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.

3. **GDE 120 Your Digital Toolkit – Adobe Creative Suite Applications I**

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.

4. **GDE 130 Your Digital Toolkit – Adobe Creative Suite Applications II**

Proposal Rationale
Your Digital Toolkit - Adobe Creative Suite Applications II 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. This course will be offered part time to allow for people who work to take the certificate.

Academic Programs

Business

Program revisions:

1. **Accounting/Bookkeeping Certificate**

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

2. **Administrative Assistant Certificate**

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

Micro-Credential

New program:

1. **Graphic Design Essentials Micro-Credential**

Proposal Rationale
Okanagan College was successful in securing funding for the development of Graphic Design Essentials micro-credential. This certificate includes four modules targeted at building competencies in graphic and digital design. This micro-credential assists in career progression for people interested in developing skills in graphic and digital design using industry standard software.

Graphic Design Essentials will provide opportunities for learners to gain the critical competencies and skills to thrive in the future workforce and digital economy. The addition of graphic design skills enhances the employability of people in entry level jobs, or who want to add skills to their resume for promotion and upskilling opportunities. This program aligns with the Ministry's framework as follows: • Increase access to post-secondary training as an add on to participants' resume and qualifications • Include employer