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**Okanagan College Education Council Agenda  
Meeting of Thursday, February 03,**

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‡ , Q F U H D V H G D F F H V V W R U H O D W H G S R V W



5.3 c 0 R W L R Q 3 7 K D W (Approved by the C & R) GDE 120 Your Digital Toolkit ±  
Adobe Create Suite Applications I as recommended by the CPRC - BUS ´

**Proposal Rationale**

Your Digital Toolkit - Adobe Creative Suite Applications 1 - is a module of the Graphic Design Fundamentals micro-credential. This is a new course that will be developed and delivered as part of a project funded by the Ministry of Advanced Education and Skills Training. In the Okanagan, there are many companies have employees that are doing more than one role in the marketing or administrative role. This micro-Credential will help broaden skillsets and enhance the employability and promote career progression for people in these roles.

5.3 d 0 R W L R Q 3 7 K D W (Approved by the C & R) GDE 130 Your Digital Toolkit ±  
Adobe Create Suite Applications II as recommended by the CPRC - BUS ´





5.3 o 0 R W L R Q 3 7 K D W (iCap) From the Program Revision: OADM 152 Accounting Software I as recommended by the CPRC - BUS ´

### **Proposal Rationale**

Students require more time to fully comprehend all of the nuances of Sage 50 Accounting software; therefore, we are adding 15 hours to the course.

5.3 p 0 R W L R Q 3 7 K D W (iCap) From the Program Revision: OADM 155 Accounting Software II as recommended by the CPRC - BUS ´

### **Proposal Rationale**

Students require more time to fully comprehend all of the nuances of QuickBooks Online (QBO) Accounting software; therefore, we are adding 15 hours to the course.

5.3 q 0 R W L R Q 3 7 K D W (iCap) From the Program Revision: OADM 167 Computer Essentials as recommended by the CPRC - BUS ´

### **Proposal Rationale**

Students entering our program are more computer savvy that in the past so we condensed the courses to make room for content elsewhere in the program as well as adhering to the vocational assignable hours for program content.

5.3 r 0 R W L R Q 3 7 K D W (iCap) From the Program Revision: OADM 168 Database as recommended by the CPRC - BUS ´

### **Proposal Rationale**

Students taking this in a block schedule do Excel before so are very familiar with tables, rows, fields, etc. so don't require the 45 hours assigned. We feel that students who take it online on their own schedule require OADM 169A Spreadsheets I knowledge to ensure Database can be done in the condensed hours we are proposing from 45 to 30 hours. We are condensing this course to make room for content elsewhere in the program as well as adhering to the vocational assignable hours for program content.

5.3 s 0 R W L R Q 3 7 K D W (iCap) From the Program Revision: OADM 171 Desktop Publishing as recommended by the CPRC - BUS ´

### **Proposal Rationale**

Students require less time due to the prior completion of other Microsoft Office suite products so are well versed in the program.

5.3 t 0 R W L R Q 3 7 K D W (iCap) From the Program Revision: ACBOOK Accounting/Bookkeeping Certificate as recommended by the CPRC - BUS ´

### **Proposal Rationale**

We had added hours to both Computerized Accounting courses so need to add hours to the program.



5.3 u 0 R W L R Q 3 7 K D W ( G X F D W L R Q & R X Q F L O P R Y H V L Q F D P H U D )  
Decision: ADAC Administrative Assistant Certificate as recommended by the CPRC - BUS

**Proposal Rationale**

We are adding a course and revising others to bring the program up to date with content as well as assignable hours.

**Appendix 7**

**In camera session**

0 R W L R Q 3 7 K D W ( G X F D W L R Q & R X Q F L O P R Y H V L Q F D P H U D )

**Appendix 7.1**

0 R W L R Q 3 7 K D W ( G X F D W L R Q & R X Q F L O P R Y H V L Q F D P H U D )  
Decision: ADAC Administrative Assistant Certificate as recommended by the CPRC - BUS  
FRPPLWWHH PHHWLQJ DV SUHVHQWHG