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Trade and Apprenticeship Programs

Aircraft Engineer (AME) M-license
Program revision

- **Program name –** new name **– Aircraft Maintenance Technician**
- **Program description**
- **Admission requirements**
- **Program outline**

Rationale:
This change is the result of the partnership with Northern Lights College. They are the diploma granting institution and have initiated these changes.
Program description:
This a 4 semester 2 year diploma program (76 weeks) offered in partnership with Northern Lights College (NLC) in Dawson Creek, B.C. The first 3 semesters (55 weeks) of training take place at Okanagan College Aerospace Campus in Vernon BC. The final semester (18 weeks) takes place at Northern Lights College in Dawson Creek. The diploma is conferred by Northern Lights College. All curriculum and entrance requirements at Okanagan College align with the AMT program at Northern Lights College.
The program is designed to take a student with little or no previous experience in the aircraft maintenance trade and supply him/her with the necessary skills to seek employment in that industry as an apprentice Aircraft Maintenance Engineer. The curriculum follows Transport Canada's guidelines and upon successful completion of the program, Transport Canada will grant graduates 18 months of experience credits toward the 48-month experience requirement for an Aircraft Maintenance Engineer license. Graduates also receive a diploma for Aircraft Maintenance Technician from Northern Lights College.
Apprenticeship technical training credit for Levels One through Four will be granted upon successful completion of this program. Apprenticeship practical training credit may also be granted by the employer as a result of prior practical experience.
Training provided 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), airframe structures and systems, hydraulics, electrical and avionics systems.

Canadian Armed Forces Accreditation Certification Equivalency is approved, fast track your career in the Armed Forces with this program

Admission requirements:

Existing	Proposed
The following admission requirements align with the AME admission requirements established by Northern Lights College. B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes. English 11 with minimum 67% or alternatives or English 12 with minimum 60% or alternatives or an ABLE reading comprehension score of at least 83%. Math requirement: A minimum of 60% in: Pre-calculus Grade 11 Or a minimum of 67% in any of: Principles of Mathematics 11 Applications of Mathematics 11 Foundations of Mathematics Grade 11 Apprenticeship and Workplace Mathematics Grade 11 Adult Basic Education MATH 011 Adult Basic Education MATH 084 and MATH 085 Adult Basic Education IALG 011 Or a minimum of 63% on the ABLE mathematics test. Test scores are only good for two (2) years. Applicants who have not satisfied the Math requirement within the last seven (7) years must write the ABLE Mathematics test and must receive a minimum of 63%.	The following admission requirements align with the AME admission requirements established by Northern Lights College. Provide British Columbia secondary school transcripts or equivalent (Alberta/NWT equivalent course numbers in brackets) indicating successful completion of: English 11 or equivalent (one of): • BC Communications 11, English 11, Composition 11, Creative Writing 11, Literary Studies 11, New Media 11, or Spoken Languages 11 with a C or better; • BC Communications 12, English 12 with a C or better; • Alberta English Language Arts ELA 20-2, or ELA 20-1 with a C or better; • Alberta English Language Arts ELA 30-2, or ELA 30-1 with a C or better; • NLC ENGL-040 with a C (60%) or better • NLC ENGL-050 with a C or better • NLC EASL-050 • IELTS score of 6.0 overall with no band less than 5.5 Math 11 or equivalent (one of): • BC Applications of Mathematics 11, Apprenticeship and Workplace Math 11, Workplace Mathematics 11, Foundations of Mathematics 11, Principles of Mathematics 11, or Pre-Calculus Mathematics 11 with a C or better; • Alberta Applied Math 20, Math 20-3, Math 20-2, Pure Math 20, or Math 30-1 with a C or better; • NLC MATH 040 with a C (60%) or better Applicants may also complete the Canadian Adult Achievement Test (CAAT) to demonstrate program readiness. Minimum requirements are: • Reading Comprehension: 12.0 grade equivalent or higher • Number Operations: 11.0 grade equivalent or higher • Problem Solving: 11.0 grade equivalent or higher • Mechanical Reasoning: 51/70 (6th Stanine) or higher. Dual Credit (BC's ACE IT program) • Dual credit students must complete Grade 11 prior to the start of the program. Completion includes Grade 11 English or Grade 11 Communications, Grade 11 Math, and a Grade 11

	core science (preferably physics) equivalent, all with (C) or higher. One Grade 10 level shop class is also recommended. • For International Education Requirements (English as a Second Language) please contact the International Education Department at Northern Lights College (Inted@nlc.bc.ca) for details. Work experience and transcripts of grades from subjects other than those listed above will also be considered for admission support upon review and approval by the Associate Dean AMT

Program outline:

AMT 101 General Introduction
Orientation to Northern Lights College/Okanagan College and their policies. A general introduction to aviation, safety protocols, and procedures.

AMT 102 Aerodynamics Fixed Wing Aircraft
A fundamental understanding of the principles, forces, and physics involved in fixed wing theory of flight.

AMT 103 Materials Aircraft Structures
An overview of the materials used in aviation and their applications pertaining to assembly and replacement.

AMT 104 Aircraft Hardware Approved Parts
Provides an understanding of aviation hardware such as rivets and screws, and nuts and bolts. Also describes their purpose and the numbering systems used.

AMT 105 Aircraft Hydraulic Pneumatic Systems
The principles involved with high and low pressure hydraulic and pneumatic systems.

AMT 106 Aircraft Equipment Introduction
Orientation to the safe operation of support equipment and ground handling of aircraft.

AMT 107 Basic Aircraft Electricity DC
A fundamental understanding of how to test for and work with direct current electricity safely.

AMT 108 Blueprint Design
Provides the ability to read and design blueprints and explain the Air Transport Association numbering system.

AMT 109 Hand Tools
Covers the safe, effective use of aviation hand tools and shop tooling.

AMT 110 Aviation Math
The math required in the field of aviation for the varied calculations a technician will be required to make.

AMT 111 Canadian Aviation Regulations
Will provide an understanding of the regulations and standards pertaining to the aeronautics act as a fundamental regulatory requirement.

AMT 112 Human Factors in Aviation
Focuses on the human factors of how accidents occur in aviation.

AMT 113 Flight Controls Fixed Wing and Rigging
Will provide students with an understanding of aerodynamic principles and how the flight controls of the aircraft affect and manage the flight.

AMT 114 Practical Projects
Will allow students to demonstrate their theoretical knowledge in a practical fashion. Becoming progressively more complex throughout semester 1.

AMT 121 Canadian Aviation Regulations 2
Building on the knowledge acquired in Canadian Aviation Regulations, this course will complete the regulatory awareness required for an Aircraft Maintenance Technician.

AMT 122 Non Destructive Testing Corrosion
Provides the knowledge required to inspect and test various materials without causing damage.

AMT 123 Aircraft Aerodynamics Rotary
The course will provide the principles of rotary wing controlled flight and it differs from fixed wing flight.

AMT 124 Rotary Flight Controls and Rigging

The controls and adjustments that are necessary to make sure that a helicopter flies according to manufacturer's standards.

AMT 125 Aircraft Maintenance Inspections

Provides an understanding of why and how inspections are done on aircraft, the equipment used, and the interval requirements.

AMT 126 Basic Electricity AC

Explains the alternating current electrical principles and provides examples of types of systems and schematics used in aviation.

AMT 127 Turbine Engine Theory

Introduces the jet engine and provides an understanding of operation and the fuel systems that power it. Covers a historical overview from inception to current day.

AMT 128 Turbine Engine Systems

Explores turbine engine theory and the associated systems that allow for successful operation of the turbine engine.

AMT 129 Weight and Balance

Explains why weight and balance affect aircraft and how to safely work when leveling or jacking aircraft.

AMT 130 Electrical Systems

Describes aircraft electrical systems and provides an understanding of how they are integrated into the aircraft.

AMT 131 Aircraft Projection Systems

Provides a complete understanding of protective systems on an aircraft used for environmental conditions such as fire, ice, and rain.

AMT 132 Practical Projects 2

Will allow students to demonstrate their theoretical knowledge in a practical fashion. Becoming progressively more complex throughout semester 2.

AMT 210 Instrumentation and Avionics

Explains flight deck instruments and avionics and how they operate. Differentiating between analog and new computerized displays and how to test their functions and troubleshooting.

AMT 211 Dynamic Systems

Provides an understanding of moving systems and maintenance requirements.

AMT 212 Piston Engines 1

The operation of the piston engine will be covered to provide an understanding of the combustion process to extract power.

AMT 213 Reciprocating Components

The course will expand on the reciprocating components of a piston engine and its operation in an aircraft.

AMT 214 Piston Engines 2

Provides a more in depth understanding of the various flight deck instruments and tools used when maintaining and operating piston engines.

A**MT 215 Propellers**

Explains the function and operation of a propeller and how it transforms power from the engine into usable energy for flight.

AMT 216 Turbine Engine Systems

A further explanation of turbine engine fuel and ignition systems focused on creating an understanding of turbine engine theory and operation, and how the systems are integrated.

AMT 217 Landing Gear

Provides an explanation of various landing gear systems and their uses.

AMT 218 Practical Projects 3

Will allow students to demonstrate their theoretical knowledge in a practical fashion. Becoming progressively more complex throughout semester 3.

Implementation date: September 2019

Cost: N/A

Science, Technology, and Health

Human Service Work Diploma
Program revision:

- **Graduation requirements**
- **Program outline**

Rationale:
This program revision connects to our TIER III review from 2013, which recommended HSW clearly establish its identity. Deleting the 2 courses we are proposing allows us to take tangible steps toward formalizing our established Program identity.

Graduation requirements:

Existing	Proposed
Students must obtain a minimum graduating grade average of 60% in academic courses. Minimum passing grade for all HSW courses is 70%. The practicum is graded as either a pass or fail.	Students must obtain a minimum graduating grade average of 60% in academic courses. Minimum passing grade for all HSW courses is 70%. The practicum is graded as either a pass or fail.

* The graduation requirements in the calendar do not outline the number of credits required to graduate so the description doesn't look like there is a change. The change we are proposing is the reduction of credits from 75 down to 69. In 2013 the Tier III review recommended the program define its identity as either a work-ready diploma or a program focused on transfer to a social work degree. The department believed the work-ready diploma was the best option and as such, are seeking to reduce the grad-required credit requirements to 60 (down from 75).

Program outline:

Existing			Proposed		
Semester I					
Course	**Credits**	**Pre-requisites**	**Course**	**Credits**	**Pre-requisites**
HSW 100	3	Admission to program	HSW 100	3	Admission to program
HSW 107	3	Admission to program	HSW 107	3	Admission to program
HSW 111	3	Admission to program	HSW 111	3	Admission to program
HSW 114	3	Admission to program	HSW 114	3	Admission to program
PSYC 111	3	Admission to program	PSYC 111	3	Admission to program
SOCW 200A	3	Admission to program	SOCW 200A	3	Admission to program
Plus one of ENGL 100; ENGL 150; ENGL 151; ENGL 153	3	Admission to program	Plus one of ENGL 100; ENGL 150; ENGL 151; ENGL 153	3	Admission to program

Semester II					
Course	**Credits**	**Pre-requisites**	**Course**	**Credits**	**Pre-requisites**
HSW 102	3	Admission to program	HSW 102	3	Admission to program
HSW 106	1.5	HSW 111, HSW 114, SOCW 200A or Permission	HSW 106	1.5	HSW 111, HSW 114, SOCW 200A or Permission
HSW 108	3	Admission to program	HSW 108	3	Admission to program
HSW 122	3	HSW 111	HSW 122	3	HSW 111
HSW 124	3	Admission to program	HSW 124	3	Admission to program
PSYC 121	3	Admission to program	PSYC 121	3	Admission to program

Intersession

Course	Credits	Pre-requisites	Course	Credits	Pre-requisites
HSW 130	6	Successful completion of all first year HSW courses: HSW 100; HSW 102; HSW 106; HSW 107; HSW 108; HSW 111; HSW 114; HSW 122.	HSW 130	6	Successful completion of all first year HSW courses: HSW 100; HSW 102; HSW 106; HSW 107; HSW 108; HSW 111; HSW 114; HSW 122.

Semester III					
Course	**Credits**	**Pre-requisites**	**Course**	**Credits**	**Pre-requisites**
HSW 205	3	HSW 130	HSW 205	3	HSW 130
HSW 211	3	Admission to program	HSW 211	3	Admission to program
PSYC 220 or SOCW 355	3	PSYC 111, PSYC 121	PSYCH 220 or SOCW 355	3	PSYC 111, PSYC 121
3 ARTS/ SCIENCE Credits	3	Admission to program	**Omit**		

Semester IV					
Course	**Credits**	**Pre-requisites**	**Course**	**Credits**	**Pre-requisites**
HSW 206	1.5	HSW 130, HSW 205, HSW 210	HSW 206	1.5	HSW 130, HSW 205, HSW 210
HSW 210	3	Admission to program	HSW 210	3	Admission to program
HSW 220	3	HSW 130, HSW 205	HSW 220	3	HSW 130, HSW 205
SW 200B	3	None	SW 200B	3	None
3 ARTS/ SCIENCE Credits	3	Admission to program	**Omit**		

Intersession					
Course	**Credits**	**Pre-requisites**	**Course**	**Credits**	**Pre-requisites**
HSW 230	6	Successful completion of all first and second year HSW courses: HSW 205;HSW HSW 206;HSW 210; HSW 211;HSW 220	HSW 230	6	Successful completion of all first and second year HSW courses: HSW 205;HSW HSW 206;HSW 210; HSW 211;HSW 220

Implementation date: September 2019
Cost: N/A

HKIN 292 – 3 – 4 Applied Methods: Triathlon
New course
Rationale:
Applied Methods course topics are due for renewal. Student surveys demonstrated interest in this unique topic. This topic is relevant to the physical activity culture of the Penticton Campus Community. We are hoping that it will be a popular course for students as an elective within the HKIN program and for other students at the Penticton Campus. It will be offered in the fall semester in rotation with HKIN 291 and HKIN 295.
Calendar description:
Students in this course will study the endurance sport of triathlon. Students will participate in all three elements of the sport: swimming, cycling and running. The knowledge and experiences gained in this

course will develop future leaders of this lifelong sport for recreational athletes in school and community settings.
This course will require students to arrange their own transportation to off-site facilities for swim sessions. All students will lead and participate in physical activity.

Prerequisites:
Ability to swim 500m continuously

Course outline:

COURSE INFORMATION:	
Subject and course number:	HKIN 292
Course title:	Applied Methods: Triathlon
Semester credits:	3
Contact hours per week:	4 hours –1 lecture, 3 lab
Number of weeks per semester:	13
Transferability:	Check www.bctransferguide.ca
Semester:	Fall 2019
Meeting times and location: (see schedule for more	TBD
INSTRUCTOR INFORMATION:	
Name	Colin Wallace
Office:	PC236
Telephone:	
Email:	cwallace@okanagan.bc.ca
DEPARTMENT INFORMATION:	
Portfolio:	Science, Technology , and Health
Department:	Human Kinetics
Program:	Human Kinetics

Calendar Description:

Students in this course will study the endurance sport of triathlon. Students will participate in all three elements of the sport: swimming, cycling and running. The knowledge and experiences gained in this course will develop future leaders of this lifelong sport for recreational athletes in school and community settings.

This course will require students to arrange their own transportation to off-site facilities for swim sessions. All students will lead and participate in physical activity.

Prerequisite: Ability to swim 500 meters continuously.

Required Text & Materials to be purchased by students:

1) TBD

Learning Outcomes:

At the conclusion of this course, successful students will be able to:

1. Demonstrate an understanding of relevant historical and developmental considerations for each discipline.
2. Demonstrate an understanding of technical, tactical, physical, and psycho-motor elements leading to performance success in each discipline.
3. Demonstrate correct performance in selected skills, tactics and strategies for each discipline.
4. Demonstrate the ability to analyze and improve movement technique by applying the following general movement principles: stability; force production; force absorption; generating and controlling linear motion; and, generating and controlling angular motion.
5. Apply observation and analysis methods to detect and correct errors that will improve the overall performance for selected techniques and tactics.
6. Demonstrate professionalism in an instructional setting via the appropriate use of communication and the effective organization of a learning environment.

Means of Assessment:

Students will be awarded a final percent grade consistent with Okanagan College's Standardized Grading System. This grade will be based on the following components:

(1) Professionalism		10%
(2) Personal Movement Competence		15%
a) Swimming Skill Test	5%	
b) Cycling Skill Test	5%	
c) Running Skill Test	5%	
(2) Knowledge Examinations		30%
a) Exam 1	10%	
d) Exam 2	20%	
(3) Training Plan Development Project		15%
(4) Leadership Presentations		30%
a) Swimming Leadership Presentation	10%	
b) Cycling Leadership Presentation	10%	
c) Running Leadership Presentation	10%	

Note (1): Due to the experiential learning component of the course, attendance is required. **Students may miss no more than five (5) classes to receive course credit**. If so, a failure grade (F) will be recorded on your transcript.

Note (2): Examination details will be provided in class prior to each examination. The examination dates are noted on the class schedule. Students are advised not to make travel / holiday plans on exam dates. Attendance on the examination dates is mandatory.

Note (3): Students will be required to develop a training plan for a competitive season. Students will prepare a periodization plan that builds to a goal race for one specific triathlon distance. More details about this project will be provided in class.

Note (4): Students will be provided with the opportunity to develop instructional skills by completing three sport leadership presentations. These presentations will require that student's lead practice activities for a small group of fellow classmates. Specific guidelines will be provided in class and class time for group work will be provided.

General Note: **All evaluation components must be submitted** to receive course credit.

Methods of Instruction:

Students will be expected to learn from presentations, textbook readings, study questions, self-assessments, group discussion, computer-assisted activities, and problem based examples. Moodle will provide an on-line learning platform for students to receive materials and information. Some assessments may take place on-line, students are required to become proficient at navigating the Moodle environment.

Students will also engage in active learning via observation exercises, practical demonstrations, conditioning activities, and student-led presentations. Students are expected to "learn-by-doing" and will engage in vigorous physical activity as part of the laboratory portion of this course. The performance skill assessment conducted as part of this course will evaluate their ability to demonstrate proper techniques for the purpose of teaching others.

Course Content:

1. Historical and Theoretical Factors in Triathlon

    1.1. Origin and historical development.
    1.2. Race categories, events, rules and common terminology.

2. Fundamental Factors for Successful Performance

    2.1. Affective, cognitive, and psychomotor elements in the educational setting
    2.2. Technical, tactical, physical and psychomotor elements in the coaching setting

3. Technical Skill Foundations

    3.1. Describe and demonstrate tactical elements necessary for performance success in each discipline.

        3.1.1. Equipment
        3.1.2. Safety skills

3.1.3. Core positioning
3.1.4. Coordination
3.1.5. Components
3.1.6. Skills specific to triathlon
3.1.7. Drills and instructional tips
3.1.8. Transition strategies and techniques

4. Teaching Techniques in Triathlon

4.1. Describe and demonstrate the technical elements necessary for performance success in triathlon for the following skills:
4.1.1. Learning
4.1.2. Instructional strategies
4.1.3. Feedback

4.2. Planning:
4.2.1. Principles of planning
4.2.1.1. Phases of a season
4.2.1.1.1. General preparation phase
4.2.1.1.2. Specific preparation phase
4.2.1.1.3. Competitive season phase
4.2.2. Developing a training plan
4.2.3. Executing a training plan
4.2.4. Dynamic planning
4.2.5. Periodization
4.2.6. Practice planning
4.2.6.1. Components
4.2.6.2. Warm up
4.2.6.3. Main activity
4.2.6.4. Cool down
4.2.7. Specificity and variability

4.3. Develop appropriate sequencing for skill acquisition by designing developmentally appropriate progressions.

5. Observation and Analysis Methods and Procedures

5.1. Components of observation and analysis
5.2. Types and methods of observation and analysis
5.3. Qualitative and quantitative analysis
5.4. Error detection, prioritizing and correction
5.5. Analysing individual and team performance

6. Instructional Strategies and Professional Development

6.1. Alternative teaching and coaching approaches
6.2. Class management strategies
6.3. Developmentally appropriate technical and tactical progressions and drills
6.4. Principles of effective instruction

Implementation date: September 2019
Cost: N/A

Human Kinetics Diploma Program
Program revision

- **Addition of courses**
- **Program outline**

Rationale:
We are adding one course that will be offered in rotation with HKIN 291 and HKIN 295. We need to add it to the list of applied methods courses that are included in the Physical and Health Education Program Outline.
Addition of courses:
HKIN 292 Applied Methods: Triathlon
Program outline:

As a means of satisfying all the prescribed graduation requirements for a Human Kinetics Diploma, students may choose course selections in one of the 3 streams outlined below.

- The **Health and Fitness Stream** is designed for students who are interested in employment in the health and fitness industry. Students choosing this stream may become eligible to make application for industry credentials as a Personal Trainer with the British Columbia Recreation and Parks Association (BCRPA) and/or the Canadian Society for Exercise Physiology (CSEP).
- The **Health and Physical Education Stream** is designed for students who are interested in university transfer to complete a degree with an emphasis in health and physical education, and, for those who are considering a career in an instructional setting for sport and physical activity, such as a school teacher.
- The **Kinesiology and Health Science Stream** is designed for students who are interested in university transfer to complete a degree with an emphasis in kinesiology and health science, and, for those who are interested in a career as a kinesiologist, physiotherapist, occupational therapist, physician or chiropractor.

Students interested in university transfer may also choose to design their own program of study and select courses to meet their own needs. All students will register for courses individually and should consider consulting with an educational advisor or program faculty if they have any questions. Students will find that not all receiving institutions require the recommended courses as outlined below. Students designing their own program of study are advised that not all Human Kinetics courses will be offered in all semesters.

Health and Fitness Stream
Year One - Fall
ENGL 100 University Writing
BIOL 131 Human Anatomy and Physiology I
HKIN 103 Active Health
HKIN 161 Physical Activity in Canadian Society
3 credits of electives
Year One - Winter
BIOL 133 Human Anatomy and Physiology II
HKIN 230 Motor Learning and Control
HKIN 173 Biodynamics of Strength and Conditioning
HKIN 152 Personal Wellness and Community Health
3 credits of electives
Year Two - Fall
HKIN 231 Sport and Exercise Psychology
HKIN 275 Exercise Physiology
HKIN 273 Fitness Testing and Exercise Prescription
6 credits of electives
Year Two - Winter
HKIN 284 Growth and Motor Development
HKIN 241 Introduction to Athletic Injuries
HKIN 111 Health and Human Nutrition

6 credits of electives
Health and Physical Education Stream
Year One - Fall
ENGL 100 University Writing
BIOL 131 Human Anatomy and Physiology I
HKIN 103 Active Health
HKIN 161 Physical Activity in Canadian Society
3 credits of electives
Year One - Winter
BIOL 133 Human Anatomy and Physiology II
HKIN 230 Motor Learning and Control
One of:
HKIN 121 Biomechanics
or:
HKIN 261 Health, Policy and Canadian Society
6 credits of electives
Year Two - Fall
HKIN 231 Sport and Exercise Psychology
HKIN 275 Exercise Physiology
9 credits of electives
Year Two - Winter
HKIN 284 Growth and Motor Development
One of:
HKIN 121 Biomechanics
or:
HKIN 261 Health, Policy and Canadian Society
9 credits of electives
Students must take at least six (6) credits of Human Kinetics applied methods courses from the following list:
HKIN 291 Applied Methods: Gymnastics and Dance
HKIN 295 Applied Methods: Basketball and Soccer
HKIN 292 Applied Methods: Triathlon
Note: Applied methods courses may be offered in alternating years. Please see Classfinder for details of this year's course offerings.
Kinesiology and Health Science Stream
Year One - Fall
ENGL 100 University Writing
BIOL 131 Human Anatomy and Physiology I
HKIN 103 Active Health
HKIN 161 Physical Activity in Canadian Society
3 credits of electives
Year One - Winter
BIOL 133 Human Anatomy and Physiology II
HKIN 230 Motor Learning and Control
One of:
HKIN 121 Biomechanics
or:
HKIN 261 Health, Policy and Canadian Society
6 credits of electives
Year Two - Fall
HKIN 231 Sport and Exercise Psychology
HKIN 275 Exercise Physiology
9 credits of electives
Year Two - Winter
HKIN 284 Growth and Motor Development
One of:

HKIN 121 Biomechanics or: HKIN 261 Health, Policy and Canadian Society 9 credits of electives Students must take at least twelve (12) credits of transferable courses in at least two (2) of the following four (4) areas: 100-level Biology (not 131 or 133) 100-level Chemistry, 100-level Physics, 100-level Mathematics or Statistics

Implementation date: September 2019
Cost: N/A

PHYS 111 – 3 – 6 **Calculus-Based Physics I**
Course revision:

- **Calendar description**
- **Course content**
- **Contact hours**

Rationale:
These revisions are required for PHYS111 to meet the curriculum and contact hour requirements of the Common First-Year Engineering Curriculum Agreement. Okanagan College intends to sign onto this agreement as a "Sending Institution".
Calendar description:
Existing:
A calculus-based introduction to mechanics for students who intend to pursue careers in the physical sciences (e.g. physics, chemistry, astronomy, mathematics) or engineering. Topics covered include: Newtonian mechanics; translational and rotational kinematics and dynamics, momentum and energy conservation principles; transformations between reference frames; and a brief introduction to special relativity. In any centre where PHYS 112 is not offered, PHYS 111 shall have, in addition to the three lecture hours and the three lab hours, a one-hour seminar.
Proposed:
A calculus-based introduction to Physics for students who intend to pursue careers in the physical sciences (e.g. physics, chemistry, astronomy, mathematics) or engineering. Topics covered include: Newtonian mechanics; translational and rotational kinematics and dynamics; momentum and energy conservation; gravitation; simple harmonic motion; and thermodynamics. Experimental laboratory investigations, with emphasis on data collection, analysis and experimental techniques, reinforce the concepts covered in the lecture part of the course.
Course content:
Special relativity is being removed. Simple harmonic motion and thermodynamics are being added.
Contact hours:

	Existing	**Proposed**
Lecture	3	4
Lab	3	3
Average weekly contact hours	6	7

Implementation date: September 2019
Cost: N/A

PHYS 121 – 3 – 6 **Calculus-Based Physics II**
Course revision:

- **Calendar description**
- **Course content**
- **Contact hours**

Rationale:
These revisions are required for PHYS121 to meet the curriculum and contact hour requirements of the Common First-Year Engineering Curriculum Agreement. Okanagan College intends to sign onto this agreement as a "Sending Institution".

Calendar description:
Existing:
An introductory survey of electricity, magnetism and light: electrostatics, electric fields, capacitance, potential, currents, resistance, electric circuits, magnetic forces, magnetic fields, electromagnetic induction, alternating currents; waves and light, interference and diffraction. Experimental laboratory investigations in electricity, magnetism and light, and consideration of numerical problems and special topics are included. In any centre where PHYS 122 is not offered, PHYS 121 shall have, in addition to the three lecture hours and the three lab hours, a one-hour seminar.
Proposed:
A calculus-based introduction to Physics for students who intend to pursue careers in the physical sciences or engineering. Topics covered include: electrostatics; DC and AC circuits; magnetic forces and fields; electromagnetic induction; waves and sound; wave and geometric optics; and modern physics. Experimental laboratory investigations, with emphasis on data collection, analysis and experimental techniques, reinforce the concepts covered in the lecture part of the course.
Course content:
Sound, geometric optics, and modern physics are being added. The time spent on wave optics will be increased, and the time spent on electricity, circuits, and electromagnetism will be decreased.
Contact hours:

	Existing	Proposed
Lecture	3	4
Lab	3	3
Average weekly contact hours	6	7

Implementation date: September 2019
Cost: N/A

NTEN 129 – 3 – 4 Project Management for Network and System Administrators
New course
Rationale:
When originally conceived, BUAD 231 - Project Management in an Information Technology Environment was delivered in the fourth semester of the NTEN program and acted as a first course in project management within a generic Information Technology context.
In 2015 and 2016, the NTEN program undertook a significant program revision that, in part, involved the resequencing of key learning outcomes. As part of that resequencing, some of the foundational theoretical and functional aspects of project management were transferred to earlier points in the program flow, particularly as new inclusions in NTEN 199 - Topics in Internetworking. As well, the department committed to using these same foundations as structural elements in network and systems lab work for other courses.
As a result, through ongoing review of the diploma program and in consultation with the BUAD Department and NTEN Program Advisory Committee, the department has identified the need to replace BUAD 231 with a new, more specific project management course (NTEN 129 - Project Management for Network and Systems Administrators) to better align with program outcomes (i.e. prepare students prior to NTEN 199 and subsequent second year courses with the requisite project management knowledge).
NTEN 129 demonstrates to students how project management can be used to successfully initiate, monitor and complete a network or systems project. It focuses on project management methodologies, project documentation, definitions, status reports, and final delivery.
Calendar description:
In this course, students learn to manage time, plan tasks and evaluate progress within an Information Technology project lifecycle. Various methodologies and software will be compared and contrasted. Documentation will be defined and produced, including: proposals, definitions, status reports and final deliverables. Blended theory and practice will enable students to manage all aspects of a system design and development project.
Prerequisites:
NTEN 117, CMNS 113

Course outline:

Course Outline

Professor:
Office Location
Office Phone
Email

Credit Hours	3
Presentation format	Lecture 2 hrs/wk, Lab 2 hrs/wk,
Prerequisite:	NTEN 117, CMNS 113
Co-requisite	None

Description:

In this course, students learn to manage time, plan tasks and evaluate progress within an Information Technology project lifecycle. Various methodologies and software will be compared and contrasted. Documentation will be defined and produced, including: proposals, definitions, status reports and final deliverables. Blended theory and practice will enable students to manage all aspects of a system design and development project.

Major Topics:

1. Foundational Concepts of Project Management, Task Planning and Progress Evaluation
2. Agile Project Management Model
3. Hybrid and Waterfall Project Management Model
4. Developing Scope and Requirements
5. Planning and Scheduling
6. Estimating Cost and Schedule
7. Team Dynamics and Human Resources Management
8. Project Assessment

Course Evaluation:

The Course Evaluation will be based on the following break-down:

Labs	10%
Assignments and Quizzes	15%
Midterm Exam (Written)	25%
Final Exam (Written)	25%
Course Project (Practical)	25%

Course Materials:

Project Management the Agile Way: Making it Work in the Enterprise. John C. Goodpasture. — 2nd edition. Copyright 2016. J. Ross Publishing

Learning Outcomes:

After completion of this course the student will be able to:

- Identify project goals of an IT project, as well as constraints, deliverables, performance criteria, control needs, and resource requirements in consultation with stakeholders.
- Manage the scope, cost, timing, and quality of an IT project, at all times focused on project success as defined by project stakeholders.
- Align an IT project to the organization's strategic plans and business justification throughout its lifecycle.
- Implement project management knowledge, processes, lifecycle and the embodied concepts, tools and techniques in order to achieve project success.
- Adapt and adjust projects in response to issues that arise internally and externally.
- Interact with team and stakeholders in a professional manner, respecting differences, to ensure a collaborative project environment.
- Utilize technology tools for communication, collaboration, information management, and decision support.
- Implement general business concepts, practices, and tools to facilitate project success.
- Apply legal and ethical standards where appropriate.
- Adapt project management practices to meet the needs of stakeholders from multiple sectors of the economy (i.e. consulting, government, arts, media, and charity organizations).
- Apply project management practices to the launch of new programs, initiatives, products, services, and events relative to the needs of stakeholders.
- Appraise the role of project management in organization change.

Course Outcomes/Objectives

Topic	Objectives
Foundational Concepts of Project Management, Task Planning and Progress Evaluation	Discuss and understand project management history, background a methods
	Understand a traditional project management lifecycle
	Compare and contrast different project management methodologies
Agile Project Management	Understand and apply an Agile project management methodology
	Create business value models and case analyses
	Create a project balance sheet
Hybrid and Waterfall Project Management Models	Identify and apply quality values, principles and practices
	Compare and contrast Agile to different forms of project manageme
	Identify and apply process limits and benchmarks

Developing Scope and Requirements	Establish project principles and requisite conditions	
	Establish key elements of milestone planning, monitoring and controlling	
	Discuss change management and risk management as it pertains to project management	
Planning and Scheduling	Identify and understand drivers as they pertain to Agile project management, along with the creation and application of different planning and scheduling models	
	Understand planning architecture and nonfunctional deliverables	
	Identify and account for uncertainty	
Estimating Cost and Schedule	Understand, forecast, and create Agile estimates of cost and time	
	Manage backlog, productivity, scope, and complexity	
	Foresee and account for cost and schedule derivations	
Team Dynamics and Human Resources Management	Understand teams as a social unit	
	Understand and manage groups as teams	
	Develop principles, values, and core operating model of an Agile team	
	Develop successful communication plans and networks	
Project Assessment and Documentation	Identify and manage value, environment density, risk management, pilots and project bias	
	Understand, create and analyze WIP, burndown charts and value scorecards	

NTEN129 COURSE POLICIES

Exam Writing Policy

The Midterm and Final Exams are to be completed on the date set. Please notify the professor in advance if you are unable to write at a set time. No notification will result in a mark of zero.

NTEN DEPARTMENT POLICIES

NTEN Department Passing Grade Requirements Policy

Students must obtain a passing grade (at least 50%) in both the lecture/written component and the laboratory/practical component of the course. **If the student receives a failing grade (less than 50%) in either the lab or lecture component, the final mark for the whole course will be no more than 49%.**

NTEN Department Laboratory Attendance Policy

Attendance of each lab period is mandatory. If a student misses a lab period due to illness, a doctor's note must be provided. In that case, that lab will not count for or against the student. Any student **missing three or more labs,** regardless of the reason(s) will be awarded a maximum final mark of **49%. Laboratory attendance will be recorded.**

OKANAGAN COLLEGE POLICIES

Okanagan College Academic Integrity Policy:

Okanagan College requires that all students are informed of the Academic Integrity Policy included in the College Calendar which can be found at the following link:

http://webapps-5.okanagan.bc.ca/ok/Calendar/AcademicIntegrity

Okanagan College Student Conduct Policies:

Okanagan College requires that students are informed of acceptable Student Conduct Policies included in the College Calendar which can be found at the following link:

http://webapps-5.okanagan.bc.ca/ok/Calendar/StudentConduct

Implementation date: January 2020
Cost: N/A

NTEN 199 – 3 – 60 Topics in Internetworking
Course revision:

- **Corequisites**

Rationale:
Presently the work in NTEN 199 requires competency with material from two prerequisite courses (NTEN 127 & NTEN 137). Based on observation we realized the management aspect was missing from this course and in-order to improve NTEN199 learning outcomes, the project management component will be required.
Corequisites:

Existing	Proposed
NTEN127, NTEN137	NTEN127, NTEN137, NTEN129

Implementation date: January 2020
Cost: N/A

Network and Telecommunications Engineering Technology Diploma
Program revision:

- **Addition of courses**
- **Revision of courses**
- **Deletion of courses from the program**
- **Resequencing of courses/ program outline**

Rationale:
Through ongoing review of the diploma program and in consultation with the BUAD Department and NTEN Program Advisory Committee, the department has identified the need to replace BUAD 231 with a new, more specific project management course (NTEN 129 - Project Management for Network and Systems Administrators) to better align with program outcomes (i.e. prepare students prior to NTEN 199 and subsequent second year courses with the requisite project management knowledge).
When originally conceived, BUAD 231 - Project Management in an Information Technology Environment was delivered in the fourth semester of the NTEN program and acted as a first course in project management within a generic Information Technology context.
In 2015 and 2016, the NTEN program undertook a significant program revision that, in part, involved the resequencing of key learning outcomes. As part of that resequencing, some of the foundational theoretical and functional aspects of project management were transferred to earlier points in the program flow, particularly as new inclusions in NTEN 199 - Topics in Internetworking. As well, the department committed to using these same foundations as structural elements in network and systems lab work for other courses.
As a result, NTEN 129 - Project Management for Network and System Administrators has been created and added to semester two of the NTEN program and BUAD 231 has been deleted dropped from semester four of the NTEN program.
To enable this change, one elective (3 credits) will be moved from semester two to semester four of the program.
Addition of courses:
NTEN 129
Revision of courses:
NTEN 199
Deletion of courses from the program:
BUAD 231
Resequencing of courses/ program outline:

First Year		
Semester One		
NTEN 111 Computer Components and Peripherals	NTEN 111 Computer Components and Peripherals	
NTEN 112 Computer Programming I	NTEN 112 Computer Programming I	
NTEN 113 Voice and Data Communications Infrastructure	NTEN 113 Voice and Data Communications Infrastructure	
NTEN 117 Networks and Telecommunications I	NTEN 117 Networks and Telecommunications I	
CMNS 113 Technical Communication for Information Technology	CMNS 113 Technical Communication for Information Technology	
MATH 127 Math for Network & Telecom Engineering Tech I	MATH 127 Math for Network & Telecom Engineering Tech I	
Semester Two		
NTEN 123 Network Applications of Analog and Digital Systems	NTEN 123 Network Applications of Analog and Digital Systems	
NTEN 127 Local Area Network Management	NTEN 127 Local Area Network Management	
NTEN 137 Routing and Switching I	NTEN 137 Routing and Switching I	
CMNS 123 Analysis and Reporting for Information Technology	CMNS 123 Analysis and Reporting for Information Technology	
NTEN 128 Scripting for Network and System Administrators	NTEN 128 Scripting for Network and System Administrators	
One elective (3 credits)	NTEN 129 – Project Management for Network and System Administrators	

Extended Semester (3 weeks)		
NTEN 199 Topics in Internetworking	NTEN 199 Topics in Internetworking	

Second Year		
Semester Three		
NTEN 207 Enterprise Telecommunications	NTEN 207 Enterprise Telecommunications	
NTEN 211 Virtualization for Enterprise System Administrators	NTEN 211 Virtualization for Enterprise System Administrators	
NTEN 217 Routing and Switching II	NTEN 217 Routing and Switching II	
NTEN 219 Linux Server Management	NTEN 219 Linux Server Management	
Two electives (6 credits)	Two electives (6 credits)	
Semester Four		
NTEN 225 Internetwork Security I	NTEN 225 Internetwork Security I	
NTEN 227 Carrier Telecommunications	NTEN 227 Carrier Telecommunications	
NTEN 223 Internet of Things	NTEN 223 Internet of Things	
NTEN 299 Network Project	NTEN 299 Network Project	
BUAD 231 Project Management in an Information Technology Environment	One elective (3 credits)	

Implementation date: January 2020
Cost: N/A

ANIM 112 – 6 – 12 Animation Principles I
Course revision:

- **Calendar description**
- **Course content**

Rationale:
The content of the course has been greatly expanded. It now includes much more theory as well as in-depth instruction in the use of industry standard software - Harmony for 2D and Maya for 3D. As a result, the calendar description, learning outcomes and schedule all need to be updated.
Calendar description:
Existing:
Students are introduced to the basic principles of animation and timing through a series of exercises designed to bring attention to the details of frame by frame movement. Industry standard digital tools and methodologies used to produce 2D and 3D animation are introduced.
Proposed:
Students are introduced to the basic principles common to all styles of animation. The most important foundational concepts of acting, physics, composition, body mechanics and texture will be examined though a series of character animation exercises. Industry standard digital tools and methodologies are used to produce both 2D and 3D animation in a variety of styles.
Course content:
Previously, the course was based on exercises only with very little theory, software instruction or exploration of various styles. The new content includes very in-depth theory that will allow students to perform at a feature film level. It also includes a complete course of instruction in both 2D and 3D software to create competency at a professional level.
Implementation date: September 2019
Cost: N/A

ANIM 122 – 6 – 12 Animation Principles II
Course revision:

- **Calendar description**
- **Course content**

Rationale:
The content of the course has been greatly expanded. It now includes much more theory as well as in-depth instruction in the use of industry standard software - Harmony for 2D and Maya for 3D. As a result, the calendar description, learning outcomes and schedule all need to be updated.
Calendar description:
Existing:
Students integrate the fundamental principles of animation presented in Animation Principles I with a series of exercises designed to place an emphasis on action analysis and performance. Exercises include animating characters engaging in tasks affected by anatomy, momentum and gravity. Introductory animation is covered. Digital methodologies used in the production of 2D and 3D animation are further explored.
Proposed:
Students expand on the skills learned in Animation Principles I with exercises emphasizing the analysis and adaptation of reference footage for details and performance. Exercises include animating complex body mechanics, physics and acting. The basic fundamentals of effects animation are also covered. All assignments are completed in both 2D and 3D software for a more balanced skillset.
Course content:
Previously, the course was based on exercises only with very little theory, software instruction or exploration of various styles. The new content includes very in-depth theory that will allow students to perform at a feature film level. It also includes a complete course of instruction in both 2D and 3D software to create competency at a professional level.
Implementation date: September 2019
Cost: N/A

ANIM 212 – 6 – 12 Animation Principles III
Course revision:

- **Calendar description**
- **Course content**

Rationale:
The content of the course has been greatly expanded. It now includes much more theory as well as in-depth instruction in the use of industry standard software - Harmony for 2D and Maya for 3D. As a result, the calendar description, learning outcomes and schedule all need to be updated.
Calendar description:
Existing:
The principles of acting for animation are introduced. Topics include acting for animation, lip synch and interpreting the emotion and performance reflected in the sound track. Exercises incorporate acting principles with the mechanics of speech incorporated into animated sequences. Pre-recorded dialogue tracks are introduced and emphasis is placed on ensuring mouth action is synchronized and body action is consistent with the dialogue. An analysis of human movement is the framework for rendering physical movement in animation, which may include broad physical humor (slapstick) or subtle drama.
Proposed:
Advanced acting utilizing both body language and facial expressions will be explored. Students will create animated sequences using full character dialogue and facial animation. Multi-character scenes will be introduced, employing complex composition, texture, cinematography and body mechanics. A variety of styles will continue to be practiced with a focus on the specific techniques used for cartoony styles. With the introduction of polishing, students will bring their animated assignments to a professional, industry standard level of completion.
Course content:
Previously, the course was based on exercises only with very little theory, software instruction or exploration of various styles. The new content includes very in-depth theory that will allow students to perform at a feature film level. It also includes a complete course of instruction in both 2D and 3D software to create competency at a professional level.

Implementation date: September 2019
Cost: N/A

ANIM 222 – 6 – 12 Animation Principles IV
Course revision:

- **Calendar description**
- **Course content**

Rationale:
The content of the course has been greatly expanded. It now includes much more theory as well as in-depth instruction in the use of industry standard software - Harmony for 2D and Maya for 3D. As a result, the calendar description, learning outcomes and schedule all need to be updated.
Calendar description:
Existing:
Students are introduced to complex animation studies which replicates the studio experience. While animating a sequence of scenes involving multiple characters, learners study the coordination of team members, managing assets, problem solving, achieving production milestones and assessing visual continuity and technical challenges. Professional practices used in the production of 2D and 3D animation are introduced.
Proposed:
Students are introduced to complex animation studies which replicate the studio experience. There is a strong focus on animating animals commonly used in animated entertainment. Multi-character scenes will continue to be explored. The development of both 2D and 3D skills will continue. Professional studio procedures, practices and etiquette will be explored.
Course content:
Previously, the course was based on exercises only with very little theory, software instruction or exploration of various styles. The new content includes very in-depth theory that will allow students to perform at a feature film level. It also includes a complete course of instruction in both 2D and 3D software to create competency at a professional level.
Implementation date: September 2019
Cost: N/A

ANIM 211 – 3 – 6 Life Drawing III
Course revision:

- **Contact hours**
- **Credits**

Rationale:
The Animation Program assignment of courses and course hours was an estimate based on theoretical planning. However, as it turns out, in practice, the estimated course hours assigned for some classes have been overestimated and the estimated course hours assigned for other classes have been underestimated. The estimated course hours for Life Drawing lll have been overestimated, and the estimated course hours for Layout and Design lll have been underestimated.
By the third semester, it has been determined that students have advanced to such a level in Life Drawing that two three hour classes per week are not required to achieve the objectives as set out in the course outline for Life Drawing lll. One three hour class per week is sufficient to achieve the objectives as set out in the course outline for Life Drawing lll.
As well, by third semester, it has been determined, based on the achievements of the students in Layout and Design lll, that another 3 hour class per week is necessary for them to achieve the objectives as set out in the course outline for Layout and Design lll.
Contact hours:

	Existing	**Proposed**
Lecture	3	1.5
Lab	3	1.5
Average weekly contact hours	6	3

Credits:

Existing	Proposed
3	1.5

Implementation date: September 2019
Cost: N/A

ANIM 214 – 1.5 – 3 **Layout and Design lll**
Course revision:

- **Contact hours**
- **Credits**

Rationale:
The Animation Program assignment of courses and course hours was an estimate based on theoretical planning. However, as it turns out, in practice, the estimated course hours assigned for some classes have been overestimated and the estimated course hours assigned for other classes have been underestimated. The estimated course hours for Layout and Design lll have been underestimated, and the estimated course hours for Life Drawing lll have been overestimated.
By third semester, it has been determined, based on the achievements of the students in Layout and Design lll, that another 3 hour class per week is necessary for them to achieve the objectives as set out in the course outline for Layout and Design lll.
As well, the third semester, it has been determined that students have advanced to such a level in Life Drawing that two three hour classes per week are not required to achieve the objectives as set out in the course outline for Life Drawing lll. One three hour class per week is sufficient to achieve the objectives as set out in the course outline for Life Drawing lll.
Contact hours:

	Existing	Proposed
Lecture	1.5	3
Lab	1.5	3
Average weekly contact hours	3	6

Credits:

Existing	Proposed
1.5	3

Implementation date: September 2019
Cost: N/A

Business

OADM 132 – 15 hours **Organizational Software**
New course
Rationale:
Employers have been telling us through practicum placements that students need more knowledge in the power of using all of the capabilities of Outlook. We are removing some content from OADM 136 Office Procedures where we utilize this software and are moving into this course.
Calendar description:
In this course the student will learn how to utilize all of the functions of the MS Outlook program. The student will learn to effectively use functions and special features of MS Outlook and to apply problem solving techniques while working through practical assignments.
Prerequisites:
OADM 167
Course outline:

Office Administration Department
Okanagan School of Business

OADM 132 **Organizational Software** 15 hours
Course Outline

Instructor:

Course Description:	In this course the student will learn how to utilize all of the functions of the MS Outlook program. The student will learn to effectively use functions and special features of MS Outlook and to apply problem solving techniques while working through practical assignments.
Text and Resources:	*Microsoft Outlook 2019,* Seguin
Prerequisites:	OADM 167 Computer Essentials & Internet
Course Content:	1. Understanding the elements of MS Outlook 2. Communicating with E-Mail 3. Managing and Archiving E-mail Messages 4. Using Calendar for Scheduling 5. Using the Date Navigator 6. Entering appointments 7. Moving and editing one-time and recurring appointments 8. Creating events 9. Displaying the calendar in various views 10. Printing daily, weekly, and monthly calendars 11. Managing Contacts 12. Creating Tasks and Notes 13. Customizing and Integrating Outlook Components.
Evaluation:	In-class projects/assignments ..... 45% Tests ..... 45% Professionalism 10%
Learning Outcomes:	See the Office Administration Department Employability Skills Outline document for course outcomes.

Expectations:	Students must attend and participate in at least 70% percent of classes in order to write the final exam, which must be taken when scheduled. All assignments must be submitted before the final exam may be written. Passing grade is 70 percent. See program policy manual for more information.

Implementation date: September 2019
Cost: N/A

OADM 136 – 75 hours Office Procedures
Course revision:

- **Calendar description**
- **Contact hours**
- **Content**

Rationale:
Employers in the valley have informed us our students need more training on Microsoft Outlook. We are moving some of the content from Office Procedures into the new course – OADM 132 Organizational Software to meet the needs of employers.
Calendar description:
Existing:
This course will introduce common business procedures. Students will operate telephone, postal, ands shipping systems; create forms, perform reception duties, prepare for and document business meetings, and make travel arrangements.
Proposed:
Upon completion of the Office Procedures course, the students will be able to effectively handle business telephone, postal, and shipping systems; complete basic business forms; manage work, time, and resources efficiently; perform reception duties; prepare for and document business meetings; and make travel arrangements.
Contact hours:

	Existing	Proposed
Lecture	75	60
Total contact hours	75	60

Content:
Microsoft Outlook content has been removed and replaced with a new course – OADM 132.
Implementation date: September 2019
Cost: N/A

OADM 169A – 30 hours Spreadsheets I
New course
Rationale:
OADM 169 Spreadsheets is a 60-hour course that includes advanced formulas as well as pivot tables. The Office Assistant students are not required to have the advanced knowledge of Microsoft Excel as they are training to be receptionists and junior clerks so we are splitting the course into Spreadsheets I and II. Spreadsheets I will be a required course for the Office Assistant students and Spreadsheets I and II will be required for the Administrative Assistant students who are doing the more advanced program.
Calendar description:
This course includes spreadsheet terminology, concepts, commands, functions and capabilities of Microsoft Excel, The student will be able to create professional, attractive, multi-tabbed workbooks that include formulas and graphics.
Students with credit for OADM 169 cannot take OADM 169A for additional credit.
Prerequisites:
OADM 130, OADM 167
Course outline:

Office Administration Department
Okanagan School of Business

OADM 169A **Spreadsheets I** 30 hours
Course Outline

Instructor:

Course Description:	This course includes spreadsheet terminology, concepts, commands, functions and capabilities of Microsoft Excel. The student will be able to create professional, attractive, multi-tabbed workbooks that include formulas and graphics.
Text and Resources:	*Microsoft Excel 2016, E-Lab Access* - Labyrinth Learning
Prerequisites:	OADM 130 – Business Math and Calculators
Course Content:	1. Spreadsheet basics 2. Creating and modifying worksheets 3. Formatting and printing worksheets 4. Basic formulas and functions 5. Data Visualization and Images 6. Working with large worksheets 7. Advanced Workbook Formatting 8. Data Functions and Conditional Formatting
Evaluation:	Assignments ..... 30% Projects..... 25% Quizzes..... 10% Final Exam..... 35%
Learning Outcomes:	See the Office Administration Department Employability Skills Outline document for course outcomes.
Expectations:	Students must attend and participate in at least 70 percent of classes in order to write the final exam, which must be taken when scheduled. All assignments must be submitted before the final exam may be written. Passing grade is 70% See program policy manual for more information.

Implementation date: September 2019
Cost: N/A

OADM 169B – 30 hours **Spreadsheets II**
New course
Rationale:
OADM 169 Spreadsheets is a 60-hour course that includes advanced formulas as well as pivot tables. The Office Assistant students are not required to have the advanced knowledge of Microsoft Excel as they are training to be receptionists and junior clerks so we are splitting the course into Spreadsheets I and II. Spreadsheets I will be a required course for the Office Assistant students and Spreadsheets I and II will be required for the Administrative Assistant students who are doing the more advanced program.

Calendar description:
This course is a continuation of OADM 169A Spreadsheets I that includes spreadsheet advanced functions and capabilities of Microsoft Excel. The students will be able to create professional, attractive, multi-tabbed workbooks that include formulas, charts, graphics, maps, and macros. They will also be able to manage spreadsheet templates, combine multiple worksheets and workbooks, and will work with data tables, queries, and pivot tables.
Students with credit for OADM 169 cannot take OADM 169B for additional credit.
Prerequisites:
OADM 169A
Course outline:

Office Administration Department
Okanagan School of Business

WHAT'S NEXT IS WHAT'S HERE.

OADM 169B **Spreadsheets II** 30 hours
Course Outline

Instructor:

Course Description:	This course is a continuation of OADM 169A Spreadsheets I that includes spreadsheet advanced functions and capabilities of Microsoft Excel. The students will be able to create professional, attractive, multi-tabbed workbooks that include formulas, charts, graphics, maps, and macros. They will also be able to manage spreadsheet templates, combine multiple worksheets and workbooks, and will work with data tables, queries, and pivot tables. Students with credit for OADM 169 cannot take OADM 169B for additional credit.
Text and Resources:	*Microsoft Excel 2016, E-Lab Access* - Labyrinth Learning
Prerequisites:	OADM 169A – Spreadsheets I
Course Content:	9. Advanced Functions for Text and Analysis 10. Lookup Functions and Outlines 11. Working with Tables 12. Financial Functions and What-If Analysis 13. PivotTables and PivotCharts 14. Workbook Completion
Evaluation:	Assignments ..... 30% Projects ..... 25% Quizzes ..... 10% Final Exam 35%
Learning Outcomes:	See the Office Administration Department Employability Skills Outline document for course outcomes.
Expectations:	Students must attend and participate in at least 70 percent of classes in order to write the final exam, which must be taken when scheduled. All assignments must be submitted before the final exam may be written. Passing grade is 70% See program policy manual for more information.

Implementation date: September 2019

Cost: N/A

Accounting/Bookkeeping Certificate
Program revision:

- **Program outline**

Rationale:
OADM 169 Spreadsheets is a 60-hour course that includes advanced formulas as well as pivot tables. The Office Assistant students are not required to have the advanced knowledge of Microsoft Excel as they are training to be receptionists and junior clerks so we are splitting the course into Spreadsheets I and II. Spreadsheets I will be a required course for the Office Assistant students and Spreadsheets I and II will be required for the Administrative Assistant students who are doing the more advanced program.
This program revision is to implement this change.
Program outline:

Current Program Outline	Hours	Proposed Program Outline	Hours
OADM 130 Business Math and Calculators	60	OADM 130 Business Math and Calculators	60
OADM 142 Payroll Accounting	45	OADM 142 Payroll Accounting	45
OADM 143 Accounting I	90	OADM 143 Accounting I	90
OADM 144 Accounting II	60	OADM 144 Accounting II	60
OADM 145 Essential Office Skills	45	OADM 145 Essential Office Skills	45
OADM 152 Accounting Software I	60	OADM 152 Accounting Software I	60
OADM 155 Accounting Software II	60	OADM 155 Accounting Software II	60
OADM 156 Accounting Assistant Simulation	30	OADM 156 Accounting Assistant Simulation	30
OADM 169 Spreadsheets	60	OADM 169A Spreadsheets I	30
		OADM 169B Spreadsheets II	30
OADM 181 Job Search Techniques	30	OADM 181 Job Search Techniques	30
OADM 183 Practicum - Accounting	90	OADM 183 Practicum - Accounting	90
	630		630

Implementation date: September 2019
Cost: N/A

Administrative Assistant Certificate
Program revision:

- **Program outline**

Rationale:
OADM 169 Spreadsheets is a 60-hour course that includes advanced formulas as well as pivot tables. The Office Assistant students are not required to have the advanced knowledge of Microsoft Excel as they are training to be receptionists and junior clerks so we are splitting the course into Spreadsheets I and II. Spreadsheets I will be a required course for the Office Assistant students and Spreadsheets I and II will be required for the Administrative Assistant students who are doing the more advanced program.
Upon reviewing our programs in the College Calendar we decided it is time to remove reference to OADO courses and clean up our program outlines.

This program revision is to implement these changes.

Program outline:

Current Program Outline	hours	Proposed Program Outline	hours
One of:	90	OADM 110 Communications I	90
OADM 110 Communications I		OADM 111 Letter Writing	60
OADO 110 Business English		OADM 127 Administrative	60
One of:		Assistant Simulation	
OADM 111 Letter Writing	60	OADM 130 Business Math and	60
OADO 111 BusIness Communications		Calculators	
One of:		OADM 132 Organizational	15
OADM 127 Administrative Assistant Simulation		Software	
OADO 127 Integrated Projects - Administrative	60	OADM 135 Records Management	30
One of:		OADM 136 Office Procedures	
OADM 130 Business Math and Calculators		OADM 143 Accounting I	60
OADO 130 Business Math and Calculators	60	OADM 142 Payroll Accounting	90
One of:		OADM 152 Accounting Software I	45
OADM 135 Records Management	30	OADM 165 Presentation Graphics	60
OADO 135 Records Management		OADM 167 Computer Essentials	
One of:		and the Internet	30
OADM 136 Office Procedures	75	OADM 168 Database	
OADO 136 Administrative Procedures		OADM 169A Spreadsheets I	30
One of:		OADM 169B Spreadsheets II	
OADM 143 Accounting I	90	OADM 171 Desktop Publishing	45
Or both of:		OADM 174 Keyboarding	30
OADO 140 Accounting I		OADM 128 Word Processing I	30
OADO 141 Accounting II		OADM 129 Word Processing II	30
One of:		OADM 180 Self-Management	30
OADM 142 Payroll Accounting	45	Skills	75
BACC 243 Payroll Administration		OADM 181 Job Search	75
One of:		Techniques	30
OADM 152 Accounting Software I	60	OADM 182 Office Practicum	
OADO 152 Computerized Accounting			30
BACC 241 Computerized Accounting I			
One of:			90
OADM 165 Presentation Graphics	30		
OADO 165 Presentation Software		Total hours	1095
One of:			
OADM 167 Computer Essentials and the Internet	30		
OADO 167 Introduction to Computers and the Internet			
One of:			
OADM 168 Database	45		
OADO 168 Database			
One of:			
OADM 169 Spreadsheets	60		
OADO 169 Spreadsheets I			
One of:			
OADM 171 Desktop Publishing	30		
OADO 171 Desktop Publishing			
One of:			
OADM 174 Keyboarding	30		
Or both:			
OADO 173 Keyboarding I			
OADO 174 Keyboarding II			
One of:			
OADM 128 Word Processing I	75		

OADO 175 Word Processing I One of: OADM 129 Word Processing II OADO 176 Word Processing II One of: OADM 180 Self-Management Skills OADO 180 Human Relations One of: OADM 181 Job Search Techniques OADO 181 Job Search One of: OADM 182 Office Practicum Total hours	 75 30 30 90 1095		

Implementation date: September 2019
Cost: N/A

Office Assistant Certificate
Program revision:

- **Program outline**

Rationale:
OADM 169 Spreadsheets is a 60-hour course that includes advanced formulas as well as pivot tables. The Office Assistant students are not required to have the advanced knowledge of Microsoft Excel as they are training to be receptionists and junior clerks so we are splitting the course into Spreadsheets I and II. Spreadsheets I will be a required course for the Office Assistant students and Spreadsheets I and II will be required for the Administrative Assistant students who are doing the more advanced program.
Time freed up from reducing Software by 30 hours is used to add OADM 165 Presentation Graphics to this program.
Upon reviewing our programs in the College Calendar we decided it is time to remove reference to old OADO courses and clean up our Program outlines.
This program revision is to implement these changes.
Program outline:

Current Program Outline	Hours	Proposed Program Outline	Hours
One of: OADM 110 Communications I OADO 110 Business English One of: OADM 130 Business Math and Calculators OADO 130 Business Math and Calculators One of: OADM 135 Records Management OADO 135 Records Management One of: OADM 136 Office Procedures OADO 136 Administrative Procedures One of: OADM 167 Computer Essentials and the Internet OADO 167 Introduction to Computers and the Internet One of: OADM 169 Spreadsheets OADO 169 Spreadsheets I One of: OADM 174 Keyboarding Or both:	 90 60 30 75 30 60 30	OADM 110 Communications I OADM 130 Business Math and Calculators OADM 132 Organizational Software OADM 135 Records Management OADM 136 Office Procedures OADM 167 Computer Essentials and the Internet OADM 169A Spreadsheets I OADM 174 Keyboarding OADM 128 Word Processing I OADM 180 Self-Management Skills OADM 181 Job Search Techniques OADM 165 Presentations Graphics Total hours	90 60 15 30 60 30 30 30 75 30 30 30 510

OADO 173 Keyboarding I OADO 174 Keyboarding II One of: OADM 128 Word Processing I OADO 175 Word Processing I One of: OADM 180 Self-Management Skills OADO 180 Human Relations One of: OADM 181 Job Search Techniques OADO 181 Job Search Total	 75 30 30 510		

Implementation date: September 2019
Cost: N/A