPTI1006	Eyeglass: Fabrication Lab 2
OPTI1007	Contact Lens Dispensing 2
OPTI1008	Eyeglass Dispensing 2
OPTI2000	Ocular Science 3
OPTI2001	Eyeglass: Fabrication Lab 3
OPTI2002	Contact Lens Dispensing 3
OPTI2003	Eyeglass Dispensing 3
OPTI2004	<b>Advanced Ophthalmic Optics</b>
OPTI2005	Eyeglass: Fabrication Lab 4
OPTI2006	Contact Lens Dispensing 4
OPTI2007	Eyeglass Dispensing 4

#### **Communications Courses**

To be selected at time of registration from the College list, as determined by testing.

**Optional Course** 

BUSI2000 Entrepreneurship and Small Business

MKTG1003 Personal Selling

MKTG1004 Marketing Foundations

General Education Courses
To be selected from College list

### Co-op Work Terms

COOP1015 Opticianry Work Term 1 COOP2013 Opticianry Work Term 2

### Comprehensive Exams

OPTX0001	Comprehensive Pathology Slide Unit
OPTX0002	Comprehensive Unit Outline Written A Examination Unit
OPTX0003	Comprehensive Unit Outline Written B Examination Unit
OPTX0004	Comprehensive Unit Outline Fabrication of Spectacles Unit
OPTX0005	Comprehensive Unit Lensometer and Gauge Unit
OPTX0006	Comprehensive Unit Contact Lens Unit
OPTX0007	Comprehensive Unit Outline RX Interpretation Unit
OPTX0008	Comprehensive Unit Spectacle Lens Identification Unit
OPTX0009	Comprehensive Outline Radiuscope and Adjustment Unit
OPTX0010	Comprehensive Unit Contact Lens Identification Unit

# **Course Descriptions:**

BUSI2000 Entrepreneurship and Small Business 42.0 Hours

This course deals with establishing and operating a small business. Emphasis is placed on using business techniques, acquired in previous courses, to assist in developing a comprehensive understanding of the skills and abilities needed to succeed.

#### COOP1015 Opticianry Work Term 1 560.0 Hours

Co-operative Education is a mandatory component of all Co-op programs at Georgian College. Upon successful completion of all Semester 1, Semester 2 subjects, students must attend and participate in their scheduled semester co-op classes in order to proceed successfully to their first co-op work experience. The student will work under the direct supervision of a registered Optician.

### COOP2013 Opticianry Work Term 2 560.0 Hours

Students are required to attend a scheduled debriefing session. Session will be scheduled in the first month (September) for all Work Term 1 returning co-op students entering Semester 3. The session is intended to allow the student to validate and

submit supporting documentation for work term 1 credit. This must be achieved before proceeding to co-op work experience 2. The work experience allows students the opportunity to complete all the required fits, hours and the appropriate log book. P- COOP1015 Opticianry Work Term 1

# MKTG1003 Personal Selling 42.0 Hours

This course covers the basic concepts and practices of relationship selling. The focus is on a "how to" approach, which stresses learning by doing through examples, exercises and video taped role-playing of selling situations. The skills developed in this course are applicable in all aspects of life - course work, job search, career sales, idea presentaiton.

# MKTG1004 Marketing Foundations 42.0 Hours

This is an introductory course with its primary focus on marketing products and services to the ultimate consumer. Emphasis is placed on the basic marketing premise that customer needs must be satisfied in order to achieve company objectives. The student gains insight into the complex and interdependent variables involved in developing successful marketing strategies. The strategic marketing planning process is introduced, along with the specific concepts and principles involved in the four key components of the marketing plan - Product, Price, Distribution, and Promotion Strategies.

### OPTI1000 Ocular Science 1 42.0 Hours

This course provides a review of general anatomy followed by an introduction to the anatomy and physiology of the eye by surveying location, description and function of essential structures. Then, an overview of errors and defects that present themselves in practice is studied along with the fundamentals of microbiology and the disease process.

# OPTI1001 Eyeglass: Fabrication Lab 1 56.0 Hours

This course is designed to instruct the student in the purpose and operation of the equipment used in the measurement and fabrication of spectacles. Extensive practice will be provided to ensure proficiency in this important aspect of ophthalmic dispensing. Subjects covered include the surfacing, cutting, shaping and hand-edging of plastic lenses, insertion of plastic lenses to plastic frames, general frame alignment and decentering of spherical lenses to frames, basic layout and neutralization using spherical lenses.

# OPTI1002 Contact Lens Dispensing 1 84.0 Hours

Contact lens fitting is founded on an understanding of optics, lens design, lens handling, patient assessment and instrumentation. This introductory course is structured to provide a balance of theory and practical lab experience. Theory components include the basic principles of light as well as contact lens development, applications, terminology, design and chemistry. In the lab, students will practice techniques of instrumentation, lens handling, patient interaction and record keeping.

### OPTI1003 Eyeglass Dispensing 1 84.0 Hours

This course provides students with an introduction to the various theoretical and practical aspects of dispensing eyewear, including preliminary information about frames, lenses, add-ons and measurements. The course includes essential information on legal aspects of dispensing and basic prescription interpretation.

### OPTI1004 Dispensing Customer Service 42.0 Hours

This course focuses on key components of interactions and relationships between optical service providers and their clients and among health care team members. Effective communication and interpersonal skills will be examined and developed. Sales techniques and the importance of service quality standards will also be emphasized.

### OPTI1005 Ocular Science 2 42.0 Hours

Students begin a detailed study of significant structures of the eye and associated pathologies. The fitting of contact lenses and their interaction with the eye is explored.

## OPTI1006 Eyeglass: Fabrication Lab 2 56.0 Hours

This course will give the student practical experience in the use of lensometer in the measurement, checking and duplication of single-vision lenses (glass and plastic). The layout and fabrication of single vision spherical and toric lenses to the required specifications of a doctor's prescription is undertaken. Procedures include final checking of the completed prescriptions to the required standard of tolerances and lens mounting into metal frames and plastic frames.

P- OPTI1003 Eyeglass Dispensing 1

### OPTI1007 Contact Lens Dispensing 2 84.0 Hours

This course expands the scope of contact lens dispensing to include the techniques of lens selection, care systems, application and removal of soft and rigid contact lenses. More experience on instruments for patient assessment is provided. Students are introduced to different lens designs used for the correction of refractive errors. An emphasis will be placed on developing critical thinking and problem-solving skills based on prescription interpretation.

P- OPTI1002 Contact Lens Dispensing 1

### OPTI1008 Eyeglass Dispensing 2 84.0 Hours

This course provides students with more detailed development of their theoretical knowledge and practical skills of dispensing eyeglasses, including clinical judgment regarding dispensing, design and ordering of eyeglasses, and interpretation of tolerances for finished eyeglasses. The course also covers aspects of customer service, presbyopic corrections and problem solving.

P- OPTI1003 Eyeglass Dispensing 1

OPTI2000 Ocular Science 3 42.0 Hours

In this course the study of ocular structures and the physiological processes related to vision is continued. Emphasis is placed on the student's ability to recognize the normal function, distinguish disorders and formulate an appropriate course of action.

P- OPTI1005 Ocular Science 2 or P- OPH6194 Ocular Science 2 or P- OPH6277 Ocular Physiology & Pathology

## OPTI2001 Eyeglass: Fabrication Lab 3 56.0 Hours

Lab assignments provide opportunities to develop proficiency in the vital skills of spectacle fabrication. Students practice single vision spectacle neutralization and layout according to industry standards as well as auto edging to plastic frames. Auto edging of single vision and multifocal glass and plastic lenses to metal frames as well as surface generating, fining and polishing is practiced. Mounting of prismatic lenses is introduced. P- OPTI1006 Eyeglass: Fabrication Lab 2

### OPTI2002 Contact Lens Dispensing 3 84.0 Hours

Students are introduced to the complexities of contact lens fitting combined with the optical principles involved in final prescription determination. All aspects of the contact lens fitting routine and lens modifications are addressed for students to work confidently in a safe and efficient manner.

P- OPTI1007 Contact Lens Dispensing 2

### OPTI2003 Eveglass Dispensing 3 84.0 Hours

This course provides students with specific information about the wide range of ophthalmic products and develops advanced dispensing skills needed for complex fittings. Emphasis is placed on development of critical thinking skills and superior customer service.

P- OPTI1008 Eyeglass Dispensing 2

### OPTI2004 Advanced Ophthalmic Optics 42.0 Hours

Students will refine their ability to provide solutions for various visual problems through the use of their knowledge of optics, geometric physics and optical calculations applied to optical appliances.

#### OPTI2005 Eyeglass: Fabrication Lab 4 56.0 Hours

This course refines the student's skills in fabrication of multifocal spectacles and the mounting of lenses into conventional and semi-rimless frames. Students will demonstrate their proficiency at fabrication under time-limited testing conditions as well as their speed and accuracy in spectacle neutralization.

P- OPTI2003 Eyeglass Dispensing 3

### OPTI2006 Contact Lens Dispensing 4 84.0 Hours

This course presents more advanced levels of contact lens fitting and product knowledge which is reinforced in detail in the theoretical component of this course. Emphasis is placed on critical thinking and assessment skills required for decision

making and problem solving that benefit patients requiring a contact lens of complex design.

P- OPTI2001 Eyeglass: Fabrication Lab 3

OPTI2007 Eyeglass Dispensing 4 84.0 Hours

This course provides the student with in-depth information and skill development for dispensing low vision, task-specific lenses and basic refraction. Emphasis in placed on refinement of dispensing skills.

P- OPTI2003 Eyeglass Dispensing 3

# OPTX0001 Comprehensive Pathology Slide Unit 1.0 Hours

The optician may view an eye that requires the attention of an ophthalmologist or an optometrist. Therefore throughout the two year program students have been given theory, slides and a pathology clinic to help them recognize deviations from the normal eye. This examination will determine if the student can recognize the abnormality depicted and therefore be deemed responsible and safe to practice opticianry. PREREQUISITES:Successful completion of semesters 1, 2, 3, 4, 5, 6 of the Ophthalmic Dispenser Program. Successful completion of practica requirements, which include:1000 hours, 125 spectacle fits; 10 multi-focal, 10 progressive, 10 Rx greater than + 6.00D15 soft lens fits, 5 rigid fits COREQUISITES:All units of Comprehensive Exam week

OPTX0002 Comprehensive Unit Outline Written A Examination Unit 2.0 Hours The student optician has a body of scientific knowledge that has been integrated throughout the two year program. This examination will determine if the student has the necessary skills to be successful in his/her professional and personal life including numeracy, literacy and analytical skills.PREREQUISITES:Successful completion of semesters 1, 2, 3, 4, 5, 6 of the Ophthalmic Dispenser Program.Successful completion of practica requirements, which include: 1000 hours 125 spectacle fits; 10 multi-focal, 10 progressive, 10 Rx greater than + 6.00D 15 soft lens fits, 5 rigid fits. COREQUISITES:ALL units of Comprehensive Exam week.

OPTX0003 Comprehensive Unit Outline Written B Examination Unit 3.0 Hours During the two years in the program the student has developed the ability to collect data, perform assessments/analysis and problem solve in a variety of practical and mathematical situations. This examination will determine if the student understands the decision making process and is capable of assuming responsibility and leadership roles. PREREQUISITES: Successful completion of semesters 1, 2, 3, 4, 5, 6 of the Ophthalmic Dispenser Program. Successful completion of practica requirements, which include: 1000 hours, 125 spectacle fits; 10 multi-focal, 10 progressive, 10 Rx greater than + 6.00D 15 soft fits, 5 rigid fits CO-REQUISITES: All units of Comprehensive Exam week.

OPTX0004 Comprehensive Unit Outline Fabrication of Spectacles Unit 1.0 Hours During the two years in the program the student has been able to develop skills in the areas of lensometer, layout of a variety of lens designs, fabrication and the final

checking of the completed appliance to the required standards of tolerances. This examination is to demonstrate the students proficiency at fabrication under time limited testing conditions to the present day standard of tolerances PREREQUISITES: Successful completion of semesters 1, 2, 3, 4, 5, 6 of the Ophthalmic Dispenser Program. Successful completion of practica requirements, which include: 1000 hours 125 spectacle fits; 10 multi-focal, 10 progressive, 10 Rx greater than + 6.00D 15 soft lens fits, 5 rigid fits COREQUISITES: All units of Comprehensive Exam week.

OPTX0005 Comprehensive Unit Lensometer and Gauge Unit 1.0 Hours Lensometer work has comprised a large portion of the required lab projects in both Measurement and fabrication of Spectacles and Dispensing Lab and clinic over the past two year. This examination is to demonstrate refinement skills, proficiency consistency and accuracy of neutralizing of ophthalmic lenses under time testing conditions to the present days standard of tolerances. PREREQUISITES: Successful completion of semesters 1, 2, 3, 4, 5, 6 of the Ophthalmic Dispenser Program Successful completion of practica requirements, which include: 1000 hours 125 spectacle fits; 10 multi-focal, 10 progressive, 10 Rx greater than + 6.00D 15 soft lens fits, 5 rigid fits COREQUISITES: All units of Comprehensive Exam week.

OPTX0006 Comprehensive Unit Contact Lens Unit 1.0 Hours
Throughout the two years in the program emphasis has been placed on developing critical thinking and assessment skills effective in decision making and problem solving in the contact lens related areas. This test is to demonstrate all practical, instrumentation and knowledge gained by the student to practice contact lens fitting with confidence and safety. PREREQUISITES:For successful completion of semesters 1, 2, 3, 4, 5, 6 of the Ophthalmic Dispenser Program Successful completion of practica requirements, which include: 1000 hours 125 spectacle fits; 10 multi-focal, 10 progressive,10 Rx greater than + 6.00D 15 soft lens fits, 5 rigid fits COREQUISITES: All units of Comprehensive Exam week.

OPTX0007 Comprehensive Unit Outline RX Interpretation Unit .5 Hours Throughout the two years in the program the students work in a dispensing lab setting (including Visuals Salon). These settings simulate the day to day activities of the optician. This includes frame selection, anatomical measurements and prescription analysis. This practical examination tests the students ability to role play and pay careful attention to detail while performing prescription analysis and practicing safe workmanship. REQUISITES: Successful completion of semesters 1, 2, 3, 4, 5, 6 of the Ophthalmic Dispenser Program. Successful completion of practica requirements, which include:1000 hours, 125 spectacle fits; 10 multi-focal,10 progressive, 10 Rx greater than + 6.00D 15 soft lens fits, 5 rigid fits COREQUISITES: All units of Comprehensive Exam week.

OPTX0008 Comprehensive Unit Spectacle Lens Identification Unit .5 Hours

Throughout the two years of the program attention has been aimed at a variety of different prescription lenses. For example multifocals of different types, prismatic corrections and in depth analysis of lenses required for vocational and avocational needs. This examination will determine if the student is able to recognize a variety of specialty lenses to reinforce the product knowledge that is necessary to remain current in the ophthalmic profession. PREREQUISITES: Successful completion of semesters 1, 2, 3, 4, 5, 6 of the Ophthalmic Dispenser Program. Successful completion of practica requirements, which include: 1000 hours 125 spectacle fits; 10 multi-focal, 10 progressive, 10 Rx greater than + 6.00D 15 soft fits, 5 rigid fits CO-REQUISITES: All units of Comprehensive Exam week.

OPTX0009 Comprehensive Outline Radiuscope and Adjustment Unit .5 Hours
Throughout the two years of the program the students have demonstrated the use of
instruments commonly found in contact lens practice. The areas of study include
measurement of the radius of curvature of a rigid contact lens and the necessary
modification to a rigid lens in order to cause the lens to fit properly. All the while
maintaining good corneal integrity and visual acuity. This practical examination is aimed
at verifying the students capabilities in modification and lens verification.

PREREQUISITES: Successful completion of semesters 1, 2, 3, 4, 5, 6 of the Ophthalmic
Dispenser Program. Successful completion of practica requirements, which include:
1000 hours 125 spectacle fits; 10 multi-focal, 10 progressive, 10 Rx greater than + 6.00D
15 soft lens fits, 5 rigid fits

CO-REQUISITES: All units of Comprehensive Exam
week.

OPTX0010 Comprehensive Unit Contact Lens Identification Unit .5 Hours Throughout the two years in the program attention has been aimed at contact lens styles, characteristics and their impact on assessment lens selection, fluorescein patterns and staining. This examination will determine if the student is able to recognize a variety of specialty lenses to reinforce product knowledge to help the student select the correct lens for the patients vocational/avocational needs.PREREQUISITES: Successful completion of semester 1, 2, 3, 4, 5, 6 of the Ophthalmic Dispenser Program. Successful completion of practica requirements, which include 1000 hours, 125 spectacle fits; 10 multi-focal, 10 progressive, 10 Rx greater than + 6.00D 15 soft lens fits, 5 rigid fits CO-REQUISITES: All units of Comprehensive Exam week.

### **Course Description Legend**

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market

needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.