

## Education Council – Motions Carried February 3, 2022

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<b>Student Services:</b> J Coble
<b>OC Students Society:</b> Presidents, OC Student Union and Vernon Student Association
<b>Education Council:</b> C Newitt, D Marques

Education Council met on February 3, 2022 and approved the following:

### **Academic Courses**

#### **Micro-credential**

#### **New courses:**

##### **1. ITUS 100 Computer Components and Peripherals**

#### **Proposal Rationale**

Computer Components and Peripherals is one of three courses within the IT User Support micro-credential certificate.

##### **2. ITUS 110 Networks and Telecommunications**

#### **Proposal Rationale**

Networks and Telecommunications is one of three courses within the IT User Support micro-credential certificate.

##### **3. ITUS 120 Infrastructure and Computing**

#### **Proposal Rationale**

Infrastructure and Computing is the third module (of three) of the IT User Support micro-credential certificate.

#### **Business**

#### **New courses:**

##### **4. OADM 185 Professional Skills for Virtual Assistants**

#### **Proposal Rationale**

This course is part of the new Virtual Assistant Program in the Office Administration Department.

## **5. OADM 186 Online Collaboration Tools**

### **Proposal Rationale**

This course is part of the new Virtual Assistant Program in the Office Administration Department.

## **6. OADM 189 Business Planning and Management**

### **Proposal Rationale**

This course is part of the new Virtual Assistant Program in the Office Administration Department.

## **7. OADM 190 Online Marketing**

### **Proposal Rationale**

This course is part of the new Virtual Assistant Program in the Office Administration Department.

## **8. OADM 191 VA Simulation**

### **Proposal Rationale**

This course is part of the new Virtual Assistant Program in the Office Administration Department.

## **Academic Programs**

### **Micro-Credential**

#### **New program:**

#### **1. IT User Support Micro-Credential**

### **Proposal Rationale**

Okanagan College (OC) was successful in securing funding for the development and delivery of a micro-credential for IT User Support. This micro-credential includes three modules targeted at increasing skillset and competency in the user support/network engineering realm of IT. This micro-credential targets the career progression for people interested in the myriad of employment opportunities in the IT sector. This program will be developed in consultation with OC's Infrastructure and Computing Technology Department, Accelerate Okanagan, and local employers in the industry.

IT User Support program is a fit within the provincial Micro-credential Framework as it will provide opportunities for learners to gain critical competencies and skills to thrive in the future workforce and economy. IT User Support program aligns with the Ministry's framework and will create a pathway for learners into high-demand information and technology careers. Completing the micro-credential will provide:

- Increased awareness of relevant and available tech training in general.
- Foundational skills for entry level IT jobs, and thus employment opportunities.
- Increased access to related post-secondary training by providing a formal pathway for transfer credits into the OC Infrastructure and Computing Diploma for general public.
  - networking opportunities for the learners with local employers (i.e. guest speakers, company tours, job shadowing opportunities, tech-related organization tours, etc.).
- Formalized pathway to post-secondary training for high school students into the OC ICT diploma program. There are five school districts who have expressed a keen interest for formalized pathways into further post-secondary in the IT sector.

The new IT User Support micro-credential will be offered to school districts and the general public. For the school districts, IT User Support will not duplicate the Gateway to Technology offering; it will build on the existing offerings for students who want to access deeper learning on topics directly related to post secondary opportunities. Students who take the micro-credential will also be better experienced for entry-level jobs in IT departments in companies such as Staples or Best Buy. IT User Support will be promoted to the grade 12 students who have 1) already taken the Gateway to Tech for Youth or 2) have a strong interest in tech as a career potential and are already considering post-secondary education.

For general public, OC will develop a Recognition of Prior Learning (RPL) framework that will assess the competencies related to IT and the topics of the micro-credential offering. Depending on the outcome of the RPL, general public participants may be granted the ability to challenge the first two modules within the micro-credential and moves straight to the third module that assesses and results in transfer credit into the ICT diploma.

Students enrolled in the IT User Support credential will be assessed on content-related projects, assignments, quizzes, participation and attendance. All student assessment activities will be developed to accurately measure competency aligned with the learning outcomes of each module. Similar to other OC programs, a minimum grade of 60% in all modules will equate to the successful completion of the micro-credential. Upon successful completion of the IT User Support Certificate, students will be granted transfer credit into the Infrastructure and Computing Technology Diploma (ICT 111 – Computer Components and Peripherals and ICT 117 Network Telecommunications I).

Student assessment activities will be developed in collaboration with the ICT department to ensure students have reached the desired competency levels that equate to the courses listed above.

(Refer to **Kuali** for complete proposal rationale).

## **Business**

### **New program:**

#### **2. Virtual Assistant Certificate**

### **Proposal Rationale**

A global pandemic forced many employees to work from home. The Virtual Assistant program has been developed so that students will have the skills to work effectively as an administrative assistant from anywhere in the world. The program goal is for students to acquire skills needed to be an excellent virtual assistant and also to do that as a business whereby they can seek many clients or just one client. This certificate program draws courses from the Administrative Assistant Certificate in the Office Administration Department and new courses that are developed in the areas of organization and collaboration, self-management, virtual office procedures, communications, business planning, and digital marketing.

### **Academic Schedules**

#### **Program Schedules:**

**Approved by Operations Committee January 28, 2022**

## **Adult Basic Education (ABE)**

### **Fall 2021**

<b>September 6</b>	Labour Day (no classes)
<b>September 7</b>	College-wide orientation day
<b>September 8</b>	Classes start – all campuses
<b>September 17</b>	Last day to register for classes
<b>October 11</b>	Thanksgiving (no classes)
<b>October 29</b>	Last day to withdraw from classes
<b>November 11</b>	Remembrance Day (no classes)
<b>December 21</b>	Classes and exams end
<b>December 24</b>	College closes at 3 p.m.
<b>December 25 – January 3</b>	Christmas closure - Okanagan College will be closed to the public

**Continuous intake classes may be available. Check at the campus you wish to attend.**

### **Winter 2022**

<b>January 1</b>	New Year's Day
<b>January 10 (was 4)</b>	Classes start – all campuses
<b>January 21 (was 14)</b>	Last day to register for class
<b>February 21</b>	Family Day (no classes)
<b>February 22</b>	Non-instructional Day (no classes)
<b>March 11 (was 4)</b>	Last day to withdraw from class
<b>March 21 - 25</b>	Study break – all campuses (no classes)
<b>April 15 - 18</b>	Easter (no classes)
<b>April 29</b>	Classes and exams end for four-month classes

**Continuous intake classes may be available. Check at the campus you wish to attend.**

### **Spring (Summer Session I) 2022**

<b>May 4 (was May 2)</b>	Two-month classes start
<b>May 23</b>	Victoria Day (no classes)
<b>June 28 (was June 24)</b>	Classes and exams end

### **Summer (Summer Session II) 2022**

\*No classes offered Penticton, Vernon and Salmon Arm this session

<b>July 1</b>	Canada Day (no classes)
<b>July 4</b>	Two-month classes start: Kelowna
<b>August 1</b>	BC Day (no classes)
<b>August 26</b>	Classes and exams end

## **2021-22 English Language Schedule**

### **Fall 2021**

September 1	The English Language program begins with scheduled English Language Assessment (OCELA) for new students
September 6	Labour Day (no classes)
September 7	College-wide orientation
September 8	Classes begin for new and returning students
September 24	Last day to register for a Fall semester course Last day to receive a refund of tuition fees for course drop Last day to drop a course without a withdrawal being recorded on the student's record Last day to change course registration status from audit to credit
October 11	Thanksgiving Day (no classes)
October 29	Last day to withdraw from a course without academic penalty Last day to change registration status from credit to audit
November 11	Remembrance Day
November 12	No classes
December 14	Classes end
December 15 – 21	Final exam period
December 24	College closes at 3:00

December 25 – January 3

Christmas closure (no classes) – Okanagan College will be closed to the public

## Winter 2022

January 10 (was Jan. 4)

January 6

January 7

January 28

February 21

February 22 - 25

March 4

April 15 - 18

April 20

April 25 - 27

The English Language program begins with scheduled English Language Assessment (OCELA) for new students  
Program orientation for all new students  
Classes begin for new and returning students  
Last day to register for a Winter semester course  
Last day to receive a refund of tuition fees for course drop  
Last day to drop a course without a withdrawal being recorded on the student's record  
Last day to change course registration status from audit to credit  
Family Day (no classes)  
Study Break (no classes)  
Last day to withdraw from a course without academic penalty  
Last day to change registration status from credit to audit  
Easter (no classes)  
Classes end  
Final exam period

## Summer Session I 2022

May 3 (was April 29)

May 4 (was May 3)

May 5 (was May 4)

May 13

May 23

June 3

June 24 (was June 22)

June 27 (was June 23-24)

The English Language program begins with scheduled English Language Assessment (OCELA) for new students  
Program orientation for all new students  
Classes begin for new and returning students  
Last day to receive a refund of tuition fees for course drop  
Last day to register for a Session I course  
Last day to drop a course without a withdrawal being recorded on the student's record  
Last day to change course registration status from audit to credit  
Victoria Day (no classes)  
Last day to withdraw from a course without academic penalty  
Last day to change registration status from credit to audit  
Classes end  
Final exam period

## Summer Session II 2022

June 29

July 1

July 4

July 5

July 14

The English Language program begins with scheduled English Language Assessment (OCELA) for new students  
Canada Day (no classes)  
Program orientation for all new students  
Classes begin for new and returning students  
Last day to receive a refund of tuition fees for course drop  
Last day to register for a Session II course  
Last day to drop a course without a withdrawal being recorded on the student's record  
Last day to change course registration status from audit to credit

July 29	Last day to withdraw from a course without academic penalty
August 1	Last day to change registration status from credit to audit
August 24	BC Day (no classes)
August 25, 26	Classes end
	Final exam period